

**EMERGENCY RESPONSE AND POLLUTION INCIDENT
RESPONSE MANAGEMENT PLAN FOR:**

**PAREXGROUP
AUSTRALIA**

67 Elizabeth Street
WETHERILL PARK NSW 2164

GPS Location: Lat: 33°50'28.38''S

Long: 150°53'52.91''E

Site Contact: 02 9616 3000
Emergency Contact: Kevin Middlebrook
Contact Number: 0412 446 864

DATE: AUGUST 2015

Summary of Dangerous Goods held at premises

Dangerous Goods Class	Quantity
Class 2.1 Flammable Gas	1,800 L
Class 3 Flammable Liquid	73,000 L
Class 4.1 Flammable Solid	160 kg
Class 8 Corrosive Liquid	820 L
Class 9 Elevated Temperature Liquid	40,000 L

EMERGENCY SERVICES INFORMATION PACKAGE

FIRE FIGHTERS SUMMARY

Site Location:

ParexGroup: 67 Elizabeth Street, Wetherill Park

Brief description of works:

- The ParexGroup Site produces construction products, specifically tile adhesives and grouts. It also produces bitumen-based products and waterproofing.

Areas of the site that are potentially hazardous during a fire emergency have been determined to be the dangerous goods storage locations;

- The Depot 4 containing 20,000L of flammable substances is located at the western end of Building No#2. Ventilation vents for this store are in the southern and northern walls. Immediately adjacent to this roofed package store is the flammable liquids manufacturing area. The heated bitumen from Depot 12 is piped into this area and is mixed with flammable liquids.
- Depot 9-11 and 13 contain flammable gases in quantities of 190kg with a total water capacity stored of 1,800L.
- There are three underground tanks containing 15,000L each of turpentine Class 3PG III. These are labelled as Depots 1-3. The Vents for these tanks are located outside the western wall of the Depot 4 described above. The turpentine is piped into the flammable liquid and bitumen-based manufacturing area.

The site is immediately adjacent to a stormwater channel that flows to the north and enters Prospect Creek.

There is firewater containment onsite with two isolation valves. Firewater calculations have provided for 10 hydrants and 9 hose reels. The two stormwater isolation valves are shown in Figure 6: Stormwater System. The valves are kept closed and opened only during rainfall.

A chemical register detailing the chemicals within each of the areas are provided in the red box.

**EMERGENCY RESPONSE AND POLLUTION
INCIDENT RESPONSE MANAGEMENT PLAN
FOR
PAREXGROUP AUSTRALIA
67 ELIZABETH STREET, WETHERILL PARK**

Prepared for: ParexGroup
NSW Fire & Rescue

Prepared by: Kevin Middlebrook
WHSE&Q Co-Ordinator

Report No: 121093 August 2015

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ABBREVIATIONS AND GLOSSARY OF TERMS

Appropriate Regulatory Authority	Generally, the appropriate regulatory authority is the EPA for licensed premises and local Council for non-licensed premises. There are exceptions to this definition as stated in Clause 6 of the POEO Act (Protection of the Environment Operations Act)
BCA	Building Code of Australia
Council	Fairfield City Council
Chief Warden	Director of Operations or Delegate
Dangerous Goods	Substances that are listed in The Australian Dangerous Goods (ADG) Code or that meet the classification criteria specified in that code
DECCW	Department of Environment, Climate Change & Water (now known as EPA)
DNR	NSW Department of Natural Resources
DP	NSW Department of Planning
Emergency emergency Assembly Area	This is a safe location to which all people are required to assemble in the event of an emergency
Environment	As defined in the POEO Act <i>“environment” means components of the earth, including:</i> <ul style="list-style-type: none"><i>(a) Land, air and water and</i><i>(b) Any layer of the atmosphere and</i><i>(c) Any organic or inorganic matter and any living organism and</i><i>(d) Human-made or modified structures and areas and includes interacting natural ecosystems that include components referred to in paragraphs (a)-(c)</i>
EOCC	Emergency Operations Control Centre
ERP	Emergency Response Plan
FPP	Further Processed Products
FSS	Fire Safety Engineering Report
Harm	As defined in the POEO Act, <i>“harm” to the environment includes any direct or indirect alteration of the environment that has the effect of degrading the environment and without limiting the generality of the above, also includes any act or omission that results in pollution</i>
HAZCHEM Code	An Alpha Numeric code placed on hazardous chemical placards to indicate actions to be taken by emergency services to control an incident involving the chemical prior to more detailed technical information being available
Immediately	Promptly and without delay
Material Risk of Harm	<i>“Material risk of harm to the environment” is defined under Section 147 of the POEO Act as:</i> <ul style="list-style-type: none"><i>(a) Harm to the environment is material if:</i><ul style="list-style-type: none"><i>(i) It involves actual or potential harm to health or safety of human beings or to ecosystems that is not trivial or</i><i>(ii) 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</i> <i>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 done to the environment</i>
SDS (MSDS)	Safety Data Sheet. A sheet giving detailed information regarding hazardous characteristics of a substance and procedures to be followed in the event of an emergency involving the particular substance

NFPA	National Fire Protection Association. A US based organisation promoting safety and protection. NFPA Codes of Practice are commonly used in Australia for situations not covered by Australian Standards and Regulations or Codes of Practice.
Non Scheduled Activity	Under the POEO Act a “non-scheduled activity” means an activity that is not a scheduled activity and is not scheduled development work
NSW EPA	NSW Environmental Protection Authority (now part of the DECCW)
Occupier	As defined under the POEO Act “occupier” of premises means the person who has the management or control of the premises
PG	Packing Group used to rank the hazard associated with the transport and handling of a particular dangerous good/s (except for Dangerous Good/s Class 1,2 & 7)
Pollution	As defined under the POEO Act “pollution” means: (a) Water pollution (b) Air pollution (c) Noise pollution (d) Land pollution
Pollution Incident	The <i>Environmental Guidelines: Preparation of pollution incident response management plans</i> defines a pollution incident as “...an incident or set of circumstances during or as a consequence of which there is or is likely to a leak, spill or other escape or deposit of a substance as a result of which pollution 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”
PPE	Personal Protection Equipment
Pre-emptive Action	Action/s taken as a measure against possible or anticipated harm such as use of spill containment kits, installation of stormwater cut-off valves and installation of fire-containment water tanks
Premises	As defined u under the POEO Act “premises” includes: (a) Building or structure (b) Land or a place (whether enclosed or built on or not) (c) A mobile plant, vehicle, vessel or aircraft
Prevention of Pollution	Use of processes, practices, materials or products that avoid, reduce or control pollution which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution. <i>Note: The potential benefits of prevention of pollution include the reduction of adverse environmental impacts, improved efficiency and reduced costs</i>
SCBA	Self-Controlled Breathing Apparatus
Scheduled Activity	“Scheduled Activity” means an activity listed in Schedule 1 of the POEO Act
SES	State Emergency Services
Site	67 Elizabeth Street Wetherill Park
SMO	Site Medical Officer
Spill Kit	A set of equipment used to isolate or control an accidental overflow or release of a substance or material
UN No	United Nations Hazardous Material Identification Number . A four-digit number used to identify a Hazardous Chemical

1. INTRODUCTION

This document provides the Emergency Response and Pollution Incident Response Management Plan for the operation of a site that manufactures a range of liquid and dry building products. Included in this range are bitumen-based liquid products that contain flammable liquids.

All personnel and contractors working at the Site are to be made aware of the general contents of this document and accompanying emergency response procedures.

It is a requirement that all those employees responsible for emergency response activities as defined by this plan have access to a copy of this plan and receive the appropriate level of training needed to ensure the effective implementation of the respective emergency response procedures identified in this plan.

Contractors who are regularly on site need to be aware of the contents of this document.

This document supported by the SDS and a copy of the dangerous goods manifest (plan showing the location of the dangerous goods on site) needs to be both in the red emergency box and also at reception. These documents would be kept at other key areas determined by the Emergency Control Organisation of the site.

