

Pollution Incident Response Management Plan - WL Eco-Precinct

MAN-16964-1

Issue Date: 01/07/2024

Pollution Incident Response Management Plan	
Tested on:	06/09/2023 (EPL 11455, EPL 11436, EPL 20476)
Tested by:	Jordan Gavel, Marea Rakete, Ray Choy, Justin Houghton

Purpose	The purpose of this Pollution Incident Response Management Plan (PIRMP) is to provide information to employees and the site to prevent and resolve pollution incidents that might reasonably occur at the Woodlawn Eco Precinct.
Scope	The PIRMP has been prepared in accordance with Part 5.7A of the Protection of the Environment Operations Act 1997 and Protection of the Environment Operations (General) Regulation 2009.
Review Frequency	Yearly

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Quality Information

Details:	Prepared by:	Reviewed By:	Authorised by:
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Position:	Environmental Advisor (Woodlawn Eco-Precinct)	Environmental Advisor (Woodlawn Eco-Precinct)	Woodlawn Eco-Precinct Facilities Manager (NSW Woodlawn Eco-Precinct)
Signature:			

Company:	Veolia Environmental Services (Australia) Pty Ltd
ABN:	20 051 316 584
Line of Business:	Waste
Facility:	Woodlawn Bioreactor
Address :	619 Collector Road, Tarago

Rev	Revision Details	Issued to	Date
0.1	First draft for internal review		
0.2	Second draft for internal review		
0.3	Final Draft		
0.4	Final		01/07/2023
0.5	Update		28/08/2024

Distribution List

Internal	
Veolia ANZ – National SHEQ	Veolia ANZ NSW SHEQ

External	
Fire Rescue NSW	Rural Fire Service
NSW Environment Protection Authority	NSW Health
NSW Department of Planning and Environment	SafeWork NSW

Environment Protection Licence (EPL) Details			
Name of Licensee:	Veolia Environmental Services (Pty) Ltd		
ABN:	20 051 316 584		
Company or Business Contact Details:	Name of person responsible: Justin Houghton Position or title: Eco-Precinct Facilities Manager Business Hours Contact Number: 02 8588 1360 After Hours Contact Number: 0448 830 798 Email: justin.houghton@veolia.com		
Website:	https://www.veolia.com/anz/our-facilities/treatment-plants/solid-waste/woodlawn-eco-precinct		
EPL No:	11436	11455	20476
Premises Name and Address:	Woodlawn Landfill 619 Collector Road Tarago NSW 2580	Crisps Creek Intermodal Facility Bungendore Road, Tarago, NSW, 2580	Woodlawn MBT Facility 619 Collector Road Tarago NSW 2580
Scheduled Activities on EPL:	Waste disposal (application to land)	Waste storage	Composting Resource Recovery Waste storage
Fee-based Activities on EPL:	Waste disposal by application to land	Waste storage - hazardous, restricted solid, liquid, clinical and related waste and asbestos waste Waste storage - other types of waste Waste storage - waste tyres	Composting Recovery of general waste Waste storage - other types of waste
Pollution Incident - Person(s) Responsible			
PIRMP Activation/Managing Response to Pollution Incident::	Name of person responsible: Raymond Choy Position or title: Eco-Precinct Environmental Manager Business hours contact number/s: 0472 571 387 After hours contact number/s: 0472 571 387 Email: raymond.choy@veolia.com		
Notifying Relevant Authorities/Managing Response to Pollution Incident::	Name of person responsible: Marea Rakete Position of title: Environmental Advisor Business Hours contact number/s: 02 8588 1362 After Hours contact number/s: 0411 345 712 Email: marea.rakete@veolia.com and/or Name of person responsible: Jordan Gavell Position or title: Environmental Advisor Business hours contact number/s: 0439 964 887		

After hours contact number/s: 0439 964 887
Email: jordan.gavel@veolia.com

Terms and Definitions

See definitions in the [BMS Dictionary](#) - Only definitions directly pertaining to this document are included.

Term	Definition
Emergency	Emergency is defined as a sudden, urgent, and unexpected event which threatens the safety or well-being of workers, other stakeholders, and the environment and requires immediate action
EPA	NSW Environment Protection Authority
EPC	Emergency Planning Committee
LMS	Veolia's Learning Management System
EC	The Emergency Commander assumes control of Veolia - Woodlawn and has the authority of the Eco-Precinct Manager.
ECT	Emergency Control Team
EO	The on-site Emergency Organisation supports the Emergency Commander and shall have the authority to issue instructions relevant to the control of an emergency.
EPL	Environment Protection Licence
ERP	The Emergency Response Plan is a control measure arising from hazard identification, risk assessment and control strategies aimed at minimising the risks arising from both onsite and off-site events.
ERT	Emergency Response Team
LMS	Learning Management System
ONRSR	Office of National Rail Safety Regulator
POEO Act	Protection of the Environment Operations Act 1997
(POEO (General) Regulation	Protection of the Environment Operations (General) Regulation 2009
PIRMP	Pollution Incident Response Management Plan
SOP	Standard Operating Procedure/s
Tableau	A learning and development reporting tool used to record all staff training records and competencies.
Worker	A person is a worker if the person carries out work in any capacity for Veolia, including work as: <ul style="list-style-type: none"> • Employee; • Contractor or subcontractor; • a worker of a contractor or subcontractor; • a worker of a labour hire company who has been assigned to work in the person's business or undertaking;

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| | <ul style="list-style-type: none"> • Apprentice or trainee; and • Students gaining work experience. |
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Section 1 Purpose and Objectives

In accordance with the POEO Act, the holder of an Environment Protection Licence must prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

Veolia operates in accordance with three Environment Protection Licences EPL 11455, EPL 11436 and EPL 20476 (EPL) issued by the NSW Environment Protection Authority (EPA) under the Protection of the Environment Operations Act 1997 (POEO Act).

The main objectives of this Plan are to:

- Outline the responsibilities and contact details of responsible persons during an emergency event;
- Guide appropriate responses to a specific pollution incident;
- Outline the communications and notification protocol for emergency events;
- Provide a Plan for the locations of site entrances/egresses and locations of hazardous materials;
- Identify the risks of hazardous materials kept on site; and
- Identify the management measures to control or minimise potential harm from hazardous materials.

In the event of a potential or actual pollution incident occurring as a result of the Woodlawn Eco-Precinct Site's licensed activities, implementing the PIRMP that meets the requirements specified under section 153A of the POEO Act and the POEO (General) Regulation will:

- minimise the risk of a pollution incident occurring as a result of licensed activities, as the risks would have been identified and the actions proposed to take to minimise and manage those risks and;
- ensure clear and effective notification, action and communication procedures are established to ensure the right people are notified, warned and quickly provided with updates and information they may need to act appropriately.

The requirements of the POEO (General) Regulation which are relevant to the PIRMP are tabulated in **Appendix D** of this Plan.

Section 2 Responsibilities Matrix

Veolia personnel and their respective responsibilities as they relate to this procedure are summarised in the table below.

Table 1: Veolia personnel key responsibilities

Management and Mitigation Measure	Responsibility	Inspection/ Timing
Availability of the Procedure		
Ensure that a copy of this Procedure is maintained at the construction site, in the site office, so that it is readily available to those responsible for its implementation.	Facilities Manager	At all times
Implementation of Environmental Incident Response Procedure		

If an environmental incident occurs in the course of an activity, ensure that the person carrying out the activity immediately implements the mitigation measures in this procedure.	Operational Managers	At time of incident
Incident Response		
Attend to the incident immediately, no matter how small	First responder	Immediately
If it is safe to do so, stop the cause of the incident at its source	First responder	Immediately
Contact the NSW Fire Brigade immediately on 000 if the incident involves a hazardous substance (such as a flammable or toxic substance) or if you suspect that the spill will escape to the environment	Operational Managers	As required
Implement corresponding mitigation measures for the type of incident	Site personnel	As required
Ensure that emergency vehicles can access the site at all times.	Operational Managers	At all times
Incident Reporting		
Determine if incident is considered to be material harm according to the POEO Act section 147	Environmental Personnel	Immediately
Record all incidents and ensure that they are reported to management	Site personnel	Within 24 hours
Classify Incidents using Veolia's Incident Management Procedure	Environmental Personnel	As soon as practicable
Report in accordance with Veolia's Incident Management Procedure	Environmental Personnel	
Record all incidents and ensure that they are reported to management	Site personnel	Within 24 hours
Classify Incidents using Veolia's Incident Management Procedure (refer Section 4) and report using the Incident Notification & Investigation Matrix	Facilities Manager/Environmental Personnel	High -Immediate Moderate –Within 4 hours Low Within-24 hours
Investigation		
Investigate the cause of each incident and ensure that precautionary action is implemented to reduce the risk of a similar incident occurring.	Facility Manager/Environmental Personnel	Within 24 hours
Testing of the Procedure		

Conduct incident response training on how to categorise and deal with various types of environmental incidents (refer Section 5).	Environmental Personnel	12 monthly plan test Spill response at induction
Ensure that this Procedure is tested within one month of any incident occurring.	Environmental Personnel	1 month after initial incident

Section 3 Eco-Precinct Overview

Veolia Australia and New Zealand (Veolia) operate the Woodlawn Eco Precinct, which is located approximately 40 km south of Goulburn and 50 km north of Canberra. The Woodlawn Eco-Precinct is comprised of the following operating plant areas:

Woodlawn Bioreactor & Landfill	619 Collector Road, Tarago	General Solid waste management and conversion of organics through biogas generation
Woodlawn Bio-Energy	619 Collector Road, Tarago	Biogas extraction 'blowers' supplying biogas engines and flares
Woodlawn Fish Farm	619 Collector Road, Tarago	Utilising waste heat from electricity generation for fish farming and aquaponic horticulture
Crisps Creek Intermodal Facility	Bungendore Road, Tarago	Rail/Road transfer terminal for containerised waste from Sydney
Leachate Treatment Plant (LTP)	619 Collector Road, Tarago	Treating liquids extracted from the bioreactor and discharging to evaporation dams
Pylara Farm	155 Collector Road, Tarago	Agricultural farm raising sheep, cattle and crops
Mechanical Biological Treatment Plant	619 Collector Road, Tarago	Organic waste treatment producing a composted product

3.1 Description and likelihood of hazards

A register of hazards is contained with the site's Environmental Risk Registers. The registers are reviewed on a regular basis. It contains:

- Identified environmental aspects;
- Potential impacts;
- Inherent (before taking existing controls into account) risk level for each impact; and
- Residual (after taking existing controls into account) risk level for each impact.

3.2 Potential incidents and hazards

Control measures to minimise or prevent the risk of harm to the environment or human health arising from landfilling and other operational activities are described in the table below.

