

## Pollution Incident Response Management Plan :

The objectives of this plan are to

- ensure comprehensive and timely communication about the pollution incident to the relevant Authorities, NCI staff, and general community
- minimize and control the risk of pollution incident at the facility
- ensure that the plan is implemented.

Pollution Incident means “an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise”.

Pollution Incident is required to be notified if *there is serious risk of harm to the environment or people. This means if the spill, vapours etc go outside the property boundary then notify the authorities. If you can contain it then you don't need to tell them. EG If a spill gets into the storm water, or a neighbour complains of toxic fumes ie a spill in a bunded area that releases toxic fumes, notify the authorities. The other criteria is when the spill etc will cost or is likely to cost more than \$10,000 to fix then notify the authorities.*

### Storm Water Shut Valve - located along driveway entrance



#### Major Hazards:

Hazard	Pre-emptive actions	Safety Equipment
Noise	Noise assessments, Ear protection	PPEs, Fire extinguishers, fire fighting Hose and Reels, Spill Containment kits.
Hazardous material spill	DG stores, bunded area, bunded pallets, storm water cut-off valve	
Fumes	Incinerator	

Likelihood of any of the above hazard occurring have been assessed and reduced by pre-emptive measures and availability of safety equipments.

### Inventory of Potential Pollutants:

A Dangerous and Hazardous material register is prepared with details of material names, locations, Class, maximum storage quantities. A copy of the DG/HS register is available on the NCI intranet (Lotus notes)

### Contact details:

Responsibilities of managing response are listed in Section 3, under “Responsibilities – Wardens”.

On determining that the incident is a notifiable incident, Chief Warden must immediately notify each relevant authority as listed below:

***\*\* Please press 0 to access the outside line before dialling any numbers below***

ORGANISATION	PHONE NO
POLICE	000
AMBULANCE	000
*FIRE and RESCUE, NSW	000(Mt Druitt FB 9625 4403 or Blacktown FB 9622 8932)
*Environment Protection Authority (EPA)	13 15 55
*Public Health unit – Parramatta SW	9840 3603
*WorkCover NSW	13 10 50
*Blacktown City Council	9839-6000 or 1300-133-491
*PLANT MANAGER Brad Edwards	0438 203 098

WHEN YOU ARE CALLING FOR AN EMERGENCY RESPONSE TO YOUR PREMISES, IT IS IMPORTANT TO REMEMBER TO GIVE THE FOLLOWING INFORMATION:

- THE LOCATION OF YOUR PREMISES, (WHERE YOU ARE CALLING FROM).
- WHAT IS THE EXACT NATURE OF THE EMERGENCY.
- YOUR NAME AND POSITION WITHIN THE COMPANY.
- CONTACT NUMBERS FOR THE COMPANY.

Try to remain calm; the accuracy of the information is vital to the timeliness of the emergency response.

Details of response and communication process are listed in section 3 of this document.

## EMERGENCY SITUATIONS

An emergency situation is an event that arises internally or from external sources, which may adversely affect the safety of persons in a building or the community and requires immediate response by the occupants. It is not solely a fire rated incident.

The following emergency situations should be considered.

- Fire
- Bomb threat
- Personal threat
- Hazardous materials
- Gas leak
- Flood / severe storm

A trial evacuation shall be conducted twice a calendar year to verify that the effectiveness of the system.

After an emergency or trial evacuation a full de-briefing shall occur and documented, and where necessary procedures shall be modified. Each Area warden is required to complete an emergency / trial evaluation report.

## EMERGENCY PROCEDURES

### If You Discover a Fire – **R.A.C.E**

- **Rescue or Remove?:** Anyone in immediate danger
- **Alert**
  - People in the immediate area
  - Activate “Break Glass Alarm”
  - ECO/Fire Wardens
  - Emergency Services 000  
(**Fire Brigade, Police, Ambulance**) Provide details
  - Reception
  - Phone alternate areas of the site
- **Contain the Fire?** Only if safe to do so
- **Evacuate** – Follow instructions from Wardens
  - Assist any person in immediate danger, **only if safe to do so**
  - Close the door (in the case of a fire)
  - Contact and Alert a member of the emergency team
  - Inform the nominated communications person of the location of the emergency
  - In the case of fire, use appropriate fire extinguishers or hose reels **only if safe to do so**
  - Upon the sounding of the evacuation siren, refer EVACUATION instructions.

