

EMERGENCY RESPONSE PLAN

Environment & Work Health and Safety (WHS)

Woodlawn Bioreactor

619 Collector Road, Tarago NSW 2580

Crisps Creek Intermodal Facility

Bungendore Road, Tarago NSW 2580

Pylara Farm

500 Collector Road, Tarago, NSW 2580

Effective Date: 19 June 2016

Prepared in accordance with Australian Standard AS3745-2010. "Planning for emergencies in facilities".



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1.0 Introduction

This document and the attached appendices form the Emergency Response Plan developed for the VES Woodlawn Bioreactor Facility, Crisps Creek Intermodal Facility and Pylara Farm.

This plan is to be revised on an annual basis, controlled through the VES National Integrated Management System review process or as needed to ensure relevancy and accuracy in the stated procedures. If an emergency event occurs, the Emergency Response Plan and current established procedures will be reviewed to ensure effectiveness.

This document is intended to be a localised Plan for emergency situations and is to be used in conjunction with the State Crisis Management Plan.



2.0 Purpose

The purpose of this document is to provide a planned and coordinated strategy for site personnel in the event of an emergency situation at the Woodlawn Bioreactor Facility, Crisps Creek Intermodal Facility and Pylara Farm. The strategy that is outlined considers both Occupational Health & Safety and Environmental Management requirements. The plan has been developed by identifying key potential hazard scenarios that could be encountered at the facility through Risk Management procedures. If a hazard scenario is encountered that is not addressed in this document the HSEQ Division must be informed and the document will be reviewed and amended. The VES State Crisis Management Plan should be consulted to deal with a crisis as defined in the document.



3.0 Relevant Legislation

Legislation pertinent to this Plan is listed below:

NSW Work Health Safety Act 2011 and related regulations;

Australian Standard AS3745:2010 "Planning for emergencies in facilities";

Protection of the Environment Operations Act, 1997 (POEO Act) and related regulations;

Woodlawn Conditions of Consent.

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4.0 Emergency Control Organisation (ECO)

In the event of a site emergency an Emergency Control Organisation will be established to ensure successive management of emergency situations. It will consist of a Chief Warden, Deputy Chief Warden, Area Warden, Communications Officers and First Aid Officers.

The ECO for this Emergency Plan is:

Chief Warden	Henry Gundry
Deputy Chief Wardens	Rene Oosting
Communications Officer	Alexa Watt
Area Wardens	Void: Rene Oosting Power Station: Brian Soley Buildings & Plant: Eric Rumsey Pylara: Alex Green Crisps Creek Intermodal Facility (2 operators on roster):
Resource Recovery Health, Safety, Environment & Quality Officer (HSEQ) (Sydney)	Bob Manevski

All personnel undertaking ECO duties will need to be clearly identified in the case of an emergency. The primary duties of the ECO personnel are to give top priority to the safety of the occupants and visitors of the site during an emergency. Life safety shall take precedence over asset protection during an emergency.



5.0 Emergency Planning Committee (EPC)

The Site's Emergency Planning Committee develops procedures, manages staff training and ensures legislative requirements are met. The EPC for this site is:

Chief Warden	Henry Gundry
Deputy Chief Warden	Rene Oosting
Resource Recovery Health, Safety, Environment & Quality Officer (Sydney):	Bob Manevski

Identify events that could reasonably produce emergency situations.

Develop and update the Emergency Plan.

Ensure resources are provided to enable the development and implementation of the emergency plan.

Nominate the validity period for the Emergency Plan.

Ensure the Emergency Plan is readily identifiable and available to the appropriate people.

Establish the ECO to operate in accordance with the Emergency Plan.

If deemed necessary, establish a specialist emergency response team (ERT).

Develop and deliver training of the Emergency Plan annually.

Review and amend the Emergency Plan as necessary.

Establish arrangements to ensure the continuing operation of the ECO in the event of staff being unavailable (sick leave, resignation, holidays etc)

Ensuring a permanent record of events for each emergency is compiled and retained in the National Integrated Management System (NIMS).



6.0 Emergency Control Organisation & Duties (AS3745:2010, Section 5.7)

The below titles are reflective of AS3745:2010, Section 5.2. It is recommended that these standardised titles are used in the event of an emergency to clearly identify staff members to external authorities (Fire & Rescue, NSW Ambulance, etc).

Channel 15 is the emergency response channel for all communications.

Chief Warden		
Staff member	Henry Gundry (Site Manager)	
Responsibility	Take command and coordinate the incident response.	
Identification	Wear a yellow vest with 'CHIEF WARDEN' written across the front at all times to ensure easy identification.	
Stop Work	Cease work on current task and make safe.	
Assess the risk	Determine the exact nature of the emergency, by tracking where the alarm was activated and/or by whom.	
Notify	Delegate duties for the effective control and direction of occupants. Advise the appropriate area warden immediately.	
Control the incident	Take responsibility for managing the incident. If unavailable or injured, the Deputy Chief Wardens should step up and assume the role.	
	Initiate an action plan in accordance with the emergency response procedures. Monitor the progress of the evacuation and record any action taken in the incident log.	
	Determine and contact all relevant authorities immediately, including:	
	Police: 000 or Tarago Station: (02) 4849 4411	
	Fire Brigade: 000 or Goulburn Station: (02) 4822 1608	
	Ambulance: 000 or Southern Division (02) 4827 0444	
	State Emergency Services: 132 500 Southern Highlands Division (02) 4821 8333	



	Environment Protection Authority: 131 555 South Coast Region (02) 4224 4100
	Rural Lands Protection Board: Braidwood (02) 4842 2536
	NSW Dept Primary Industries: Goulburn (02) 4828 6600
	Sydney Catchment Authority: (02) 9751 1988 Goulburn Office (02) 4823 4200
	Department of Mineral Resources: (02) 4227 1699
	Goulburn Mulwaree Council: (02) 4823 4444
	Dam Safety Committee: (02) 9842 8070 or 9842 8082
	Pacific National Bulk Services: 1800 686 957 or (02) 8484 8000
	Rail Infrastructure Corporation - Train Controller Sydney South: (02) 9739 1801
	John Holland CRN South West Network Control: (02) 4028 9542
	John Holland: (02) 4028 9407 or 0439 613 660
	RailCorp: Safety Division (02) 8202 2000
	Ensure all staff with listed responsibilities are onsite and aware of their role. Determine appropriate replacement staff if required during an emergency.
	External authorities may take control of emergency response at the site. Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions if the situation requires their full control.
	Where Emergency Services are called on site the Chief Warden will abide by their instruction and seek their advice and input, with respect to a response that looks after people and the environment as well as plant and equipment.
	Ensure all members of the Emergency Control Organisation are aware of the emergency situation and are responding as appropriate. Co-ordinate their activities.
Clean up	Take instruction from the appropriate agency, or return the area to the state it was in before the incident.
Report and	Prepare a report on the emergency response and submit to State management.
review	Advise the ECO on how the response could be improved.
	It is the responsibility of Site Management to notify the HSEQ Group of incidents/emergencies.
	It is the responsibility of Site Management to log the incident on the Veolia Environmental Services Incident Management System on HIPPO Station as soon

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	as practical after the incident has occurred.
D	
Preventative measures	A requirement of this role is that the person is highly familiar with the site.
	It is recommended that those appointed to positions of 'Chief Warden' be continuously exposed to key operational/process areas within the facility.
Pre- emergency	It is the responsibility of the EPC to ensure that the Emergency Procedures outlined in this document are conveyed and made available to site staff and visitors. It is the responsibility of Site Management, site staff and visitors to follow the procedures stated in this document.
	The performance of the emergency wardens will be reviewed by the Chief Warden and the EPC at least annually.
	The performance of the Chief Warden will be reviewed by the EPC at least annually.
	It is the responsibility of those Veolia Environmental Services personnel nominated in the Emergency Contacts list for the site (see Appendix A) to perform their appointed duties.
	It is the responsibility of Site Manager and HSEQ Group to amend this Emergency Response Plan in conjunction with the document owner/controller for the site, when required.
	The Chief Warden and NSW HSEQ team have the responsibility ensure all surrounding neighbours and appropriate authorities are notified in accordance with the Procedure for the Notification of environmental incidents (PRO-NSW-000-321) in the event of an emergency that could impact them.
	Emergency Control Organisation (ECO)
	It is the responsibility of Emergency Control Organisation members to perform their nominated duties under direction of the Chief Warden.
	During emergencies, instructions given by the emergency control organisation personnel shall take precedence over the normal management structure.
	The ECO members should be advised by their employer of the level of indemnity provided. The ECO have the authority to action the Emergency Plan in consultation with the site management.
	Responsibilities of the ECO members are as follows:
	Replace ECO members when a position becomes vacant.
	Conduct regular exercises.
	Ensure the emergency response procedures are kept up-to-date.
	Emergency Planning Committee



Responsibilities of the EPC members are as follows:

Attend meetings of the EPC, as appropriate

Attend training and emergency exercises, as required by the EPC

Ensure personnel ECO identification is available.



Deputy Chief Wardens		
Staff members	Woodlavareactor	
	Rene Oosting (Bioreactor, Crisps Creek Intermodal Facility, HV/LV infrastructure and Pylara Farm)	
Responsibility	The Deputy Chief Wardens are the managers responsible for the operations of the Bioreactor and Bio-Energy. They will be responsible for incident management in their respective areas under direction of the Chief Warden.	
	One of the Deputy Chief Wardens will step up and perform the duties of the Chief Warden during an emergency if for some reason the Chief Warden is unable to perform those duties. The nature of the emergency will determine which Deputy Chief Warden steps up to perform this role.	
Emergency Response Team (ERT)	The Deputy Wardens form the ERT. The ERT will be managed by the best suited Deputy Chief Warden to respond to the unique nature of the emergency. Members of the ERT shall carry out activities as set out in the emergency response procedures and the following:	
	Respond to the emergency as directed by the chief warden.	
	Communicated the status of the situation with the chief warden	
	Administer First Aid	



Communications Officer		
Staff member	Alexa Watt (Administration Officer)	
Responsibility	Transmit instructions and information as requested by the Chief Warden.	
	Record a log of the events that occur during the emergency.	
	Ensure all members of the Emergency Control Organisation are aware of the emergency situation and are responding as appropriate.	
Identification	The Communications Officer will be located in the administration building reception area to enable access to both external and internal communication channels. If the emergency affects the administration building they will be located at the emergency evacuation point (carpark). Channel 15 is the emergency response channel.	
Stop Work	Cease work on current task. Advise all irrelevant incoming calls that an emergency response plan is being enacted onsite and terminate call.	
Assess the risk	Wait for instructions from the Chief Warden.	
Notify	Under direction from the Chief Warden, transmit and inform the relevant emergency services and agencies as appropriate. Confirm that they will be responding and notify appropriate ECO members.	
	Document timing of calls from both internal and external communication sources.	
Clean up	Transmit instructions and information as requested by the Chief Warden.	
Report and review	Present the log of events to the Chief Warden.	
Teview	Assist the Chief Warden in the preparation of a report on the emergency response and submit to site management.	
Preventative measures	A requirement of this role is that the person is highly familiar with facility communication equipment such as phones and radios.	
Pre- emergency	Maintain records and logbooks and make them available for emergency response Ensure that ECO members are proficient in use of the facility communication	

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equipment

Ensure that emergency communication contact details are up-to-date

Attend training and emergency exercises as required by EPC.

