



PROCEDURE

ENVIRONMENTAL HEALTH AND SAFETY

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

(Version 1)

PROCEDURE ADOPTED: 21 August 2012

1 PURPOSE

- 1.1 The purpose of this procedure is to provide guidelines of how to effectively manage pollution incident responses within the Bland Shire Council as per the *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) as required by The Environmental Protection Authority (EPA) of New South Wales.

2 SCOPE

- 2.1 This procedure applies to all Sewerage Treatment Works (STW) and Landfill staff of Bland Shire Council at the licensed premises in West Wyalong through the EPA.

3 DEFINITIONS

3.1 Pollution Incident

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

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

(a) harm to the environment is material if:

- (i) it involves actual or potential harm to the health or safety of human 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 (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.

4 LIKELY HAZARDS FOR BLAND SHIRE COUNCIL

4.1 Landfill

- Illegal dumping of pollutants by customers
- Oil spills
- Mixture of reactive chemicals
- Flood
- Fire
- Dust storm
- Spontaneous Combustion of green waste
- Pests, vermin and weeds

4.2 Sewerage Treatment Works

- Chemical spill
- Equipment failure
- Raw sewerage escape
- Flood
- Mixture of storm water and raw sewerage escape.
- Sabotage or deliberate contamination by a member of the public
- Pests, vermin and weeds

5 RISK MITIGATION OF POLLUTION INCIDENTS

5.1 Landfill

- Secure grounds and gates to control unauthorised entry to landfill sites
- Screening of customers and loads at gate by trained personnel.
- Separation of non-compatible materials, tyres, batteries and empty drums
- Prohibit liquid waste disposal
- Closures on days of high temperatures (>42⁰) or high winds (>100kph)
- Water truck to be utilised on windy days to reduce dust
- Monitor temperatures of green waste knolls
- Baiting program for pests and vermin
- Eliminate noxious weeds as per Councils Noxious Weeds Procedure.

5.2 Sewerage Treatment works

- Secure grounds and gates to control unauthorised entry to STW
- Screening/authorisation of visitors by trained personnel.
- Segregation and safe storage of chemical and hazardous materials
- Train staff to handle and store chemicals and hazardous materials
- Train staff regarding raw sewage and flood water escape and controls
- Baiting program for pests and vermin
- Eliminate noxious weeds as per Councils Noxious Weeds Procedure.

6 INVENTORY OF POLLUTANTS FOR BLAND SHIRE COUNCIL

- Materials Safety Data Sheets (MSDS.com)
- Chemical Register on site

7 SAFETY EQUIPMENT

- Mobile phones
- Spill Kits and mobile spill kits in vehicles
- Respiration equipment (STW)
- Personal Protective Equipment
- Training for all relevant staff

8 EMERGENCY PLANNING COMMITTEE

- 8.1 The Bland Shire Council Emergency Planning Committee for Pollution Incidents shall be; The Director of Engineering Services, The Senior Town & Village Coordinator, The Environmental Officer, The Operations Coordinator, The Local Emergency Management Officer (LEMO), and the OHS/Risk Management Advisor.
- 8.2 The Emergency Planning Committee shall meet **annually** or within **1 month** of any pollution incident to:
 - 8.2.1 Review Emergency Environmental Response Plan
 - 8.2.2 Determine the number of Emergency Response Team personnel consistent with the nature of the operations.
 - 8.2.3 Arrange the replacement of Emergency Response Team personnel who are no longer available and nominate suitable persons to cover short-term absences.
 - 8.2.4 Ensure that personnel are appointed to all positions on the Emergency Response Team.
 - 8.2.5 Arrange for the training of Emergency Response Team personnel in consultation with Human Resources.
 - 8.2.6 Arrange for conduct of evacuation exercise.
 - 8.2.7 Arrange and review the effectiveness of evacuation exercises and recommend Emergency Response and Evacuation Procedure improvements.

9 EMERGENCY RESPONSE TEAM

- 9.1 The Emergency Response Team shall be appropriate to the Operations.
- 9.2 The primary role of members of the Emergency Response Team is to ensure life safety and containment of a pollution incident takes precedence over asset protection.
- 9.3 The Bland Shire Council Emergency Response Team will consist of the following:
 - 9.3.1 Chief Emergency Response Officer
 - 9.3.2 Deputy Chief Response Officer
 - 9.3.3 Emergency Response Officers
- 9.4 An up-to-date register of all Emergency Response Team personnel shall be kept readily available and displayed in a location for all staff to see.
- 9.5 The Emergency Response Team and its individual members are required for any incident involving a pollution incident.

