

# Boral Building Products

## Pollution Incident Response Management Plan (PIRMP)

**Boral Timber**  
13056 Summerland Way  
KYOOGLE, NSW 2474

Lot 23 DP 1171084  
EPL 906

Review Date: 25<sup>th</sup> January 2017

Site Map



Local Authority  
Kyogle Council



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## Overview

The Boral Kyogle Timber Mill is located in a rural area; 3.4km south of the township of Kyogle. The site is bordered by a cemetery to the north with rural pastures and rural dwellings to the east, south and west. The site is zoned industrial.

The site predominantly produces flooring from green sawn hardwood that is received from the Boral green mill supply chain and other independent saw mills. The key operational processes are:

- **Treatment Plant** – Timber is treated with ACQ Type D and Permethrin within a pressurised cylinder which is located within a bunded and roofed facility. The treated timber is air dried over sealed and roofed surfaces until drip dried (min24hrs) in preparation of being transferred to a number of timber stacks throughout the site.
- **Timber drying area and Board Plant** – the pre-dryers, kilns and board plant are situated around the centre of the site.
- **Sawdust furnace** – Saw dust is utilised as furnace fuel which provides heat for the kilns. Ash from the furnace is collected in 205L drums in preparation for off-site disposal by a certified waste contractor.
- **Timber stacks** – Timber is air dried in a number of stacks which are predominantly located in the southern portion of the site. Air emissions are tested on an annual program.

A sedimentation Dam is located in the north east corner of the site. Recent works include de-silting and increasing the dam capacity. Channel drains on the eastern perimeter are funneled to this drain. When levels reach a certain height, water is pumped out and irrigated onto grassed areas within the bunded area.

## Neighbours

- **Site Tenant**  
Brian Farrell (Splinter) Phone: 0266 323 645
- **Western Boundary**  
Jim Moss Phone: 02 6632 1698  
Murray Boyd Phone: 02 6632 2339
- **Southern Boundary**  
R. Doolan (Landlord) Phone: 0412 680 865  
(Tenant) Phone:
- **Eastern Boundary**  
Scott Walters Phone: 0428 536 811

## Responsibilities

Robert Cox	Site Manager	Phone: 02 6632 1866	Mobile: 0428 297 226
Greg Ninnis	Regional HSE Advisor	Phone: 02 6581 9024	Mobile: 0401 895 073

NSW/ACT

## Training

- All staff shall receive site induction.
- All visitors shall receive site induction and be escorted throughout site by an inducted person/employee.
- All staff must be trained in Emergency Spill Response
- All staff must be trained in Emergency Response Procedures
- All relevant staff must be trained in the safe use of Dangerous Goods and Hazardous Substances including appropriate PPE

## Testing of the Plan

- The Plant Manager will be the person responsible for implementing, reviewing, testing and updating the Plan.
- The Plan will be tested within one month of an environmental incident or annually if no incidents occur within that time period.
- A documented drill will be carried out listing what the proposed emergency was, how staff reacted to the emergency, what actions were carried out and what lessons were learnt.

## Incident Notification

Following an environmental incident resulting in Material Harm, the following five authorities must be notified in the following order;

1	If there is a threat to human health or property.	Fire and Rescue NSW	<b>000</b>
2	The appropriate regulatory authority (ARA).	Kyogle Council After Hours	<b>02 6632 1611</b> <b>02 6626 6800</b>
3	The Environmental Protection Agency if it is not the ARA	The EPA Environment Line	<b>131 555</b>
4	Ministry of Health	Lismore Public Health Unit.  Infectious Disease Environmental Health	<b>02 6620 7585</b>  <b>0439 882 572</b> <b>0428 882 805</b>
5	The state WorkCover authority.	WorkCover	<b>131 050</b>

A written report will be submitted to the relevant authorities within seven days of a notifiable incident.

## Definitions –

### Material Harm

Harm to the environment is material if:

- It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations) and
- Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