Area Wardens

Staff members



Void: Rene Oosting



Pylara: Alex Green

Crisps Creek Intermodal Facility (3 operators on roster)



Power Station: Brian Soley



Buildings & Plant: Eric Rumsey

Responsibility	Management will be responsible for appointing Relief Area Wardens in the event of an Area Warden's long term absence (e.g. annual leave).
	The Chief Warden will be responsible for appointing a Relief Area Warden (if required) in the event of a short term absence.
	Area Wardens will be required to have a good working knowledge of their area including all access ways, entrances and exits as well as the location of first aid kits and all fire fighting equipment.
Identification	Wear a yellow vest with 'AREA WARDEN' written across the front at all times to distinguish themselves from other personnel on site.
Stop Work	Cease work on current task and leave it in a safe condition.
Assess the risk	Ascertain the nature and location of the emergency. Assess its capacity to affect other areas of the site.
Notify	Confirm with the Chief Warden that the correct emergency services have been

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	notified.
Control the	Channel 15 is the emergency response channel for all communications.
incident	Assist the Chief Warden and follow his directions.
	Direct staff to check the area for unfolding events such as spills, fire, electrical hazards not already identified
	Commence evacuation if the circumstances warrant it.
	Co-opt persons as required to assist a warden throughout the emergency situation.
Clean up	Assist staff with the clean up of the area if safe to do so.
Report and review	Confirm that the activities of staff have been completed and report this to the chief warden or senior officer of the attending Emergency Services if the Chief Warden is not contactable.
Preventative measures	Perform a weekly inspection of all emergency equipment within their area to ensure it is fit for purpose.
Pre- emergency	Required to know all sources of energy (gas, electricity, diesel, etc) in their area and the procedure for isolating same.
	Confirm sufficient staff for area of responsibility
	Coordinate the completion of PEEP documentation.
	Report on deficiencies of emergency equipment.
	Ensure that wardens have communicated the emergency response procedures to all occupants within their nominated areas.
	Ensure that occupants are aware of the identity of their wardens.
	Coordinate safety practices (eg clear egress paths, access to first-attack equipment and disposal of rubbish throughout their area of responsibility.
	Attend training and emergency services, as required by the EPC.
	Ensure personnel ECO identification is available.



First Aid Officers

Responsibility

Staff members with First Aid training can be recognised by the First Aid logo on their helmet:



During an emergency incident - First Aid qualified staff should obtain a first aid kit, attend to the medical incident scene and administer first aid accordingly, or take the first aid kit to the Emergency Muster Point for treatment in that area.

Type B First Aid kits (Tackle box, 1-24 employees) are located in the following locations:

Administration building (rear kitchen)

Laboratory building (main hallway)

Amenities building breezeway

Workshop (between roller doors)

Void green shed

Void red shed

Pylara Farm (workshop)

Pylara Homestead

Comprehensive First Aid Vehicle kits (soft green case) are located in vehicles marked with the First Aid symbol (white cross on green rectangle):





Site Management or HSEQ will notify public authorities and neighbours of emergency and environmental incidents in accordance with the NSW Notification of Environmental Incidents Procedure (PRO-NSW-000-321).

The site representatives from the neighbouring operations and or emergency services instructions will be followed by VES staff if an emergency occurs which may impact on the VES site.

If an Emergency occurs at a VES site that may impact on the neighbouring operations the neighbours outlined in table 2 listed in appendix A to be notified as appropriate

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7.0 Emergency Response Guide

This section provides directions for what you need to do in the event of an emergency situation at the following locations:

- Woodlawn Bioreactor
- Woodlawn Bio-Energy
- Crisps Creek Intermodal Facility
- Pylara farm

A summary of the standard emergency response process can be found in appendix E – Emergency Response Flowchart.

The emergency will be alerted to other personnel onsite through the emergency systems, eg fire alarms, mobile systems and UHF radio.

Where emergency events are likely to cause environmental harm or significant harm to human health, Notification should be made to the relevant authorities (appendix A, table 1) and affected neighbours (appendix A, table 2) as per the NSW Procedure for notification of environmental incidents (PRO-NSW-000-321).

The full details of the possible emergency situations affecting the Woodlawn and Crisps Creek Intermodal Facility sites are included in the VES Risk Register, maintained and accessible through Hippo Station. If you require access to this information, please contact the HSEQ division for assistance. The significant risks which could lead to an emergency are included below.



1. Bomb threa	at .
First response	For any threatening phone calls that are received, that is bomb threats, chemical/biological threats, etc, the checklist on Hippo Station should be completed – NSW Bomb Threat Checklist FOR-NSW-000-101. A copy of this document should be located next to the phone at all times.
Notify	If you receive a bomb threat, you should follow the bomb threat checklist procedure.
	Do not place the phone back on the cradle under any circumstances – even if the caller hangs up.
	The Chief Warden will take responsibility for the incident. If not available, one of the Deputy Chief Wardens will control the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency. Site evacuation."
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency. Site evacuation."
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the incident	Due to the nature of the emergency, the priority is for staff to evacuate the site. Do not:
	Move or touch any packages recently delivered to the site.
	Start any plant or equipment
Contain the area	Take direction from the incident controllers and assist if appropriate.
Clean up	Take direction from the incident controllers and assist if appropriate.
Report and review	Assist the incident response team in clean up duties as required.
Preventative	A copy of "NSW Bomb Threat Checklist FOR-NSW-000-101" document should be



measures	located next to phones with incoming external calls at all times.
	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.

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2. Dam brea	ch, fault or overflow
Stop Work	Abandon any affected plant, equipment or area immediately if a dam breach has occurred.
Assess the risk	Check for other dangers. Secure the area and raise the alarm. What has caused it? Check the site map and determine which dam has breached. Site dams include:
	Evaporation dam 1 (ED1)
	Evaporation dam 2 (ED2)
	 Evaporation dam 3 – South (ED3S)
	 Evaporation dam 3 – North (ED3N)
	South tailings
	North tailings
	West tailings
	Waste rock
	Plant collection
	Your priority should be to keep yourself and others safe.
Notify	Report incident to the Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. <name> Dam has breached."</name>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Emergency. <name> Dam has breached."</name>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden will take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
Control the incident	A dam emergency will generally not require staff evacuation however any people in the immediate area should evacuate to higher ground immediately. Follow the incident controller's advice.
	Emergency dam management procedures relating to Evaporation Dam 3 (ED3)

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	are located in the <i>Woodlawn Bioreactor Landfill Environmental Management Plan</i> (LEMP), section 12. Management of emergencies in other site dams will generally follow the same principle of pumping water from the problem dam to another site dam to control the incident in the first instance. The incident controllers will assess the situation against the LEMP and determine the most appropriate action For prescribed dams – notification to Dam Safety Committee to be carried out immediately
Contain the area	Assess the limit of the breach and determine if it affects any roads or services. If it is safe to do so, prevent access to the affected area with cones or bollards and notify management. Assess the impact on any public roads (water over Collector Road for example) or services below the dam wall and advise the incident controllers immediately.
Clean up	Repairs to the affected dam will be carried out in accordance with a "Specific Repair Plan" approved by the Dams Safety Committee (external body). At the conclusion of the emergency, the quantity of water pumped to the storages is to be estimated and returned to the affected dam therefore staff responsible for pumping operations should record volumes.
Report and review	Assist in reporting incidents on Hippo Station or using a hazard identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police, and Department of Mineral Resources. Dam Safety Committee, State Emergency Services) with investigations.
Preventative measures (from LEMP)	Monthly visual inspections of calibrated marker posts. Monthly calculation of volume stored in storage dams using level and survey data For prescribed dams – water volumes to be maintained with freeboard not less than 1 metre. Pumping of water from individual storage locations to be determined by the monthly dam inspection Recording of volume of water pumped into ED3 from mine void Annual Dam Inspection by an authorised inspector – Neill Mattes URS Australia Pty Ltd

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3. Evacuation	
Stop Work	If a site wide evacuation is enabled abandon any plant, equipment or area immediately.
Assess the risk	Check for danger. Secure the area, advise your colleagues and leave immediately. Your priority should be to keep yourself and others safe.
Notify	The Chief Warden will take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff on site must immediately move to the emergency evacuation location in the car park. Administration staff must check if contractors are present and notify them immediately.
Control the incident	Take direction from the Chief Warden and assist if appropriate.
Contain the area	Take direction from the Chief Warden and assist if appropriate.
Clean up	Assist the incident response team in clean up duties as required.
Report and review	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations:
Preventative measures	Conduct site wide evacuation drills to ensure staff understand the procedure.