Table 2: Potential hazards

Potential Hazard	Preemptive Measure	Likelihood Rating
Chemical Spill	<ul style="list-style-type: none"> • Inspections and Testing • Bunding 	Low
Leachate/Site Waters Overflow/Spill/Freeboard	<ul style="list-style-type: none"> • Monthly Dam Inspections • Leachate & Water Management Plan • Leachate Treatment Plant • Bunding • Leachate monitoring programme 	Low
Liquid tanker failure (Leachate)	<ul style="list-style-type: none"> • Using qualified truck drivers (Sterling Freight) • Trucks inspected before operation. • Work instruction available to operate leachate transfer pumps. • Spill kits available in areas for filling tankers. • Bunded area for loading. 	Low
Liquid Tanker Failure (Diesel)	<ul style="list-style-type: none"> • Pre-start is completed each time the operator uses it. • Work instruction available for diesel transfer to MBT tanks. • Spill kits available in areas for filling tanks. • No smoking near diesel tanker/tanks. • Tanks inspected before filling for leaks, damage, etc. 	Low
Dam Infrastructure Breach/Failure	<ul style="list-style-type: none"> • Physical Monthly Dam Inspections • Monthly surveys • Operations & Maintenance manual 	Low
Landfill Fire	<ul style="list-style-type: none"> • Firefighting Equipment • Diesel engines only permitted 	Low
Compost Fire	<ul style="list-style-type: none"> • Thermal cameras • Trigger alarm system • Temperature Probes • Firefighting Equipment 	Low

Solid Waste Spill/Litter	<ul style="list-style-type: none"> • Daily covering programme • Perimeter fencing • Waste disposal face minimisation 	Low
Water and Land Contamination	<ul style="list-style-type: none"> • Environment Protection Licences and Consent Conditions • Surface and Groundwater monitoring programme 	Low
Stormwater Pollution	<ul style="list-style-type: none"> • Stormwater Management Plan • Diversion/drainage discharge control measures 	Low
Gas power plant explosion	<ul style="list-style-type: none"> • Fire control system • Fire monitoring system • Online gas monitoring system • Double block valve • Main gas slam shut valve • Flashback arrestors in main gas line and flares • fire/smoke doors 	Low
Spontaneous combustion - landfill gas / refining product	<ul style="list-style-type: none"> • Personal gas monitors • Daily checks • Continuous landfill gas monitoring 	Low
Procedure failure	<ul style="list-style-type: none"> • Site Induction • Toolbox Talk 	Low
Septic System Failure	<ul style="list-style-type: none"> • Licensed • Services Quarterly • Annual checks 	Low
Bunding structure failure	<ul style="list-style-type: none"> • Inspections and Testing • Bunding 	Low

3.3 Pre-emptive actions

Pre-emptive actions are actions taken to minimise or prevent any risk of harm to human health or the environment. The following are the pre-emptive actions taken on site:

- Site inductions;
- Site Environmental Management Plan;
- Provision of training and competency assessment for VEOLIA Safe Operating Procedures;
- Provision and use of spill containment kits;
- Bunding as per requirements of the Bund Construction and Maintenance SOP for all chemical storage areas; and
- Where applicable all processes on site are undertaken in accordance with the relevant Australian Standard/s.

Pre-emptive actions are also detailed in the site's Environmental Risk Registers and are referred to as control activities.

3.4 Inventory of pollutants

Bulk chemicals stored on site are the major potential pollution sources. A full inventory of hazardous substances and dangerous goods held on site is maintained within the [Woodlawn Eco-Precinct Hazardous Substances & Dangerous Goods Register](#) and hard copies of the SDS can be found in the relevant area's register which is located with this Emergency Response Plan. Details on all hazardous substances stored on site are details in **Appendix B**. All SDS can also be found using chemalert with the web address <https://chemalert.rmt.com.au/veolia/>.

In the event of an Emergency the Emergency Commander will provide Emergency Services with the Hazardous Materials and Dangerous Goods Register and Manifest as requested. The tables in **Appendix B** indicate the maximum quantities held at Veolia Woodlawn and maps with DG Locations are attached in **Appendix A** Site Layout Plans.

3.5 Safety equipment

The following equipment is provided to prevent or control and assist with pollution incidents. The locations of these equipment are within the worksite and main site compounds as appropriate and are indicated in SEPs, where applicable:

- Spill Kits – in key locations across the Project;
- Safety Data Sheets (SDS) - in designated chemical storage containers/main site compounds; and
- Sediment control and containment equipment including sandbags, gravel, geofabric and sediment fences.

Other plant and equipment present at the site or sourced externally may be used in the management of any pollution incident, including for example excavators, sucker trucks etc. The equipment required to be utilised in response to a pollution incident would be determined by the Site Manager in consultation with the Environmental Manager.

Emergency Response Plans and maps are displayed in strategic locations within site offices/ notice boards, identifying safety equipment locations on-site (e.g. fire extinguishers, hose reels), assembly and evacuation points. SDS of materials are maintained in the Hazardous Materials and Dangerous Goods (including Hazardous Substance) Register and in chemical/material containers on-site.

3.5.1 Personal Protective Equipment

Veolia has the following safety equipment readily available to staff, used to minimise the risk to human health and the environment:

- Hard Hats;
- Safety glasses (tinted and non-tinted);
- Hats;
- Sun cream;
- Clothing (long sleeve, robust clothes);
- Safety boots;
- Respirators/Masks (P2 or greater);
- Overalls (disposable);
- Gloves (leather and synthetic); and
- Defibrillator.

All safety equipment is stored in the site office and available during working hours. As noted above, Breen has the inventory of hazardous substances and their SDS details available at the site office. Spill kits are in the workshop. Fire extinguishers are in all areas and mobile plant.

Each item of equipment operated on the site has a safe work method statement (SWMS) that contains specific risks and management methods to minimise risks to human health and the environment. These SWMS are routinely reviewed, discussed at site safety meetings and training on the SWMS is provided to all staff. These SWMS are available at the site office.

3.5.2 Fire Indication System

Veolia Woodlawn is protected by a monitored fire detection system. The Fire Indicator Panel is located in reception in the main administration building, including zone maps. Most structures on site are protected by the fire indicator system. The zone map is located in **Appendix B** Site Layout Plans. Fire panels at the LTP, MBT, Laboratory Building and Breezeway all connect through to the Main Fire Panel at reception. The Bioenergy plant is the only building not connected to this fire system. It is connected to SCADA for monitoring by site personnel.

Fire detection systems are checked regularly in accordance with the Woodlawn Eco Precinct Inspections and Testing Register.

3.6.3 Fire Fighting Equipment

Fire-fighting equipment including appropriate fire extinguishers located in all workshop areas, amenities, and main offices and on major plant and fuel storage areas.

The Fire extinguishers are to be of the appropriate type and positioned at pertinent locations with unrestricted accessibility. This equipment is to be colour coded in accordance with the relevant standards and situated with signage and guides for usage. This equipment is tested by an accredited service provider every six months. All Fire-fighting equipment is to be demarcated to establish clearance areas to enable clear and effective access to the equipment in the event of an emergency

All emergency response team members (as a minimum) are to be instructed in the use of the fire extinguishing equipment within 12 months of commencing employment, and thereafter at periods not exceeding 24 months by an appropriately accredited provider. The details of this training is recorded in Veolia's LMS. Refer to **Appendix B** Site Plans for locations of firefighting equipment that will be available at the Woodlawn Eco-Precinct.

3.5.4 Spill Kits

Oil spill containment equipment and spill kits that include mini booms, pillows, pads, absorbent particulate, disposal bags, gloves etc. Detailed equipment list is attached in **Appendix B** Site Plans or in the electronic [Spill Kit Register](#) here.

Oil and Chemical Spill Response Equipment is to be easily accessible at pertinent locations throughout the site. This equipment is to be situated with signage and guides for usage. A record of persons trained in the use of Spill Kits can be found in Veolia's LMS.

3.5.5 First Aid Kits

Fully stocked and certified First Aid Kits are located in various locations throughout the Eco-Precinct including light vehicles and Mobile plant and equipment (refer to **Appendix G** or [First Aid Kit Register](#)). Locations of Chemical Decon Showers and Eyebaths are shown in **Appendix B** Site Plans.

3.5.6 First Aid Treatment Room

The First Aid treatment room is located in the Amenities building near the bathroom amenities and crib room. Spinal boards, a defibrillator, oxygen, and comprehensive advanced first aid equipment is kept in this room. Personnel can be treated at the room and/or equipment can be collected for transport to affected persons requiring first aid treatment.

3.5.7 Gas Detection Devices

Within the Bioreactor, stand-alone gas detectors (CO₂, H₂S, LEL and CO) operate. Quality data can be viewed using the SCADA system accessing the detectors remotely. Within the Bioenergy Plant, engine enclosures are continuously monitored for LEL.

Personal gas monitors are also used on site. These monitors are serviced at regular intervals and details recorded. A record of persons trained in Gas Detection can be found in Veolia's LMS.

3.5.8 Breathing Apparatus

Breathing apparatus are used daily at the Bioreactor Landfill as part of the management and operation of the gas extraction system. Emergency rescue and spare kits are available inside the bioreactor void green container (sign posted) as well as at the refilling station in the Laboratory building at the Bioreactor site. The Breathing Apparatus is serviced at regular intervals and details recorded. A record of persons trained in the use of Breathing Apparatus can be found in Veolia's LMS.

3.5.9 Safety Data Sheets

Safety Data Sheets are located either:

- Throughout the site in designated SDS boxes and are in close proximity to the chemical they apply to; and
- On ChemAlert database that can be accessed through the Veolia intranet One-to-One homepage by clicking on "Essentials" and then the "Tools" in the drop box.

All site staff can access ChemAlert by registering with their email address. Select staff have access to modify the Woodlawn Eco Precincts SDS register, including the Plant Manager, the Process Manager and Process Engineers.

3.6 Minimising harm to persons on the premises

Any mitigation, clean up, corrective or preventive actions are to be undertaken in accordance with the ERP and relevant safety, emergency, incident and crisis management plans and procedures.

Harm minimisation measures on site are actions or measures which are taken to minimise the harm to humans or the environment in the event of a pollution incident on site. The following is a list of the harm minimisation measures on site:

- Emergency Response Plans including evacuation diagrams and emergency evacuation point locations;
- Emergency Response plan training and exercises as per the requirements of the Emergency Management Procedure;
- Trained and accredited First Aiders and Wardens;
- Provision of fire-protection systems including fire fighting equipment;
- Availability of Veolia personnel with environmental management knowledge for the purposes of assessing environment impact in the event of a pollution incident;
- Local medical facility contact;

- Site warning alarm system;
- Siren and Loudspeaker; and
- Phone communication.

The response procedures can be found in **Appendix C**.

3.7 Maps

Maps have been provided in **Appendix A** which show:

- Location of premise to which the licence relates;
- Stormwater channels and drains;
- Surrounding area potentially affected by a pollution incident; and
- Location of potential pollutants on Premises.

Section 4 Pollution Incident Response

4.1 Plan activation

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying on the activity will immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

Section 147 of the POEO Act specifies the meaning of material harm to the environment as below:

(1) For the purposes of this Part--

(a) harm to the environment is material if--

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

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

(b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

(2) For the purposes of this Part, it does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.

In addition to the site contacts listed in **Section 4.2**, Veolia's SHEQ personnel are primarily responsible for activating the PIRMP.

4.2 Establishing control

Incident control refers to the overall direction and management of an incident. For every incident a Controller is nominated, who is responsible and accountable for all activities necessary for the resolution of the incident.

Any person discovering an emergency incident, requiring emergency assistance, fire or other dangerous hazard **must** immediately contact the Eco-Precinct Manager or Site operations managers and Supervisor/Leading Hands with the location and nature of emergency, number of persons and assistance required by raising in person, UHF radio or other means.

The Emergency Commander assesses the emergency and classifies the level of emergency (refer to Table below). This will determine if the Emergency Services may, should or must be contacted. This must occur for an emergency deemed a site or external emergency. The Emergency Commander may activate the Plan (or elements of) for a local emergency as required.

Table 3: Emergency levels

Local Emergency	Site Emergency	External Emergency
An emergency where the impacts on people, property and the environment are expected to be confined to a specific location within the Eco-precinct and no escalation is expected.	An emergency where the impacts on people, property and the environment extend beyond a specific location within the Eco-precinct or escalation is expected to spread to / or affect other locations within the site or all parts of the facility, but not off-site.	An emergency where the impacts on people, property and the environment are expected to impact both within the facility and beyond the boundaries of the Eco-precinct.
Emergency Services May be Required	Emergency Services May be Required	Emergency Services May be Required
<p>Examples:</p> <ul style="list-style-type: none"> • Small localised fire that can be extinguished using a portable extinguisher. • Minor spill (i.e. can be contained using portable spill kits). • Planned smoke or fumes that are contained and can be vented to a safe location. • Plant or structure failure not endangering personnel or operations. 	<p>Examples:</p> <ul style="list-style-type: none"> • Larger fire activating automatic suppression system; use of hose reels and containers to the building. • Moderate spill (i.e. one contained to a purpose-built bund onsite). • Unplanned smoke or fumes that are uncontained, present a risk to personnel and may require specialist venting equipment. • Plant or structure failure and requiring specialist recovery. 	<p>Examples:</p> <ul style="list-style-type: none"> • Any large or uncontrolled fire following activation of automatic fire suppression systems or risk of spread to adjoining buildings and off site. • Any uncontained liquid spill and potential to enter off site water courses. • Unplanned smoke and fumes, affecting personnel and requiring specialist recovery personnel and venting equipment. • Plant or structure failure, trapping personnel or resulting in an unsafe state.