## INTERNAL EMERGENCIES

Internal emergency situations can arise due to certain building systems failures, structural concerns and or services failures. Such incidents can cause major disruption and inconvenience to the Building which in turn can lead to greater risk to the welfare of staff and visitors alike.

### EMERGENCY ACTION

- a. Quickly assess the situation.
- b. Raise the alarm.
- c. Evacuate (if necessary).
- d. Assist and guide other people.
- e. Take care not to move people from safety to danger!
- f. Administer first aid if needed.
- g. Liaise with Emergency Services.

### 2 TYPES OF INTERNAL EMERGENCIES

- Gas leaks.
- Water leaks.
- Flooding.
- Explosion.

- Storm Damage.
- Earthquake.
- Chemical Spill.
- Blackout
- Transport – Forklift/Car accident
- Building Damage.

## EXTERNAL EMERGENCIES

Examples of external emergencies that maybe applicable:

Storm, Transport accident, Fire and smoke (car fires, other buildings etc.), Dangerous or aggressive people, Aircraft crash, Terrorism incident (minimal), Earthquake (minimal), Emergency Lockdown.

### STORM

Seek information: Radio, Bureau of Meteorology [www.bom.gov.au](http://www.bom.gov.au)

- Stay away from windows
- Park your car under secure cover and away from trees
- If outside, seek secure cover away from trees
- **DO NOT** walk, ride or drive through any flood water
- Stay away from fallen trees and power lines
- If you need help from the SES, call **132 500**
- For life-threatening emergencies, call 000

### TRANSPORT ACCIDENT

- Contact the Emergency Services “000” (Police, Ambulance, Fire)
- First Aid Officer maybe able to render assistance.
- Be prepared with a fire extinguisher to safe guard people from a potential fire.

## FIRE

### In the event of fire:

Personnel should -

- Alert all persons nearby and request assistance;
- Activate the alarm if required.
- Assist any person in immediate danger (only if safe to do so);
- Close the door on the fire to contain the spread where possible,
- Call the fire brigade on "000" and notify the Chief Warden;
- Extinguish the fire (only if you are trained & if it is safe to do so);
- If threat to life exists, evacuate immediately, closing all doors;
- Check that all areas have been cleared and inform the Chief Warden;
- Control the movement of occupants to the Evacuation Assembly Area;
- Maintain control of persons at the Evacuation Assembly Area.

# HAZARDOUS MATERIALS

## In the event of hazardous material spill:

This procedure covers the steps to be taken in the event of a chemical spill. This may arise from process failure or operator error e.g. not following the procedure, or physical damage, or damage to storage facilities.

Personnel should -

For general spills:

- Stop the source immediately (if it is safe to do so), to minimise impact. Eg close valves, tilt drum with leak on top, rag in hole.
- Contain the spill. Using a spill kit, form a bund around the spill or form a bund around any storm water drains. Close drain valve. This is to minimise the level of contamination effecting the environment.
- Clean up the spill promptly by following the relevant MSDS
- Report all spills. Inform your supervisor as soon as possible. If the spill causes or threatens material harm to the environment, the senior manager on site shall notify the EPA as soon as possible.

If the spill may give off toxic or noxious fumes:

- Alert all persons nearby
- Activate the alarm if required.
- Call the fire brigade on "000" and notify the Chief Warden;
- Provide as much information about the hazardous material as possible
- Turn off air conditioning and recirculation fans - ventilate to the open air if possible;
- Notify all persons in the building to evacuate, under instruction from the Chief Warden, (ensure Evacuation Assembly Area is upwind);

If the spill is a suspected flammable material:

- Remove any ignition sources;
- Evacuate all persons in immediate danger under instruction from the Chief Warden, (ensure Evacuation Assembly Area is 200 metres clear of building);
- Do not attempt to re-enter the affected area;
- Control the movement of occupants to the Evacuation Assembly Area (if required);
- Remain at the Evacuation Assembly Area until advised by emergency services

## Warning system

- **Warn others** in the area verbally that the spill has occurred and cordon off the area as necessary.
- If the material spilt is volatile, and a significant level of fumes is being produced, ensure people evacuate to an area upwind of the material and if they are caught in the plume escape by travelling across the plume.
- Inform the Supervisor, Department Manager and/or the Plant Manager at the earliest possible time (delegate to others if required), to allow the NCI Emergency Response Plan to be initiated; including arranging appropriate clean up equipment/personnel.
- Inform neighbours if the spill is likely to affect them.
- Report to the **Bankstown Council** – (02) 9839-6000 or 1300-133-491
- Refer to the **Emergency Phone List** in Table 2-1. This must be kept in each spill kit and a copy provided to the relevant supervisors.