4. Employing	
4. Explosion	
Stop Work	Abandon any plant, equipment or area immediately.
	Press the emergency stop button if safe to do so.
	If an explosion occurs, there is always the risk of a second explosion, move swiftly away from the site of the initial explosion.
Assess the	Check for danger. Secure the area and raise the alarm.
risk	What has caused the explosion? Is there a fire burning? Is anyone injured? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Area Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Explosion in the <location>."</location>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Explosion in the <location>"</location>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden will take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the	The following Fire Control equipment is available site wide:
incident	Dump trucks, excavators and loaders (soil covering is the most effective form of fire control if safe to do so).
	Fire extinguishers (see appendix B)
	Fire hose
	Fire hydrant booster



	First Aid Kits
	Personal Protective Equipment (respirators must be worn when fighting fires)
Contain the	If possible prevent the incident from spreading further.
area	If water is used to suppress a fire, all stormwater drains must be blocked/protected first. The discharge valves at any stormwater retention bunds should be closed to prevent fire water discharge. Protection of stormwater drains includes placement of absorbent socks/gravel sausages around the drain/s. If the area contains a system where all stormwater over the site is channelled and collected in dedicated infrastructure, the manual over-ride shut-off valve at the stormwater retention pond must be closed to ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed.
	Note: fire-water is <u>not clean</u> and therefore all possible measures must be taken to prevent fire-water from entering stormwater drains.
Clean up	If needed, licensed VES tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.
Report and review	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
Preventative	All chemicals should be clearly labelled and placard (where required).
measures	Smoking will not be permitted unless in designated areas.
	Hot work (eg. Oxy-acetylene cutting and welding) will only take place in areas away from potentially flammable materials and permits must be given to conduct this work
	Hot work will only be undertaken by trained and competent personnel.
	Fire extinguishers will be serviced and inspected on a 6 monthly basis.
	Any spillage of flammable liquid or material will be cleared up immediately

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5. Electrocuti	on
Stop Work	Abandon any plant, equipment or area immediately if someone is electrocuted.
Assess the risk	Check for danger. Secure the area and raise the alarm.
	What has caused the electrocution? Are you trained and competent to rescue the person from the situation? What equipment is available to rescue the person and is it adequate? Do not risk electrocuting yourself to rescue another person.
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Name has been electrocuted at the <location>."</location>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, <name> has been electrocuted at the <location>."</location></name>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the	The following equipment is available:
incident	Low Voltage (LV) Rescue Kit (for trained staff only) – Power station control room
	First Aid kits (see locations in Appendix X)
Contain the area	If possible prevent the incident from spreading further. Isolate power to the area and prevent further access.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is safe to return.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations:



Preventative measures	Staff members exposed to electrical infrastructure should be trained in Low Voltage (LV) rescue.
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6. Fire - landf	ill
Stop Work	Abandon any plant, equipment or landfill area immediately if it catches fire. Move other mobile equipment from the active fire zone
Assess the	Check for danger. Secure the area and raise the alarm.
risk	What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency. Fire in the void."
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency. Fire in the void."
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	Any people not responding to the incident should proceed to the emergency assembly area in the amenities breezeway.
Control the	The following Fire Control is available in the void:
incident	Fire suppression systems on plant
	Fire extinguishers (see appendix B)
	Water cart
	Dump truck/s
	Excavator/s
	Soil or waste cover material



	First Aid Kits
Contain the area	If possible prevent the incident from spreading further. Use excavators or dump trucks to cover and suppress the fire with a suitable cover material if it is safe to do so.
	Personnel who are required to be on the ground and not operating machinery must wear an appropriate half face respirator at all times
	Carbon Monoxide analyser to be used on personnel who are exposed to smoke inhalation.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return. Monitor the area for outbreaks over the following 24 hours.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. A fire incident investigation report must be submitted to the EPA within 24hours. Additional notification may be required to assist external authorities (Work Cover, NSW Police) with investigations.
Preventative measures	Operators will check the area they are working in throughout the day, to ensure any potential fire situation is recognised quickly, allowing prompt action to extinguish it.
	Equipment fire suppression systems will be serviced and inspected as required.
	Fire extinguishers are located on all vehicles and will be serviced and inspected as required.
	Waste is covered by suitable cover material to ensure that the risk of fire within the waste mass is minimised.
	Flammable goods are not permitted in the landfill.
	Smoking is not permitted in the mine void.
	Two water carts are available onsite in the event that a fire does occur at the site.
	Adequate soil stockpiles onsite.



7 Fire one	t fire in landfill
	et fire in landfill
Stop Work	Move mobile plant or equipment away from the spot fire immediately. Abandon any plant, equipment or landfill area immediately if it catches fire.
Assess the risk	Check for danger. Secure the area and raise the alarm.
	What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Leading Hand immediately. Switch your radio to channel 15 and repeat the following phrase:
	"Spot fire in the <location> of landfill."</location>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The operator who reports the incident may take responsibility for managing the incident under the direction of the Leading Hand. If not available, one of the Deputy Chief Wardens may be controlling the response.
	If the fire zone increases in size 'Procedure 6: Fire – Landfill' should be followed.
	Any people not responding to the incident should be notified when the incident is under control.
Control the	The following fire control is available in the void:
incident	Four 9 litre H2O fire extinguishers in green shed
	1 X 9 Litre H20 Fire extinguisher on each of the landfill compactors and Dozers
	Fire suppression systems on plant
	Fire extinguishers (see appendix B)
	Water cart
	Dump truck/s
	Excavator/s
	Soil or waste cover material
	First Aid Kits
Contain the	If possible prevent the incident from spreading further. Use the 9 litre water

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area	extinguishers located in the green shed to control the fire. Alternatively use excavators or dump trucks to cover and suppress the fire with a suitable cover material if it is safe to do so.
	Personnel who are required to be on the ground and not operating machinery must wear an appropriate half face respirator at all times when fighting the fire.
	At no time are personnel permitted to walk on the exposed waste surface without the appropriate protective footwear – Mid sole protection, Gaiters or Gumboots.
	Carbon Monoxide analyser to be used on personnel who are exposed to smoke inhalation.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return. Monitor the area for outbreaks over the following 24 hours.
	Used H2O fire extinguishers must be returned to the main administration building for re filling.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. A fire incident investigation report must be submitted to the EPA within 24hours. Additional notification may be required to assist external authorities (Work Cover, NSW Police) with investigations.
Preventative measures	Operators will check the area they are working in throughout the day, to ensure any potential fire situation is recognised quickly, allowing prompt action to extinguish it.
	Equipment fire suppression systems will be serviced and inspected as required.
	Fire extinguishers are located on all vehicles and will be serviced and inspected as required.
	Waste is covered by suitable cover material to ensure that the risk of fire within the waste mass is minimised.
	Flammable goods are not permitted in the landfill.
	Smoking is not permitted in the mine void.
	Two water carts are available onsite in the event that a fire does occur at the site.
	Adequate soil stockpiles onsite.

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0 E'm	
	, equipment or fuel storage tanks
Stop Work	Abandon any plant, equipment or area immediately if it catches fire.
Assess the risk	Check for danger. Secure the area and raise the alarm.
	What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Area Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. Fire in the <plant equipment="" name="">."</plant>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Emergency. Fire in the <plant equipment="" name="">."</plant>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the	The following Fire Control is available in most plant and equipment:
incident	Fire extinguishers (see appendix B)
	Fire hose
	Fire hydrant booster
	First Aid Kits
	The following fire control is available site wide:
	Water cart
	Dump truck mounted water cart

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Contain the area	If possible prevent the incident from spreading further.
Clean up	Return the affected area to a similar condition, report the incident to the Maintenance Manager, and cordon off the area if it is unsafe to return.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations:
Preventative measures	Plant and equipment:
	Plant will be cleaned and maintained regularly to avoid the build-up of waste or other material.
	All belly plates and other more difficult areas to access, will be checked regularly and cleaned out at each service or more frequently if required.
	Plant and equipment will be moved away from potential fire areas when not in use and out of hours.
	Operators will check equipment throughout the shift to ensure that no fires or hazards are imminent
	Fire extinguishers are located on all vehicles and will be serviced and inspected as required.
	Fuel Storage Tanks:
	Areas around tanks will be kept clean and any waste build up etc removed on a frequent basis.
	No smoking around fuel storage areas.
	No other potentially flammable materials or incompatible substances will be stored near to the tanks.
	Any spills of fuel will be cleared up immediately.
	All tanks will be clearly labelled and stored with the appropriate placards.

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9. Fire - work	shops or offices
Stop Work	Abandon any plant, equipment or area immediately if it catches fire. Evacuate buildings with fellow staff while assessing the risk.
Assess the risk	Check for danger. Secure the area and raise the alarm.
	What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Area Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. Fire in the <building name="">."</building>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Fire in the <building name="">."</building>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff should proceed to the emergency assembly area located at the staff car park.
Control the	Electrically isolate the area if safe to do so.
incident	The following Fire Control is available in buildings:
	Fire extinguishers (see appendix B)
	Fire hose
	Fire hydrant booster
	First Aid Kits
	The following fire control is available site wide:



	T
	Water cart
	Dump truck mounted water cart
Contain the	If possible prevent the incident from spreading further.
area	If water is used to suppress a fire, all stormwater drains must be blocked/protected first. The discharge valve at the stormwater retention bund should be closed to prevent fire water discharge. Protection of stormwater drains includes placement of absorbent socks/gravel sausages around the drain/s. If the site contains a system where all stormwater over the site is channelled and collected in dedicated infrastructure, the manual over-ride shut-off valve at the stormwater retention pond must be closed to ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed.
	Note: fire-water is <u>not clean</u> and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains.
Clean up	If needed, licensed VES tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
Preventative measures	Offices will be kept clean and tidy, and waste bins emptied on a regular basis.
	All chemicals will be clearly labelled and placard (where required).
	Smoking will not be permitted, only in dedicated areas.
	Hot work (eg. Oxy-acetylene cutting and welding) will only take place in areas away from potentially flammable materials and permits must be given to conduct this work.
	Fire extinguishers will be serviced and inspected on a 6 monthly basis.
	Hot work will only be undertaken by trained and competent personnel.
	Any spillage of flammable liquid or material will be cleared up immediately

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10. Fire - tran	sit
Stop Work	If a fire is discovered within transit between the Crisps Creek Intermodal Facility (IMF) and Woodlawn Bioreactor then the waste haulage vehicle must stop at a safe and environmentally insensitive area where the load can be extinguished. The wash bay is suitable at Woodlawn and the centre of the rail platform is suitable at the Intermodal Facility.
Assess the	Check for danger. Secure the area and raise the alarm.
risk	What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Area Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. Fire in the <vehicle identification="">."</vehicle>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Emergency. Fire in the <vehicle identification="">."</vehicle>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the	The following Fire Control is available to suppress vehicle fires:
incident	Fire suppression systems on plant
	Fire extinguishers situated on waste transport vehicle and site light vehicles (see appendix B)
	Fire hose (adjacent buildings)
	Fire hydrant booster

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	First Aid Kits
Contain the area	If possible prevent the incident from spreading further.
	If water is used to suppress a fire, all stormwater drains must be blocked/protected first.
	Note: fire-water is <u>not clean</u> and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains on areas outside the Woodlawn Bioreactor and Mine site
Clean up	If needed, the Woodlawn site water tanker must be arranged to be present at the site to pump out firewater from the stormwater drains or first flush dam at the IMF
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
	A fire incident investigation report must be submitted to the EPA within 24hours.
Preventative measures	Fire extinguishers will be serviced and inspected on a 6 monthly basis.
modoures	Vehicle fire suppression equipment is installed and will be serviced and inspected as required.



