

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**

- **R**escue or Remove?: Anyone in immediate danger
- **A**lert
 - 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
- **C**ontain the Fire? Only if safe to do so
- **E**vacuate – 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

- 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 **P:\Quality - MSDS - Chemicals\MSDS** 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/Rubber gloves,
- Safety glasses
- Rubber boots,
- Coveralls and chemical mask 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 harms 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 SHEQ Manager 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.

BOMB THREATS

In the event of receiving a telephone bomb threat:

The recipient should keep the caller talking (*do not hang up at any time*), noting as many details as possible. Important details include -

- Exact wording of the threat;
- Location of the device;
- Time of detonation;
- Sex and other details of the caller, such as estimated age;
- Details of speech, accent, delivery, and background noises.

Action to be taken by Recipient:

- Complete Bomb Threat Checklist (**DO NOT HANG UP THE PHONE**);
- Notify the emergency control personnel who will notify the Police by dialling "000"- but do not do or say anything that may encourage irrational behaviour;
- **The Emergency Control Organisation will take any further action required.**

Action to be taken by emergency control personnel:

- Ensure that the Chief Warden is notified immediately;
- Do not do or say anything that may encourage irrational behaviour;
- Chief Warden will organise the emergency control personnel to conduct a routine search based on the available information;
- Search to be conducted systematically, concentrating on the most likely places such as: rest rooms, equipment rooms, stairwells, fire hose cabinets, potted plants, and ceilings where tiles are out of place;
- Ensure that doors are left open;
- DO NOT touch any suspicious object found;
- Emergency control personnel should report back to the Chief Warden after the completion of the search;
- If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised.

IF A SUSPECTED EXPLOSIVE DEVICE IS FOUND:

1. Do not touch.
2. Clear the area.
3. Notify an emergency warden immediately.

4. Follow the directions given.
5. Prevent all persons from entering the area where the device is located.
6. The device is located.

GAS LEAKAGE

In the event of a gas leak:

Personnel should -

- Alert all persons nearby
- Ensure that the Chief Warden is notified. Activate the alarm if required.
- Isolate the gas supply at the source (if safe to do so);
- Notify the fire brigade by dialling "000";
- Shut down the air conditioning to prevent the spread of any flammable and/or toxic gases;
- Remove all ignition sources (if safe to do so). Turn off the electrical supply;
- Report to the Chief Warden regarding any actions taken;
- Control the movement of occupants to the Evacuation Assembly Area (if required);
- Remain at the Evacuation Assembly Area until further advised by emergency services.

PERSONAL THREAT

In the event of a civil disturbance:

Personnel should -

- Ensure the Chief Warden is notified immediately;
- Notify the police by dialling "000" and requesting assistance;
- Do not do or say anything that may encourage irrational behaviour,
- Alert any other emergency control personnel in your vicinity;
- Initiate action to:-
 - (i) restrict entry to the building if possible;
 - (ii) confine or isolate the presence from building occupants;
- Report to the Chief Warden regularly regarding the status of the occupant's safety;
- Evacuation should be considered (only if safe to do so);

FLOODS/SEVERE STORMS

In the event of a flood or severe storm:

Personnel should -

- Store or secure all loose items external to the building, such as outdoor furniture, etc.;
- Secure all windows (closing curtains / blinds) and external doors;
- Tape windows and glass entrances, and protect them with boards and sand bags (if necessary);
- Isolate / shut off electricity, water, and gas services;
- Protect valuables, disconnect electrical equipment, and cover and / or move it away from windows;
- During a severe storm remain in the building, keeping the occupants away from windows;
- After the storm, evaluate the need to evacuate if uncontrolled fires, gas leaks or structural damage has occurred as a result of the storm;
- Report to the Chief Warden regarding the status of the occupant's safety.