10 IDENTIFICATION

- 10.1 Identification shall be consistent throughout the Council. The following coloured helmets/caps shall be used for identification:
 - 10.1.1 Chief Emergency Response Officer White
 - 10.1.2 Deputy Chief Response Officer White
 - 10.1.3 Emergency Response Officers (ERO) Red

11 EMERGENCY PREPARATIONS

- 11.1 Matters to Report
Employees who encounter any of the situations described below must notify their Supervisor or the Chief Emergency Response Officer immediately:

- a) Any medical emergency
- b) An uncontrolled escape, spillage or leakage of a substance
- c) An uncontrolled escape of Gas or Steam
- d) An uncontrolled escape of a pressurised substance

12 EMERGENCY RESPONSE PROCEDURE

On discovery of an incident/accident:

- 1 Remain calm. Check for any medical emergencies (refer below)
- 2 Announce a warning over UHF radio system, air horn and instruct all employees to evacuate from immediate danger area via closest safe exit point.
- 3 Notify your Supervisor of the location and status of the emergency. If the Supervisor can not be contacted, notify the Chief Emergency Response Officer by mobile phone.
- 4 When clear of potential hazard Call 000 or 112 (mobile phone) for Emergency Services to notify them of the emergency. Be prepared with the following information required by the emergency services:
 - a) Your name
 - b) The location of the emergency (this is especially important when calling from a mobile)
 - c) Your phone number
 - d) The problem
- 5 Follow the instructions of the Supervisor, Emergency Response Team or Emergency Services personnel.
- 6 Do not re-enter the site unless advised it is safe to do so by the Chief Emergency Response Officer.

Emergency Response Responsibilities:

Chief Emergency Response Officer (Chief ERP)

In the Chief Emergency Response Officer's absence, the Deputy Chief Emergency Response Officer shall be required to assume the responsibilities normally carried out by the Chief.

- 1 On hearing or receiving advice of an emergency, collect hat and ascertain the nature of the emergency and determine appropriate action.
- 2 Ensure that all ERP not directly involved in the emergency are advised of the situation.
- 3 If necessary initiate evacuation procedures (if not already being undertaken)
- 4 Nominate a control person on site if no ERP are on site.
- 5 Ensure that the appropriate Emergency Service has been notified by dialling 0 – 000 (0 for outside line) or 112 (mobile phone).
- 6 Until Emergency Services personnel arrive, ERP or on-site Supervisor is to nominate responsible staff members to guard the entrances to the site to prevent entry by employees, contractors, volunteers or members of the public.
- 7 ERP or the on-site supervisor will brief the Emergency Service personnel upon arrival of the type, scope and location of the emergency and be prepared to act upon Emergency Service personnel instructions.
- 8 Advise the Emergency Service personnel of any missing workers who may be still on site and their possible location.
- 9 Following confirmation from emergency service personnel, advise members of the staff and public when it is safe to re-enter the site following an emergency evacuation or emergency evacuation drill.

- 10 Assess the damage, collate reports and complete the Site Evacuation Report (Appendix A)

Emergency Response Officers (ERP) or On-Site Supervisor

1. On hearing or receiving advice of an emergency, collect hat
2. Commence evacuation of area, using the safest exit:
 - a) Search work area to ensure everyone has evacuated.
 - b) Ensure the orderly flow of persons through their area of responsibility
 - c) Act as leaders of groups moving to nominated Evacuation Area.
 - d) Ensure that all essential records and monies are safeguarded, without risk to life, during evacuation or during evacuation drills and collect attendance records prior to leaving the site
 - e) Perform a roll call at the Evacuation Area and report to Chief ERP
 - f) Advise the Chief ERP that the evacuation of the area is complete and of any missing persons/remaining occupants.
 - g) Meet occupants at the designated assembly area and remain with the group. DO NOT allow anyone to re-enter the danger zone until advised it is safe to do so by Chief ERP.
 - h) Do not allow anyone to wander off from the Evacuation Area until the emergency is declared over, or a Senior Management person has authorized the departure.
3. Operate fire-fighting equipment e.g. Portable fire extinguishers and hose reels, without risk to life if requested.

Employees (including contractors & visitors)

1. If advised by a Supervisor or ERP to evacuate, follow directions and move in an orderly fashion to the closest, safe exit.
2. Assemble in the designated Evacuation Area, ensure you are accounted for and remain there until the authorised person (Chief ERP) advises you that it is safe to re-enter the site.
3. All contractors to advise their own Supervisor/Manager of situation.

13 MEDICAL EMERGENCY

In the event of a medical emergency:

1. In the event of a medical emergency, the first action is, if appropriate, to remove any persistent threat to the injured person. This will, of course, depend upon the nature of the event. Do not move injured person/s unless exposed to life threatening situation.
2. Contact the nearest Nominated First Aid Officer. If a Nominated First Aid Officer is not available, or if an ambulance is required, call 000 or 112 (Mobile phone) and explain the type of emergency, the location of the victim, the condition of the victim, your name and contact number.
3. Do not hang up unless told to do so by the dispatcher.
4. Do not give injured person/s anything to eat or drink.