11. Fire - bus	hfire
Stop Work	The Environmental Management representative will check the site boundary regularly during times of high fire danger and effectiveness of on and off-site firebreaks.
	If a bushfire has started within the site boundaries, or approaching from outside the site boundary, abandon any plant, equipment or area immediately.
Assess the risk	Check for danger. Secure the area and raise the alarm.
lisk	What has caused the fire and has it started within the site boundary? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Area Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Fire in the <location>."</location>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Fire in the <location>."</location>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the incident	The following Fire Control is available to suppress bush fires:
	Fire extinguishers (see appendix B)
	Fire hose (adjacent buildings)
	Fire hydrant booster
	Woodlawn water truck

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	Pylara mobile water tanker
	CAT dump truck water tank
	First Aid Kits
	Local rural fire service brigade – Taylors Creek and Tarago RFS
Contain the area	If possible prevent the incident from spreading further. Use excavators or dump trucks to cover and suppress the fire with a suitable cover material if it is safe to do so.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return. Monitor the area for outbreaks over the following 24 hours.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations:
Preventative measures	The local NSW Rural Fire Service (RFS) should be consulted regularly in regards to preventative fire control measures.
	Vehicle fire equipment is installed and will be serviced and inspected as required.
	Fire extinguishers will be serviced and inspected on a 6 monthly basis.



12. Fire - Pow	ver Station
Stop Work	Abandon any plant, equipment or area immediately if it catches fire.
	Press the Emergency Stop button if safe to do so.
	Evacuate buildings with fellow staff while assessing the risk.
Assess the risk	Check for danger. Secure the area and raise the alarm.
TION.	What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Area Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. Fire in the Power Station."
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Fire in the Power Station"
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The main gas line can be isolated at the locations below if safe to do so.
	If the isolation at the station is insufficient, move along the main gas line isolating all main valves and manifold valves.
	Station equipment can be accessed remotely. If possible, and safe to do so, a trained operator should remotely connect to the station computer and turn off all remotely controlled station equipment including generators, flares and gas blowers.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.



	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the	The following Fire Control is available in the WBE Power Station:
incident	Fire suppression system in engine bays
	Fire extinguishers (see appendix B)
	Fire hose
	Fire hydrant booster
	First Aid Kits
	Isolation procedures to be included: Include isolation photos (signage of location/valves)
Contain the	If possible prevent the incident from spreading further.
area	If water is used to suppress a fire, all stormwater drains must be blocked/protected first. The discharge valves at the stormwater retention bunds should be closed to prevent fire water discharge. Protection of stormwater drains includes placement of absorbent socks/gravel sausages around the drain/s. If the site contains a system where all stormwater over the site is channelled and collected in dedicated infrastructure, the manual over-ride shut-off valve at the stormwater retention pond must be closed to ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed.
	Note: fire-water is <u>not clean</u> and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains.
Clean up	If needed, licensed VES tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.
Report and review	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
	An incident investigation report must be submitted to the EPA within 24hours.
Preventative measures	Power Station will be kept clean and tidy, and waste bins emptied on a regular basis.
	All chemicals will be clearly labelled and placard (where required).

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Smoking will not be permitted.

Hot work (eg. Oxy-acetylene cutting and welding) will only take place in areas away from potentially flammable materials and permits must be given to conduct this work.

Fire extinguishers will be serviced and inspected on a 6 monthly basis.

Hot work will only be undertaken by trained and competent personnel. A Hot Works Permit must be issued for any hot works. .

Any spillage of flammable liquid or material will be cleared up immediately

Test of isolation procedures and equipment (emergency stops etc)



13. Gas well t	fire
Stop Work	Abandon any plant, equipment or area immediately if a gas well catches fire.
Assess the risk	Check for danger. Secure the area and raise the alarm.
	What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Well on fire in the void."
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Well on fire in the void."
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the	The following fire control equipment is available in the void:
incident	Heavy machinery (with capacity to smother fire with cover material)
	Fire suppression systems on plant
	Fire extinguishers (see appendix B)
	Water cart
	CAT dump truck water tanker
	First Aid Kits



	Correct PPE (including BA) must be worn if it is safe to fight the fire
	Gas isolation procedures to be included:
Contain the area	If possible prevent the incident from spreading further. Use excavators or dump trucks to cover and suppress the fire with a suitable cover material if it is safe to do so. The addition of water or leachate will be necessary to suppress the fire within the well.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return. Monitor the area for outbreaks over the following 24 hours.
	Infra-red thermometers will be required to assess the heat of a LFG well to determine if is safe to enter the zone. 4 Way Personnel gas detectors must be worn within the LFG well zone.
Report and review	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
	A fire incident investigation report must be submitted to the EPA within 24hours.
Preventative measures	Operators to check their work area throughout the day to ensure well infrastructure is in sound condition.
	Flammable goods are not permitted in the landfill.
	Smoking will not be permitted in the void under any circumstances.
	Water cart is available onsite in the event that a fire does occur.



14. Major Gas	s Line extraction system failure or leakage
Stop Work	Abandon any plant, equipment or area immediately if a failure of the gas extraction system has occurred.
Assess the risk	Check for danger. Secure the area and raise the alarm.
lisk	What has caused the failure? Are you trained and competent to repair? What equipment is available to fix the leakage or failure and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. Gas system failure at <location>."</location>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Emergency. Gas system failure at <location>."</location>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the incident	Controlling gas system failure or leakage will generally involve isolating the affected area, repairing the problem and re-opening the line in a controlled manner. This process should be undertaken in consultation with the site management team and gas field technicians.
	Isolation points and locations to be included in this area Manifolds and Main Gas Line Isolation Valve (photos)
Contain the area	If possible prevent the incident from spreading further. If it appears that the existing leak could affect further sections of the gas system notify the Chief Warden immediately.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations:

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Preventative measures	Gas line inspections should be conducted at scheduled periods to reduce the likelihood of such events occurring
	Gas odours in unusual areas should be reported immediately.
	Visually identify isolation points throughout gas systems.
	Barriers installed around Main Gas line in areas of high traffic or exposure to un controllable heavy vehicle.

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15 Cootook	pical instability (rock fall landslide parthquake)
Stop Work	Abandon any plant, equipment or area immediately if rock fall or ground instability has occurred.
Assess the	Check for danger. Secure the area and raise the alarm
risk	Have people or plant been buried by the event? Does the event affect infrastructure such as gas lines, compressors, pumps, plant and equipment?
	What has caused the geotechnical instability? Are you trained and competent to assess the cause? Further destabilisation may be possible therefore your priority should be evacuation of the immediate area.
	Your priority should be to keep yourself and others safe.
Notify	Report incident to Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. Rockall/landslide/earthquake in void."
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Emergency. Rockall/landslide/earthquake in void."
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	Any people not responding to the incident should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the incident	Prevent access to the affected area and take direction from the incident control team.
Contain the area	In the event of rock fall, landslide or earthquake in the void, measures should be taken to prevent further access to the void. Install bollards and tape across road.
Clean up	Clean up responsibilities will be delegated by an authorised geotechnical body. The current geotechnical engineer is Ian Hull, Mining One (03 9600 3588, Mobile Number: 0458 711 757). The area must be cordoned off until stabilisation works and certification of stability has occurred.
Report and review	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover,

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	NSW Police, NSW Department of Primary Industries) with investigations.
Preventative measures	At any time, site management may determine that the safety of personnel in the void could be impacted by potential or ongoing instability. If this determination is made, immediate suspension of work within the affected area may be required until stabilisation works have been undertaken.
	Quarterly Inspection of the void is undertaken by Geotechnical Engineer
	Monthly surveying of the void wall prism is conducted to determine any movement of the void walls. Data is transferred monthly to an accredited Geotechnical Engineer.

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16. Leachate	- exposure
Stop Work	Abandon any plant, equipment or area immediately if you are exposed to leachate.
Assess the risk	Check for other dangers. Secure the area and raise the alarm.
	What has caused the exposure? Are you trained and competent to prevent further exposure? What equipment is available and is it adequate?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Ask another staff member to report the incident to the Operations Manager immediately and wait for acknowledgement. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (HSEQ) Officer.
	Notify other staff members within the immediate area about the risk of any further potential exposure on channel 1 and 15.
Control the incident	The person exposed to leachate should be taken to the Amenities building shower block and instructed to wash all residue from their body thoroughly.
	Refer to the leachate Material Data Safety Sheet located in the Amenities building breezeway.
Contain the area	If the exposure is located within the void and not immediately evident (eg. sink hole in waste) cordon off the area to prevent further access.
	Prevent others from accessing the area until the Operations Manager has indicated it is safe to do so.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations:
Preventative measures	Always wear correct PPE when walking on the waste or working with leachate. PPE requirements and procedures for working near or around leachate in outline in the Safety Critical Procedures
	Penetration resistant footwear must be worn when walking on waste.
	Always use three points of contact when walking through unstable areas
	Avoid walking through pools of leachate. The base may be unstable.

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17. Lone Worker – failure to check in	
Notify	If a lone worker fails to check in at an agreed time, and fails to respond to radio call requests, they should be reported to the Operations Manager immediately.
	The Operations Manager may take responsibility for the incident. If not available, one of the senior management team may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
Control the incident	Two experienced staff members with first aid training, first aid kits, BA units and appropriate training will be instructed to go to location of the lone workers last check-in.
	Upon arrival they should assess the environment and determine if it is safe to approach the person. If a Personal Gas Monitor alarm is sounding on the person they should only approach if equipped with appropriate breathing apparatus.
	If it appears that the person requires medical assistance the incident controller should be contacted immediately and the Medical Emergency procedure should be followed as outlined below.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations:
Preventative measures	Strict guidelines should be in place for lone workers (currently under review, June, 2013).



18. Medical E	mergency
Stop Work	Abandon any plant, equipment or area immediately if a medical emergency has occurred.
Assess the risk	Check for further danger. Secure the area and raise the alarm.
	What has caused the medical emergency? Are you trained and competent to respond? What first aid equipment is required and available to respond?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. Medical emergency in the <location>."</location>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Emergency. Medical emergency in the <location>."</location>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site. An ambulance may be called immediately.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the	First Aid equipment is located at the following locations:
incident	First Aid tackle boxes - Woodlawn
	Administration building
	Laboratory building
	Workshop
	Power station
	Amenities building breezeway
	Void – green shed
	Void – red shed
	First Aid tackle boxes - Pylara



	Workshop
	Shearing Shed
	Farm manager's Landcruiser
	Farm hand Landcruiser
	Crisps Creek Intermodal Facility
	Workshop
	Vehicle kits (identified by sticker with white cross on green background)
	Leading hand Hilux
	Workshop Hilux
	Maintenance Rodeo
	Gas field vehicles
	Defibrillators
	Crisps Creek Intermodal Facility site office
Contain the area	Assess the cause of the incident. Can it potentially affect other people? If possible prevent the incident from spreading further.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is safe to return.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
Preventative measures	Maintain your First Aid qualifications.
	Check your requirements for certification. Do you need a refresher?