1.1 REFERENCE DOCUMENTS

This Emergency Response and Pollution Incident response Management Plan has been developed in accordance with the following guidance documents and relevant Australian/New Zealand Standards:

- *Hazardous Industry Planning Advisory Paper (HIPAP) No.1 – Industry Emergency Planning Guidelines* (NSW Department of Urban Affairs and Planning);
- *Occupational Health and Safety Act 2000* and relevant *Regulations* (NSW Legislation);
- *SAA/SNZ HB76:2004 Dangerous Goods – Initial Emergency Response Guide* (Standards Australia);
- *AS 3745-2010 Planning for emergencies in facilities* (Standards Australia)
- NSW Fire & Rescue Guidelines
- *Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012* (NSW Legislation)
- Part 5.7A of the *Protection of the Environment Operations Act 1997* (NSW Legislation); and
- *Environmental Guidelines: Preparation of Pollution Incident Response Plans* (NSW EPA)

1.2 PROCEDURES

In the rear of this plan are the following procedures to be used for your reference and guidance

Attachment 1: ***Emergency Response Procedure PD.ERP.001***

The purpose of this procedure is to provide the Emergency Control Organisation (ECO) and directions in the event of an emergency

Attachment 2: ***Spills Procedure PD.ERP.002***

The purpose of this procedure is to ensure the containment of all spills on the site and to prevent entry of spilled materials/debris to the stormwater system

Attachment 3: ***Bomb Threat/Suspect Package PD.ERP.003***

The purpose of this procedure is to advise the steps to take if there should be a bomb threat or suspicious package found on site

Attachment 4: ***Medical Emergency PD.ERP.004***

The purpose of this procedure is to advise the steps to take if there be a medical emergency

Attachment 5: ***Earthquake PD.ERP.005***

The purpose of this procedure is to evacuate the site during an earthquake

Attachment 6: ***Evacuation PD.ERP.006***

The purpose of this procedure is to advise the steps to be taken if a total or partial evacuation of the site is required

Attachment 7: ***Emergency Control PD.ERP.007***

The purpose of this procedure is to list the Emergency Control Organisation on Site

Attachment 8: ***Chief Warden Employee/Contractor Checklist PD.ERP.008***

The purpose of this procedure is to provide a checklist for employees and contractors on site during an emergency or evacuation

Attachment 9: ***Incident Report Procedure PD.ERP.009***

The purpose of this procedure is to describe the method reporting, recording and investigating environmental and safety incidents

Attachment 10: ***Competency Training Procedure PD.ERP.010***

The purpose of this procedure is to establish an adequate level of competency amongst site personnel in using the ERP

Attachment 11: ***Surrounding Premises Contacts PD.ERP.011***

The purpose of this procedure is to provide the details of who to contact on adjacent premises if an emergency event should occur

Attachment 12: ***Fire Services Inoperable PD.ERP.012***

The procedure outlines the steps to take if the fire services become inoperable

Attachment 13: ***Notification of a Pollution Incident Procedure PD.ERP.013***

The purpose of this procedure is to ensure pollution incidents that present a material risk of harm to the environment are notified immediately to the required regulatory authorities and the community

1.3 DEFINITION OF AN EMERGENCY

The plan is designed to cover all emergency conditions that could be reasonably anticipated at the Site.

An **emergency situation** can be defined as any abnormal or dangerous *event* that may adversely affect the safety and/or wellbeing of nearby persons, communities or the environment. Under these circumstances, the occupants of the said premises are called to immediately respond to the emergency situation in an effort to control, correct and return the dangerous situation to a safe condition.

If there is any doubt, an *event* should be treated as an *emergency* and the procedures stipulated by this plan should be followed. Note that **all** fires should be treated as emergencies.

The three levels of emergency are defined as:

- **LOCAL ALERT:** Any emergency situation that threatens human lives, property or the environment at one location of the Site but is not likely to spread to other areas of the Site or property;
- **SITE ALERT:** Any emergency situation where its effects may spread to other areas on the Site;
- **EXTERNAL ALERT:** Any emergency situation where its effect may spread and impact on people, property or the environment outside the Site's site boundaries, such as grass fire.

Each of these three levels of emergency may be further classified as follows:

- **MINOR EMERGENCY:** An emergency situation that can be handled entirely by the Site's emergency response personnel without the assistance of the respective public emergency services; and
- **MAJOR EMERGENCY:** An emergency situation that requires the assistance of the public emergency services i.e. ambulance, fire brigade or police services

An **EXTERNAL ALERT** is automatically a **MAJOR EMERGENCY** as action cannot be taken outside the site boundary independently of the public emergency services.

1.4 DEFINITION OF A POLLUTION ACCIDENT

The *Environmental Guidelines: Preparation of pollution incident response management plans* (NSW EPA) defines a pollution incident 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 of or deposit of a substance, as a result of which pollution has occurred is occurring or 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"

ParexGroup Australia
Emergency Response & Pollution Incident Response Management Plan

Under Section 148 of the POEO Act, pollution incidents causing a or threatening material harm to the environment must be notified immediately to the relevant authorities.

“Material risk of harm to the environment” is defined under Section 147 of the POEO Act as:

(a) *harm to the environment is material if:*

(iii) *It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or*

(iv) *It results in actual or potential loss or property damage of an amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and*

(b) *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 following section provides an explanation of ParexGroup’s obligations under the new legislation relating to the management of pollution incidents.

1.5 POLLUTION INCIDENT RESPONSE MANAGEMENT

Changes to the *Protection of the Environment Operations Act, 1997* (the POEO) came into force on 29 February 2012. A new requirement under Part 5.7A of the POEO Act imposes an obligation on holders of environmental protection licences to prepare and implement a pollution incident response management plan (PIRMP) for each licensed activity. All necessary plans need to be in place within six (6) months by 1 September 2012 for existing licence holders.

Offences associated with not preparing the plans or keeping plans at the premises, not testing a plan in accordance with the regulation and not implementing a plan when an incident occurs apply.

ParexGroup hold an environmental protection licence EPL No.6459 under the POEO Act for Cement or Lime works and Chemical production at their site located at 67 Elizabeth Street Wetherill Park.

Requirements for pollution incident response management plans are stipulated in the *Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012* and Part 5.7A of the POEO Act. Part 5.7A of the POEO Act specifies:

- Information to be included in the plan (Clause 153C) including the procedures to be followed in notifying a pollution incident to the relevant people and authorities, a detailed description of action to be taken immediately after a pollution incident to reduce or control any pollution and procedures to be followed;
- The plan must be kept at the premises to which the relevant environmental protection licence (EPL) relates (Clause 153D);
- Licensees must test the plan in accordance with Clause 98E of the Regulation (Clause 153E); and
- Licensees must immediately implement the plan if a pollution incident occurs in the course of an activity so that material harm to the environment is caused (Clause 153F)

Under Clause 98B (2) of the regulation a licensee who already has a plan in place is not necessarily required to prepare a new or separate plan under these legislative changes. Section 98C of the regulation specifies matters to be included in pollution incident response management plans; the majority of these matters were already included in an earlier version of this emergency plan. Amendments have been made to this plan in order to satisfy the requirements under Section 98C of the Regulation. These requirements are detailed in the following table:

Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012		
No.	Requirement	Section
(a)	<i>a description of the hazards to human health or the environment associated with the activity to which the licence relates (the relevant activity)</i>	2.2
(b)	<i>the likelihood of any such hazards occurring including details of any conditions or events that could or would increase that likelihood</i>	2.2.2
(c)	<i>details of pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity</i>	4.1 and Figure 4-1
(d)	<i>an inventory of potential pollutants on the premises or used in carrying out the relevant activity</i>	Table 2-1 and Table 2-2
(e)	<i>the maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates</i>	Table 2-1 and Table 2-2
(f)	<i>a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident</i>	2.3
(g)	<i>the names, positions and 24 hour contact details of those key individuals who: (i) are responsible for activating the plan, and (ii) are authorised to notify relevant authorities under section 148 of the Act, and (iii) are responsible for managing the response to a pollution incident</i>	Table 4-2 and Table 4-4
(h)	<i>the contact details of each relevant authority referred to in section 148 of the Act</i>	4.8.5
(i)	<i>details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on</i>	4.8.6; 5.13 and 5.14.1
(j)	<i>the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on</i>	1.2 and 5
(k)	<i>a detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises</i>	EMERGENCY SERVICES INFORMATION PACKAGE
(l)	<i>a detailed description of how any identified risk of harm to human health will be reduced including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk</i>	4.7 and 5
(m)	<i>the nature and objectives of any staff training program in relation to the plan</i>	4.11 Attachment 10
(n)	<i>the dates on which the plan has been tested and the name of the person who carried out the test</i>	4.1
(o)	<i>the dates on which the plan is updated</i>	4.12
(p)	<i>the manner in which the plan is to be tested and maintained</i>	4.12

The NSW EPA has also prepared *Environmental Guidelines: Preparation of Pollution Incident Response Plans*.

This Pollution Incident Response Management Plan has been prepared in accordance with POEO Act, Regulation and Guidelines, requirements included are:

- A description and likelihood of hazards to human health and environment associated with the licensed activity;
- Pre-emptive actions to be taken to minimise risk of harm;
- An Inventory of potential pollutants;
- A description of safety equipment and devices used to minimise risks and/or contain a pollution incident;
- 24-hour details of key site contacts and relevant authorities;
- Mechanisms used to provide early warnings to neighbours and the local community;
- Actions to be taken during or immediately following a pollution incident;
- A detailed set of plans; and
- Staff training programs relating to implementing the plan

1.6 AIMS OF THE PLAN

The aims of this plan are as follows:

- Provide a clear understanding of how to handle and react to any emergency situation that may occur at the Site in the form of effective control structures, procedures and directives
- Prevent or minimise the impact of an emergency on human life, the community and the surrounding environment; and
- Facilitate a return to *normal* or *safe* operations as soon as possible

The procedures contained in this document have been designed to protect life and where possible prevent or minimise damage to the equipment, Site and installations at the Site and facilitate a return to normal operations by providing effective utilisation of the safety features, systems and equipment installed at the Site to protect people from fire and other emergencies.