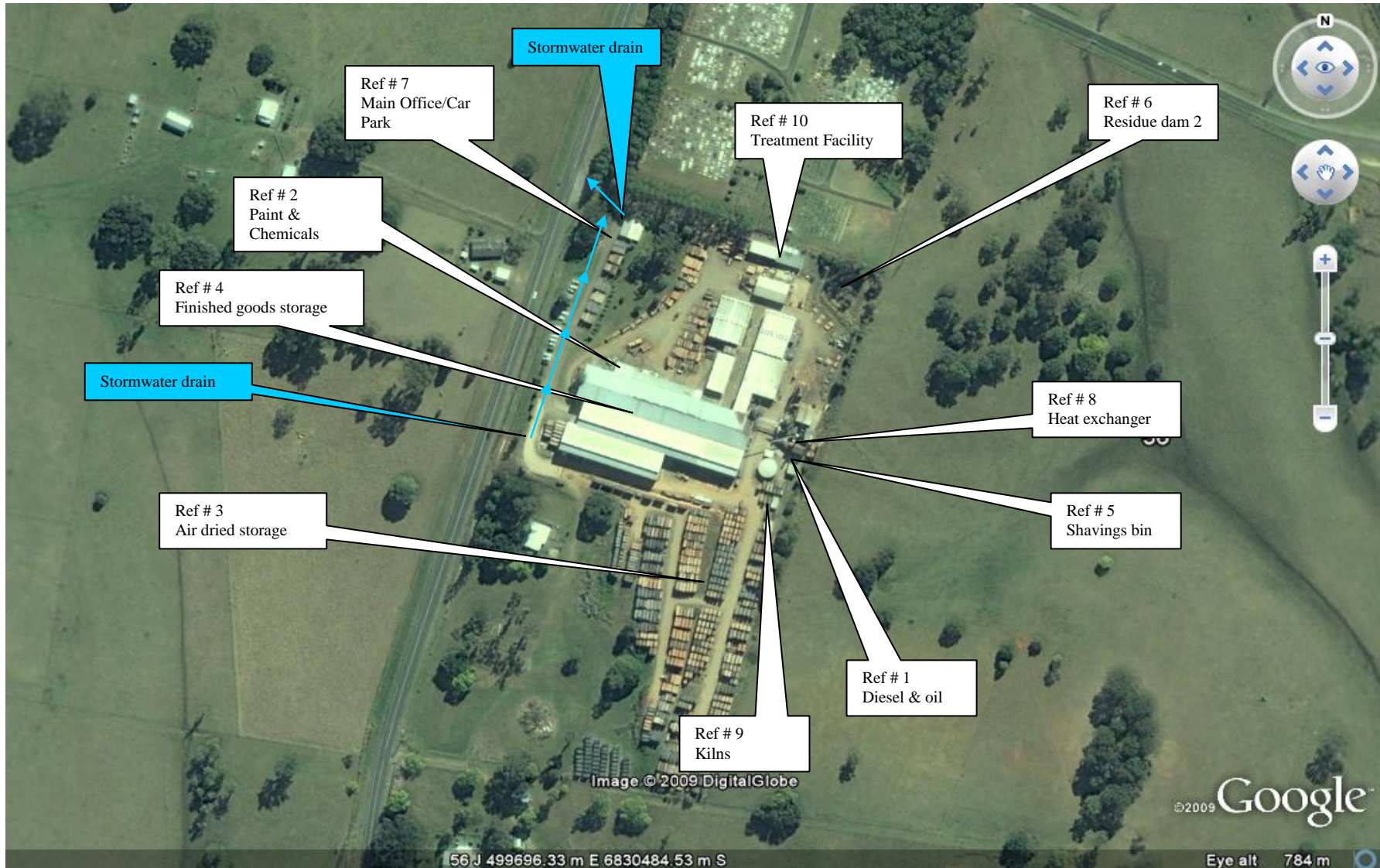
## The Plan

This plan will be kept on site and also within the company's database.

The whole plan will be available to an authorised officer on request and to any person responsible for implementing the plan.

The plan, excluding any personal information will be publicly available to any person who makes a written request for it.

# SITE PLAN KYOGLE



## PIRMP Site Assessment Sheet

LIST OF POLLUTING SUBSTANCE STORAGES/USES AT SITE INITIAL ASSESSMENT (all Chemicals listed in this sheet are to be subjected to a risk assessment)							
Site Name <b>Boral Timber Kyogle</b>					Responsible person <b>Robert Cox</b>		Date <b>17<sup>th</sup> Nov 2014</b>
Name / description	Covered under Hazardous Chemicals/MSDS?	Amount stored	Location of storage	Map reference	Need for early warning <sup>1</sup>	Current controls	See Risk Ass & PIRMP Response Action (see Below)
<b>CHEMICALS (raw materials and products which can cause pollution)</b>							
Diesel	Class 3	9000ltrs	Maintenance shed	Ref No 1	N/A	<ul style="list-style-type: none"> <li>• Bunding</li> <li>• PMP</li> <li>• Training</li> <li>• Spill Kits</li> <li>• Inductions</li> </ul>	Incident # 1-3
Oils	Class 3	Packaged goods up to 1000ltrs	Maintenance shed	Ref No 1	N/A	<ul style="list-style-type: none"> <li>• Bunding</li> <li>• PMP</li> <li>• Training</li> <li>• Spill Kits</li> <li>• Inductions</li> </ul>	Incident # 4
Paint & Chemicals	Class 3	Packaged goods up to 500ltrs	Maintenance shed	Ref No 2	N/A	<ul style="list-style-type: none"> <li>• Bunding</li> <li>• PMP</li> <li>• Training</li> <li>• Spill Kits</li> <li>• Inductions</li> </ul>	Incident # 4

<sup>1</sup> Early warnings relate to informing neighbours who may be affected by the emission of this substance. If this substance is of a type and quantity which may reach neighbours then early warning assessment of actions is required to be undertaken.