19. Power fail	ure (site wide)
Stop Work	Abandon any plant, equipment or area immediately if power failure affects the safety of your work environment.
Assess the	Check for other dangers. Secure the area and raise the alarm.
risk	What has caused the power failure? Are earthworks being conducted in the immediate area? Is anyone injured? Is bad weather responsible for the outage?
	Has anyone been electrocuted? If so, consult 'Procedure 5: electrocution' (p. 24)
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	If the power outage affects site safety, report the incident to Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. Power outage in the <location>."</location>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Emergency. Power outage in the <location>."</location>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the	The following equipment is available in the event of a power failure:
incident	Backup generator (site wide)
	The Emergency backup power generator should start up within three minutes if mains power has been interrupted
	If the backup generator does not start up automatically, the site electrician should be called immediately to investigate it's failure.
	The site electrician should also be engaged immediately if the cause of the power outage is determined to be within the site boundary.
	Essential Energy should be consulted in regards to outages within the region.
Contain the area	If the power outage has been caused by site operational activities (such as earthworks) the area should be cordoned off immediately.



Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return.
Report and review	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
Preventative measures	The water cart must be filled and on standby before entering the void.
IIICasares	Electrical Maintenance activities carried out as per the maintenance plan schedule.



20. Railway	collision or derailment
Stop Work	Abandon any plant, equipment or area immediately if a rail collision or derailment occurs at the Crisps Creek Intermodal Facility (IMF).
Assess the	Check for other dangers. Secure the area and raise the alarm.
risk	What has caused the situation? Is anyone hurt? Are you trained and competent to respond to the medical situation? Are there any spills or leaks that require controlling? Does the first flush dam have the capacity to withhold it?
	Your priority should be to keep yourself and others safe.
Notify	Report the incident to the Chief Warden immediately by ringing 4844 6262 on the site telephone.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	Sterling Freight drivers should be advised by switching your radio to channel 15 and repeating the message:
	"Emergency, Emergency, Emergency. Railway accident at Crisps Creek. All trucks return to Woodlawn until further notice"
	Wait for acknowledgement by truck drivers and then leave your radio on channel 15 until the situation is declared over. Advise truck drivers to relay the message to other drivers returning to the IMF.
	IMF operations may continue as usual if it is deemed safe to do so by the incident controller. Staff located at the Woodlawn site should continue working as usual unless otherwise advised.
Control the incident	Pacific National will take control of any incidents involving rail. No VES employee is to assist with movement of derailed wagons or locomotives.
	Do not use any VES plant or equipment without consulting VES management. The following plant is available at the Woodlawn site:
	Container Lifters
	CAT Loader (Woodlawn site)
	HIAB crane (Woodlawn site)
	Hollingsworth Cranes – Goulburn or other external company
	Do not touch dislodged container pins.
	The following companies may need to be contacted:



	Pacific National Bulk Services: 1800 686 957 or (02) 8484 8000
	Rail Infrastructure Corporation - Train Controller Sydney South: (02) 9739 1801
	John Holland CRN South West Network Control: (02) 4028 9542
	John Holland: (02) 4028 9407 or 0439 613 660
	RailCorp: Safety Division (02) 8202 2000
Contain the area	Implement spill control measures as per the response measures under "X. Spills – Bioreactor and Intermodal Facility" if required. Follow instructions from the incident control team.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return.
Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
Preventative measures	Site inspections should be conducted monthly to assess the holding capacity of the first flush dam
	Rail & Teq to conduct rail maintenance schedule under agreed timeframes.
	Channel 1 reception to be considered at IMF.



21. Rescue pe	erson from gas environment
Stop Work	Abandon any plant, equipment or area immediately if your Personal Gas Monitor (PGM) alarm is activated.
Assess the	Check for other dangers and raise the alarm.
risk	If your personal gas monitor or any nearby fixed gas monitors alarms, immediately exit the area via the nearest safe path.
	What has caused the gas environment? Are you trained and competent to respond? What Breathing Apparatus (BA) equipment is available and are you trained to use it?
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency, Emergency. Gas exposure in the <location>"</location>
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency, Emergency. Gas exposure in the <location>"</location>
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the incident	If a person does not respond to verbal commands and appears unconscious approach them slowly. If your PGM alarms immediately leave the area along the same path that you entered from.
	Do not approach the person without appropriate BA under any circumstances.
	Inform the incident controllers of the person's condition and take direction from them. The rescue should not be attempted until a trained person is able to don Breathing Apparatus and approach the person safely.
Contain the area	Cordon off the area if it is safe to do so. If your PGM alarms, evacuate the area immediately and inform the incident controller.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return.

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Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
Preventative measures	Know your environment – have any alarms been activated in your work area recently? Check with the Leading Hand and your colleagues before entering new work areas.
	Areas registering consistently high H2S levels must be clearly marked with signage.
	Methane detectors are installed in each engine enclosure and linked to the station fire system.
	Personnel Gas Monitors must be worn at all times. Personnel who work directly with the LFG Wells and associated collection and extraction pipe work must wear a 4 way PGM at all times. All other personnel must wear the single sensor H2S PGMs.
	Emergency breathing apparatus in the power station hallway and red storage container in the void.



22. Spills – E	Bioreactor and Intermodal Facility
Stop Work	Abandon any plant, equipment or area immediately if a spill has occurred.
Assess the risk	Check for danger. Secure the area and raise the alarm.
	What is the source and cause of the Spill? Have any hazardous substances (e.g. fuel) been released as a result of the spill? Is the spill likely to enter a stormwater drain?
	Significant Spills onsite are likely to be caused by either the diesel bowser (20,000L) or putrescible waste. Other spills in lower quantities may occur from materials listed in the NSW Woodlawn Hazardous Substances and Chemical Register NSW Woodlawn Bioreactor Hazardous Substances & Chemical Register (REG-NSW-218-005-8).
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	Report incident to the Area Warden immediately. Switch your radio to channel 1 and repeat the following phrase:
	"Emergency, Emergency. Spill"
	Then switch your radio to channel 15 and repeat the message:
	"Emergency, Emergency. Spill"
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
	The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.
Control the incident	Check the Material Safety Data Sheet (MSDS) folder to assess the risk of the liquid. Find the source of the spill and prevent it from discharging additional liquid if safe to do so. This could involve closing a valve or moving it to a nearby bunded area.
Contain the area	If possible prevent the incident from spreading further. Restrict access to the area if the spill is hazardous.

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	The following control equipment is available for spill response
	Spill Kits (including absorbent pads, socks, dry-sorb and gloves)
	Valves for stormwater retention pits must be closed in the case of serious incidents.
	Bund areas where spills have occurred and block off access to stormwater drains.
Clean up	If needed, licensed VES tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.
Report and review	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.
Preventative measures	Woodlawn is a zero discharge site. Significant Spills onsite are likely to be caused by either the diesel bowser (20,000L) or putrescible waste. Other spills in lower quantities may occur from materials listed in the NSW Woodlawn Bioreactor Hazardous Substances & Chemical Register (REG-NSW-218-005-8). Stormwater runoff within the void is captured and stored using the leachate management system. Other stormwater is retained in onsite stormwater dams. Further detail, including a site map relevant to this section can be found in the Woodlawn Bioreactor Environmental Management Plan. The Crisps Creek IMF contains a first flush system with a total capacity of 250m³ located at the northern end of the site. The diesel tank has a dip tube which will signal if the inner wall has been breached. In the event that the alarm is triggered, the Chief Warden must be notified immediately to repair the inner lining.

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23. Spills – in	transit			
Stop Work	Abandon any plant, equipment or area immediately if a spill has occurred.			
Assess the risk	Check for danger. Secure the area and raise the alarm.			
	What is the source and cause of the spill? Have any hazardous substances (e.g. fuel) been released as a result of the spill? Is the spill likely to enter a stormwater drain?			
	Significant spills onsite are likely to be caused by either the diesel bowser (20,000L) or putrescible waste. Other spills in lower quantities may occur from materials listed in the NSW Woodlawn Hazardous Substances and Chemical Register NSW Woodlawn Bioreactor Hazardous Substances & Chemical Register (REG-NSW-218-005-8).			
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.			
Notify	Report incident to the Area Warden immediately. Switch your radio to channel 1 and repeat the following phrase:			
	"Emergency, Emergency. Spill in the <area/> "			
	Then switch your radio to channel 15 and repeat the message:			
	"Emergency, Emergency. Spill in the <area/> "			
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.			
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.			
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway.			
Control the incident	Check the Material Safety Data Sheet (MSDS) folder to assess the risk of the liquid. Find the source of the spill and prevent it from discharging additional liquid if safe to do so. This could involve closing a valve or moving it to a nearby bunded area.			
	MSDS folders are stored at the below locations relevant to their work area:			
	 - WBE Power station (near computer terminal) - Bioreactor (amenities block breezeway) - Admin & Laboratory (admin building kitchen) - Pylara Farm (Workshop) 			
Contain the	If possible prevent the incident from spreading further. Restrict access to the area if the spill is hazardous.			

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area	The following control equipment is available for spill response at the IMF and Woodlawn:		
	Spill Kits (including absorbent pads, socks, dry-sorb and gloves)		
	Valve for stormwater retention pits must be closed in the case of serious incidents.		
	Bund areas where spills have occurred and block off access to stormwater drains.		
Clean up	If needed, licensed VES tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.		
Report and review	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.		
Preventative	Container seals should be checked for any discharge whilst unloading at the IMF		
measures	Truck diesel tanks and drivelines should be checked for leaks and spills on a regular basis.		
	Every chemical used on site must have its accompanying MSDS added to its relevant folder when brought onsite. This includes contractors.		
	MSDS folders should be audited and updated regularly.		