## Information Source - Hazardous Properties and Controls

- Site drainage plan
- Fully stocked spill response kit
- Safety Data Sheet (SDS) for all hazardous substances on site,

The hardcopy of the SDS is kept in the First Aid Room. Electronic versions of the SDS are kept in the IBM NOTES – Chemical register for Glendenning inventory under the relevant directory for the type of substance.

### Personnel Protection

In addition to the standard PPE required in the production area, the following PPE should be used

- PVC/Nitrile gloves,
- Safety glasses / safety goggles/ face shield as appropriate
- Safety boots
- Coveralls and chemical respirator as required.

Additional hazards when dealing with a spill.

- Approach the spill from upwind.
- Be aware of sources of ignition such as electrical equipment in the area or producing sparks from a steel shovel, (Note: an aluminium shovel will not produce sparks.)

Depending on the quantity of material spilt, different levels of action will be required. For small spills, rags or absorbent pads should be sufficient to remove the spilt material. For large spills the Fire Service may need to be called, especially if the material is flammable.

### Management of the Emergency

**If you see a spill** e.g. from or nearby the DG stores, IBC, or in production process

#### Assess the situation

- If safe to do so - **stop the source ASAP**, turn off the tap, plug the leak, upright the container or stop the product flow as quickly as possible.
- **Identify what you saw** – did the container have a label? Was the material foaming or fuming? What colour was it? Don't touch, taste or intentionally breathe the spilt material.
- What did it smell like? (Although don't purposely sniff the material as you won't necessarily know of it's health effects).
- **Prepare a plan of action** – take into account the properties of the material being dealt with.

#### a) Secure the scene

- **Wear PPE** (as above) the safety data sheet (SDS) for the chemical will detail what PPE is required.
- Secure the area of the spill by **cordoning off the area** to prevent tracking of the spill to the wider area.
- If a spill occurs near the DG Store, spill containment measures may be needed.

#### b) Contain and remove material if safe to do so

- **Call an approved Chemical handler**
- Use absorbent mats or socks to direct spill away from drains and/or cover the drains with drain covers.
- If lubricant is spilt, cover with oil-dry and/or absorbent pads and booms from the spill kit to absorb the material and prevent its spread.

- If spilt material does enter stormwater drains, refer to the site drainage plan to determine where the spill may travel and how best it may be contained for clean up until the final discharge point on the site.
- Sweep or shovel spilt material into suitable, sealed, containers. Clean up services such as a sucker truck may need to be called for large spills.

#### **First Aid Provision**

- If injury has occurred, apply **First Aid** to persons involved and call an ambulance if necessary. Refer to Safety Data Sheets (SDS) held in the first aid room for specific first aid guidance.
- Primarily, remove patient from the area if safe to do so, do not put yourself in harm's way. Get the victim to fresh air.
- If the victim has come into contact with a chemical, check the SDS for recommended treatment which typically requires washing of the affected area with running water for 15 minutes.

#### **Re-establish Containment/Hazard Controls**

- Final clean up of the area can only be undertaken once the majority of the chemical has been removed by absorption or vacuum truck. Water and/or surfactants such as soaps and degreasers can only be used if the chemical is compatible with water, and controls can be put in place to prevent the wash-up water from entering stormwater grates/catchpits or the soil.
- Contaminated waste must be segregated from general waste.
- Ensure appropriate disposal of the collected/contaminated material is disposed as per regulations. The material and soiled spill equipment must be placed in a labelled container (prescribed industrial waste) and disposed of by an approved waste disposal company.
- Replenish Supplies, notify HSEQ Lead if the spill kit is used, and which items are used so that they can reorder the necessary items.
- Use a licensed waste disposal contractor to remove spilt material and contaminated clean up gear to a hazardous waste treatment facility, or if suitable to a controlled landfill.