**POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN**

**Created 22nd November, 2012**

**Latest review December 2022**

**PIRMP**

**SPRING FARM QUARRY**

**EPA Licence No. 4093**

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**Issue of Pollution Incident Response Management Plan (PIRMP)**

This Pollution Incident Response Management Plan (PIRMP) has been issued to the persons listed below. All persons to whom the PIRMP is issued are bound under a confidentiality requirement not to provide the PIRMP to any third party, except with the written permission of M Collins and Sons Holdings Pty Ltd and Harvest Scientific Services Pty Ltd (HSS).

It is the responsibility of those persons to whom this PIRMP is issued to safeguard and have available the PIRMP as and when required, and to maintain the currency of the PIRMP by inclusion of inserts and amendments, as and when issued. Copies of the manual may be issued to additional persons/ organisations, on the basis of need and relevance.

**PIRMP Document Register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Controlled document**  **No.** | **Issued to** | **Company/**  **organisation** | **Address** | **Date**  **Issued** | **Authorising**  **signature** |
| 1 | Matt Collins | M. Collins and Sons Pty Limited | 1/49 Smeaton Grange Road, Smeaton Grange | 06/07/2016 |  |
| 3 | Dave Eckford | Collins Construction Materials P/L | 214 Macarthur Road Spring Farm 2570 | 01/2/2021 |  |
|  |  |  |  |  |  |

* **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)**

**1. Introduction – Pollution incident notification requirements**

As of 6 February 2012, licensees under the POEO Act and anyone carrying on an activity or occupying a premises who becomes aware of a pollution incident are required to report pollution incidents **immediately** instead of ‘as soon as practicable’ under section 148 of the POEO Act.

The protocols for contact in the event of a pollution incident are outlined in **Section 2** of this PIRMP, relevant contact details are presented in **Section 4** and the adopted criteria for a pollution incident is outlined in **Section 3.**

**Sections 5** to **7** outline the preventative actions and general operational response protocols to a pollution incident.

**2. Protocol for industry notification of pollution incidents**

The NSW EPA describe the protocol for notification of pollution incidents on the webpage

(<https://www.epa.nsw.gov.au/reporting-and-incidents/report-pollution>

*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.*

*2.1 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.*

*2.2 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 EPA phone Environment Line on 131 555*
* *the Ministry of Health ( 02 9391 9000)* [*https://www.health.nsw.gov.au/Infectious/pages/phus.aspx*](https://www.health.nsw.gov.au/Infectious/pages/phus.aspx)
* *the WorkSafe Authority – phone 13 10 50*
* *Camden Council – phone 02 4654 7777*

**3. Environmental incident definition, pollution incident notification criteria and response**

A pollution incident is defined as:

‘*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….*’ (**POEO Act**).

Pollution incidents on or around the site are considered to have occurred in the course of the Contractor’s activities in the following circumstances:

* *‘If the actual or potential harm to the health or safety of human beings or ecosystems is not trivial; and*
* *If actual or potential loss or property damage (including clean-up costs) associated with a pollution incident exceeds $10,000.’*

Above criteria is based on **s147** of the *Protection of the Environment Operations Act 1997* (NSW) and has been adopted in this PIRMP as the threshold for notification purposes.

The above definition has been adopted for the purposes of an environmental incident in this PIRMP. The proposed response to an environmental incident is as outlined below and in Table 1:

* EMR to ensure site safety, move people from immediate areas where safety is a concern;
* EMR to take any practical steps to contain the hazard and prevent it from spreading;
* EMR to notify the General Manager (or delegate), the Managing Director and if necessary, the relevant authority, if the General Manager (or delegate) and Managing Director cannot be contacted EMR must notify each relevant authority.
* The General Manager (or delegate) is to decide with the Managing Director if the adopted pollution incident criteria threshold has been reached. If the adopted pollution incident threshold has been reached, the EMR is to contact immediately contact the EPA and Camden Council; and the relevant information about a pollution incident required consists of the following:
* The time, date, nature, duration and location of the incident,
* The location of the place where pollution is occurring or is likely to occur,
* The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
* The circumstances in which the incident occurred (including the cause of the incident, if known),
* The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
* Other information prescribed by the regulations.
* The EMR is to complete and environmental incident report form.

Once completed, a copy of the incident report form must be forwarded to Camden Council and the EPA.