1.7 SCOPE AND OBJECTIVES

This plan applies to all equipment, workers and visitors under the control or management of ParexGroup whilst working or visiting the Site.

This document contains information and instructions that provide a basis for handling various types of emergency situations, such as fire, explosion, medical emergency, spills, gas-leaks and bomb threats. These instructions should not be regarded as rigid procedures to be followed but rather as continually improving guidelines to be adapted to cope with unanticipated situations.

1.7 SCOPE AND OBJECTIVES (continued)

The objectives of this plan are as follows:

- To protect human life and facilitate the rescue or evacuation of workers affected by the emergency situation
- To reduce or to eliminate the impact on the environment as a result of an onsite incident
- To control or limit any effect that an emergency situation may have on the Site or on neighbouring areas
- To facilitate emergency response and to provide such assistance as is appropriate to the occasion
- To ensure the quick and effective communication of all vital information to respective authorities
- To facilitate the organisation and reconstruction of all vital information to respective authorities so that normal operations can be resumed as soon as possible
- To provide for emergency response training so that a high level of preparedness can be maintained at the Facility
- To provide the structure under which Emergency Response Procedures are revised and updated
- To ensure timely and comprehensive communication of a pollution incident to staff, relevant authorities and all other stakeholders affected by the impacts of a pollution incident; and
- To identify risks and develop actions to minimise and manage these risks

2. SUMMARY OF OPERATIONS, HAZARDS AND SAFETY SYSTEMS

2.1 SUMMARY OF OPERATIONS

The site is located in an estate with numerous industrial and commercial premises around the site as can be observed in the aerial photograph.

The site has three entrances off Elizabeth Street with the main site entry being in the approximate centre of the site. The site is at a reduced level to the adjoining site on the southern side of the site. This adjoining land consists of industrial units for small businesses.

The site produces liquid and dry products and of the liquid products there are two broad types – water based and solvent based. The water based products are produced in the southern half of the site within Building “1” and the Solvent based products are produced in the northern half of site in Building “2”.

The solvent based products require three dangerous goods storage areas:

- ❖ Three underground 15,000 Lt storage tanks at the open yard area west of this building. The tanks currently store turpentine and this is piped into the area shown in this building for the production of bituminous products and storage. The tanks have the vents against the outside of the western end of this building.
- ❖ There is an above ground heated bitumen tank 40,000 L capacity in a bunded and roofed area on the area on the northern side of the building. The bitumen is piped into the manufacturing area.
- ❖ At the western end of Building #2 there is a roofed package store for drums of solvents and a small quantity 160kg of aluminium powder. This store is a room in the western end of the manufacturing area. It is bunded and has a fire door to isolate it from the manufacturing area.

The bituminous product manufacturing area opens to the south through a roller shutter and has access directly to the internal roadway between the buildings on site. There is a fire rated door opening into the rest of this building. The finished goods from this production area are Class 3 PGIII and these are stored in containers within the finished goods storage warehouse – Buildings “3”.

Forklifts are refuelled from four (4) x 190kg LPG gas tanks. These are on the northern side of Building “1” and directly adjacent to the internal roadway that runs up the middle of the site between the buildings. The site is immediately adjacent to a stormwater channel (also called a stormwater easement on the site diagrams). This channel flows to Prospect Creek. The stormwater discharges from the site are isolated with valves. The usual practice is to keep these closed. This would need to be checked in an emergency.

2.2 SUMMARY OF HAZARDS

This section describes the potential occupational and environmental hazards associated with the site's operations that were identified.

The site has extensive potential chemical related hazards due to the presence of chemicals on site in quantities that are significant. The main hazard on site is fire – either on-site or from off-site.

Risk of a fire occurring on site would be from the heated bitumen tank, the manufacturing area for the production of bituminous products. This is a hazardous zoned area and is mechanically ventilated. The electrical equipment is installed with explosion material.

Mixing vats containing a mixture of the solvents and bitumen are wheeled across the manufacturing area for dispensing into containers and packages. Maximum container size is 25L.

The manifest of dangerous goods was shown in the summary at the front of this plan. Dangerous goods details are shown in the attached tables. A list of potential pollutants is provided in section 2.2.1. Hazards are identified in the aspects register, Table 2-2 of the Environmental Management Plan. A risk assessment providing the likelihood of these hazards occurring is provided in Section 2.2.2.

Table 2-1: Dangerous Goods Storage Areas

Depot	Depot Type	UN Number	Proper Shipping Name	DG Class	Packaging Group	Hazchem Code	Maximum Storage Capacity
1	Underground Storage Tank	1300	Turpentine	3	III	3YE	15,000L
2	Underground Storage Tank	1300	Turpentine	3	III	3YE	15,000L
3	Underground Storage Tank	1300	Turpentine	3	III	3YE	15,000L
4	Roofed Store	1307	Xylene	3	II	3YE	820L
		1993	Flammable Liquid N.O.S	3	II	3YE	4600L
		1230	Methanol	3	II	2WE	40L
		1300	Turpentine Substitute	3	II	3YE	1640L
		1193	Ethyl Methyl Ketone	3	II	2YE	800L
		1294	Toluene	3	III	3YE	1640L
		1268	Petroleum Spirit	3	II	3YE	2800L
		1133	Adhesives	3	III	3YE	6800L

Emergency Response & Pollution Incident Response Management Plan

Table 2-1: Dangerous Goods Storage Areas

Depot	Depot Type	Un Number	Proper Shipping Name	DG Class	Packaging Group	Hazchem Code	Maximum Storage Capacity
4	Roofed Store	1325	Flammable Solid Organic N.O.S	4.1	II	1Z	600kg
9	Gas Tank	1075	Petroleum Gases Liquefied	2.1	-	2WE	190kg
10	Gas Tank	1075	Petroleum Gases Liquefied	2.1	-	2WE	190kg
11	Gas Tank	1075	Petroleum Gases Liquefied	2.1	-	2WE	190kg
12	Above Ground Tank	3257	Elevated Temperature Liquid	9	III	2W	40,000L
14	Gas Tank	1075	Petroleum Gases Liquefied	2.1	-	2WE	190kg

2.2.1 Potential Pollutants Stored on Site

As part of the pollution incident response management plan, the plan must include potential pollutants that are kept on site. This section details the potential pollutants at the site that are not dangerous goods or hazardous materials.

Table 2-2: Potential Pollutants

Pollutant Name	Storage Location Details	Maximum Quantity
Effluent from waste water treatment plant (high PH)	Treated in on-site bunded water treatment plant then released to trade waste under Sydney Water TWA	5000 L
Baghouse waste (dust)	Stored in bulka bags in the warehouse after release from the baghouse. Tested regularly before being removed by a waste contractor for disposal	30 tonnes
Aluminium Powder	Roofed package store at the western end of the manufacturing area.	160 kg

2.2.2 Risk Assessment

For the purpose of this plan, the likelihood of the main hazards listed in the previous section occurring is assessed using the following risk matrix:

Figure 2-1: Likelihood of Environmental Harm Occurring

How Often	CONSEQUENCES OR HAZARD EFFECT RISK RATING				
	INSIGNIFICANT	MINOR	MODERATE	HIGH	MAJOR
Almost Certain (A)	M1	S1	S1	E1	E1
Likely (B)	M2	M2	S2	E2	E2
Possible (C)	L1	M3	S3	S3	E3
Unlikely (D)	L2	L2	M4	S4	S4
Rare (E)	L3	L3	M5	M5	S5

Figure 2-2: Risk Matrix

Hazard	Likelihood		
	Almost Certain/Likely	Possible	Unlikely/Rare
Substance will leave the site, not possible to contain it (erg via stormwater drain through the soil)	High Risk	High Risk	Medium Risk
Substance may be contained if noticed in time	High Risk	Medium Risk	Low Risk
Substance can be prevented from leaving the site	Medium Risk	Low Risk	Low Risk

Table 2-3 provides a risk assessment of the main potential hazards that could occur at the site using the above figures

2.3 SUMMARY OF SAFETY SYSTEMS

Safety features have been incorporated into the design and operation of the site to reduce the possibility of any hazardous events (as mentioned above) from happening or minimise their impacts in terms of potential effects on human life and the surrounding environment.

2.3.1 Onsite Water Retention System

2.3.1.1 Containment of Contaminated Water

Stormwater Isolation Valves:

The stormwater isolation valves are activated remotely at a point near the main entry to Building #2. Testing of the isolation valves is common practice. Isolation valves are activated during loading of tankers.

In the event of a failure within the remote actuator system the isolation valve will be activated manually.

Firewater will remain onsite until the steps outlined in the following section have been undertaken.

To contain the firewater from ParexGroup, isolation of the site's stormwater system has been provided. There are two isolation valves on site.