<b>LIST OF POLLUTING SUBSTANCE STORAGES/USES AT SITE INITIAL ASSESSMENT</b> (all Chemicals listed in this sheet are to be subjected to a risk assessment)							
<i>Site Name</i> <b>Boral Timber Kyogle</b>					<i>Responsible person</i> <b>Robert Cox</b>		<i>Date</i> <b>17<sup>th</sup> Nov 2014</b>
<b>Name / description</b>	<b>Covered under Hazardous Chemicals/MSDS?</b>	<b>Amount stored</b>	<b>Location of storage</b>	<b>Map reference</b>	<b>Need for early warning<sup>2</sup></b>	<b>Current controls</b>	<b>See Risk Ass &amp; PIRMP Response Action (see Below)</b>
<b>MATERIALS (e.g. stockpiles, silos, bulk solids etc)</b>							
Air dry yard	NA	Variable	Dedicated on site	Ref No 3	Fire Brigade	<ul style="list-style-type: none"> <li>• Emergency fire equipment</li> <li>• Maintain manageable levels</li> <li>• Security</li> </ul>	Incident # 5
Finished Goods storage	NA	Variable	Dedicated on site	Ref No 4	Fire Brigade	<ul style="list-style-type: none"> <li>• Emergency fire equipment</li> <li>• Maintain manageable levels</li> <li>• Security</li> </ul>	Incident # 5
Residue waste (shavings bin)	NA	Variable	Dedicated on site	Ref No 5	Fire Brigade	<ul style="list-style-type: none"> <li>• Emergency fire equipment</li> <li>• Maintain manageable levels</li> <li>• security</li> </ul>	Incident # 5

<sup>2</sup> Early warnings relate to informing neighbours who may be affected by the emission of this substance. If this substance is of a type and quantity which may reach neighbours then early warning assessment of actions is required to be undertaken.



<b>LIST OF POLLUTING SUBSTANCE STORAGES/USES AT SITE INITIAL ASSESSMENT</b> (all Chemicals listed in this sheet are to be subjected to a risk assessment)							
<i>Site Name</i> <b>Boral Timber Kyogle</b>					<i>Responsible person</i> <b>Robert Cox</b>		<i>Date</i> <b>17<sup>th</sup> Nov 2014</b>
<b>Name / description</b>	<b>Covered under Hazardous Chemicals/MSDS?</b>	<b>Amount stored</b>	<b>Location of storage</b>	<b>Map reference</b>	<b>Need for early warning<sup>3</sup></b>	<b>Current controls</b>	<b>See Risk Ass &amp; PIRMP Response Action (see Below)</b>
<b>AQUEOUS (e.g. dams, wastewater tanks, other water storage area)</b>							
Residue Dam 1 (Tannin)		Variable		Ref No 6	N/A	Continue to irrigate during windy hot days to maintain levels of dam.  Ensure pumps are maintained through Mex maintenance system	Incident # 6

<sup>3</sup> Early warnings relate to informing neighbours who may be affected by the emission of this substance. If this substance is of a type and quantity which may reach neighbours then early warning assessment of actions is required to be undertaken.

<b>LIST OF POLLUTING SUBSTANCE STORAGES/USES AT SITE INITIAL ASSESSMENT</b> (all Chemicals listed in this sheet are to be subjected to a risk assessment)							
<i>Site Name</i> <b>Boral Timber Kyogle</b>					<i>Responsible person</i> <b>Robert Cox</b>		<i>Date</i> <b>17<sup>th</sup> Nov 2014</b>
<b>Name / description</b>	<b>Covered under Hazardous Chemicals/MSDS?</b>	<b>Amount stored</b>	<b>Location of storage</b>	<b>Map reference</b>	<b>Need for early warning<sup>4</sup></b>	<b>Current controls</b>	<b>See Risk Ass &amp; PIRMP Response Action (see Below)</b>
<b>SUBSTANCES IN PROCESSES (substances which could be emitted from operational process i.e. treatment plants, vehicles etc)</b>							
<b>Name / description</b>	<b>Covered under Hazardous Chemicals/MSDS?</b>	<b>Amount stored</b>	<b>Location of storage</b>	<b>Map reference</b>	<b>Need for early warning<sup>5</sup></b>	<b>Current controls</b>	<b>See Risk Ass &amp; PIRMP Response Action (see Below)</b>
Mobile plant (onsite) BORAL	Class 3	Up to 4 MP	Dedicated on site		N/A	<ul style="list-style-type: none"> <li>• Spill Kits</li> <li>• Pre start</li> <li>• PMP</li> <li>• Training</li> </ul>	Incident # 7
Mobile plant (onsite) Contractor/visitor	Class 3	Variable	Dedicated on site		N/A	<ul style="list-style-type: none"> <li>• Spill Kits</li> <li>• Pre start</li> <li>• Training</li> <li>• Inductions</li> </ul>	Incident # 8
Car Parking up to 20 vehicles	Class 3	Variable	Site Office	Ref No 7	N/A	<ul style="list-style-type: none"> <li>• Spill Kits</li> <li>• Training</li> </ul>	Incident # 9
Traffic areas (dust, chem. leaks & loss)	Class 3	NA	Dedicated on site		N/A	<ul style="list-style-type: none"> <li>• Training</li> <li>• Water cart</li> </ul>	Incident # 10