**TABLE 1**

**Flow Chart for PIRMP**

***1.***

***Pollution Incident as Described in Section 3 Occurs***

***2.***

***EMR ensure site safety, or call 000 if immediate threat to human health or property***

***3.***

***EMR to notify General Manager (or delegate), Managing Director of MCS and if contact cannot be made with Gen Mgr/Managing Director then EMR contacts relevant authority***

***4.***

***Gen Mgr/Managing Director will advise the EMR if the adopted pollution incident criteria have been reached and instruct the EMR to contact:***

* ***EPA (131 555)***
* ***Camden Council (02 4654 7777)***
* ***Work Cover (13 10 50)***
* ***NSW Ministry of Health (02 9391 9000)***

***5.***

***EMR to complete environmental incident response and forward to:***

* ***EPA***
* ***Camden Council***

**4. Emergency contact details**

**Table 2** outlines emergency contact details and is to be maintained by the EMR.

**Table 2. Emergency contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service required** | **Company** | **Contact name** | **Phone number** |
| EMR (p) | CCM Pty Limited | Mr Dave Eckford | 0419 497 106 |
| Police |  |  | 000 |
| Fire Brigade |  |  | 000 |
| Ambulance |  |  | 000 |
| Report Environmental Incident | EPA Pollution Line |  | 131 555 |
| Camden Council |  | (02) 4654 7777 |
|  | DPI / DoI | Incident Hotline | 1300 814 609 |
|  | WorkSafe NSW |  | 13 10 50 |
|  | Ministry of Health |  | 9391 9000 |
| Environmental Consultant | Harvest Scientific Services Pty Ltd | Mr. Mart Rampe | 02 4647 6177 |
| WIRES |  |  | 1800 641 188 |
| Waste services | Thiess |  | 02 46 771910 |
| Sydney Water Service Centre |  |  | 132 090 |
| Energy Australia |  |  | 131 388 |
| AGL |  |  | 131 003 |
| Integral Energy |  |  | 131 909 |
| Telstra |  |  | 132 203 |

* **5. Environmental incident preventative actions and responses**

**Table 3** outlines the potential environmental incidents identified and Risk Assessed during the environmental review process to-date, the proposed preventative actions, the response actions to be under-taken and the person/s responsible for implementation of appropriate actions. Other potential environmental incidents may be identified after the operation commences, these should be documented by the EMR and **Table 3** should be updated as they are identified.

**Table 3.** Summary of potential environmental incidents, preventative actions and proposed response actions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential environmental incident** | **Potential Risk** | **Preventative actions** | **Responses actions to incident** | **Responsible persons** |
| Excessive dust | 2 – Frequent / Minor | * Operate water trucks/irrigators * Cease or limit operations based on risk assessment | * Contact EMR; * Water down areas identified as the source of dust immediately; and * Cease works if weather conditions are adverse. | All personnel and EMR |
| Spills  Fuel / Chemical spill / Fire | 3 – Remote / Critical | * All chemicals to be stored in accordance with the Code of Practice for safe use and storage in Agricultural. * All diesel storage tanks to be bunded to contain spills and disposed of by qualified contractors. * HS&DG Audits and Register with quantities and SDS for each. | * Contact EMR * All re-fuelling vehicles are to contain a spill kit * Use spill kit to contain the spill at the mixing and storage sites. * Dispose of contaminated materials appropriately; and clean and decontaminate this site. * If discharge enters waterway and criteria outlined in **Section 3** of this PIRMP is met ring EPA Pollution line 131 555. * Emergency Evacuation plan implemented, contain fire if safe to do so, follow first aid plan and account for all on site at EEA. | All personnel and EMR |
| Stored Pollutants spill, escape, unknown quantities | 3 – Remote / Critical | * All bunded as per COP * Maximum Storage Quantities; Fuel 52,000L, Oils 5000L, Grease 600kg, Coolant 500L, Fertiliser 1t, Gas combined 100,000/L * Conduct Audits and update SDS register and SDS’s. | * All re-fuelling vehicles are to contain a spill kit * Use spill kit to contain the spill at the mixing and storage sites. * Dispose of contaminated materials appropriately; and clean and decontaminate this site. * If discharge enters waterway and criteria outlined in **Section 3** | All personnel and EMR |
| Diesel Fuel leaks & spills at the storage tank/bunded area | 2 – Improbable / Minor | * Avoid rainwater being contaminated with diesel * Maintain bunded free from soil and dirt | * Contact the EMR * Pump into a waste fuel tank * Dispose in a lawful manner * If discharge enters waterway and criteria outlined in **Section 3** of this PIRMP is met ring EPA Pollution line 131 555 | All personnel and EMR |
| Sediment losses to waterways | 2 – Remote / Minor | * Maintain Erosion & Sediment Controls on site | * Contact EMR * Where relevant, repair sediment controls; and * Cease works if weather conditions are adverse. * If discharge enters waterway and criteria outlined in Section 3 of this PIRMP ring EPA Pollution Line   131 555. | All personnel and EMR |
| Chicken Manure escape into waterway | 2 – Remote / Minor | * Store in dedicated stockpile areas with sediment control measures at the site * Regular inspections and maintain sediment controls | * Contact EMR * Where relevant repair sediment controls * If discharge enter waterway and criteria outlined in Section 3 of the PIRMP ring EMA Pollution line 131 555 | All personnel and EMR |
| Bunding and Spill Management | Occasional/critical | * Height * Distance from distance between wall and tank | * Contact EMR * Where relevant, repair walls spillage controls * If discharge enters waterway and criteria outlined in **Section 3** | All personnel and EMR |