Required amount of firewater containment

Hydrants: 10L/s x 60sec x 90min
= 54,000L/hydrant

10 hydrants x 54,000L/hydrants
= 540,000L

Hose Reels: 0.45L/s x 60sec x 90min
= 2,430L/hose reel

9 hose reels x 2,430L/hose reel
= 21,870L

Total containment required 561,870L

Storage Capacity on Site

The existing surface of the site is incapable of storing the required amount of firewater on the site. This can be remedied using permanent bunds or temporary bunds that can be implemented in the event of a significant fire emergency.

The site has been segregated into 8 areas using bunds. The volume capable of being stored within each area has been determined using an average depth of 100mm. Kerbs around the site are 150mm and shall be considered as bunds once the stormwater isolation valves have been activated.

Areas A-1 (as shown on figure 6) provide a total area of approximately 6,160m² using an average depth of 100mm the site is capable of containing 616,000L.

All kerbs should be maintained in appropriate order and material for constructing temporary bunds should be readily available. Additional bunding material should be available and applied to areas of the site in the event of an emergency to ensure maximum storage capacity is achieved.

The calculations have not used the area of the building in the calculations however it is likely that additional containment within buildings will occur.

Total containment capable 616,000L

2.3.2 Disposal of Fire Fighting Water

Contaminated firefighting water would require analysis prior to being discharged from the site. Pending on the results, the water will be either disposed of site by a licensed contractor or discharged to stormwater.

The WHSE&Q Co-Ordinator will arrange for a sample of the water and have it analysed.

Analysis would involve sampling of firewater and analysis by a NATA accredited laboratory. The firewater would be analysed for specific analytes based on the location of fire and the types of contaminants that would have contaminated the firefighting water. The results of the analysis would be compared against the *Australian Water Quality Guidelines for Fresh and Marine Waters (1992)*.

The firewater would be held on site for the time taken for analysis to be completed. The maximum time expected for this would be 24 hours. This would require the provision of retention capacity of the contaminated water on site until the results of the water are received. The site has the necessary bunding capacity to hold enough firewater for 90 minutes.

If at any stage rain threatened the contaminated firewater storage to overflow then the contained waters would be immediately assumed contaminated and a licensed contractor would be commissioned to remove the contaminated water from the site.

If the water is slightly contaminated it can be discharged to Sydney Water Sewer by getting a temporary trade waste agreement from Sydney Water.

If the water is highly contaminated then transfer for treatment and disposal by aqueous waste treatment.

2.3.3 Firefighting Equipment

Table 2-4: Firefighting Equipment (FFE)	
Equipment Description	Quantity
Fire Hose Reels	9
Fire Hydrants	10
Fire Extinguishers (Carbon Dioxide)	1
Fire Extinguishers (Foam)	3
Fire Extinguishers (Dry Chemical)	62

The above equipment is located throughout the complex with the objective of minimising the necessary distance travelled when accessing equipment in an emergency. Most FFE is concentrated around areas known to be potential fire risk areas i.e. dangerous goods depots and potential ignition sources.

The hose reel in the bituminous products manufacturing area has foam ready for use.

2.3.4 Spill Control Equipment

In addition to the site bunding and stormwater isolation, there are two spill kits on site located:

- ❖ Liquids Plant (Building 1); and
- ❖ Solvent Plant (Building 2)

Spill kits contain Spill Mats, Absorbent Vermiculite, Shovels, Knife Valves and Blind Sump Drains.

2.3.5 Personal Protective Equipment (PPE)

Personal protective equipment available to employees includes but not limited to:

- **Coveralls**
- **Eye Protection**
- **Various Gloves**
- **Breathing Masks**
- **Eye Wash Stations; and**
- **Shower Stations**

2.3.6 Safety Data Sheets (SDS)

SDS registers are located in the office and at the emergency control point on site.

3. TYPES OF EMERGENCIES

The following types of emergencies are covered by this plan as summarised in Table 3-1.

Table 3-1: Summary of Emergencies and Response Procedures	
Emergency Event	Area where Emergency may Occur
Fire	Flammable liquids, LPG Gas Tanks, heated bitumen
	Machinery Fire
	Finished product storage racks
Explosion	Yes – LPG Gas
	Yes – Solvent is mixed with heated bitumen
Spills	Yes – all areas
	No
	Collision of road vehicles
Personal Injury	Work accident, such as a serious fall, severe injury
Natural Events	Earthquake
	Wind and Electrical Storms
	Localised flooding
Miscellaneous	Bomb Threat
	Vandalism and Civil Disturbance
	Site Evacuation

The emergency procedures have been included in Attachment 1.

4. EMERGENCY CONTROL AND RESPONSE

The normal hours of operation of the site are 7.00am to 11.00pm Monday to Friday and Saturday 8am-4pm.

4.1 PRINCIPLES OF EMERGENCY CONTROL AND RESPONSE

The principles of emergency response will be based on Prevention, Containment, Rescue and First Aid

- Prevention:**
- Inspection of all Site and dangerous goods storage facilities
 - Regular emergency & pollution incident response drills to ensure site readiness
- Containment:**
- Minimise any secondary damage
 - Immediate isolation of all electrical power to the affected area
 - Strict co-operation with any instructions provided by the Chief Warden
- Emergency Equipment:**
- Only trained emergency personnel are to use emergency equipment where an emergency situation requires particular precautions (i.e.; Spill Kits, Firefighting equipment) or the use of specialised Personnel Protective Equipment (PPE)
 - Approved safety clothing to be worn. All emergency equipment would be located in Relative areas of concern
 - Emergency equipment operations must never endanger the safety of personnel
- First Aid:**
- First-Aid officer to provide assistance

4.2 EMERGENCY PLANNING COMMITTEE

Under AS3745-2010 the Emergency Planning Committee (EPC) has ultimate responsibility to make the plan work. An EPC needs to be established at the site to ensure compliance with AS3745-2010. Some issues that are required to be addressed by the EPC include:

- Disseminating emergency plan information
- Maintaining Emergency Control Organisation numbers – the Chief Warden can also replace ECO numbers when positions become vacant
- Maintaining a schedule of training
- Maintaining a schedule of emergency response exercises; and
- Maintaining records

Table 4-1 provides details of the site EPC for the NSW site.

Table 4-1: Site Emergency Planning Committee (EPC) - NSW

Position	Name	Extension
Chief Warden	Kevin Middlebrook	3084
Area Warden (Building 1 – Liquids & Warehouse)	Matthew Murray	3074
Area Warden (Building 2 – Powders & Raw Materials Store)	Steve Martin	3038
Area Warden – Laboratory	Charlene Martin	3086
Area Warden – Head Office	Veronique Matanovic	3009

4.3 EMERGENCY CONTROL ORGANISATION (ECO)

The Emergency Control Organisation (ECO) consists of a group of Site personnel that has the responsibility of providing first response action to an emergency in terms of organising the necessary resources, communications, evacuation of personnel and implementing any corrective actions that may be necessary to return the emergency situation back to normal.

For this site, this is limited to the owner/operator.

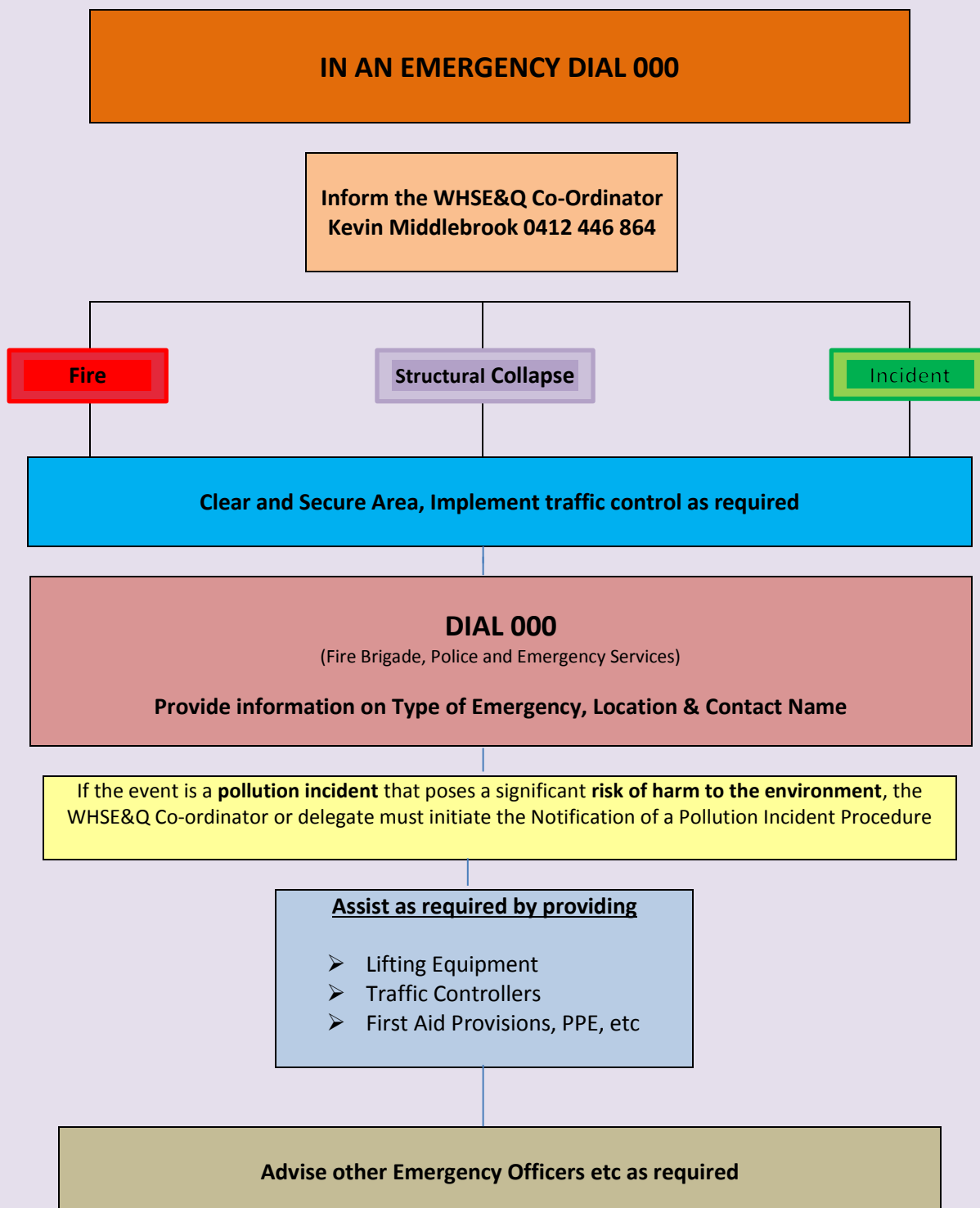
The Chief Warden is in charge of overseeing and controlling **all** emergency response actions at the Site.