5. In all cases stay with the injured person/s until assistance arrives.
6. **Preserve the site**
In the event of any of the above the site **must** be preserved unless there is a prescribed reason being:
 - To assist an injured person.
 - To remove a deceased person.
 - To make the site safe or to minimise the risk of a further accident/incident.
 - Authorised by Police, WorkCover or Emergency Services.
 - Authorised by the OHS/RM Advisor.

First Aid Officer

1. On becoming aware of a medical emergency, collect the closest first aid kit, attend to the injured person and administer first aid if safe to do so.
2. If an ambulance is required, contact Emergency Services on 000 or 112 (mobile phone). You will be required explain the type of emergency, the location of the injured person, the condition of the injured person, your name and contact number.
3. Arrange for a person to meet the ambulance at the nearest entry point to direct the Emergency Personnel to where the injured person is located.
4. If further medical assistance is deemed necessary by the First Aid Officer but the injured person is unwilling to be attended to by ambulance staff, the First Aid Officer should advise the injured person to seek further medical attention. If necessary and safe to do so send the injured person via taxi to a medical clinic or local hospital emergency department.

14 POST POLLUTION INCIDENT

14.1. **De-Briefing**

All emergency pollution incidents or evacuation drills will be followed by a de-briefing session that includes all the members of the Emergency Planning Committee. The de-briefing is to be held within 1 month of the event.

The overall goal of the de-briefing is to ascertain what happened, who was involved, determine if policies and procedures were followed and what could possibly be implemented to avoid another similar incident/accident.

14.2 **Counselling**

The Chief Emergency Response Officer shall assume full responsibility for coordination and response of any emergency situation. The Chief Emergency Response Officer and OHS/RM Advisor will also ensure that any employees involved in a threatening situation are provided with the option of counselling and debriefing within 48 hours of the event through the Councils EAP program.

14.3 **Health monitoring and surveillance**

Health monitoring and surveillance will be conducted as per the Councils *Health Monitoring, Immunisation & Infection Control Procedure* which covers all relevant staff associated with this procedure.

15 CONTACT INFORMATION

Bland Shire Council

Address	6 Shire Street, West Wyalong NSW 2671
Postal Address	PO Box 21 West Wyalong NSW 2671
Phone	(02) 6972 2266
Fax	(02) 6972 2145
After Hours	0418 402 350
Website	http://www.blandshire.nsw.gov.au/

Other Agencies

EPA	(02) 9995 5000
WorkCover NSW	13 10 50
Fire & Rescue NSW	000 or (02) 6972 3120 (West Wyalong Station)
NSW Ministry of Health	(02) 9391 9000
Rural Fire Service	000 or 1800 679 737

16 NOTIFICATION AND COMMUNICATION WITH THE COMMUNITY

All test results of Council's licensed Sewerage Treatment Works are placed on the Bland Shire Council Website. <http://www.blandshire.nsw.gov.au/> under the Environmental Services heading.

Members of the community that may be affected by a pollution incident related to council will be notified in writing.

17 MAPS

Please refer to Appendix B for detailed aerial map of Council's licensed landfill and STW locations

18 REFERENCES & RELATED DOCUMENTS

Protection of the Environment Legislation Amendment Act 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
OHS Management System
Health Monitoring, Immunisation and Infection Control Procedure
Mine Safety Management Plan
First Aid Procedure
Return to Work and Injury Management Procedure
Environment Protection Licence (No: 11344)

POLLUTION INCIDENT REPORT

To be completed by the on site by Gang Leader, Supervisor or Emergency Response Officer (ERO) immediately following a pollution incident

Details

Site

Address of site:

Date of Incident: _____ Time of Incident: _____ AM / PM

Type of Incident: Planned Exercise False Alarm Real Emergency

Details of Cause:

Evacuation Sequence

Sequence of Events	Time
Alarm raised	Alert: _____ Evac: _____
Emergency services called	
EMP respond	
Evacuation commenced	
All Employees at Evacuation Area and acknowledged	
Emergency Services arrived (if applicable)	
Evacuation completed	
Emergency declared over	

Systems

Did the following systems operate?

Emergency signals Public Address System (audible in all areas)

Debrief / Evaluation

Did all staff reported to Gang Leader or ERO? Yes No

If no, which employees did not report?

Was a roll call conducted? Yes No

Did all occupants evacuate? Yes No

If no, who didn't evacuate?

Supervisor notified? Yes No

Were emergency exits and egress paths unobstructed? Yes No

Were spill kits used Yes No

Other Comments:

Corrective Action

Recommended action/s	Person responsible for implementation	Due by date

Report Prepared By:

Name: _____ Position: _____

Signature: _____ Date: _____

Appendix B – Map of locations



Map of West Wyalong NSW.

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director of Engineering Services		
EDRMS Doc. ID	365926		
Superseded Procedure			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
21 August 2012	0		1 May 2015

Related Council Policy / Procedure