An environmental risk assessment rating system adapted from **Environment Australia (2007**), which is outlined in **Table 4**, has been adopted for the assessment of risks associated with potential environmental risks listed in **Table 3**. The results of this assessment will be included in the operational EMP for this facility.

**Table 4. Environmental risk significance rating table\*.**

|  |
| --- |
| **Risk of Occurrence** |
| May be as a result of a continuously operated process, activity or occurrence | **Continuous** | 1 | 4 | 4 | 4 | 4 |
| May be a result of a frequently used process, activity or occurrence. | **Frequent** | 1 | 2 | 3 | 4 | 4 |
| May be a result of a little used process, activity or occurrence. | **Occasional** | 1 | 2 | 3 | 4 | 4 |
| May be as a result of a chain of unusual events leading to an environmental incident | **Remote** | 1 | 2 | 3 | 3 | 4 |
| May be a result of a chain of extraordinary events leading to an environmental accident/disaster. | **Improbable** | 1 | 2 | 3 | 3 | 4 |
|  |  | **Positive** | **Minor** | **Critical** | **Major** | **Catastrophic** |
| **Significance (Degree of Impact)** | Positive impact on environment thus positive impact on business | Limited and/or localised impact on the environment and/or business | Medium scale impacts, wider implications to environment and/or business | Serious long term implications for environment and/or business | Serious permanent damage to business and/or environment (e.g. loss of licence, restriction of activity) |

\*From: Environment Australia, 2007. Model Environmental Management System for Commonwealth Agencies.

|  |  |  |
| --- | --- | --- |
| **Key to Risk Significance Rating** | **1** | **Positive** |
| **2** | **Low Risk** |
| **3** | **Medium Risk** |
| **4** | **High Risk** |

**6. Emergency equipment requirements and storage locations (see Map 1 below)**

**Table 5** outlines the locations of emergency response equipment.

**Table 5:** Emergency equipment requirements

|  |  |  |
| --- | --- | --- |
| **Name of equipment** | **Storage location** | **Comment** |
| Spill kit | On each re-fuelling unit, weighbridge, workshop and fuel bowser. | Instructions for use must be provided with kit. Notify of use and replace items within. Locations of site map through induction process. |
| Fire extinguisher/s | On each piece of onsite equipment, office and maintenance shed as per signage. | To be maintained in satisfactory working order and checked by qualified external contractor 6 monthly. Only use when two people involved and safe to do so, never take on large or uncontrolled fires. Ensure staff trained in different types of extinguishers and safe use of extinguishers. Locations on site map through induction process. |
| Eyewash | At the mixing and storage site, outside workshop maintenance area and weighbridge toilet facility | Maintain in satisfactory working order and test to ensure working correctly. Locations on site map through induction process. |

* **7. Incident reporting**

As per conditions of consent within 7 days of detecting an exceedance of goals/limits/performance criteria of this PIMPR or an environmental incident (as defined in **Section 3)**, MCS Pty Ltd shall report the exceedance to the Camden Council. All Incidents are to be reported on an Incident report Form 20.

The report shall:

* describe the date, time and nature of the exceedance/incident;
* indentify the cause (or likely cause) of the exceedance/incident;
* describe what action has been taken to date; and
* describe the proposed measures to address the exceedance/incident.