4.3 Actions to be taken during or immediately after a pollution incident

To mitigate potential risks to human health and/or the environment immediately after a pollution incident, the steps in the table below will be followed. These steps include early warning, updates and actions to be taken during or immediately after a pollution incident to reduce risks to human health and/or the environment.

Table 4: Immediate actions

Step	Action	Responsibility
1	Immediately advise key contacts that pollution has occurred or is occurring. Direct verbal contact must be made. Where a person is not able to be contacted, the worker is to attempt to contact the next listed person until contact is made. Note: sending an SMS/text/email and/or leaving a voicemail message does not constitute contact	All personnel
2	Immediately notify key contacts that pollution has occurred or is occurring	Environmental Manager
3	Immediately notify authorities of the pollution incident.	Environmental Manager
4	Implement actions to minimise and control any pollution and ensure the safety of site personnel, neighbours and the community.	All personnel, with leadership from Site Manager, Environment /Safety personnel
5	Implement action to clean up pollution and dispose of waste appropriately.	Environment/Safety personnel with Site Supervisors (including subcontractor's personnel)
6	Determine if neighbours or the community are affected and method of community notification.	Environmental Manager
7	Notify neighbours and the community of the pollution incident (if required).	Environmental Manager

A summary of the standard pollution incident response process can be found in the Woodlawn PIRMP Flowchart below (**Figure 1**).

Environment/Safety personnel with Site Supervisors (including subcontractor's personnel) will implement action to clean up pollution and dispose of waste appropriately as required. Staff responses to a variety of emergency response scenarios are detailed in **Appendix C**.

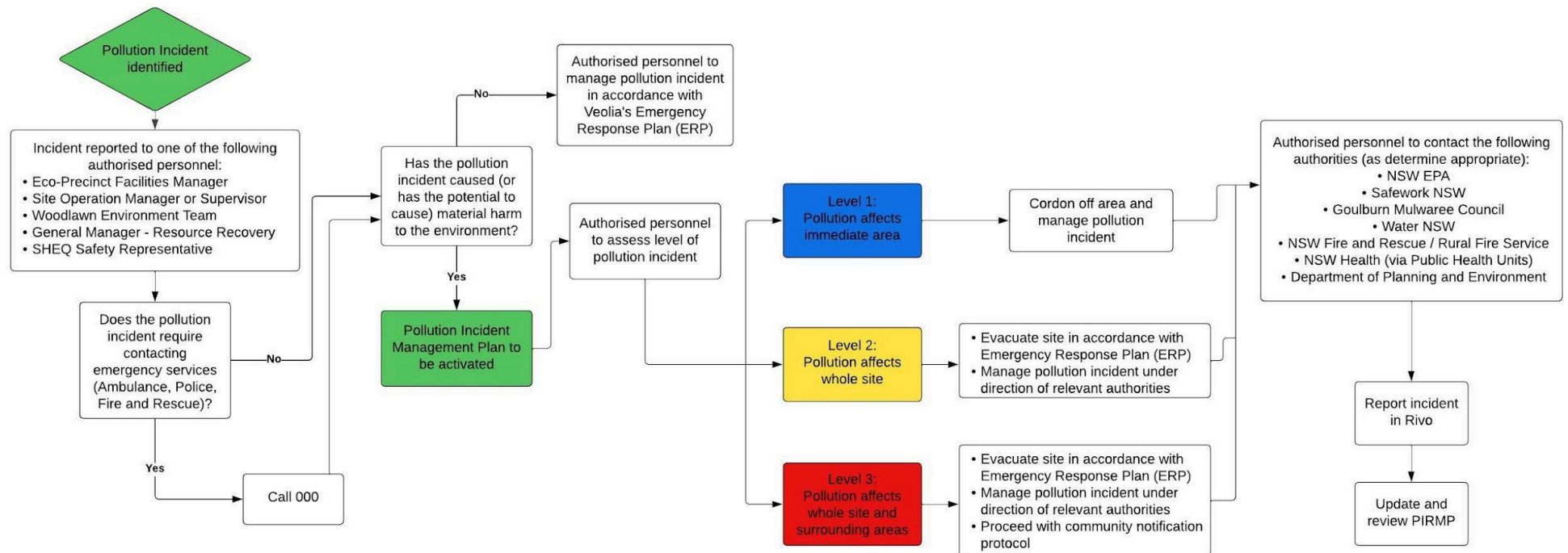
4.4 Notification and reporting

Under section 148 of the POEO Act, Veolia has a duty to immediately notify (i.e. via phone) each of the relevant stakeholders below of a pollution incident if there is a risk of material harm to the environment.

Licensees are required to report "material" pollution incidents immediately instead of "as soon as practical". Licensees must notify each relevant authority about any incidents deemed to be "material", not just the appropriate regulatory authority under the POEO Act. An incident will be deemed to be significant, requiring external notification and reporting if it results in or involves:

- **Material Harm** – harm to the environment is material if it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- **Actual or potential loss or property damage** of an amount, or amounts in aggregate, exceeding \$10,000.
- **Hazardous Substances** – Any substance present in the workplace, which is on the National Occupational Health and Safety Commission's list of Designated Hazardous Substances [NOHSC: 10005] or may be classified as such using the Approved Criteria for Classifying Hazardous Substances [NOHSC: 10008].

Figure 1: Woodlawn PIRMP Flowchart



4.4.1 Internal contacts

Internal notifications are made to assist business units and teams to make decisions and plan and prioritise during an incident. The person delegated as Incident Manager is responsible for activating the emergency plans and managing the responses.

The on-call contact details for Veolia Woodlawn personnel responsible for activating the plans and managing the response including notifying the above authorities are listed below.

Table 5: 24-hour Veolia contact list

Name	Position	Contact Number
Justin Houghton	Eco-Precinct Manager	0448 830 798
Rebekah Sweeney	Bioreactor and WBE Manager	0497 160 260
Rene Oosting	Bioreactor Operations Manager	0408 432 569
Roberts Mariathas	MBT Site Manager	0428 752 359
Ryan Phillips	MBT Process Engineer	0459 278 408
Marc Williams	MBT Operations Manager	0436 343 089
Callum Simpson	LTP Site Supervisor	0428 619 166
Alex Djikic	Pylara Farm Manager	0428 252 582
John Wray	SHEQ Advisor	0419 908 472
Marea Rakete	Environmental Advisor	0411 345 712
Jordan Gavel	Environmental Advisor	0439 964 887
Raymond Choy	Woodlawn Environment Manager	0472 571 387
Carmen Loecherer	General Manager Resource Recovery - NSW	0409 766 470
Mitch Hangar	Principal Dam Engineer - Resource Engineering Consultants	0413 474 515

Contact details are also displayed as posters at various locations on site, to improve accessibility during an emergency.

These 24-hour site contacts, listed in the table above, are authorised to contact the relevant agencies and government authorities when required. They are also responsible for activating and managing the response to a pollution incident.

4.4.2 Regulatory authorities (External)

Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in the case of a pollution incident that causes or threatens to cause material harm to the environment.

Pollution incidents must be notified via phone immediately in the order listed below:

Table 6: Relevant authorities contact list

Name	Contact
NSW EPA	131 555
State Emergency Service	1300 737 326
Dams Safety NSW (If ED1 emergency)	0403 681 645
SafeWork NSW	131 050
Goulburn Mulwaree Council	02 4823 4444
Fire and Rescue NSW / Rural Fire Service	000
Water NSW	1300 081 047
NSW Health	(02) 4825 4944
Department of Planning and Environment	1300 420 596

Note: Section 150(2) of the POEO Act provides that the information contained in a notification is to be the information known when the notification occurs. Therefore, if information becomes known between the immediate notification given verbally and the time when written notification is required to be given, that new information will be required to be notified immediately after it becomes known and to be included in the written notification.

Note: If the pollution incident required immediate assistance from emergency services (i.e. 000 was called), Fire and Rescue (NSW) do not need to be called again.

Note: The local council and public health unit will vary depending on the location of the pollution incident. For mobile Plant licences the PIRMP will need to include the person or people who are responsible for identifying the local authority and nearest public health unit.

4.4.3 Written notification

The verbal notification must be followed by a written notification within 7 days of the date on which the incident occurred. This written notification must contain all of the information required under section 150 of the POEO Act.

Veolia also has written notification requirements under the provisions of the Woodlawn Expansion Projects Project Approval 10_0012, Woodlawn MBT Project Approval 06_0239 and EPLs; these requirements are summarised below.

Table 7: Regulatory written reporting requirements

Notification Trigger	Party to be Notified	Time Period	Regulatory Condition
Environmental harm	NSW EPA	Within 7 days of the date on which the incident occurred	EPL 11436 <i>Cond. R2</i> EPL 20476 <i>Cond. R2</i> EPL 11455 <i>Cond. R2</i>
*Incident	DPE	Within 6 days of the	MP 06_0239 Schedule

		incident	4, Condition 4
*Incident	DPE	Within 7 days of the incident	MP10_0012 Schedule 7, Condition 8

Note: *incident is defined as a set of circumstances that (i) causes or threatens to cause material harm to the environment; and/or, (ii) breaches or exceeds the limits or performance measures criteria in the consent [MP 10_0012. Written notification requirements are the responsibility of the site Compliance Officer or alternate delegate if required.

4.5 Communicating with neighbours and the local community

The mechanisms that will be used for providing early warnings and regular updates to the owners and occupiers of premises who may be affected by a pollution incident occurring on site are detailed in Communicating with Neighbours and the Local Community work instruction WIS-3947. The work instruction is publically accessible on Veolia's website www.veolia.com/anz.

Veolia will interface with neighbouring tenants, Develop Resources and Infigen Energy through this plan. In the case of a notifiable emergency at the Woodlawn Eco-Precinct, the Emergency Commander will contact and alert the relevant Emergency Services and Regulators, as required.

Communicating with neighbours and the community in the event of an environmental incident is vital as they have a right to know about any spill that can potentially lead to material harm to their properties or themselves. The Woodlawn Eco-Precinct's immediate neighbours and community contacts are listed below.

Table 8: Eco-Precinct neighbours/Community contact list

Neighbour	Contact Name	Mobile	Landline
Develop	Chris Taylor	0430 246 601	02 4816 6314
Essential Energy	Operations		02 6122 3007
Infigen Energy (Iberdrola Pty Ltd)	Michael Johnson		0488 090 953
Pylara Farm	Alex Djikic	0428 252 582	02 4849 4354
Community Liaison Committee (CLC)	CLC Coordinator		02 8588 1360
Fairfax Family			02 4844 6213
Hallam Family			02 4844 6294
Gundry Family (Willeroo)			0400 233 592

The Woodlawn Eco-Precinct Emergency Commander will be the contact point for Develop Resources, Infigen Energy and Emergency Services to notify the Woodlawn Eco-Precinct of any emergencies.

4.6 Preservation of scene

The State regulator SafeWork NSW has authority under the *Work Health Safety Act 2011* to investigate notifiable incidents. The NSW Police Force also has investigative powers for death and serious injury.

In summary, the Emergency Commander is to preserve the emergency scene (including all related services and equipment) as far as is practicable to allow a thorough investigation into the cause and outcomes of an incident or emergency. This does not prevent the EO from providing first aid, rescuing persons or stabilising structures and plant from further damage.

4.7 Media and public relations

No site worker/manager is to communicate with any member of the media or public unless authorised. Any external requests for information relating to the emergency from sources, other than local regulators or emergency services personnel will be directed to Veolia's Marketing and Communications team who will prepare press releases or debriefings for neighbouring properties as required.

4.8 Post incident activities (debrief)

Following any adverse event or evacuation drill, the Emergency Commander will arrange a debriefing session with all EO personnel, and where appropriate, with any attending Emergency Services. EO personnel, in liaison with the site SHEQ Officers, will conduct a formal review of the emergency, determine the actions to be taken to improve procedures and update the Emergency Management Plan as required.

Each emergency event shall be formally reported through the EPC to the relevant site Management Team/s for assessment and review. The Emergency Commander is to ensure that an incident report is prepared and submitted within 48 hours from the conclusion of the emergency incident.