24. Spills – a	agricultural	
Stop Work	Abandon any plant, equipment or area immediately if a spill on unsealed land or in vegetated areas has occurred.	
Assess the risk	Check for danger. Secure the area and raise the alarm.	
	What is the source and cause of the Spill? Have any hazardous substances such as chemicals or fuel been released as a result of the spill? Is the spill likely to enter a watercourse?	
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.	
Notify	Report incident to the Chief Warden immediately. Contact the Woodlawn site office on 4844 6262 or switch your radio to channel 1.	
	Wait for acknowledgement and then leave your radio on channel 1 until the situation is declared over.	
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.	
	Any people not responding to the incident should continue working unless otherwise advised.	
Control the incident	The Pylara Farm Material Safety Data Sheet (MSDS) folder is stored at the Pylara Farm Workshop. Check the MSDS to assess the risk of the liquid. Find the source of the spill and prevent it from discharging additional liquid if safe to do so.	
Contain the area	If possible prevent the incident from spreading further. Restrict access to the area if the spill is hazardous.	
	The following control equipment is available for spill response (check RE location at Pylara workshop?)	
	Spill Kits (including absorbent pads, socks, dry-sorb and gloves)	
	Bund areas where spills have occurred and block off access to waterways.	
	Emergency fencing may need to be installed to keep stock away from the contaminated area.	
Clean up	If needed, the Woodlawn water cart should be arranged to be present at the site to pump out contaminated water from dams or watercourses as required	
	The RLPB may take soil samples to determine if there has been any contamination that may have a detrimental effect on any stock. If no contamination is found, proceed with standard spill recovery procedures. If contamination is found, the RLPB may develop a recovery management plan that should be followed.	

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Report and review	Assist in reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (RLPB, EPA, Work Cover, NSW Police) with investigations.		
Preventative	Ensure all chemicals in the workshop are stored in bunded drip trips.		
measures	Every chemical used on the farm must have its accompanying MSDS added to the folder when brought onsite. This includes contractors.		
	Check diesel storage tank for leaks or damaged fittings on a monthly basis.		



25. Vehicle Ad	cident			
Stop Work	Abandon any plant, equipment or area immediately if a vehicle accident has occurred.			
Assess the	Check for other dangers. Secure the area and raise the alarm.			
risk	What has caused the accident? Is anyone injured? Are you trained and competent to respond to their condition? What equipment is available to respond and is it adequate?			
	Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.			
Notify	Report incident to the Chief Warden immediately. Switch your radio to channel 1 and repeat the following phrase:			
	"Emergency, Emergency, Vehicle accident at <location>."</location>			
	Then switch your radio to channel 15 and repeat the message:			
	"Emergency, Emergency, Vehicle accident at <location>."</location>			
	Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.			
	The Chief Warden may take responsibility for the incident. If not available, one of the Deputy Chief Wardens may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.			
	All staff should proceed to the emergency assembly area located at the Amenities block breezeway. A site evacuation would not generally be required for this type of emergency unless advised by the Chief Warden. Any people not involved in the incident should continue working unless otherwise advised.			
Control the	The following equipment is available in the event of a vehicle accident:			
incident	Spill kits (Workshop, Power Station, Intermodal Facility, Fuel Bowser)			
	First Aid kits - see appendix B for maps and F for all locations			
Contain the area	Traffic control may be required if the accident has occurred on a public road. If safe, caution approaching drivers about the accident ahead to lower the risk of further collisions.			
	If there is a risk of the vehicle catching fire, extinguish the fire with the correct extinguisher if safe to do so.			
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe to return.			

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Report and review	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.		
Preventative	First aid training should be conducted with all staff.		
measures	Vehicle safety checks should be conducted regularly.		
	All staff should adhere to site and public road speed limits at all times.		



26. Operating	g During Severe Weather Conditions
Stop Work	This procedure ensures the safety and the environmental awareness of all Veolia employees, contractors and subcontractors who may be working during a severe storm, high wind and other adverse weather conditions. This procedure will operate in conjunction with the NSW Woodlawn Bioreactor-Site rules for employees, contractors, subcontractors and visitors (PRO-NSW-218-022) and the NSW Woodlawn Bioreactor Void Access Requirements (PRO-NSW-218-039-4).
Assess the risk	The Site Manager or other authorised personnel will assess the working conditions. If the conditions are considered safe to continue working the following process will be implemented depending on the severity of the conditions
Notify	A spotter authorised by the Site Manager will go to the viewing platform and watch for hazards or changing conditions – rock falls, lightning, road conditions.
	The spotter will communicate with the trucks to determine the safety of the road – UHF channel 15.
	The spotter will communicate with Columbia Tipper operators to determine safety conditions - UHF channel 3.
	The spotter will communicate with the front office to advise of current conditions – UHF channel 1.
Monitor the incident	The spotter will advise personnel if there is any expected change in the safety conditions.
	Any time that personnel feel their safety or that of anyone working around them is threatened they must contact the spotter and advise of their concerns.
	At any time the spotter feels the safety of personnel is threatened they must evacuate the void and stop any other work on site, then inform the Site Manager.
	If work is stopped in a severe storm due to safety concerns all personnel must gather at the Emergency Muster Point to be accounted for.
Clean up	Return the affected area to a similar condition, or cordon off the area if it is unsafe
	to return. Once conditions improve a void inspection will be carried out using the
	NSW Woodlawn Bioreactor Void Daily Check List (FOR-NSW-218-023-3).
Report and review	If the void and site is considered safe, the Site Manager will advise personnel that it is safe to re-enter the void.
	The spotter will go back to the viewing platform until the Site Manager is confident



	that conditions have returned to normal.			
	The spotter must then advise personnel that conditions have returned to normal and that they will be leaving the viewing platform.			
	Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Work Cover, NSW Police) with investigations.			
Preventative measures	First aid training should be conducted with all staff.			
	Weather conditions should be monitored regularly (Bureau of Meteorology, etc) to enable preparation for likely extreme weather events.			
	All staff should adhere to site and public road speed limits at all times.			

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8.0 Emergency Training/Drills

All new employees must be trained in the contents of this Plan, including location of emergency assembly area, contacts list, incident notification etc, during the induction process.

On an annual basis, all members of the Emergency Control Organisation are to be provided with refresher training in relation to their responsibilities and in dealing with emergency situations.

At least annually, a drill needs to be undertaken at the facility to test and evaluate compliance against this Plan and identify areas where further training is required and/or changes to this Plan is needed. This drill could be a fire drill, emergency spill response, phone threat etc.

The assessment of the drill is to be recorded on the associated form – "NSW Emergency Drill Assessment".

Training methods include emergency drills, fire extinguisher training, evacuation training, spill response training and tool box topics. Scripted scenarios for likely or significant emergency events have been developed for this site.

Following any emergency incident, a review of this plan, training and control equipment and any other relevant facts shall be conducted to determine the effectiveness of emergency response processes. A Serious Incident Review may be conducted as a part of this review.

Training methods include emergency drills, fire extinguisher training, Evacuation Training, Spill Response Training and tool box topics.



Appendix A: NSW Woodlawn Bioreactor Emergency Contacts

Internal Contact		Phone Number	Mobile Number
General Manager Resource Recovery	Mark Taylor	9841 2912	0418 675 320
Woodlawn Site Manager	Henry Gundry	4844 6352	0400 233 592
Landfill Operations Manager			
Bio Energy Manager	Amila Wijedasa	4844 6353	0408 442 942
Maintenance Supervisor	Eric Rumsey	4844 6252	-
Landfill Engineer	Ben Quill	4844 6262	0427 816 463
Station Engineer	Amila Wijedasa	4844 6262	-
Environmental Officer	James Easterbrook	4844 6262	0404 742 518
Administration	Alexa Gardener	4844 6262	-
NSW HSEQ Manager	Neil Taylor	9841 2950	0400 838 286
NSW HSEQ Officer	Bob Manevski	9841 2583	0412 275 133
Woodlawn 24hr Feedback line		1800 241 750	
External Contacts			
Police	Tarago Station	000 (02) 4849 4411	Bungendore Rd, Tarago 2580
Fire Brigade	Goulburn Station	000 (02) 4822 1608	157 Bourke St Goulburn 2580
Ambulance	Southern Division	000 (02) 4827 0444	18 Clifford St, Goulburn 2580
State Emergency Services	Southern Highlands Division	132 500 (02) 4821 8333	56-58 Knox St, Goulburn 2580
Environment Protection Authority	South Coast Region	131 555 (02) 4224 4100	Lvl 3, NSW Government Offices 84 Crown St Wollongong 2500

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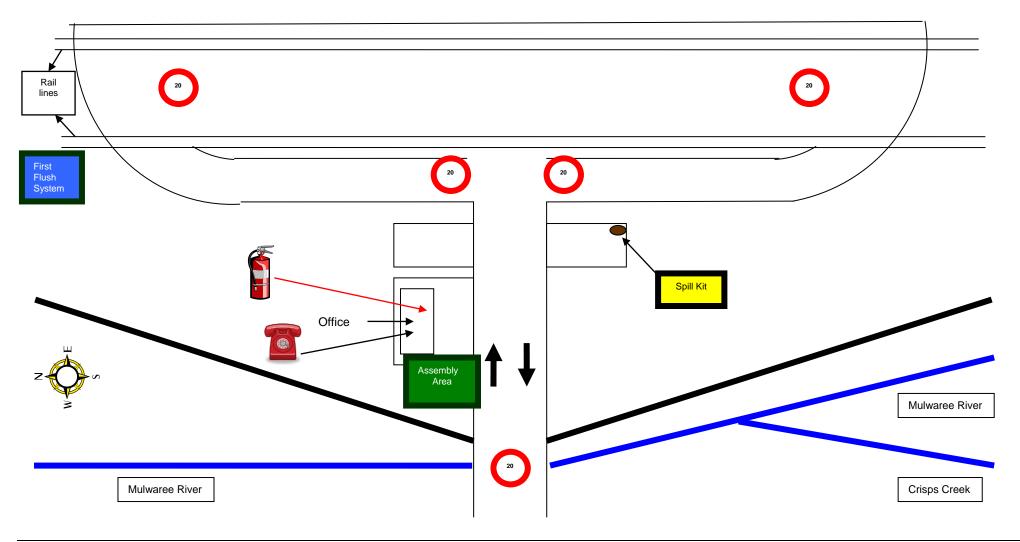
Internal Contact		Phone Number	Mobile Number	
Rural Lands Protection Board,	Braidwood	(02) 4842 2536	Court House Building 170 Wallace St, Braidwood 2622	
NSW Dept Primary Industries	Goulburn	(02) 4828 6600	159 Auburn St, Goulburn 2580	
Sydney Catchment Authority	Goulburn Office	(02) 9751 1988	Suite 5, Newo House 23- 25 Montague ST,	
Additionty		(02) 4823 4200	Goulburn 2580	
RailCorp	Safety Division	(02) 8202 2000	Lvl 4, Lee ST, Chippendale 2008	
Pacific National	Bulk Services	1800 686 957	Lvl 13, 2-12 Macquarie St Parramatta 2150	
		(02) 8484 8000	St Parramatta 2150	
Rail Infrastructure Corporation	Train Controller Sydney South	(02) 9739 1801	Sydney Rail Management Centre	
Department of Mineral Resources		(02) 4227 1699	84 Crown St, Wollongong 2520	
Goulburn Mulwaree Council		(02) 4823 4444	184-194 Bourke St, Goulburn 2580	

If you get an answering service leave a clear message and then ring another Veolia person.