EARTHQUAKE

EARTHQUAKE PREPAREDNESS

Think about where you can protect yourself if an earthquake were to hit. If you are inside a building, move no more than a few steps, then **-Drop, Cover and Hold to protect yourself from falling objects.**

Stay indoors till the shaking stops and you are sure it is safe to exit. (In most buildings in New Zealand you are safer if you stay where you are until the shaking stops).

Not all people may be able to easily drop. If you are unable to drop, the best action is to stop moving and brace yourself against a wall or furniture.

Beware of any loose objects that may fall or objects that may break during shaking for example windows,

stacks of product or tinplate.

During an Earthquake



After the Quake

Exit the building when it is safe to do so. Move to the assembly point being mindful of any potential hazards.

Help any people if it is easy to do so. If you need to move any debris to help someone, leave them and exit the building. Report this to the Building Warden so they can make a plan.

Stay at the assembly point, and out of the building, until advised. Stay at the evacuation point until it has been deemed safe to leave the site. Some employees may be able to assist trapped employees, upon Building Warden's advice.

Remember

Don't use the phone. Phone lines should be kept clear for true emergencies. Stay on Foot. Don't use your car, keep the roads clear for emergency vehicles. Avoid dangerous areas. Avoid waterfront areas and stay away from power lines. Expect aftershocks. Once the first quake is over, you will likely feel less strong earthquakes, so be prepared to repeat the drop, cover, hold position and repeat this process.

EXTREME WEATHER

Major storms affect wide areas and can be accompanied by strong winds, heavy rain or snowfall, thunder, lightning, tornadoes and rough seas. They can cause damage to property and infrastructure, disrupt essential services, and cause coastal inundation.

Severe Weather Watches and Warnings are issued by the SES and available through the broadcast media, by email alerts, and at www.ses.com and Bom Radar.

STORMS

When a warning is issued and during a storm

- Stay informed on weather updates. Listen to the local radio stations as civil defence authorities will be broadcasting the most appropriate advice for your community and situation.
- Secure, or move indoors, all items that could get blown about and cause harm in strong winds.
- Close windows, external and internal doors. Pull curtains and drapes over unprotected glass areas to prevent injury from shattered or flying glass.
- If the wind becomes destructive, stay away from doors and windows and shelter further inside the building.
- Water supplies can be affected so it is a good idea to store drinking water in containers and fill containers and sinks with water.
- Don't walk around outside and avoid driving unless absolutely necessary.
- Power cuts are possible in severe weather. Unplug small appliances which may be affected by electrical power surges. If power is lost unplug major appliances to reduce the power surge and possible damage when power is restored.

TORNADOES

Tornadoes sometimes occur during thunderstorms in some parts East Coast. A tornado is a narrow, violently rotating column of air extending downwards to the ground from the base of a thunderstorm. Warning signs include a long, continuous roar or rumble or a fast approaching cloud of debris which can sometimes be funnel shaped.

- Alert others if you can.
- Take shelter immediately. A basement offers the greatest safety. If underground shelter is not available, move to an interior room without windows on the lowest floor. Get under sturdy furniture and cover yourself with a cover or other flexible protection.
- If caught outside, get away from trees if you can. Lie down flat in a nearby gully, ditch or low spot and protect your head.
- If in a car, get out immediately and look for a safe place to shelter. Do not try to outrun a tornado or get under the vehicle for shelter.

After a storm

- Listen to the local radio stations as emergency management officials will be broadcasting the most appropriate advice for the community and situation.
- Check for injuries and provide first aid if you can, especially people who require special assistance.
- Look for and report broken utility lines to appropriate authorities.
- Contact Bankstown City Council if the building has been severely damaged.
- If the property or contents are damaged, take notes and photographs and Management will contact the insurance company.
- Ask Bankstown City Council for advice on how to clean up debris safely.

MEDICAL EMERGENCY

Any person discovering a Medical Emergency shall RAISE THE ALARM –

- Locate a trained First Aider to attend the casualty(s)
- Call an ambulance if required – **dial (0) 000.**
- Notify your Warden or Chief Warden and give details of the medical emergency.