The Emergency Commander is responsible for convening the debriefing, which is aimed at determining if the emergency procedures were executed effectively. The debriefing is in addition to the incident investigation which will focus on why the event occurred and recommending actions to prevent a recurrence.

Basic information obtained during the debriefing should include:

- Who raised the alarm and how?
- How did people respond to the alarm?
- Were resources used effectively?
- Do the emergency procedures require revision?
- Did Team Leaders / Contractor Managers and other Emergency Response persons carry out their functions effectively?

Section 5 Testing and Training

The main objective of PIRMP staff training is to inform staff on how to effectively respond to pollution incidents. Staff training can be delivered in various ways including:

- Induction process;
- Toolbox talks;
- Desktop scenario exercises;
- Formal staff training on incident management; and/or
- On-site pollution management exercises

All Veolia personnel are trained to respond to emergency scenarios, including pollution incidents. Changes to the PIRMP are communicated through staff training. Staff training takes the form of ensuring staff are aware of the location of the plan and its contents. It also ensures that the relevant contact personnel are known by staff in the case an incident occurs.

5.1 Staff training

During an emergency, the smooth operation of the emergency procedures is achieved only if all members of the Emergency Organisation and ALL other occupants are thoroughly familiar with what is expected of them. Therefore, it is necessary to institute education, training sessions and periodic exercises to test the organisation, the procedures and occupant responses.

The objectives of ongoing training are to provide staff with knowledge of the plan's procedures and an understanding of their roles and responsibilities in the event of an emergency situation so that they may effectively carry out their duties. The table below identifies the specific training requirements by role, including the regulatory expectations for the maintenance of those skills through regular training.

Table 9: Emergency organisation training matrix

Audience	Training Scope	Frequency
Emergency Planning Committee	<ul style="list-style-type: none"> Roles and responsibilities of the EPC and EO Regulatory expectations of the EPC 	Annually
Emergency Organisation (EO)	<ul style="list-style-type: none"> Roles and responsibilities of the EPC and EO including decision making, command-control, coordination of communications, use of communications equipment, and record keeping Procedures for specific emergencies Liaison with Emergency Services Coordination of Evacuation activities Implementation of post-emergency activities 	Every 6 months
ALL other officers	<ul style="list-style-type: none"> Authorities, roles, responsibilities and identification of EO members Occupant/staff responsibilities during an emergency, recognising and reporting unsafe conditions, and correcting unsafe conditions when appropriate The types of emergencies contained in the emergency plan, and specific procedures including how to report emergencies, activation of alarm systems etc. Reacting safely to emergencies and alarms Evacuation procedures including the location of internal and external staging and assembly areas, and egress routes as contained in the emergency plan Post-emergency protocols Procedures for specific emergencies 	Annually
Contractors, Affiliates and Visitors	<ul style="list-style-type: none"> The inducting Veolia officer is responsible for briefing all affiliates on what is required of them in an emergency. The host Veolia officer is responsible for briefing all affiliates on what is required of them in an emergency. 	

Additional skills acquisition and skills maintenance training is required for certain competencies, and certain work roles including:

- First Attack Firefighting;
- First Aid, Advanced First Aid, CPR and Defibrillation;

- Spill Response;
- Heights Rescue;
- Gas Detection;
- Self-Contained Breathing Apparatus;
- Low Voltage Rescue; and
- PIRMP.

All personnel training records in these competencies can be found in Tableau. All relevant employees are trained in Incident and Emergency management. The training consists of two major components:

- Theoretical module – I&E Management Manual training
- Practical component – participation in the PIRMP scenario simulations.

Further training on the implementation of the PIRMP and identified site specific risks/hazards include:

- Toolbox talk/classroom/practical exercise
- Spill Kit and Spill Response Training

Training records will be maintained on the Woodlawn Eco Precinct Training matrix and in the staff personal folders. For further details refer to Eco-Precinct Emergency Response Plan [MAN-6297](#).

5.2 Testing and updating of the PIRMP

It is a legal requirement to test the plan every 12 months and within one month of any pollution incident. Testing of the PIRMP will be integrated into other emergency and incident testing and training programs and may include a desktop simulation, practical exercise or drill.

The Environmental Manager shall determine the method and date of testing, and shall coordinate the test, including advising all relevant personnel as required prior to the test. As a minimum the PIRMP shall be tested at least once every 12 months or whenever there is a significant change to site activities.

Additional testing may occur at the discretion of the Environmental Manager and will be carried out in such a manner as to ensure the information included in the plan is accurate and up to date and that each plan is capable of being implemented in a workable and effective manner.

Testing will be undertaken:

- On an annual basis as part of a mock exercise;
- Within 1 month following an incident that results in activation of the PIRMP (this may be desktop-based review).

A report detailing a record of the testing of the PIRMP will be prepared after each test of the PIRMP. The report shall recommend amendments to the PIRMP, if required, to ensure that the PIRMP is workable and effective in achieving the stated objectives. The PIRMP Test Report may also recommend amendment to other plans and procedures associated with the test. PIRMP testing details are provided in the table below.

Table 10: PIRMP testing details

Date tested	Tested by	Details of test (e.g. nature of the test, involvement of other agencies)	Findings of test, including issues identified	Next scheduled testing date (must be within 12 months from current test)

23/08/2022	Marea Rakete (Enviro Advisor)	Desktop Test - ED3S-S overflow of treated leachate due to valves accidently being left open causing minor overflow.	Key personnel contact details were not current and required updating.	30/08/2023
06/09/2023	Jordan Gavel/ Marea Rakete (Enviro Advisor)	Desktop -MBT Leachate Aeration Pond overflow/overtop into the catch drain/ Stormwater Channel. Potential discharge offsite	Document was reviewed and updated 01/07/2023.	06/09/2023

Section 6 Availability of Plan

The PIRMP is available in printed form at the premises. An electronic copy of the PIRMP is also available on the Business Management System (BMS). The PIRMP is publicly available on the company website and will be made available at the request of an authorised EPA officer, response agencies during an incident, and members of the public on request.

The copy of the full PIRMP and associated reference documents are located in the prominent locations below:

- At the Front Entrance to Woodlawn Eco-Precinct - Site
- Main Administration Office and HAZMAT Boxes; and
- Electronic copy on server

This PIRMP is also publicly available on the Veolia website location below:

<https://www.veolia.com/anz/our-services/our-facilities/landfills/woodlawn-bioreactor-facility>

Section 7 Review and Document Control

The PIRMP will be updated by the Environmental Manager in response to the following:

- Any recommendation made in the PIRMP test report;
- Any changes in law that necessitate amendment to the PIRMP; and
- Whenever this plan has been used to conduct an exercise or drill, details shall be recorded and retained on file. Identified improvements will be included in future revisions of this plan.

Table 11: Details of PIRMP updates

Date update occurred	Revision Number	Prepared By	Reviewed By	Approved By	Reason for Update	Details of Update
01/07/2023	1	Jordan Gavel	Marea Rakete	Ray Choy	Removal of PIRMP from ERP/Personnel change	PIRMP removed from the ERP and now a stand alone document

Section 8 Reference and Related Documents

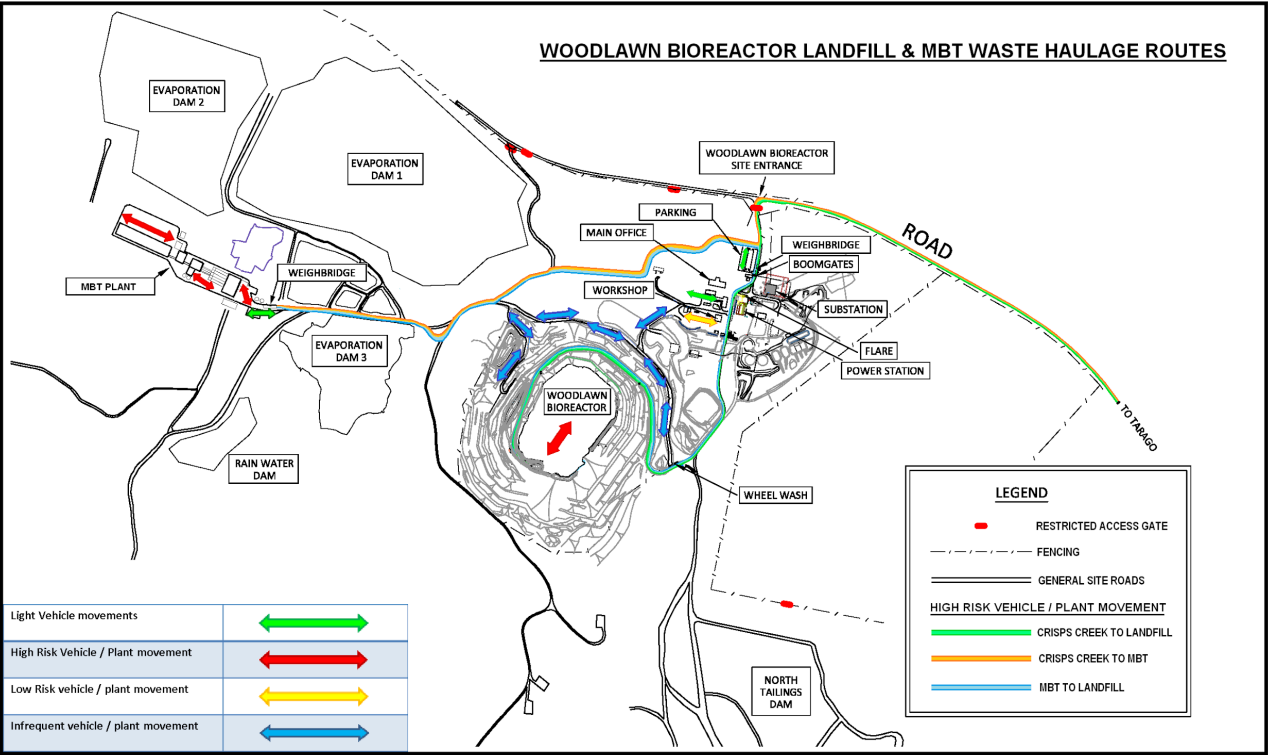
Document Code/ Reference	Document Name
<u>PRO-325</u>	Crisis Management Procedure
<u>PRO-824</u>	Emergency Management Procedure
<u>PRO-317</u>	Incident Management Procedure
<u>PRO-236</u>	Working at Heights Procedure
<u>PRO-123</u>	Hazardous Materials - Delivery Storage & Handling Procedure
<u>PRO-126</u>	Chemical Spill Response Quick Guide
<u>TEM-354</u>	Emergency Bomb-threat Checklist Template
<u>PRO-263</u>	Risk Management Procedure
<u>MAN-10139</u>	NSW Crisis Management Plan
<u>MAN-11547</u>	NSW Pollution Incident Response Management Manual
<u>TEM-339</u>	Incident/Emergency/Crisis Log Template
External	Guideline: Pollution Incident Response Management Plans (NSW EPA, March 2022)