The Emergency Control Organisation (ECO) consists of the following Area and Deputy Wardens listed in Table 4-2.

Table 4-2: Site Emergency Control Organisation - NSW

Area Warden	Personnel	Ext	Deputy Wardens	Ext
Chief Warden	Kevin Middlebrook	3084	Dean Bermingham	3035
Area Warden Liquids & Warehouse)	Matthew Murray	3075	Ghasan Zaedan	3042
Area Warden Powders & Raw Materials	Steve Martin	3038	Rupuha Tupaea	3050
Area Warden Laboratory	Charlene Martin	3086	Senarath Kumarasinghege	3055
Area Warden Head Office	Andrew Nunn John Sury	3044 3049	Leo Wang Veronique Matanovic	3032 3009

Figure 4-1: Site Layout 2: Emergency Control Organisation



4.4 CRITERIA FOR SELECTING EMERGENCY RESPONSE PERSONNEL

Any persons that are appointed to deal with emergencies will in general need to possess the following qualities:

- Be physically capable and willing to carry out their respective duties and tasks
- Have certain leadership qualities and command authority
- Have maturity and judgement, good decision making skills and be capable of remaining calm under pressure; and
- Have clear diction and be able to communicate with all personnel under their care or supervision

4.5 PRINCIPLE ROLES AND RESPONSIBILITIES

4.5.1 Damage Control

The Emergency Control Organisations at the Site shall be a fully functional emergency response unit. All Emergency Control Organisations personnel shall be trained in the use of firefighting techniques and equipment, including the use of fire hydrants, fire extinguishers and hose reels. In the event of a **Major Emergency**, the effectiveness of the Emergency Control Organisation will ensure that the damage or danger caused by the emergency situation is controlled or minimised until external aid arrives at the Site.

4.5.2 Rescue and First Aid

Selected Emergency Control Organisation members will be nominated as First Aid Officer/s. It will be their task to render assistance in removing any injured personnel from the emergency area and to provide effective management of injuries until the State Ambulance Service arrives on-site.

4.5.3 Communications

A member of the Emergency Control Organisation will be nominated as the Communications Officer. It will be his/her task to monitor communication and facilitate the effective exchange of information between the Site and the relevant State Emergency Services.

The Managing Director will be responsible for relaying information to the media. The Chief Warden will be responsible for the notification of a pollution incident after assessment of the incident with relevant senior management and EPA guidelines. All staff will be instructed to **not discuss** such issues with any external bodies as this is the role of the Chief Warden and Managing Director.

4.5.4 Evacuation

The Chief Warden will determine and control the evacuation of the Site. The Chief Warden will direct staff to evacuate the Site should the emergency grow beyond manageable proportions.

To aid in the evacuation an employee Roll Call will be used by the Area Wardens to mark names and ensure all employees/personnel working in the affected area have been safely evacuated.

4.5.5 Traffic Control

An Area Warden nominated by the Chief Warden will be responsible for ensuring the free flow of the traffic around the Site. The task may also involve the removal of any vehicle that may obstruct the free flow of emergency vehicles in and out of the Site.

4.5.6 Emergency Control Centre

In the event of an emergency the Chief Warden will co-ordinate the emergency response activities. The Chief Warden will determine the location of the control centre once the emergency situation is understood.

4.5.7 Movement of Vehicles

Vehicles shall not be removed from the site during an emergency requiring evacuation of the premises, unless authorised by the State Emergency Services Commander. This is to avoid a local traffic jam and to protect employees in vehicle against possible injury.

4.6 EMERGENCY DETECTION

The main system for fire detection will be the owner/operator at the facility as he would be able to quickly detect any leaks or smoke. Once such situations are detected appropriate *first response* action would be taken.

4.7 EVACUATION

4.7.1 Initiation

The Chief Warden shall assess the extent and severity of the emergency situation and issue a complete site evacuation order if considered necessary. Non-essential personnel shall be evacuated immediately and if it is considered safe to do so pre-selected personnel shall remain behind to ensure that the Site is brought to a safe or stable condition before proceeding to the Emergency Assembly Area.

4.7.2 Personnel Accounting System

When the site is evacuated and it is safe to do so, the Area Wardens will confirm that each location is clear of personnel. If personnel fail to follow lawful instruction to evacuate the site they are to be left in the area they were found in and the Area Warden is to note that personnel have failed to follow instruction, this information is to be reported to the Chief Warden

After evacuating, personnel shall assemble at their designated Emergency Assembly Area. The Chief Warden shall then conduct an attendance roll call to ensure that all persons are accounted for including any visitors and contractors working on-site. Visitor and Contractor sign-in records need to be brought to the Emergency Assembly Area by a person nominated for this task.

Any missing persons shall be advised immediately to the State Emergency Service upon arrival. The Chief Warden will assess or not the on-site emergency response team has the capability or necessary equipment to safely undertake the search and rescue activity of the missing person/s or wait until the State Emergency Service personnel arrive on-site.

4.7.3 Adjacent Premises

The occupants of adjacent premises need to be advised if endangered by the emergency. However, evacuation of those areas is the responsibility of the individual companies and the Emergency Services. Refer to procedure PD.ERP.006 in Attachment 6.

A list of surrounding area receptors is provided in the following table and are shown in Figure 4-2:

Receptor	Nature of Occupancy/Sensitivity	Approximate Distance	Contact Details	Address
Prestige Joinery P/L	Neighbouring Industrial facility	20m N	02 9604 6633	71 Elizabeth Street Wetherill Park
Proactive P/L Electrical & Communication	Neighbouring Industrial facility	20m NE	02 9604 9333	1/2 Frank Street Wetherill Park
LW Reid P/L	Neighbouring Industrial facility	20m SE	1300 367 167	46 Elizabeth Street Wetherill Park
Hughes Storage & Distribution	Neighbouring Industrial facility	30m S	02 9756 4152	7/65-67 Elizabeth Street Wetherill Park
Remali Bros P/L	Neighbouring Industrial facility	40m S	02 9756 2544	12/65-67 Elizabeth Street Wetherill Park
Pro-Pack Packaging P/L	Neighbouring Industrial facility	200m W	02 8781 0500	148 Newton Road Wetherill Park
Residential area in Maugham Cres Wetherill Park	Sensitive receptor	1200m SE	Various	Maugham Crescent Wetherill Park
TAFE NSW	Sensitive receptor	1400m SE	02 9609 9211	The Horsley Drive Wetherill Park
Greenway Plaza Shopping Centre	Sensitive receptor	1000m S	0438 300 815	Cnr Elizabeth Street & The Horsley Drive Wetherill Park
Phioc Hue Temple Buddhist	Sensitive receptor	1000m E	02 9725 2324	365 Victoria Street Wetherill Park