**7.1 Community Notification Strategy**

**Who Will Be Notified?**

All community stakeholders that may be affected by a incident will be notified. Appropriate to the incident circumstance, these include:

* Neighbouring residential property owners
* Neighbouring commercial properties
* General public within the vicinity of the site:
* Pedestrians
* Motorists
* Users of nearby recreational facilities (sporting facilities, parks etc)
* Nearby water courses (rivers, streams, dams etc.) used for recreational and/or commercial purposes
* Farmers located downstream from water courses affected by a spill
* Schools
* Churches
* Nursing homes

**When Will the Community be Notified?**

If an incident presents a significant risk of causing material harm to persons, property, and/or the environment to an area that is not trivial, any community stakeholders within these areas will be notified at the earliest convenience.

**How Will the Community be Notified?**

When it has been established that a community stakeholder is at risk from an incident that has the potential to cause material harm the following process will be implemented:

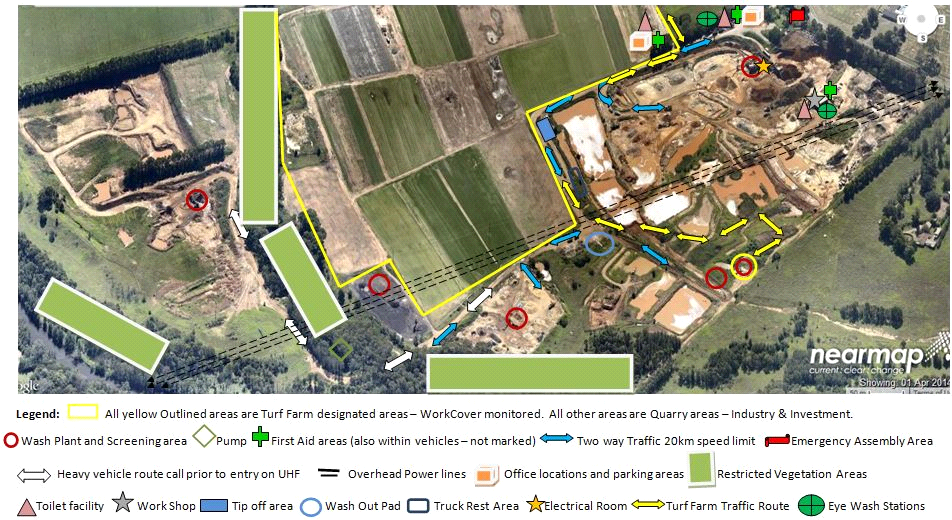
1) Community stakeholders will be contacted immediately after the relevant authorities have been contacted by telephone (or face to face if this is not possible).

2) Stakeholders will be advised of recommended actions that can be taken to prevent or minimise material harm e.g. evacuate area, shut all doors and windows, cease drawing water for irrigation purposes.

3) After the incident has been contained and managed by key personnel and authorities subsequent communication will be undertaken by the NSW Planning & Environment Coordinators. Appropriate to the circumstance, these may include:

* Follow up telephone calls and/or face to face contact (door knocking)
* Meetings with stakeholders
* Written correspondence containing updates in regards to safety and environmental concerns associated with the pollution incident
* Letterbox drops
* Website notification
* Social media notification

**Map 1 – Site Map and Evacuation Plan**



**8. COMPLAINTS**

**8.1 Complaints register**

A telephone complaints line has been established to receive any complaints from members of the public in relation to this site. Details of the complaints line are below:

**COMPLAINTS TELEPHONE LINE:**

**Environmental Management Representative**

**Mr David Eckford**

**0419 497 106**

**02 4658 1666**

**8.2 Complaints response protocol**

If a complaint is received the following procedures are to be followed:

* Details of the complaint are to be recorded by the EMR in the complaints register) and the complainant is to be advised verbally that the matter will be investigated by MCS Pty Ltd in accordance with the Environmental Management Plan for the operation.
* The EMR is investigate the complaint and to liaise with the complainant to attempt to resolve the complaint. Where necessary, the EMR will make appropriate changes to onsite management practices / procedures to resolve the complaint.
* If, through a subsequent investigation, the EMR becomes aware of an environmental incident (as defined in **Section 3** of this PIRMP), then Camden Council is to be notified in writing at the first available opportunity.
* If the criterion outlined in **Section 5** of this PIRMP is met then EPA is to be notified and at the first available opportunity.
* If the dispute is resolved, the agreed outcome is to be documented (in writing) and forwarded to the complainant, Camden Council and the EPA.
* If the dispute is not resolved, the EPA and Camden Council are to be advised in writing.
* If directed by the EPA or Camden Council, MCS Pty Ltd will contract the services of an independent consultant to review the specific details of the complaint and make appropriate recommendations to resolve the matter.
* At closure of the complaint the following information will have been recorded:
* Date of complaint;
* Name of complainant;
* Contact details of complaint (if supplied);
* A record of notification of Camden Council, DPE, DPE, DPI;
* A summary actions taken to address the subject matter of the complaint;
* Investigation outcomes; and
* A record of notification of the complainant of the investigation outcomes.