Appendix A Site Layout Plans

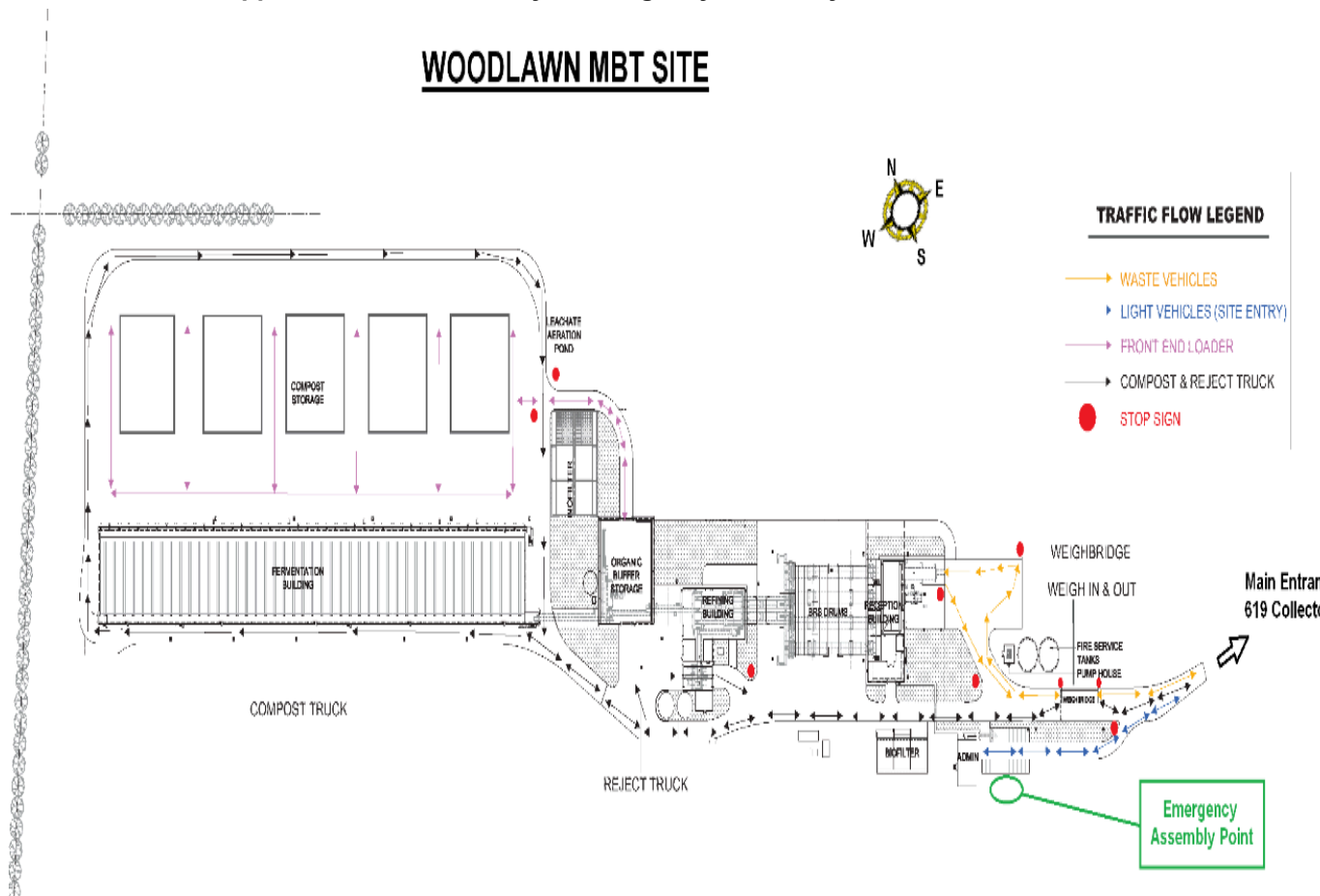
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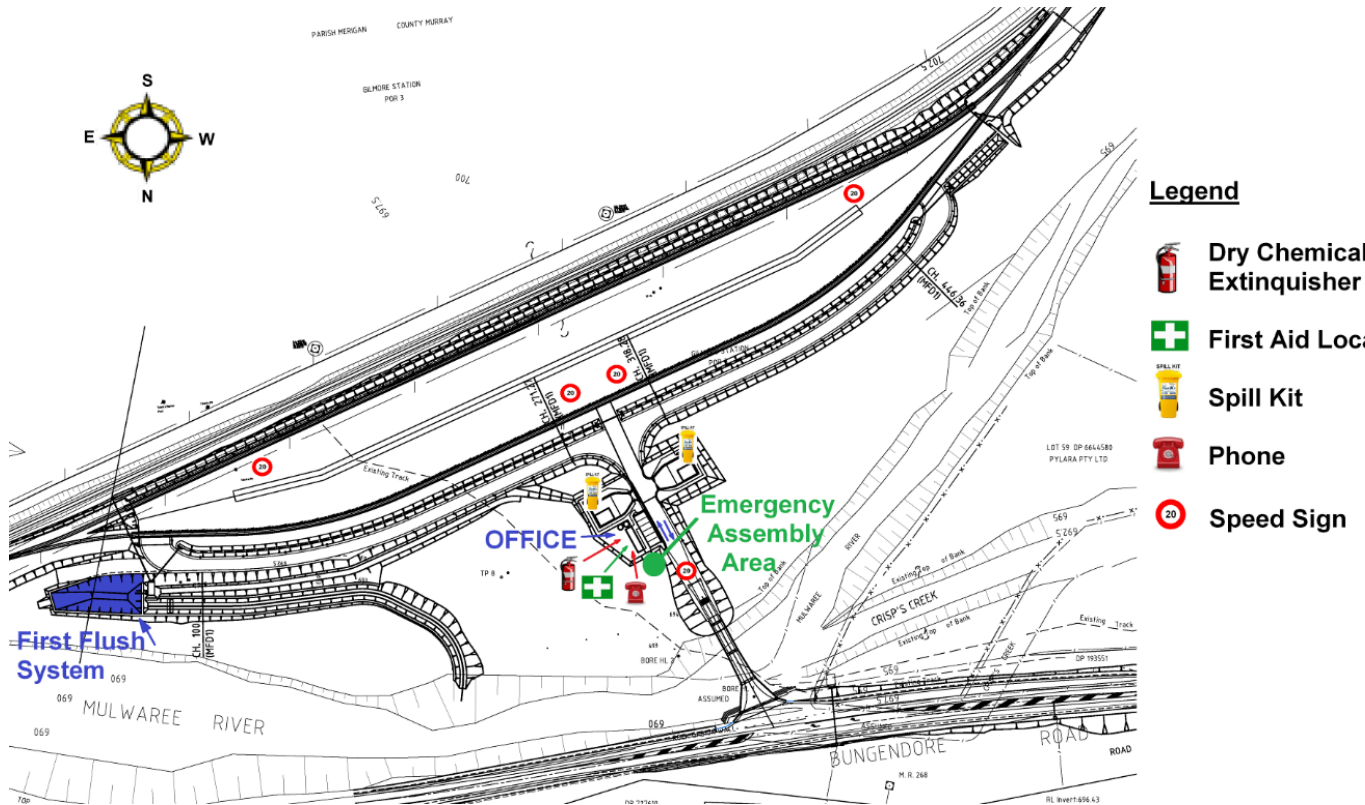
Appendix A.3 Eco-Precinct Waste Haulage Routes



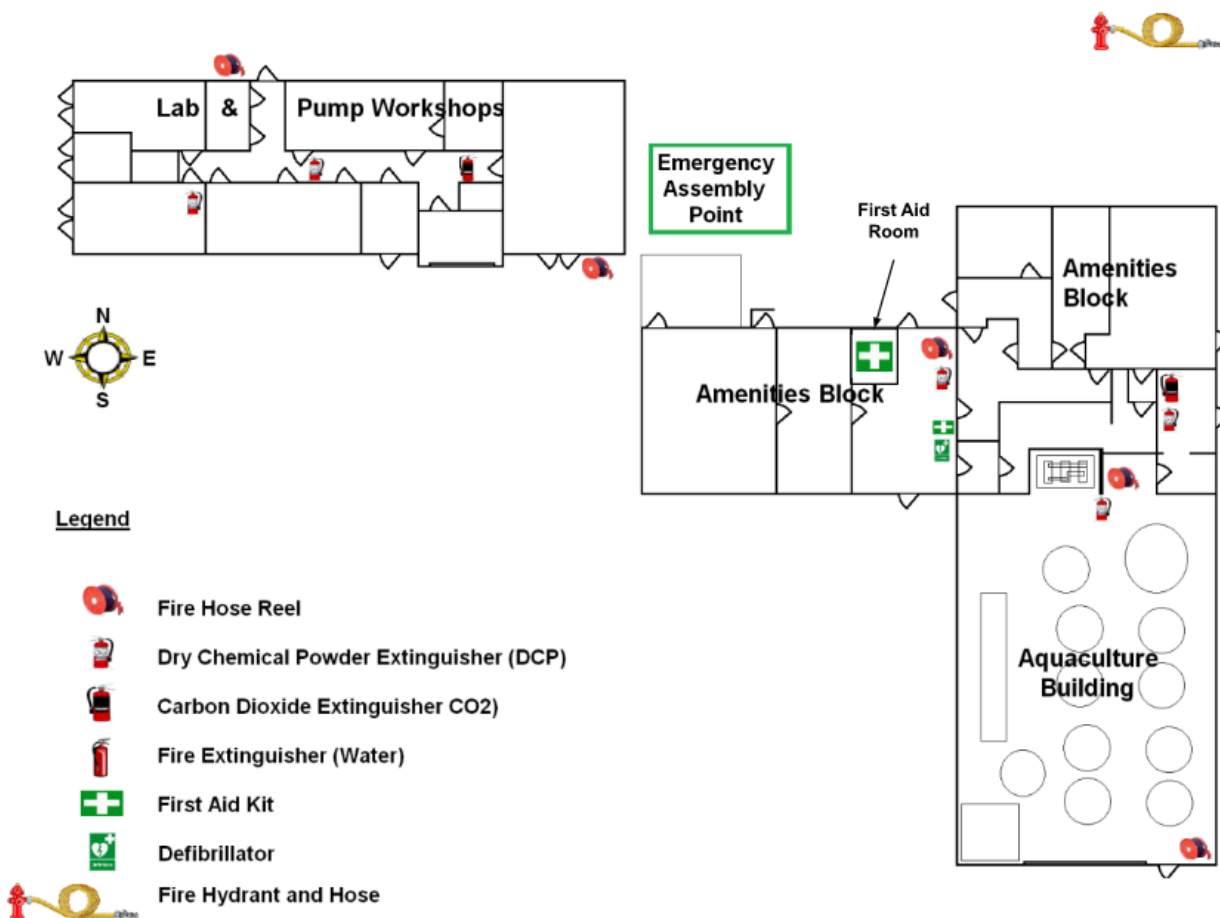
Appendix A.4 MBT Facility – Emergency Assembly Point



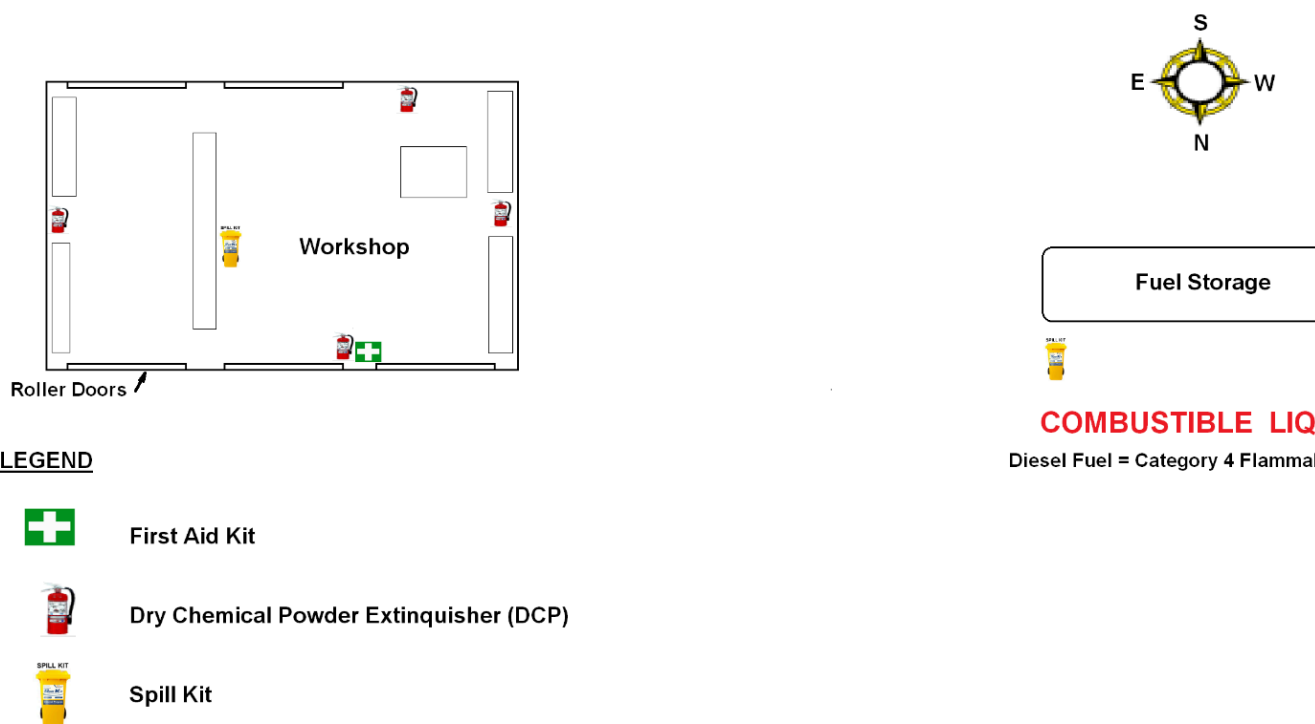
Appendix A.5 Crisps Creek Intermodal Facility – Emergency Assembly Point & Emergency Equipment