<sup>4</sup> Early warnings relate to informing neighbours who may be affected by the emission of this substance. If this substance is of a type and quantity which may reach neighbours then early warning assessment of actions is required to be undertaken.

<sup>5</sup> Early warnings relate to informing neighbours who may be affected by the emission of this substance. If this substance is of a type and quantity which may reach neighbours then early warning assessment of actions is required to be undertaken.

Heat Exchanger oil	Class 3	2000 ltrs	Kilns	Ref No 8	N/A	<ul style="list-style-type: none"> <li>• Bunding</li> <li>• PMP</li> <li>• Training</li> <li>• Spill Kits</li> <li>• Inductions</li> </ul>	Incident # 11
Kilns	Class 3	Variable	Kilns	Ref No 9	N/A	<ul style="list-style-type: none"> <li>• Bunding</li> <li>• PMP</li> <li>• Training</li> <li>• Spill Kits</li> <li>• Inductions</li> </ul>	Incident # 12
Treatment facility		Variable	Treatment tank	Ref No 10		<ul style="list-style-type: none"> <li>• Bunding</li> <li>• PMP</li> <li>• Training</li> <li>• Spill Kits</li> <li>• Inductions</li> </ul>	Incident # 13

### EXTERNAL COMMUNICATIONS - IMPACT ON NEIGHBOURS ASSESSMENT – EARLY WARNINGS

<i>Site Name</i> <b>Boral Timber Kyogle</b>			<i>Responsible person</i> <b>Robert Cox</b>		<i>Date</i> <b>17<sup>th</sup> Nov 2014</b>
<b>Incident type/description</b>	<b>External Release (air, waterway etc)</b>	<b>Neighbours impacted/extent of impact</b>	<b>Communication methods Early warnings</b>	<b>Actions and other control measures (e.g. posting on website, community group meetings)</b>	
Uncontrolled release of dam water	Land	Yes / Cemetery and farm land adjoin area surrounding dam	Phone	Face to face meeting with adjoining neighbours	
Dust	Air	Yes / Minimal due to location and number of neighbours	Phone	Face to face meeting with adjoining neighbours	
Uncontrolled release into storm water drains	Waterway	No / Uncontrolled release could be contained in drainage system as it exits property.			

## RISK ASSESSMENT MATRIX

		Likelihood of environmental harm occurring.		
		Less likely	Likely	Certain
Level of potential environmental impact.	High	Code Orange	Code Red	Code Red
	Moderate	Code Yellow	Code Orange	Code Red
	Low	Code Yellow	Code Yellow	Code Orange

## RISK ASSESSMENT on POTENTIAL IMPACTS

Hazard and Likelihood Risk Assessment and Corrective Control Measures								
Site Name			Responsible Person			Review Date		
Boral Timber Kyogle			Robert Cox			13 <sup>th</sup> November 2013		
Name / ref of pollutant/ Chemicals	Description of Hazard / Incident leading to hazard	Level of Impact	Likelihood	Risk	Impact on neighbours <sup>6</sup>	Control Measures Corrective Action Coverage under other Plans	Responsible person	Action date
<b>Diesel</b>	<b>Incident #1</b> Catastrophic failure of one/both tanks 4.5KL above ground tanks	Low	Less Likely	Code Yellow	N/A	Consequence: (Low): Failure resulting in loss of all or substantial volume of tanks would be captured entirely by existing bund and no release to soil or water.  Likelihood: (Less likely): Due to location within bund damage to tanks is unlikely to occur from external equipment. In addition tanks are maintained in good structural integrity with low risk of failure through corrosion.	As per PIRMP action plan	When required
	<b>Incident #2</b> Loss of diesel outside bund during refuelling/fuelling operations.	Low	Less Likely	Code Yellow	N/A	Consequence: (Low): Failure resulting in loss of all or substantial volume of tanks would be captured entirely by secondary bund and minimal release to soil.  Likelihood: (Less likely): Due to location within the bund an incident while re-fuelling & fuelling is unlikely to occur. In addition hoses and refuelling equipment are maintained in good structural integrity with low risk of failure.	As per PIRMP action plan	When required

<sup>6</sup> If the incident may impact on neighbours then it will need to trigger the early warnings assessment and actions