4.7.4 Relocation of Evacuees

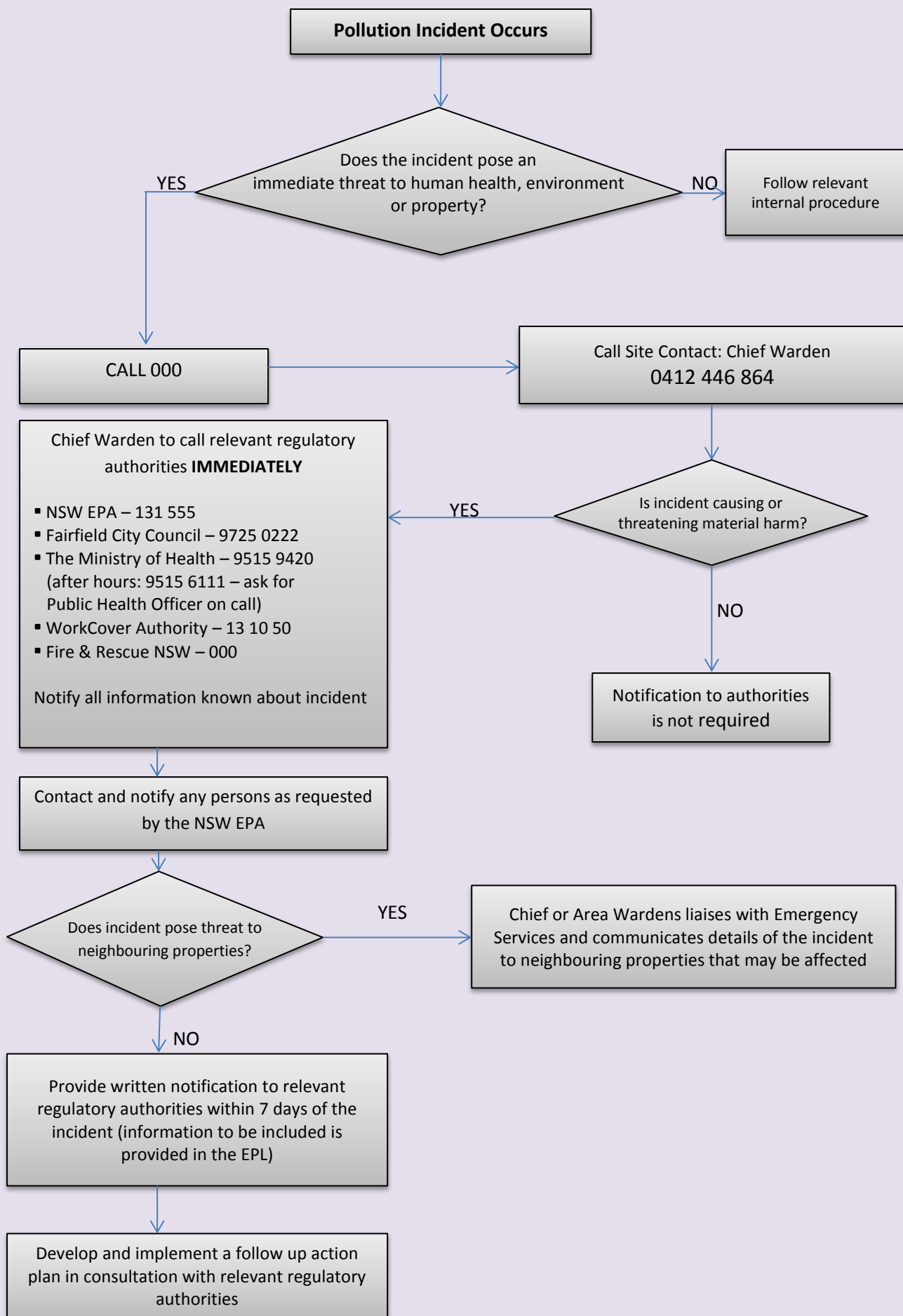
If the designated Emergency Assembly Area becomes endangered or if the evacuees are to remain outside the premises for some time they should be relocated to a suitable and safe alternative location nominated by the Chief Warden.

4.8 NOTIFICATION OF A POLLUTION INCIDENT

A pollution incident that occurs in the course of an activity so that material harm to the environment is caused or threatened must be notified. This section details how, when and who needs to be notified. The Pollution Incident Response Procedure provides a step by step of how to notify a pollution incident and provides relevant documentation that needs to be maintained by the relevant person/s. This procedure is provided as Attachment 13.

The following flowchart details how to respond to a pollution incident.

Figure 4-3: Notification of a pollution incident



4.8.1 When to Notify?

Under Section 148 of the POEO Act, holders of environmental protection licences and anyone carrying on an activity or occupying licensed premises who becomes aware of a pollution incident are required to report it **immediately**.

4.8.2 How to notify

If the incident presents an immediate threat to human health or property:

CALL 000

Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service

If the incident does not present an immediate threat, or once the initial 000 call has been made;
Notify the relevant authorities in the following order:

NSW EPA – Environment Line 131 555

Fairfield City Council – 9725 0222

Ministry of Health – 9515 9420
(After hours: 9515 6111 – ask for Public Health Officer on call)

WorkCover on 13 10 50 (WorkCover will ask for the ABN)

Fire and Rescue NSW – 000

Notify other persons as required by the EPA

4.8.3 What to notify

Section 150 of the POEO Act specifies relevant information about a pollution incident to be given as follows:

- (a) the time, date, nature, duration and location of the incident*
- (b) the location of the place where pollution is occurring or is likely to occur*
- (c) the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known*
- (d) the circumstances in which the incident occurred (including the cause of the incident if known)*
- (e) the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution if known*
- (f) other information prescribed by the regulations*

The above information is that known to the informant notifying the incident at the time it is notified. If further information becomes known after notification, this information needs to be notified immediately after it becomes known.

4.8.4 Site Contacts

Site personnel with specific responsibilities for incident response and management need to be contacted in the event of an incident. This section contains the names, positions and 24-hour contact details of those key individuals who:

- (i) are responsible for activating the plan, and
- (ii) are authorised to notify relevant authorities under section 148 of the Act, and
- (iii) are responsible for managing the response to a pollution incident

The following table lists the key individuals and their responsibilities. These key individuals are listed in order of who to contact in the event of a pollution incident at the site.

Table 4-4: Site Contacts

Contact Name	Telephone Extension	Responsibilities
Kevin Middlebrook	3084	Chief Warden
Matthew Murray	3075	Area Warden Liquids & Warehouse
Steve Martin	3038	Area Warden Powders & Raw Materials
Charlene Martin	3086	Area Warden Laboratory
Veronique Matanovic	3009	Area Warden Head Office

4.8.5 Regulatory Authority Contacts

The contact details of each relevant authority referred to in section 148 of the Act that are relevant to this site include:

- NSW EPA – Environment Line 131 555
- Fairfield City Council – 9725 0222
- Ministry of Health 9515 9420 (After hours: 9515 6111 – ask for Public Health Officer on call)
- WorkCover on 13 10 50 (WorkCover will ask for ABN)
- Fire and Rescue NSW – 000

4.8.6 Surround Area Receptors

The nearest sensitive receptors and neighbouring facilities have been identified in the Section 4.7.3. Figure 4-2 shows the location of the sensitive receptors.

Communication mechanisms that would be used to notify these sensitive receptors are dependent on the nature and extent of the pollution incident. Communication methods would be decided upon by the Emergency Control Organisation in liaison with emergency services and would be the following or a combination of the following:

- Telephone calls;
- Incident notifications on the company website;
- Letterbox drops; or
- Door-knocking

4.9 STATUTORY INVESTIGATION OF INCIDENT

Government authorities such as the NSW Coroner, NSW Police Service, WorkCover Authority, Fairfield City Council or the NSW EPA may request a formal investigation or Coronial Inquiry to be carried out on certain types of emergencies, particularly in the case of fatalities. Full co-operation should be given to such request.

During emergency operations the Chief Warden should attempt to ensure that the area is only disturbed as much as is necessary to control the incident until investigations are completed. Actions taken during the emergency and any noteworthy features of the incident should be advised to the investigator. There must be no interference with the scene of the accident or evidence contained therein which may be used in the inquiry.

4.10 WRITTEN REPORT ON EMERGENCY AND REVIEW OF EMERGENCY PLAN

After any emergency, the Managing Director involved with the emergency in conjunction with the WHSE&Q Co-ordinator or delegate and other members of the WSHE&Q Committee shall prepare a detailed incident report within 28 days of the incident occurring outlining the following information:

- ❖ Reason and cause of incident
- ❖ Review of the emergency response performance
- ❖ Recommendations on preventative strategies or additional safety systems that may be considered essential to avoid a recurrence of the incident; and
- ❖ Recommendations on methods or ways to improve the emergency response performance so that any future incidents can be dealt with in a more effective manner.

In the case of a pollution incident that was required to be notified under Section 148 of the POEO Act, written notification must be provided to all regulatory authorities that were notified within 7 days of the incident. Information required in the written notification is included in the Site's Environment Protection Licence.

The Incident Reporting Procedure and relevant documentation to be submitted in conjunction with the report are included in Attachment 9.