The Chief Warden shall: -

- Contact a trained First Aider to attend to the casualty(s).
- Call an Ambulance if required – **dial (0) 000.**
- When/ if Ambulance is contacted provide information regarding the location of the premises.
- Have **Deputy Warden** meet the ambulance upon arrival to give directions to the casualty

The **First Aider** shall:

- Check for DANGER before approaching any injured person (DRSABC)
- Obtain permission from the casualty to conduct treatment before administering First Aid.
- Immediately begin first aid if the person is unconscious.
- Not attempt to move the person unless they are in immediate danger

In case of a cardiac emergency a defibrillator is located in three locations

- First Aid Room

EVACUATION OPTIONS

- LIMITATIONS OF TOTAL EVACUATION

At first thought, immediate and total evacuation would seem to be the most appropriate response to any bomb threat, as it is in the case of fire. However, the evacuation procedures in response to a bomb threat do not necessarily follow those for a fire eg: Doors and windows should be opened and not closed as in the case of a fire. Additionally, evacuating people due a bomb threat may have them walking past the suspected bomb placing them in greater danger:

PARTIAL EVACUATION

One alternative to total evacuation is partial evacuation. This response is particularly effective when the threat includes the specific or general location of the placed object or in those circumstances where a suspicious object has located without prior warning.

TERMINATION OF THE EMERGENCY

Once emergency services have concluded their involvement, control of the area will generally be handed back to the Chief Warden. In determining the suitability of the area to be re-occupied and to resume normal operations, the

Chief Warden should consider:

- Any residual hazards

- Any structural or process weaknesses caused by the original event, which would initiate a subsequent emergency if operations are permitted to be resumed
- The need to preserve the scene if there is to be a subsequent investigation
- Occupant safety

Where applicable, the decision to re-commence operations will be taken in consultation with specialist staff.

RE-ENTRY

People are only permitted to re-enter the affected area / building when the 'All Clear' is given by the Chief Warden. This will only occur when authorised by the Chief Warden, after consultation with the appropriate emergency services officer present. Re-entry will be coordinated by the E.C.O. to ensure an orderly process and minimise congestion.

DE-BRIEF

Debriefing provides an opportunity to ask a series of targeted questions surrounding the emergency event.

- What was supposed to happen?
- What actually happened?
- Why were there differences?
- What can we learn from that?

A debrief of lessons learned should be carried out immediately after the incident or exercise, when all the key people are still present and any lessons learned can immediately influence future events. Chief Warden will debrief and advise all members of the E.C.O. and relevant stakeholders.

REPORTING

At the first possible and practicable opportunity following the conclusion of a major emergency / incident and in any event no later than 48 hours after the incident, the Chief Warden will ensure that a report is prepared concerning the emergency and the organizational response for the information of the Emergency Planning Committee.

NOTIFIABLE INCIDENTS

Certain incidents defined by the WHS legislation are notifiable immediately to the states Work Health & Safety regulator. Chief Warden will determine if the particular incident is considered to be a Notifiable incident.

INVESTIGATIONS

In any emergency situation where there is the possibility of a subsequent statutory investigation or Coronal inquiry, the Chief Warden must ensure that all evidence relating to the incident is preserved and not interfered with and that any cleaning up, movement of bodies, repairs and so on, apart from that necessary to bring the emergency under control, does not occur without the approval of investigating officers.

REMOTE ELECTRICAL SHUT OFF SWITCH

During a fire should electrical isolation of all machines be required, and it is safe to do so, under instruction by the Chief Fire Warden press this **red button** on the main electrical switch board.



REMOTE GAS MAIN SHUT VALVE

During a fire should Gas isolation be required, and it is safe to do so, under instruction by the Chief Fire Warden turn off the main valve. The main gas is located on the left side near the main entrance gate.