<b>Diesel</b>	<b>Incident #3</b> Loss of fuel within bunded area with leaking or open drain valve	Low	Less Likely	Code Yellow	N/A	Consequence: (Low): Failure resulting in loss of all or substantial volume of tanks would be captured entirely by secondary bund and minimal release to soil.  Likelihood: (Less likely): Drain Valve In addition hoses and refuelling equipment are maintained in good structural integrity with low risk of failure The drain Valve is locked at all times.	As per PIRMP action plan	When required
<b>Oils</b>	<b>Incident #4</b> Loss of oils solvents inside bund during delivery and or use	Low	Less Likely	Code Yellow	N/A	Consequence :( Low): Failure resulting in loss of oils/solvents from packaged goods would be captured entirely by existing bund and no release to soil or water.  Likelihood :( Less likely): Due to location within the bund delivery & use is unlikely to occur. In addition hoses and decanting equipment are maintained in good structural integrity with low risk of failure.	As per PIRMP action plan	When required
<b>Paint &amp; Chemicals</b>	<b>Incident #4</b> Loss of paint and chemicals inside bund during delivery and or use	Low	Less Likely	Code Yellow	N/A	Consequence :( Low): Failure resulting in loss of paint & chemicals from packaged goods would be captured entirely by existing bund and no release to soil or water.  Likelihood :( Less likely): Due to location within the bund delivery & use is unlikely to occur. In addition hoses and decanting equipment are maintained in good structural integrity with low risk of failure.	As per PIRMP action plan	When required
<b>Air dried, finished goods + Waste residue</b>	<b>Incident #5</b> Fire	Low	Less Likely	Code Yellow	Y	Consequence: (Low): Fire from stock piles causing loss off assets creating substantial smoke around the area.  Likelihood :( Less likely): Stockpiles are maintained to a manageable level along with emergency equipment maintained on a monthly basis. Security monitors site activities 24hrs a day.	As per PIRMP action plan	When required

<b>Residue dams</b>	<b>Incident #6</b> Catastrophic failure of one or more tannin dams releasing large volumes of tannin water into on-site and off-site water courses (i.e. Creeks? Rivers).	Low	Less Likely	Code Yellow	Y	<p>Consequence: (Low): Catastrophic failure of tannin dam is likely to result in off-site impacts to water courses which would predominantly reduce water quality over a short period of time. As such, impact to the environment/human health is not considered to be significant.</p> <p>Likelihood: (Less likely): Dam is frequently monitored and inspected for levels and integrity.</p> <p>Risk Assessment = Moderate Vs Unlikely = L (2)</p> <p><b>Note:</b> For PIRMP purposes overflow events during extreme wet weather will be reported under POEO Licence obligations and not Immediate Reporting.</p>	As per PIRMP action plan	When required
<b>Mobile Plant</b>	<b>Incident #7</b> Mobile plant, hydraulic hose or fuel tank failure.	Low	Less Likely	Code Yellow	N	<p>Consequence: (Low): Failure from fuel tank or hydraulic hoses would be maintain to a small localised area on site.</p> <p>Likelihood :( Less likely): Hose or fuel tank failure from mobile plant would be minimal as prestart and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintained and available in various areas.</p>	As per PIRMP action plan	When required
<b>Mobile plant/ Contractor, Visitor</b>	<b>Incident # 8</b> Mobile plant, hydraulic hose or fuel tank failure	Low	Less Likely	Code Yellow	N	<p>Consequence: (Low): Failure from fuel tank or hydraulic hoses would be maintain to a small localised area on site.</p> <p>Likelihood :( Less likely): Hose or fuel tank failure from mobile plant would be minimal as prestart and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintained and available in various areas. Inductions for all contractors demonstrating their accountabilities and responsibilities for reporting environmental incidents.</p>	As per PIRMP action plan	When required

<b>Car Park</b>	<b>Incident # 9</b> Ruptured fuel tank	Low	Less Likely	Code Yellow	N	Consequence: (Low): Failure from fuel tank would be maintained to a small localised area on site.  Likelihood :( Less likely): Hose or fuel tank failure from mobile plant would be minimal as prestart and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintained and available in various areas	As per PIRMP action plan	When required
<b>Traffic areas (dust)</b>	<b>Incident # 10</b> Surface dust from mobile plant.	Low	Less Likely	Code Yellow	Y	Consequence: (Low): Dust created from continuous mobile plant operations across site  Likelihood :(Less likely): A fully maintained water cart will be utilised in high wind conditions	As per PIRMP action plan	When required
<b>Heat Exchanger</b>	<b>Incident # 11</b> Catastrophic failure of bag house.	Low	Less likely	Code Yellow	Y	Consequence: (Low): Dust created from catastrophic failure of bag house operations across site  Likelihood :(less likely): A preventative maintenance system kept on site ensuring regular checks are carried out for integrity	As per PIRMP action plan	When required
<b>Kilns (oil)</b>	<b>Incident # 12</b> Catastrophic failure of kilns pipes carrying oil.	Low	Less Likely	Code Yellow	N	Consequence :( Low): Failure resulting in loss of oils from would be captured on site  Likelihood :( Less likely): Pipes carrying oil are frequently monitored and inspected for levels and integrity.	As per PIRMP action plan	When required
<b>Onsite treatment facility</b>	<b>Incident # 13</b> Catastrophic failure of door seal.	Low	Less Likely	Code Yellow	N	Consequence :( Low): Failure resulting in loss of chemicals from treatment tank would be captured on site  Likelihood :( Less likely): Treatment tanks are frequently monitored and inspected for levels and integrity.	As per PIRMP action plan	When required