4.11 EMERGENCY TRAINING

A general overview of the respective training requirements for particular personnel is discussed in the following sections. Training needs to be undertaken in accordance with AS3745 *Planning for emergencies in facilities*.

4.11.1 General Personnel and Contractors

All personnel working at the Site who are not directly involved in the ECO shall be trained in the basic emergency response procedures as part of its Safety Induction Training Program, which **all** personnel must attend at the commencement of their employment at the Site and would continue to attend every two (2) years thereafter.

Any contractors that work at the Site would be subjected to a similar Safety Induction Training Program.

Competency would be recorded following the completion of the training program to ensure that the employee has acquired a minimum level of knowledge.

Visitors need to receive information on the site emergency procedures and what is required in the event an incidence occurs.

4.11.2 Emergency Control Organisation Personnel

ECO personnel need to be trained in accordance with Clauses 6.3 and 6.5 of the AS3745-2010 *Planning for emergencies in facilities* taking into account the minimum frequency of training required, as well as participation in emergency exercises once every twelve (12) months.

All ECO personnel shall be trained in the use of advanced firefighting techniques and equipment, including the use of fire hydrants, fire extinguishers and hose reels with the aim of being able to adequately handle most if not all LOCAL and SITE ALERTS involving fires without the need of external assistance of the local NSW Fire & Rescue Service.

Further training involving the correct emergency procedures to be used when dealing with emergency incidents that include major quantities of dangerous goods such as those found in the Site, would also be included as part of the intensive training program that is designed to ensure that the ECO is ready for just about any emergency at the Site.

Personnel designated as First-Aid Officers shall be trained. Retraining shall be conducted at the intervals recommended by the relevant authority.

Key personnel with responsibilities relating to the notification of pollution incidents need to undertake training in the following:

- What constitutes a pollution incident that requires notification and that it needs to be notified “immediately”
- Definitions of “pollution incident”, “material risk of harm” and “immediately”
- New responsibilities in relation to notification of a pollution incident
- Notification of a pollution incident procedure (Attachment 13) i.e.: when to notify, what to notify

4.12 REVIEW AND TESTING OF THE PLAN

This plan should be reviewed:

- Within one month of any emergency, pollution incident that requires notification or training exercise that exposes shortcomings
- Following any significant changes to the layout or operations on site; and
- Once per year

Review and testing of the plan needs to ensure:

- Information in the plan is accurate and up to date; and
- The plan is capable of being implemented in a workable and effective manner

Testing must cover all components of the plan including the effectiveness of staff training

This is undertaken as follows:

- Annual review of PRIMP and emergency plan standard procedures to ensure all information is accurate and up to date
- Regular drills – if a drill is undertaken, the details of what was tested, how effective the drill was and any changes required to the plan/procedures

Whenever the plan is amended, the initials of the person/s making the amendment and the date of the amendment must be entered on the bottom right hand corner of the page/s. The date on which the plan is amended or tested also needs to be recorded. All copies including those held by external organisations shall be similarly amended.

5. EVACUATION PLAN

5.1 THE SITE

These procedures have been developed for any site to cover the need for evacuation.

For this site this relates to all personnel and contractors who may be on site during an emergency event.

5.2 DEFINITION OF SITUATION COVERED

An **EMERGENCY** is any situation which may not be contained or controlled immediately by the people on duty using the available resources and will include:

- Situations where injuries have occurred or could occur
- Situations where property has been damaged or is placed at risk
- Situations where there is the potential for serious environmental consequences
- Situations where there is the potential for a large scale physical or health impact that could affect the neighbouring premises or the nearest community

5.3 LEVELS OF EMERGENCIES

- SITE ALERT is any situation which threatens life, property or the environment in or on the site
- EXTERNAL ALERT is any situation where effects may spread beyond the site boundaries or cannot be contained by the available site resources

5.4 PRINCIPLE OBJECTIVE

The principle objective of this procedure is to provide an ordered response to an emergency as defined in Item 1.2 above.

5.5 TERMS AND DEFINITIONS

Emergency Contact Telephone Numbers and Callout List are listed in Attachment 11

5.6 ELECTRICITY SUPPLY

Power is supplied to the site. There is a power isolation switch at the north-eastern end of Building #1

5.7 SECURITY

The site requires no security system as it does not store dangerous goods – only landscaping mulch

5.8 FIRE PROTECTION

The fire extinguishers and other fire control equipment including fire hydrants and fire hose reels are to be checked and serviced every six (6) months

5.9 EXTINGUISHER TRAINING

Familiarisation training in the use of the types of fire extinguishers held on the site will be conducted annually. This training is to be listed on each person's Training record

5.10 FIRST AID

First Aid kits will be inspected routinely by the fir aid officers and replenished as necessary

5.11 EMERGENCY EQUIPMENT

The following equipment is maintained at the site:

- Coveralls
- Eye Protection
- Various Gloves
- Breathing Masks
- Eye Wash Stations; and
- Shower Stations

Respirator and cartridges must be of the same make and will meet Australian Standards

5.12 CHEMICAL STORAGE ON SITE

These are detailed in Table 2-1

5.12.1 Safety Data Sheets:

Safety Data Sheets (MSDS) will be in the office and at the emergency control point

5.12.2 Types of Emergencies

Types of emergencies are described in Section 3

5.13 ALARM INITATION AND RESPONSE

5.13.1 Initialising the Alarm

The owner/operator will ring 000

5.13.2 Responding to the Alarm

5.13.2.1 Fire

- The person raising the alarm attempts to extinguish the fire if they believe it is safe to do so
- Otherwise evacuate by the shortest and safest route to the Assembly area

One or more of the following persons (depending who is on site) proceeds immediately to the Emergency point: personnel and contractors.

The Chief Warden assumes the role of Emergency Controller or in his/her absence one of the Deputy Chief Wardens. A decision is made by the Emergency Controller on whether the emergency can be controlled by site resources or emergency services are to be called.

5.13.2.2 Site Evacuation

The Emergency Controller as the Deputy Chief Wardens ensure all personnel and contractors have relocated to Assembly Points A and B as shown on Figure 5: Evacuation Pathways in the Evacuation Procedure.

All personnel are to remain in the Assembly Area. The Emergency Services/Emergency Team will advise further actions.

The site has a system of wardens and an evacuation procedure used for handling emergency situations. Upon discovery of an emergency situation the Area Wardens are notified. The Area Warden is then to secure personnel in the immediate area and notify the Chief as to the details and severity of the emergency. If the emergency is small and capable of being controlled without risk to personnel then attempts can be made to do so.

The site has a detailed fire emergency procedure to be implemented in an emergency. All required actions of personnel are detailed within the emergency procedure.

The decision to implement the evacuation procedure is to be made by the Chief or Deputy Chief Warden.

Critical to the successful implementation of the evacuation and emergency procedure is training. A working knowledge by all personnel, especially wardens is required. To ensure this is the case, ongoing training and refresher courses are required.

Once the emergency and any dangers have been removed the decision to return to the site is again the Chief Wardens and should only be made upon consultation with the relevant emergency services.

NOTE: The Emergency Controller will be in control of the emergency until he hands over to the external emergency services.

5.13.2.3 Emergency Call-Out List

This applies only to emergencies occurring when the site is not occupied.

If you receive a call concerning an emergency at ParexGroup:

- 1) Acknowledge the call
- 2) If you are called and have no one else at home to make the call, ask the person who telephoned you to make that call as well to 000.
- 3) Speed is vital, keep the telephone calls short.

Names in order of Call Out:

KEVIN MIDDLEBROOK
0412 446 864

5.14 EMERGENCY EFFECTING OTHERS

5.14.1 External Notification

If the emergency is likely to affect the community i.e. a large smoke cloud/s etc, the personnel most likely to be affected must be notified **IMMEDIATELY**.

Immediate neighbours will be advised using employees as runners or such other procedure dictated by external emergency service controllers. This will normally be decided by the Emergency Controller with the external emergency service personnel.

5.15 EMERGENCY STEPS

It is not possible in this procedure to list all the possible emergencies which may arise and provide detailed directions for handling them. The steps taken in handling an emergency will depend on the particular situation, resource availability etc.

5.15.1 SPILL OR LEAK

- Stop source of spill if safe to do so
- Contain liquids with absorbent and or broom
- Shovel spilled material (and absorbent) into appropriate drum and seal. Write name of spilt material on drum.

5.15.2 CIVIL DISORDER

- Notify Police
- Shut site if disorder should endanger employees

5.15.3 BOMB THREAT

5.15.3.1 Procedure

Australian Standard AS3745 in Section 5 sets out Bomb Threat Procedure Guidelines. All Managers and Supervisors should make themselves familiar with these guidelines.