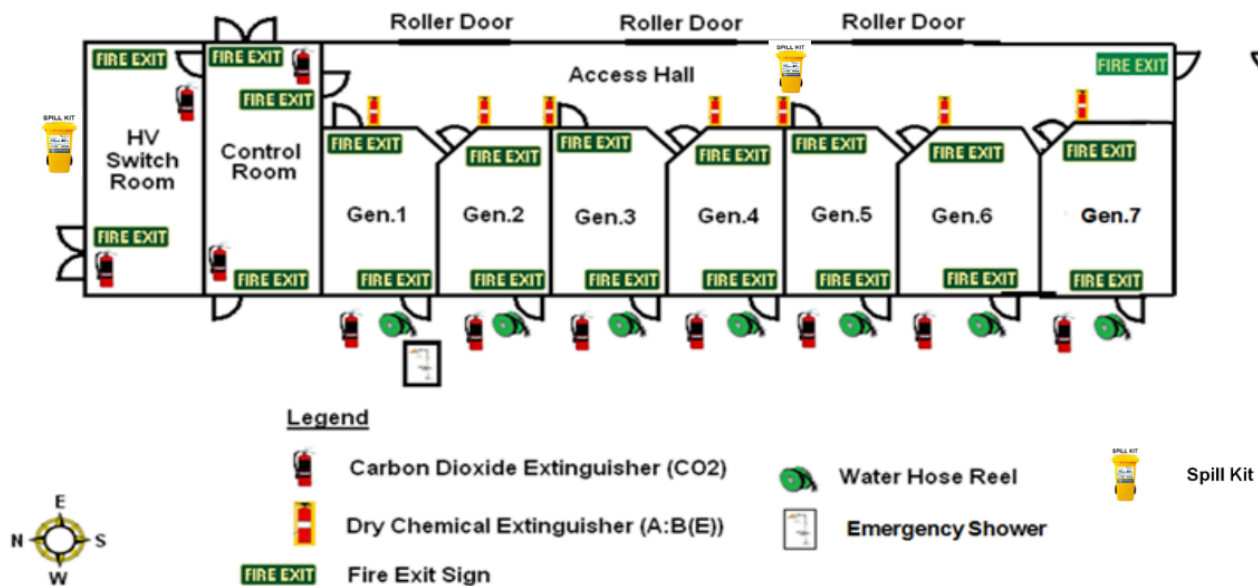
Appendix A.6 Bioreactor Laboratory / Pump Workshop & Workers Amenities / Aquaculture Building – Emergency Equipment



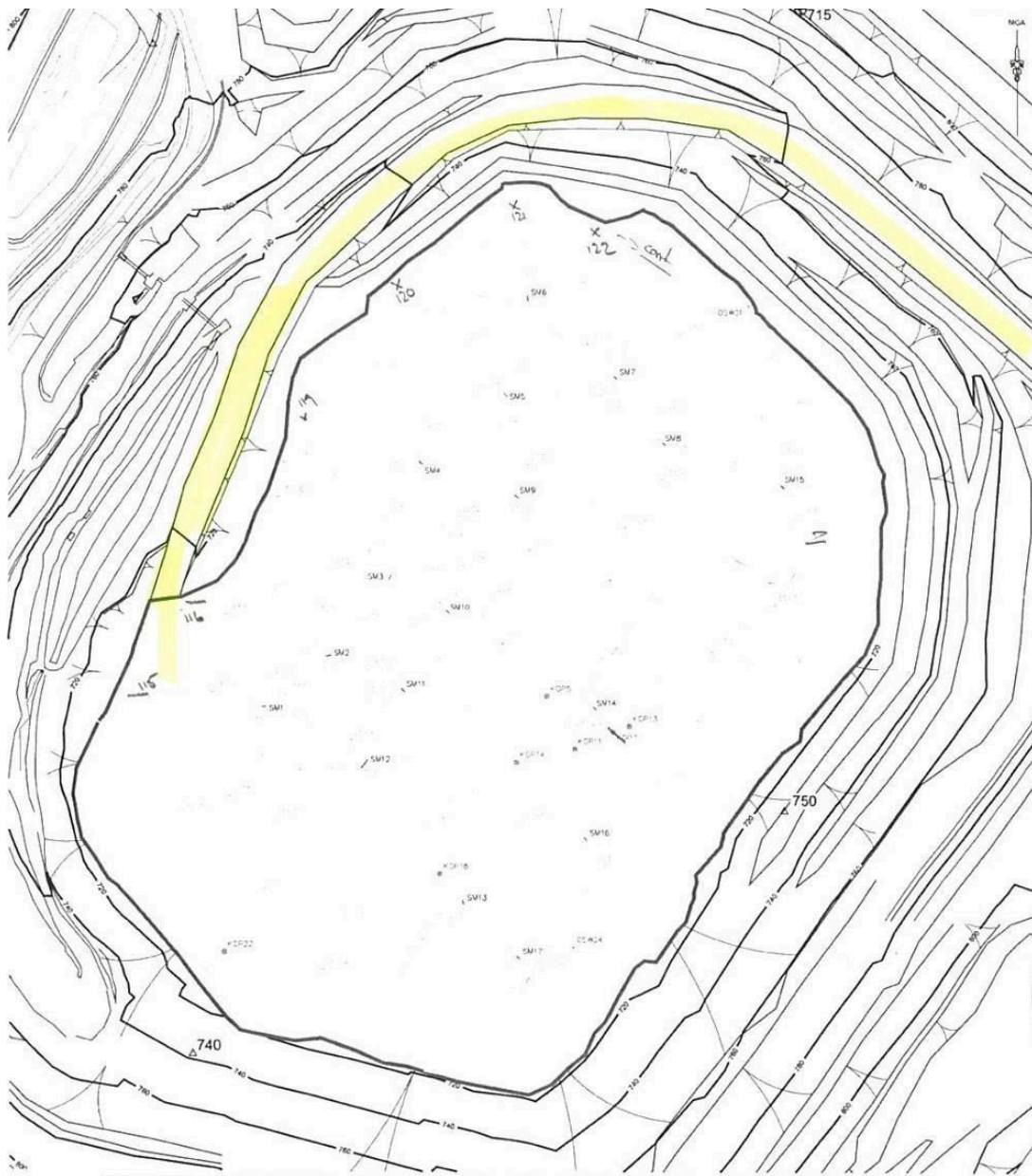
Appendix A.7 Bioreactor Workshop – Emergency Equipment



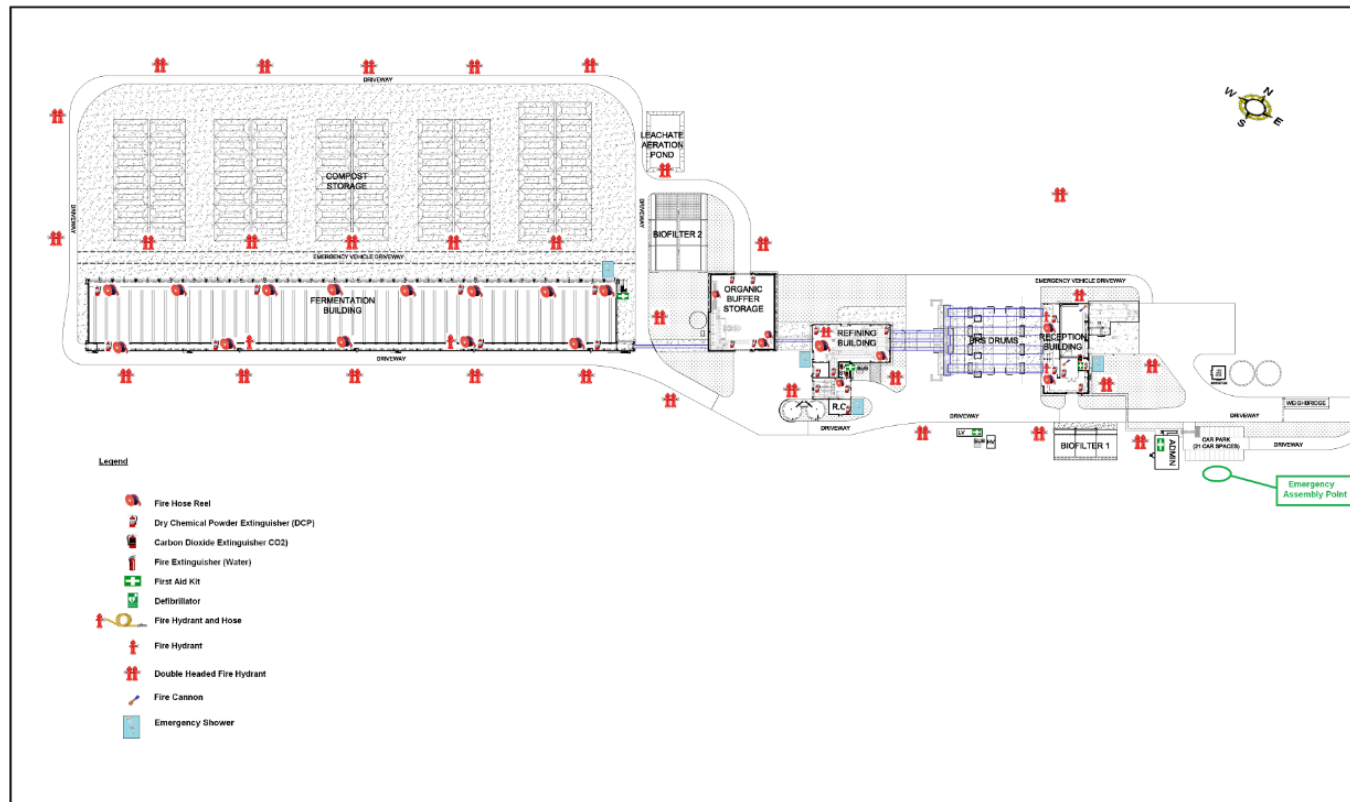
Appendix A.8 Bioenergy (Power Station) Hub No.1 – Emergency Equipment