## Action Test Records

Plans Test Date: <b>21<sup>st</sup> November 2013</b>	Action Tested: <b>Incident 4; Loss of oil/solvents, packaged goods.</b>	Comments: <b>All recommendations implemented.</b>
Plans Test Date: <b>27<sup>th</sup> November 2014</b>	Action Tested: <b>Incident 1; Catastrophic failure of diesel tank.</b>	Comments: <b>All recommendations implemented.</b>
Plans Test Date: <b>9<sup>th</sup> December 2015</b>	Action Tested: <b>Incident 7; Mobile plant, hydraulic hose or fuel tank failure</b>	Comments: <b>All recommendations implemented.</b>
Environmental Awareness Training <b>5<sup>TH</sup>/6<sup>TH</sup> October 2016</b>	<b>Greg Ninness – Regional HSE Manager NSW/ACT</b>	Comments: <b>Completed</b>
Plans Test Date: <b>25<sup>th</sup> January 2017</b>	Action Tested: <b>Incident 4; Loss of oil/solvents, packaged goods</b>	Comments: <b>All recommendations implemented.</b>
Plans Test Date: <b>__ / __ / __</b>	Action Tested:	

# PIRMP RESPONSE ACTIONS

## Incident No 1

<b>Incident No 1</b>	<p><b>Catastrophic failure of diesel tank.</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Ensure bunds are capturing full volume of diesel</li> <li>• Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>• Contact service provider ; Caltex 1800 033 111 or Transpacific 02 9600 7185 to pump-out bund contents</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Ensure spill kit available for any release from bund</li> <li>• If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination.</li> <li>• Repair/replace tanks</li> <li>• Refuel tanks</li> <li>• Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone: 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> </ul> <p>Periodic inspections and update reporting of site and bund (Robert Cox)</p>
<b>Scale of incident</b>	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of diesel and advise on required clean-up.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

## Incident No 2

<b>Incident No 2</b>	<p><b>Loss of fuel due to filling and refueling from diesel tank.</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Ensure bunds are capturing full volume of diesel</li> <li>• Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>• Contact service provider (Caltex No. 1800 033 111 or Transpacific 02 9600 7185) to pump-out bund contents</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Ensure spill kit available for any release from bund</li> <li>• If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination.</li> <li>• Repair/replace tanks</li> <li>• Refuel tanks</li> <li>• Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone: 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> </ul> <p>Periodic inspections and update reporting of site and bund (Robert Cox)</p>
<b>Scale of incident</b>	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of diesel and advise on required clean-up.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

### Incident No 3

<b>Incident No 3</b>	<p><b>Failure of drain valve on bund</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Ensure bunds are capturing full volume of diesel</li> <li>• Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>• Contact service provider (Caltex No. 1800 033 111 or Transpacific 02 9600 7185) to pump-out bund contents</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Ensure spill kit available for any release from bund</li> <li>• If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination.</li> <li>• Repair/replace tanks</li> <li>• Refuel tanks</li> <li>• Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone: 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> </ul> <p>Periodic inspections and update reporting of site and bund (Robert Cox)</p>
<b>Scale of incident</b>	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of diesel and advise on required clean-up.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

## Incident No 4

<b>Incident No 4</b>	<p><b>Loss of oil/solvents, packaged goods</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Ensure bunds are capturing full volume of oil/solvents</li> <li>• Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>• Contact service provider (Caltex No. 1800 033 111 or Transpacific 02 9600 7185) to pump-out bund contents</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Ensure spill kit available for any release from bund</li> <li>• If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination.</li> <li>• Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone: 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> </ul> <p>Periodic inspections and update reporting of site and bund (Robert Cox)</p>
<b>Scale of incident</b>	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> <li>•</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of diesel and advise on required clean-up.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

## Incident No 5

<b>Incident No 5</b>	<p><b>Fire in finished goods , Air dried and waste residue</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contact all relevant people/departments (refer to Immediate Reporting Contact Sheet)</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Environmental Consultants to be engaged to investigate and remediate contamination if required</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone: 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> </ul> <p>Periodic inspections and update reporting of site and bund (Robert Cox)</p>
<b>Scale of incident</b>	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of diesel and advise on required clean-up.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