Threats

They may be in one of the following forms:

- Written Threat – where possible retain all evidence for subsequent investigation
- Telephone Threat – person receiving the call should use the Bomb Threat checklist to record relevant information – copy attached
- Suspect Object – Do not touch, tilt or otherwise tamper with the object and promptly evacuate the immediate area around the object

Evaluation

The Emergency Controller categorises threat as specific or non-specific and evaluates it according to one of the following action options:

- Take no further action
- Search without evacuation
- Evacuate and search
- Evacuate without search

Search:

The aim of the search is to identify any object which is not normally to be found in an area of location. If a suspect object is located, do not touch, tilt or otherwise tamper with it. Make quick detailed observations of the object and evacuate the immediate area. Time spent near the object must be kept to an absolute minimum.

Observations Should Include

- Exact location and proximity to hazards such as chemicals and dangerous goods
- Size, shape and colour of object
- Any writings or labels attached to the device
- Any other peculiarities

Notification to Police

Simultaneously with the commencement of the evaluation process the Emergency Controller should arrange for the Police to be notified. The Police will upon arrival on site co-ordinate and control all necessary procedures. The Emergency Controller will retain control of personnel and act as instructed by the Police until the Bomb Treat is removed and the site can then be declared safe.

Telephone Threats

When a bomb threat is received, details of the caller are to be recorded on the form shown in Attachment 3.

6. TERMINATION OF EMERGENCY

6.1 GENERAL

This section describes the procedures and responsibilities for terminating an emergency.

Following an Internal Alert, the decision to return to normal operations will be made by the Chief Warden in consultation with the Deputy Chief Warden and or senior PAREXGROUP AUSTRALIA management.

Following an External Alert, the decision to return to normal operations will be made after discussion between the Chief Warden, Deputy Chief Warden, Area Wardens and the External Emergency Services.

The Chief Warden shall carefully consider the overall situation and shall ensure that any additional actions are completed before declaring the emergency complete. The Chief Warden shall then facilitate the reorganisation and reconstruction activities so that normal operations may be resumed.

6.2 RESTARTING FACILITIES

Before equipment can be restarted after an emergency, the Deputy Chief Warden will confirm with the Engineer that all equipment involved in the emergency has been inspected and is in a satisfactory condition to be brought back on line.

6.3 PERSONNEL RELEASE

The order of release of personnel involved at the emergency front will be decided following discussion between the Chief Warden, Deputy Chief Warden, Area Wardens and the Officers in charge of the Fire Brigade, Police and Ambulance.

6.4 HEAD COUNT

It is the responsibility of the Area Wardens to account for all personnel, which includes both personnel involved in and not involved in dealing with the emergency before resuming normal operations.

6.5 REORGANISATION

6.5.1 Stand-In Personnel

It is the responsibility of the Chief Warden to evaluate the need for stand-in personnel

6.5.2 Reconstruction Activities

Depending upon the situation, immediate reconstruction activities may be required to allow normal operations (full or partial) to resume. Suppliers/contractors who may be utilised are listed on the Approved Suppliers/Contractors Listing.

6.5.3 Notification of Appropriate Authorities & Organisations

The Chief Warden or his nominee shall be responsible for notifying appropriate Authorities, Organisations and Personnel, e.g. NSW EPA, Sydney Water, WorkCover Authority, Fairfield City Council, Neighbouring Properties etc who may not have been notified during the emergency.

In the event of pollution incident that required notification under Section 148 of POEO Act written notification needs to be provided to the relevant regulatory authorities listed in Section 4.8.5 within 7 days of the incident.

6.5.4 Health Assessment & Surveillance

Depending upon the nature of the emergency, products released, combustion products, environmental conditions at the time (i.e. wind direction) contaminated material etc, an evaluation should be made and documented by the Operations Manager in consultation with Emergency Services, Company Medical Doctor and other Medical Specialists to determine if an initial health assessment and on-going surveillance is required for persons who may have been at risk during the emergency:

- Contractors, visitors, truck drivers
- Emergency Services personnel
- Neighbouring sites personnel
- Community

6.5.5 Counselling

Immediately following the termination of the emergency the need for counselling of persons should be assessed, documented and actioned by the site owner in consultation with the Emergency Services and other appropriate advisers so as to minimise the effects or trauma of the emergency.

Persons requiring counselling may include:

- Contractors, visitors, truck drivers
- Emergency Services personnel
- Neighbouring sites personnel
- Community

6.5.6 Statutory Investigation

Depending on the nature and effects of the emergency, there may be a statutory investigation.

A coronial enquiry may be held in the case of fire and will be held in the case of fatalities.

Relevant Government Authorities may also require investigations, e.g. WorkCover Authority, Department of Planning, NSW EPA and Fairfield City Council.

It is the responsibility of the Chief Warden to ensure that there is no interference with evidence and that any cleaning up, movement of bodies, repairs etc apart from that necessary to bring the emergency under control, does not occur without approval of investigation officers (both internal and external).

The Emergency Service Commander will ensure that a senior police officer is delegated to take charge of all aspects of the emergency which may later be subject to a coronial enquiry. The Senior Criminal Investigation Office in attendance should be consulted and delegated with this responsibility. It will be his responsibility to select a suitable team of police for this purpose. Preservation of evidence will be one of the main concerns of this team. There must be no interference with the scene or evidence which may be used the enquiry.

6.5.7 Internal Information

The Chief Warden is responsible for consolidating information on the emergency for a final report.

7. REFERENCES

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DUAP 1992 *Hazardous Industry Planning Advisory Paper No.4 – Risk Criteria for Land Use Safety Planning* Department of Urban Affairs and Planning, Sydney 1992

DUAP 1997 *Hazardous Industry Planning Advisory Paper No.3 – Environmental Risk Impact Assessment Guidelines* Department of Urban Affairs and Planning, Sydney 1994

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DUAP 1996 *Hazardous Industry Planning Advisory Paper No.9 – Safety Management System Guidelines* Department of Urban Affairs and Planning, Sydney 1992

DUAP 1997 *Multi-Level Risk Assessment* Department of Urban Affairs and Planning, Sydney 1997

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FCRCL 1996 *Fire Engineering Guidelines* Fire Code Reform Centre Limited, Sydney 1996

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NSW Environment Protection Authority, *Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012*, February 2012

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TNO 1997 *Methods for the Calculation of Physical Effects – due to releases of hazardous materials (liquids and gases)* "Yellow Book" 3rd Edition, Committee for the Prevention of Disasters, The Hague 1997

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NSW Legislation *OHS Amendment (Dangerous Goods) Act 2003*

NSW Legislation *Supporting OHS Amendment (Dangerous Goods) Regulation 2005*

NSW Legislation *Dangerous Goods (General) Regulation 1999*

NSW Legislation *State Environmental Planning Policy No 33 – Hazardous and offensive development*

NSW Legislation *Protection of the Environment Operations Act 1997*

NSW Legislation *Protection of the Environment Operations (General) Regulation 1998*

NSW Legislation *Occupational Health and Safety Act 2000*

NSW Legislation *Occupational Health and Safety Regulation 2001*

Australian Standard AS 1940-2004 *The Storage and Handling of Flammable and Combustible Liquids* Standards Australia 2004

Australian/New Zealand Standard AS/NZS 3833:1998 *The storage and handling of mixed classes of dangerous goods in packages and intermediate bulk containers* Standards Australia/New Zealand 1998

Australian/New Zealand Standard AS/NZS 4681:2000 *The storage and handling of Class 9 (miscellaneous) dangerous goods* Standards Australia/New Zealand 2000

Australian Standard AS 4332-2004 *The storage and handling of gases in cylinders* Standards Australia 1995

Australian Standard AS 37445-2010 *Emergency control organisation and procedures for buildings* Standards Australia 2002

AS3780-2008 *The storage and handling of corrosive substances*

AS4326-2008 *The storage and handling of oxidising agents*

SAA/SNZ HB76-2004 *Dangerous Goods – Initial Emergency Response Guide* Standards Australia 2004

Australian Standard AS 2293 *Emergency evacuation lighting* Standards Australia Series

NFPA 15 – Standard for water spray fixed systems for fire protection 1996

NFPA 25 – *Inspection, testing and maintenance of water based fire protection's systems* 1998

DEPOT DETAILS

DEPOT	TYPE	DG CLASS/UN NO	QUANTITY	BUNDING
1	Underground Storage Tank	3 PGII/UN 1208	15,000 L	N/A
2	Underground Storage Tank	3 PGIII/UN 1294	15,000 L	N/A
3	Underground Storage Tank	3 PGIII/UN 1307	15,000 L	N/A
4	Roofed Store	3 PGII.III/UN Var 4.1 PGII/UN1325	20,000 L	22,000 L
9	Gas Tank	2.1/UN 1075	190kg	N/A
10	Gas Tank	2.1/UN 1075	190kg	N/A
11	Gas Tank	2.1/UN 1075	190kg	N/A
12	Aboveground Tank	9 PG III/UN 3257	40,000 L	60,000 L
13	Gas Tank	2.1/UN 1075	9,101 L	N/A

DEPOT	TYPE:	DG CLASS/UN NO	QUANTITY
B	Roofed Store	3 PG II.III/UN 1263,1993 Manufactured Goods	8,000 L

Note: Storage Area B contains manufactured goods in packages no greater than 20 L.