Ensure that the HSEQ Division has been notified in all circumstances (tel: (02) 8571 0000).



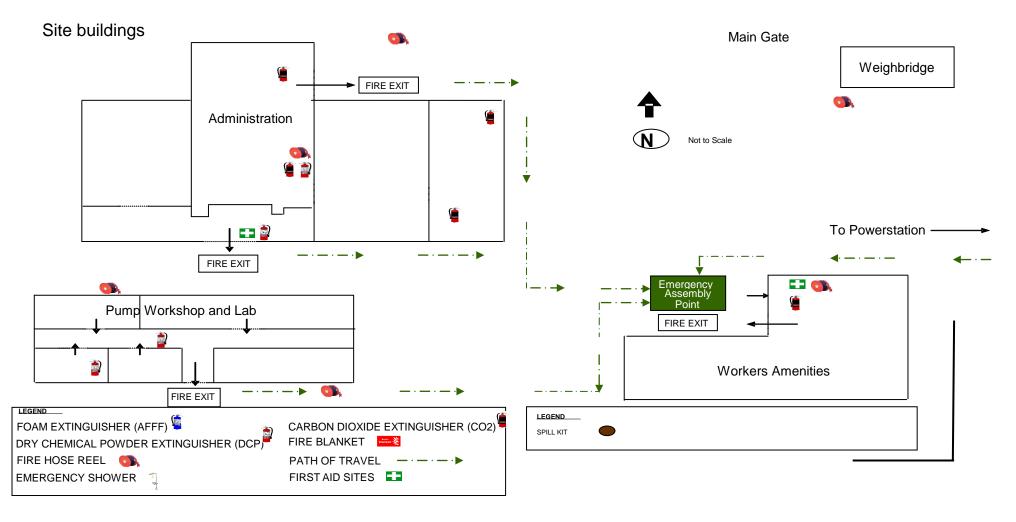
Crisps Creek Intermodal Facility



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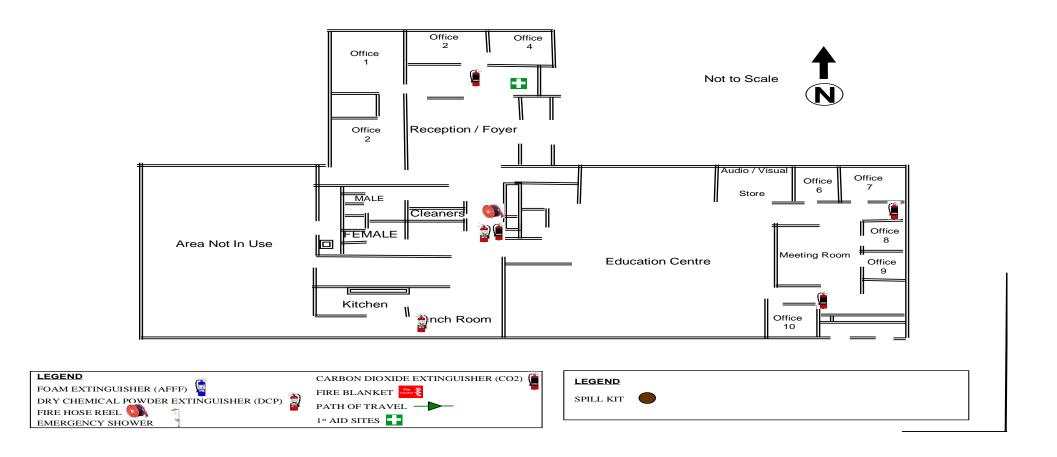




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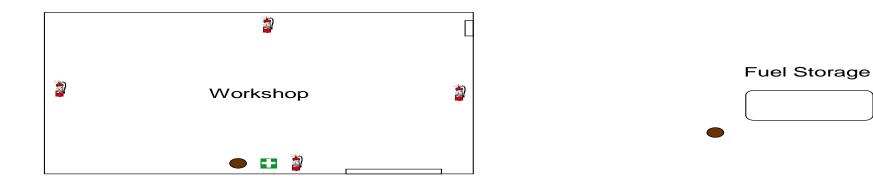


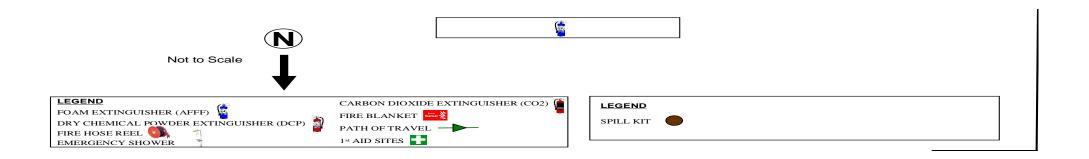
Administration Building





Workshop



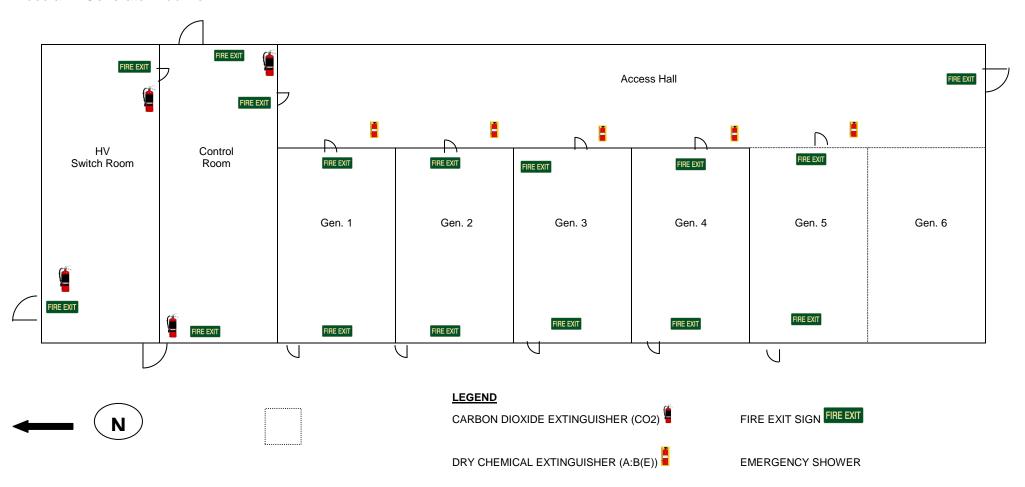


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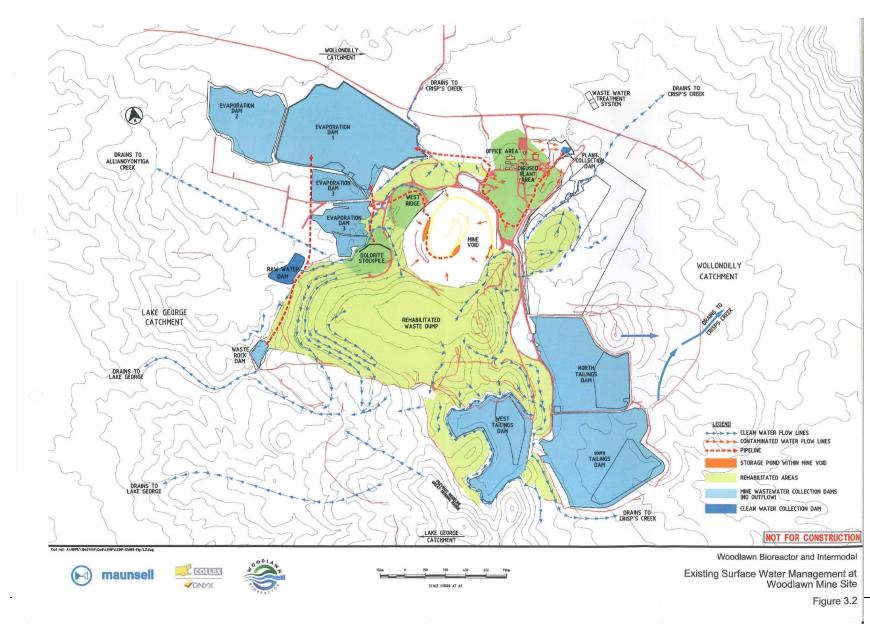