## Incident No 6

<b>Incident No 6</b>	<p><b>Failure of tannin dam</b>  <b>Actions Required:</b></p> <ul style="list-style-type: none"> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>• Contact local neighbours if going to be inundated by rise of water</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• If any release from site onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination if any</li> <li>• Contact local contractor to rebuild dams immediately</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone: 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> </ul> <p>Periodic inspections and update reporting of site and bund (Robert Cox)</p>
<b>Scale of incident</b>	Catastrophic failure of one or more tannin dams are likely to result in off-site impacts to water courses which would predominantly reduce water quality over a short period of time. As such, impact to the environment/human health is not considered to be significant.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Consultants to be contacted to advise on required clean-up.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

## Incident No 7

<b>Incident No 7</b>	<p><b>Mobile plant, hydraulic hose or fuel tank failure</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Ensure spill kit available for any release from mobile plant &amp; equipment</li> <li>• If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately</li> <li>• Call service provider to inspect plant &amp; equipment for serviceability</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone: 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> </ul> <p>Periodic inspections and update reporting of site and bund (Robert Cox)</p>
<b>Scale of incident</b>	Incident would be localized to the area with no external impact.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of diesel and advise on required clean-up.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>



### Incident No 8

<b>Incident No 8</b>	<p><b>Mobile plant, hydraulic hose or fuel tank failure from contractors / visitors</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contractor/Visitor to notify site representative of issue immediately. (induction)</li> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Ensure spill kit available for any release from mobile plant &amp; equipment</li> <li>• If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately</li> <li>• Call service provider to inspect plant &amp; equipment for serviceability</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone: 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> </ul> <p>Periodic inspections and update reporting of site and bund (Robert Cox)</p>
<b>Scale of incident</b>	Incident would be localized to the area with no external impact.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of contaminates.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

## Incident No 9

<b>Incident No 9</b>	<p><b>Car Park/ fuel tank failure</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contractor/Visitor to notify site representative of issue immediately. (induction)</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Ensure spill kit available for any release from mobile plant</li> <li>• If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately</li> <li>• Call service provider to inspect plant &amp; equipment</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone 0428 297 226</li> <li>• Spill Kit manager (site personnel)</li> </ul>
<b>Scale of incident</b>	Incident would be localized to the area with no external impact.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of contaminate
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

## Incident No 10

<b>Incident No 10</b>	<p><b>Dust from traffic areas</b> Actions Required:</p> <ul style="list-style-type: none"> <li>• Employees, Contractor/Visitor to notify site representative of issue immediately. (induction)</li> <li>• Daily monitoring to be undertaken to capture whether and site conditions</li> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Dust suppression activity to commence immediately on unsealed roads</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone 0428 297 226</li> <li>• Site operations manager to instruct site personnel (Robert Cox)</li> </ul>
<b>Scale of incident</b>	Incident would be localized to the area with no external impact.
<b>Evacuate</b>	Only if fire or potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	N/A
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

## Incident No 11

<b>Incident No 11</b>	<p><b>Dust from bag house failure</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Employees, Contractor/Visitor to notify site representative of issue immediately. (induction)</li> <li>• Daily monitoring to be undertaken to capture whether and site conditions</li> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Repairs to be undertaken as soon as practicable</li> <li>• Dust suppression activity to commence immediately</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone 0428 297 226</li> <li>• Site operations manager to instruct site personnel (Robert Cox)</li> </ul>
<b>Scale of incident</b>	Incident would be localized to the area with possible external impact.
<b>Evacuate</b>	Only if fire or potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	N/A
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

## Incident No 12

<b>Incident No 12</b>	<p><b>Loss off oil from Kiln pipe lines</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Ensure bunds are capturing full volume of oil/solvents</li> <li>• Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>• Contact service provider (Caltex No. 1800 033 111 or Transpacific 02 9600 7185) to pump-out bund contents</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Ensure spill kit available for any release from bund</li> <li>• If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination.</li> <li>• Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> <li>• Periodic inspections and update reporting of site and bund (Robert Cox)</li> </ul>
<b>Scale of incident</b>	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of diesel and advise on required clean-up.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