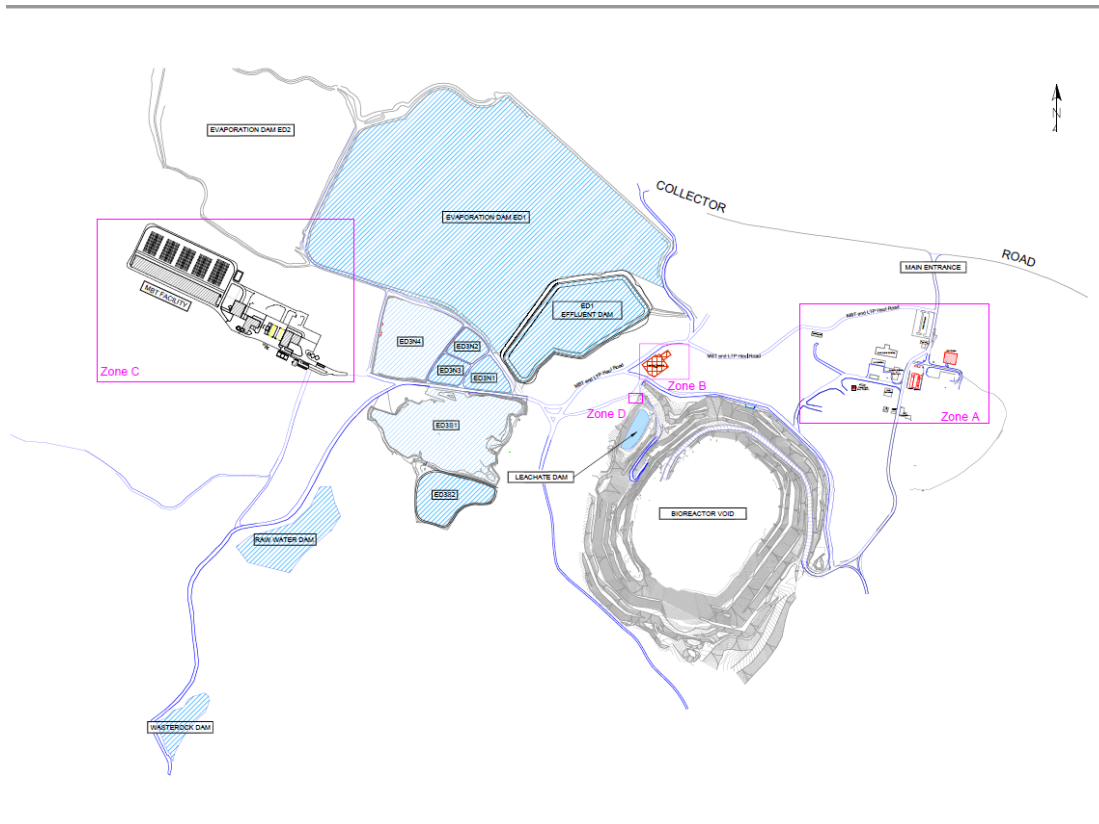
Appendix A.9 Bioreactor Landfill Fire Extinguishers – Emergency Equipment



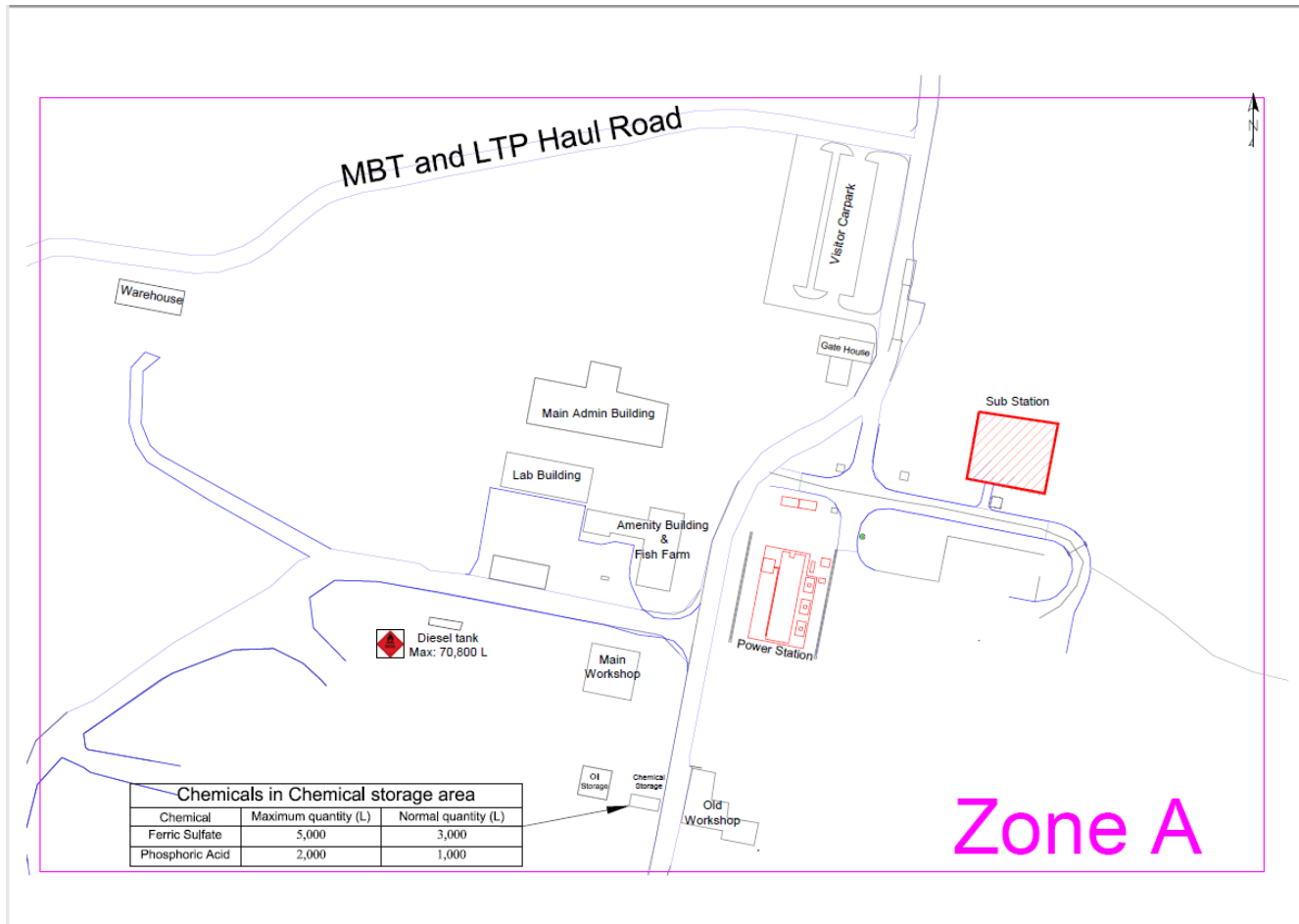
Appendix A.10 MBT Plant – Emergency Equipment



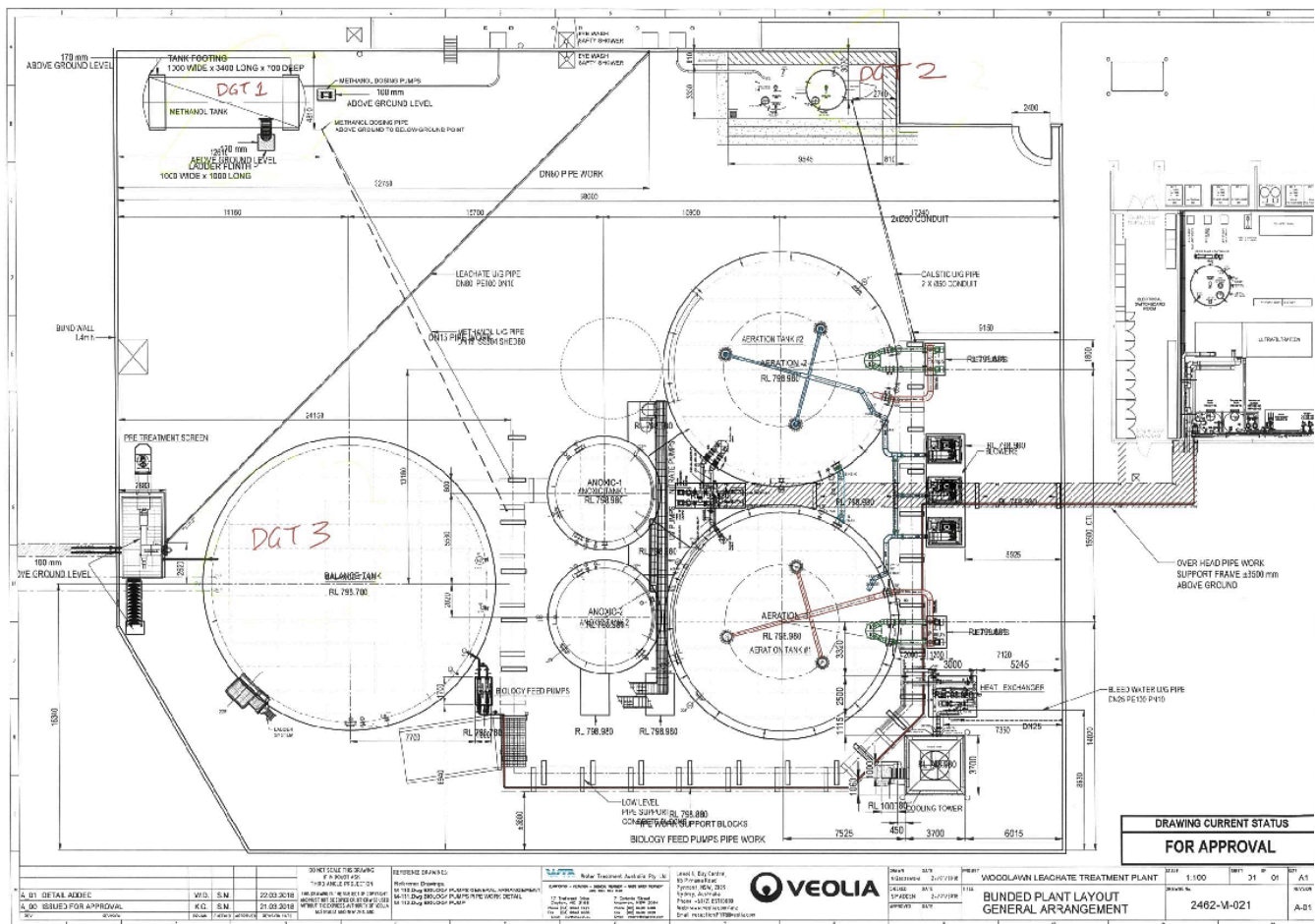
Appendix A.11 Woodlawn Eco Precinct Site Layout and Dangerous Goods (DG) Locations **(Subsequent enlarged Zone Maps identify DG Storage Areas)**



Zone A - Bioreactor and Bioenergy Buildings (DG Storage Areas)

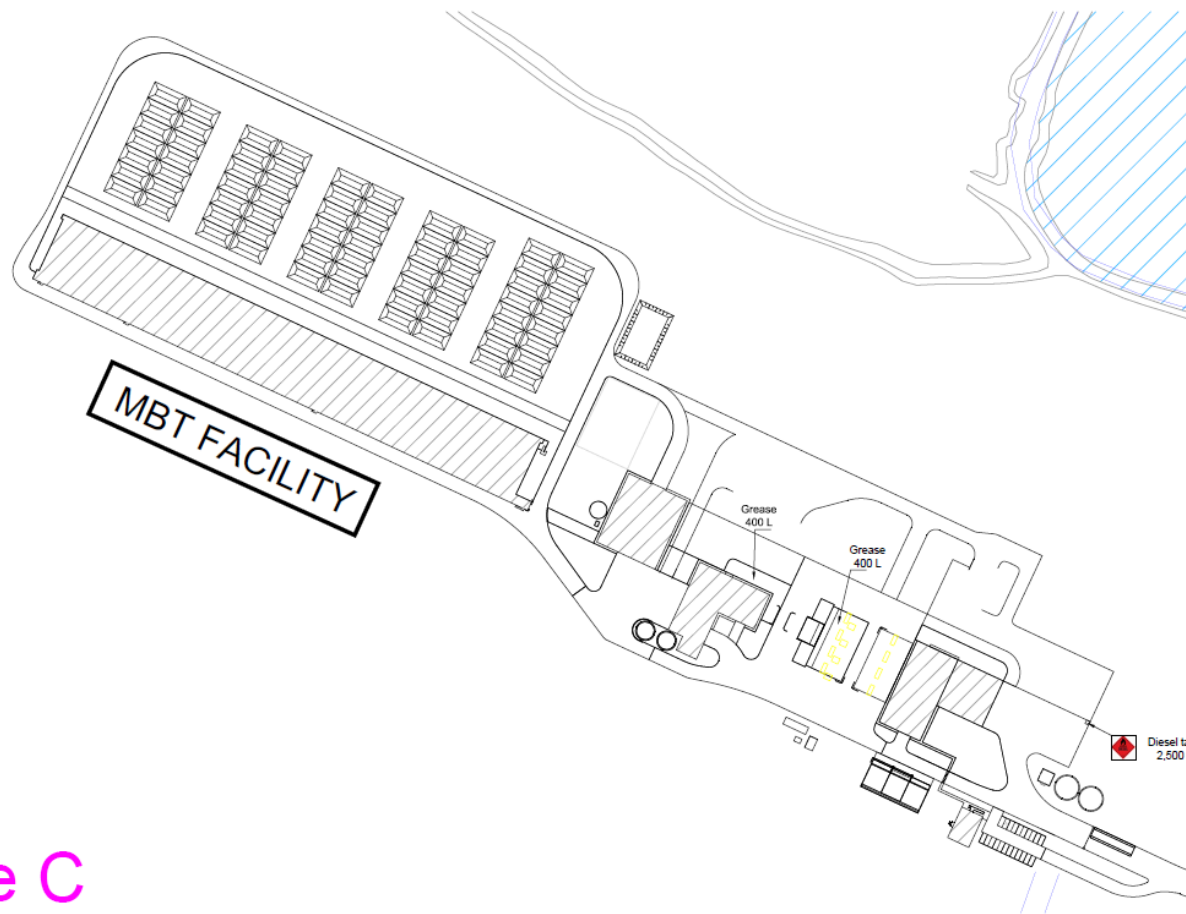


Zone B - Leachate Treatment Plant (DG Storage & Emergency Site Plan)