Records will be kept for at least 4 years after the complaint was registered.

* **9. REVIEW**

This PIRMP is to be reviewed annually as part of the AEMR or on as needed basis. Updates of this PIRMP will be supplied to all persons listed in the document register at the beginning of this PIRMP.

**10. Testing of PIRMP**

This PIRMP will be tested at least once a year and within one calendar month of any pollution incident occurring where the plan has been activated.

A record of the testing of PIRMP will be maintained in this plan. See below table.

**Pollution Incident Management**

**Response Plan Testing**

|  |  |
| --- | --- |
| **Date of Test** | **Recommended Actions/Outcomes from Testing** |
| **22/11/2012** | PIRMP implementation, EMR and site personnel training and procedure review. |
|  |  |
| **18/9/2013** | PIRMP review, updates. 17092013 Triggered MP and review of fire incident – |
|  | activated and PIRMP followed. Tool Box meeting on ECP’s. |
|  |  |
| **12/3/2014** | PIRMP review with site personnel. Procedure review and PIRMP Drill. |
|  |  |
| **17/7/2015** | PIRMP Emergency Preparedness Drill – Chemical Spill and Dust, reporting |
|  | requirements and Environmental Control Protocols. Review current PIRMP, no |
|  | changes or updates required. See Tool Box minutes and Drill 20150717. |
|  |  |
| **4/6/2016** | Emergency Preparedness Drill for PIRMP – Flooding. See Tool Box Minutes |
|  | 4/6/2016 and training records for all site personnel 6/6/2016. PIRMP updated |
|  | 4/7/2016 to reflect EPA recommendations 3/6/16 and PIRMP Drill, Tool Box. |
| 9/7/2019 | PIRMP Review and change of holders |
| 2/10/2019 | PIRMP Drill, Toolbox Fuel Spill |
| Feb 2020 | Flood Preparedness and Evacuation Procedure Updates |
| May 2020 | PIRMP Drill, Toolbox |
| 30/11/2021 | PIRMP Review and update EMR s  Review EPA recommendations for expected wet weather |
| 1/12/2021 | PIRMP Drill, Tool Box on Flood evacuation, emergency preparedness |
| 21/12/2022 | PIRMP Drill, PIRMP Review and update and emergency preparedness |

**POLLUTION INCIDENT NOTIFICATION PROTOCOL**

**Step one: What is a Pollution Incident?**

A Pollution Incident occurs when material harm to the Environment is caused or threatened.

**Step Two: What is material harm to the Environment?**

(i) It involves actual or potential harm to the health or safety ofhuman beings or to ecosystems that is not trivial,

OR

(ii) It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000 and loss includes the reasonable costs or losses to prevent mitigate or make good harm to the environment.

**Step Three: Who must notify?**

a) the person carrying on the activity

b) an employee or agent carrying on the activity

c) an employee carrying on the activity

d) the occupier of the premises where the incident occurs.

**Step Four: Who do I notify?**

A person engaged as an employee in carrying on an activity must immediately after becoming aware of the incident, notify the employer of the incident and all relevant information about it.

**Step Five:**

**Who must be notified about a Pollution Incident?**

1. Call 000 if the incident presents an immediate threat to human health or property.

**Ask for**: > Fire and Rescue NSW

> NSW Police

> NSW Ambulance Service

**AND/OR**

2. EPA 131 555

- Local Council – Camden Council Phone: (02) 4654 7777

- Ministry of Health

Phone: (02) 9391 9000

<https://www.health.nsw.gov.au/Infectious/pages/phus.aspx>

- WorkSafe 131 050

**Examples of Potential Environmental Incidents**

**Excessive Dust**

* Cease work, and
* Contact Environmental Management Representative
* Water Areas identified as source of dust

**Fuel/Oil/Chemical Spills**

* Always refuel in a bunded area
* Use spill kits in the field
* If discharge enters a waterway and may cause $10,000 damage and/or clean up costs notify employer immediately.

**Sediment Loss to a Waterway**

* Cease work and contact Environmental Management Representative
* Repair Sediment controls
* If discharge enters a waterway and may cause $10,000 damage and/or clean up costs notify employer immediately.

**Excluded Pollution Incidents**

**Odour**

A pollution Incident does **NOT** include an Odour. Odour incidents **DO NOT** have to be notified.