## Incident No 13

<b>Incident No 13</b>	<p><b>Loss off chemical from treatment facility</b></p> <p>Actions Required:</p> <ul style="list-style-type: none"> <li>• Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>• Ensure tank &amp; area integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>• Contact service provider (Veolia Environmental Services Australia Phone: 02 9841 2953) for an emergency</li> <li>• Area to be restricted to Incident Response Personnel</li> <li>• Ensure spill kit available for any release from area</li> <li>• If any release from area onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination.</li> <li>• Inspect transformer for ongoing serviceability</li> </ul>
<b>Alarm raising</b>	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>• Site Manager Robert Cox Phone 0428 297 226</li> <li>• Call service provider (Robert Cox)</li> <li>• Spill Kit manager (Supervisor)</li> <li>• Periodic inspections and update reporting of site (Robert Cox &amp; operator)</li> </ul>
<b>Scale of incident</b>	Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire Dept as part of attendance after immediate notification.
<b>Communications</b>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• Site Manager; Robert Cox: 0428 297 226</li> <li>• Regional HSE Advisor; Greg Ninness: 0401 895 073</li> </ul> <p>External mandatory:</p> <ul style="list-style-type: none"> <li>• Immediate Reporting Contact Sheet to be used</li> </ul> <p>External non-mandatory: N/A</p>
<b>Rescuer / respondent + safety checks</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
<b>Clean up and Waste disposal</b>	Service Provider to dispose of d contaminants and advise on required clean-up.
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>• Incident Investigation GRP-OHS-052</li> <li>• Emergency Planning and Response GRP-OHS-053</li> </ul>

# BORAL PIRMP NOTIFICATION/ PROCEDURE RECORD SHEET

## SITE DETAILS

Site Name	Site Address	Responsible Person
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### Notification Procedure

- Incident to be communicate to Greg Ninness immediately (0401 895 073)
- Greg Ninness will consider if incidents requires EPA notification
- If NOT site supervisor to provide periodic updates of incident status to Greg Ninness for evaluation on whether EPA or other parties will need to be notified
- If Yes Greg Ninness to call necessary parties of incident and communicate response back to site, Greg Ninness to receive and provide updates to necessary parties

For the coordination of emergency response teams refer to site emergency procedures.

### GOVERNMENT AGENCY CONTACT LIST

(document date and time of contact and who contacted) (Police contact is only required if considered necessary)

EPA Contact: <b>131 555</b>	Fire Brigades Contact: <b>000</b>	WorkCover Contact: <b>13 10 50</b>
Date and Time: Person making contact: Instructed Actions:          <b>Time of arrival</b>	Date and Time: Person making contact: Instructed Actions:          <b>Time of arrival</b>	Date and Time: Person making contact: Instructed Actions:          <b>Time of arrival</b>
Local Government Contact Kyogle Council: <b>02 6632 1611</b> After Hours: <b>02 6626 6800</b>  Date and Time: Person making contact: Instructed Actions:          <b>Time of arrival</b>	Ministry of Health Contact: Lismore Public Health Unit: <b>02 6620 75858</b> Kyogle Hospital: <b>02 6632 1522</b> ----- Infectious Disease: 0439 882 572 ----- Environmental Health: <b>0428 882 805</b>  Date and Time: Person making contact: Instructed Actions:          <b>Time of arrival</b>	Kyogle Police Contact: <b>0266 322 491</b> .....  Date and Time: Person making contact: Instructed Actions:          <b>Time of arrival</b>

<b>INCIDENT DETAILS</b>		
<b>Location of Incident:</b>	<b>Emission Type (air, water, land etc):</b>	<b>Scale of the incident (litres/ m<sup>3</sup> involved):</b>
<b>Date and Time of the Incident:</b>	<b>Internal Persons involved:</b>	
<b>Chemicals /substances involved</b>		
<b>Process Involved</b>		
<b>Details of the incident</b>		
<b>Main Areas/ sensitive areas of concern e.g. water courses, drains etc</b>		
<b>OTHER CONTACTS IF REQUIRED Y/N</b>		
<b>Community Group Contact</b>	<b>Neighbour 1</b>	<b>Neighbour 2</b>
Date and Time: Person making contact: Contact method:	Date and Time: Person making contact: Contact method:	Date and Time: Person making contact: Contact method:
<b>Neighbour 3:</b>	<b>Neighbour 4</b>	<b>Neighbour 5</b>
Date and Time: Person making contact: Contact method:	Date and Time: Person making contact: Contact method:	Date and Time: Person making contact: Contact method:



# Protocol for industry notification of pollution incidents

Extract from [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au) website

Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specify new requirements relating to the notification of pollution incidents.

The changes take effect from 6 February 2012 and require the occupier of premises, the employer or any person carrying on the activity which causes a pollution incident to immediately notify each relevant authority (identified below) when material harm to the environment is caused or threatened. The following information and procedures may assist those responsible for reporting a pollution incident.

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
- the EPA, if it is not the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit – see [www.health.nsw.gov.au/publichealth/infectious/phus.asp](http://www.health.nsw.gov.au/publichealth/infectious/phus.asp)
- the WorkCover Authority – phone 13 10 50
- the local authority if this is not the ARA
- Fire and Rescue NSW – phone 000.

The appropriate contact for the relevant local authority and Public Health Unit will vary. All necessary contact numbers should be found in advance and stored for immediate access should a pollution incident need to be notified. These contact numbers should also be identified in the Pollution Incident Response Management Plan prepared for the premises.

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by WorkCover.