Woodlawn Generator Hub No.1

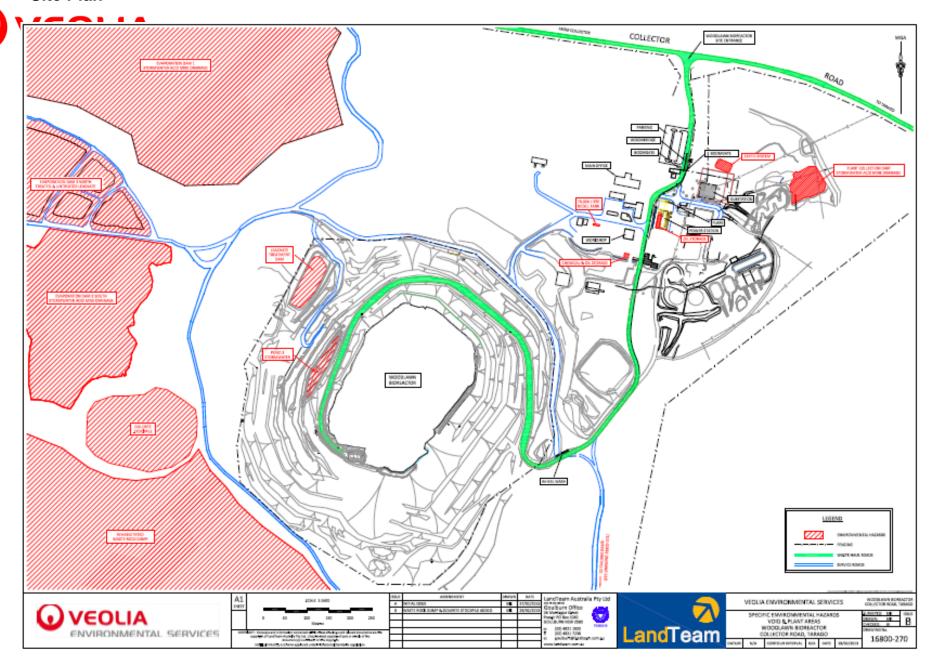


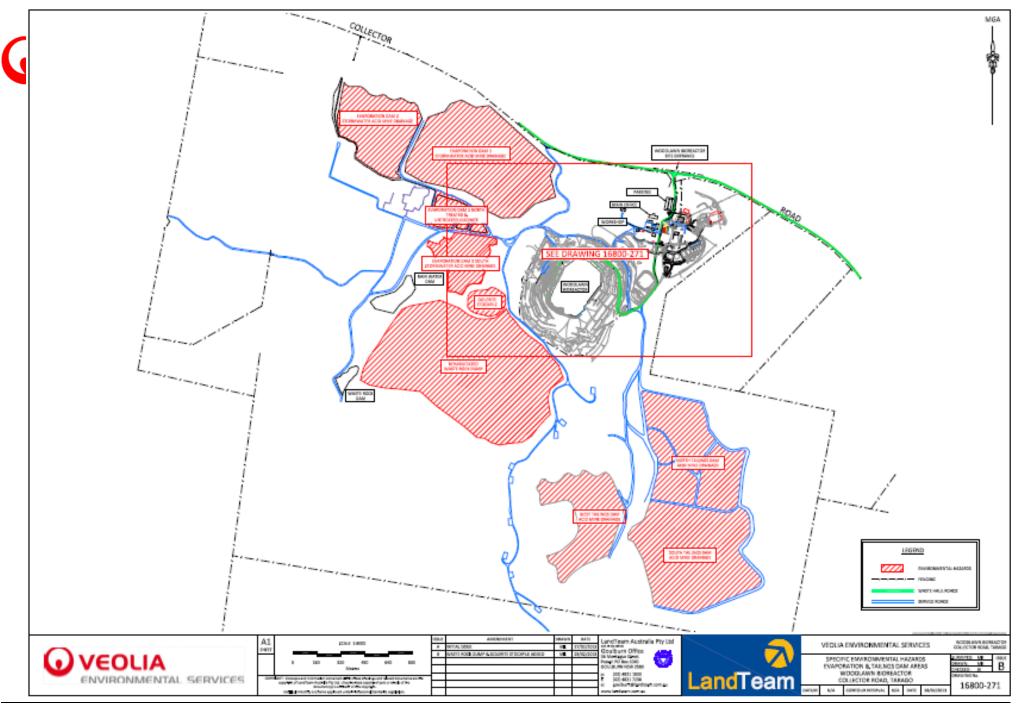


Surface Water Flows for Woodlawn Bioreactor



Site Plan







Appendix E: Portable fire extinguisher chart

Class of Fire	е	Α	В	С	(E)	F
Type of Fire		Ordinary combustibles (Wood, paper, plastics, etc.)	Flammable and combustible liquids	Flammable gases	Fire involving energised electrical equipment	Fire involving cooking oils and fats
Identifying Colours	Type of Extinguisher	Extinguisher Suitability				
RED	WATER	YES Most Suitable	NO	NO	NO	NO
OATMEAL Or RED WITH OATMEAL BAND	WET CHEMICAL	YES	NO	NO	NO	YES Most Suitable
BLUE Or RED WITH	ALCOHOL RESISTANT FOAM	YES	YES Most Suitable for alcohol fires	NO	NO	NO
BLUE BAND	AFFF TYPE FOAM	YES	YES Most Suitable except for alcohol fires	NO	NO	NO
RED WITH WHITE	AB(E) DRY CHEMICAL POWDER	YES	YES	YES	YES	NO
BAND	B(E) DRY CHEMICAL POWDER	NO	YES	YES	YES	YES
RED WITH BLACK BAND	CARBON DIOXIDE (CO2)	YES*	YES	NO	YES	YES
RED WITH YELLOW BAND	VAPOURIZING' LIQUID (fumes may be dangerous in confined spaces)	YES*	YES 5KG ONLY	YES	YES	NO

^{*}Carbon dioxide and vaporizing liquid extinguishers are not suitable for deep seated smouldering 'A' class fires.



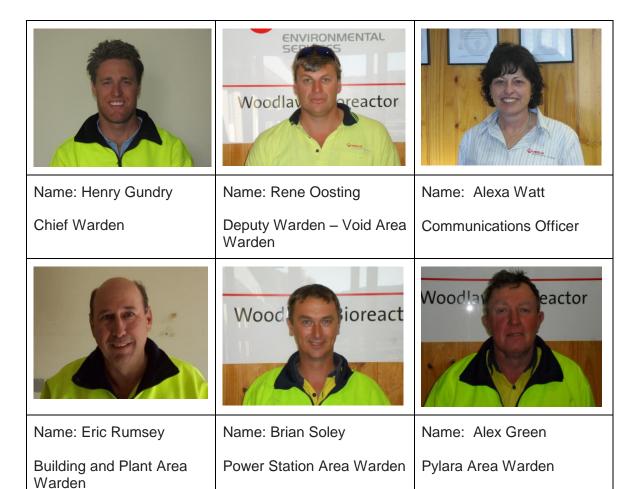
Appendix F - First Aid Stations & Car kits

Location	Type of kit		
	,		
Woodlawn Bioreactor			
Administration building	Type B Tackle box		
Laboratory building	Type B Tackle box		
Amenities block breezeway	Type B Tackle box		
Gate house (weighbridge)	Type B Tackle box		
, , , ,			
Workshop	Type B Tackle box		
•			
Power station	Type B Tackle box		
Void			
Red storage shed	Type B Tackle Box		
Green storage shed	Type B Tackle box		
Light vehicles			
Gas field dual cab Hilux	Type B Tackle box		
Gas field Landcruiser	Type B Tackle box		
Troopcarrier	Green vehicle kit		
Leading hand single cab hilux	Green vehicle kit		
Workshop single cab hilux	Green vehicle kit		
Maintenance Manager Holden Rodeo	Green vehicle kit		
Nissan Patrol	Green vehicle kit		
Toyota Hilux Dual Cab	Green vehicle kit		
Toyota Hilux Space Cab (call-out)	Green vehicle kit		
Heavy vehicles			
CAT Dump Truck	Green vehicle kit		
CAT Dump Truck	Green vehicle kit		
Loader 966A	Green vehicle kit		
Crisps Creek Intermodal Facility			
Site office	Type B Tackle box		
	Snake Bite Kit		
Pylara			
Workshop	Type B Tackle box		
Farm managers Landcruiser	Green vehicle kit		
	Snake Bite Kit		
Farm hand landcruiser	Green vehicle kit		
	Snake Bite Kit		



Appendix G: NSW Woodlawn Bioreactor Emergency Control

In Case of Emergency – Get to Know Your Emergency Evacuation Members





Appen0dix H: NSW Woodlawn Bioreactor First Aiders

In Case of Emergency – Get to Know Your Fellow First Aid Staff Members





Appendix H: NSW Woodlawn Bioreactor First Aiders

In Case of Emergency - Get to Know Your Fellow First Aid Staff Members

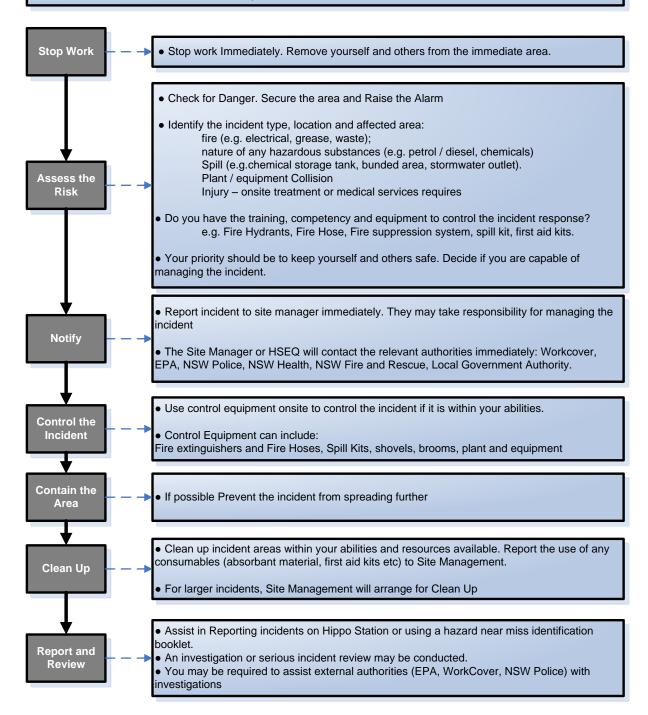




Appendix I: Emergency Response Flow Chart

Emergency and Environmental Incident Response Flow-Chart

This flowchart provides a basic guideline to emergency response. As such it cannot predict every emergency situation that could occur. Never place yourself or others at risk when following these procedures. Refer to your site Emergency Response Plan for further information.



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Appendix J: Communications Officer Emergency Response Check List

1	Receive first notification of emergency situation by phone or over radio by receipt of emergency phrase "Emergency, Emergency, Emergency,"
2	Acknowledge receipt of the message and ascertain nature and location of the emergency.
3	Cease work immediately, advising any irrelevant incoming calls that an emergency evacuation is being carried out and terminate the call.
4	Announce over Channel 15 followed by Channel 1 consecutively, that an emergency is occurring and request that the radio airways be kept clear for communications. Stand by for acknowledgements.
5	Ensure the ECO members are aware of the emergency situation and confirm they are responding as appropriate.
6	Situate yourself close to the radio and telephone with the emergency event log book on hand. If necessary, relocate to the evacuation point (car park) with hand held radio on Channel 15.
7	If required, notify emergency services by dialling 000, and ensure that access to site is made available when and where required, delegating as necessary.
8	Notify any other relevant authorities/agencies as directed by the Chief Warden.
9	Transmit and record instructions and information between the Chief Warden, Wardens and Building Occupants over radio Channel 15.
10	If a full site evacuation is required, initiate by activating the nearest fire alarm.
11	Gather records of all on site personnel by use of Kronos punch origin report, bundy cards and visitor/contractor sign in logs for roll call at the evacuation point.
12	Ensure administration building rooms/offices/toilets are clear of personnel, delegating where possible.
13	Vacate building to evacuation point when advised to do so by Chief Warden.
14	Assist Chief Warden with roll call and continue to follow any further directions.
15	Maintain a log of events throughout the emergency until advised to stand down by the Chief Warden.
16	Present log of events to Chief Warden to assist in preparation of a report on the emergency response for submission to site management