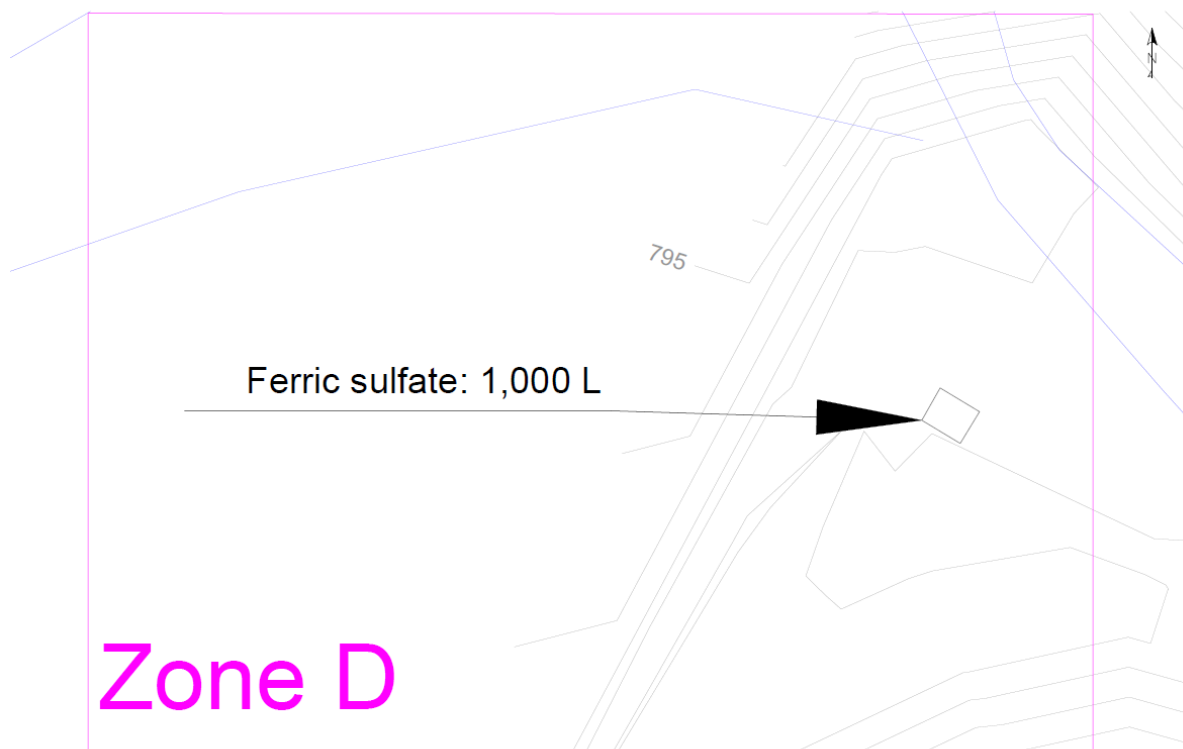


Zone C - MBT (DG Storage Areas)

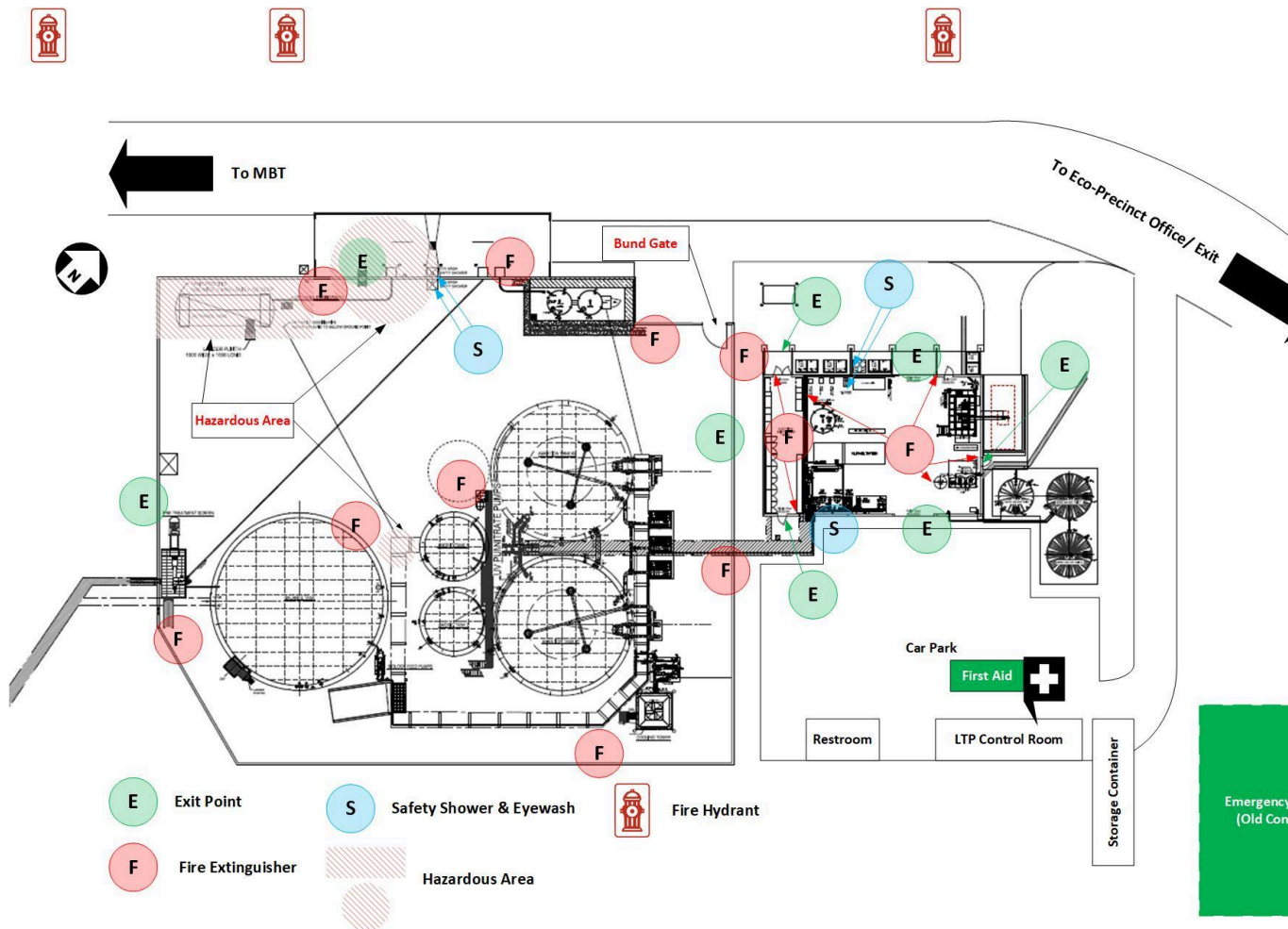
Zone C



Zone D - Bioreactor Void (DG Storage Area)



Appendix A.12 Leachate Treatment Plant Fire Extinguishers – Emergency Equipment



Appendix B Pollutants Inventory Storage

Bioreactor Pollutant Bulk Storage Inventory

Storage Area	Proper Shipping Name	UN No	Class/ Division	PG	Type	Design Capacity	Typical Quantity
Bulk Tank Storage							
Zone A	Diesel Tank	3082	9	III	Fixed Structure	70,800L	30-40,000L
Packaged Storage - IBC/ Drums							
Zone A	Ferric Sulphate	3264	8	II	IBC	5000L	3000L
Zone A	Phosphoric Acid	1805	8	III	IBC	2000L	1000L
Zone D	Ferric Sulphate	3264	8	II	IBC	1000L	1000L
Void Leachate Treatment Area - Leachate Treatment Pond							
Zone C	Leachate pond	Not regulated as dangerous good		-	Dam	12 ML	12 ML
Woodlawn Bio-Energy Plant							
WBE Workshop	Lubrication Oil	Not regulated as dangerous good		-	Tank	10,000L	10,000L
WBE Workshop	Waste Oil	Not regulated as dangerous good		-	Tank	10,000L	10,000L

Leachate Treatment Plant Pollutant Bulk Storage Inventory

Storage Area	Proper Shipping Name	UN No	Class/ Division	PG	Type	Design Capacity	Typical Quantity
Bulk Tank Storage							
DGT1	Methanol	1230	3	II	AGT	55,000 L	52,300 L
DGT2	Sodium Hydroxide	1824	8	II	AGT	20,000 L	19,000 L
Packaged Storage - IBC/ Drums/ 25L carbouys							
PS1	Antifoam	Not regulated as dangerous good		-	IBC	1000 L	1000 L
PS2	Phosphoric Acid	1805	8	III	IBC	2000 L	2000 L
PS3	Hydrex 2923 (antiscalant)	Not regulated as dangerous good		-	Drum	800 L	800 L
PS3	Hypochlorite Solution	1791	8	II	Drum	200 L	200 L

PS4	Polymer	Not regulated as dangerous good		-	IBC	2000 L	2000 L
PS5	Hydrex 4705 (alkaline UF cleaner)	Not regulated as dangerous good		-	IBC	1000 L	1000 L
PS6	Hydrogen Peroxide (oxidative UF cleaner)	Not regulated as dangerous good		-	IBC	1000 L	1000 L
PS7	Nitric acid (acidic UF cleaner)	3264	8	II	IBC	1000 L	1000 L
PS8	Hydrex 4704 (neutral UF cleaner)	Not regulated as dangerous good		-	20 kg	1300 kg	1300 kg
Tank Farm Bunded Area							
DGT3	Landfill Leachate	Not regulated as dangerous good		-	AGT	2.2ML	1.8 ML
Anoxic tank 1	Activated Sludge	Not regulated as dangerous good		-	AGT	225 kL	205 kL
Anoxic Tank 2	Activated Sludge	Not regulated as dangerous good		-	AGT	225 kL	205 kL
Aeration tank 2	Activated Sludge	Not regulated as dangerous good		-	AGT	1.4 ML	1.1 ML
Aeration Tank 1	Activated Sludge	Not regulated as dangerous good		-	AGT	1.4 ML	1.1 ML

Mechanical Biological Treatment Pollutant Bulk Storage Inventory

Storage Area	Proper Shipping Name	UN No	Class/ Division	PG	Type	Design Capacity	Typical Quantity
Bulk Tank Storage							
Zone C	Diesel	3082	9	III	Fixed Structure	2.5kL	2kL
Zone C	Lubrication Oil	Not regulated as dangerous good		-	IBC	1000L	1000L
Zone C	Lubrication Oil	Not regulated as dangerous good		-	Drum	8 x 205L	1040L
Zone C	Waste Oil	Not regulated as dangerous good		-	IBC	1000L	1000L
Zone C	Grease	Not regulated as dangerous good		-	Drum	6 x 200L	1000L
MBT Leachate Treatment Area - Leachate Treatment Pond							

Zone C	Leachate pond	Not regulated as dangerous good	-	Dam	7.1 ML	2.5 ML
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Pylara Farm Pollutant Bulk Storage Inventory

Storage Area	Proper Shipping Name	UN No	Class/ Division	PG	Type	Design Capacity	Typical Quantity
Bulk Tank Storage							
Workshop	Diesel	3082	9	III	Fixed Structure	2,400L	2,400L
Workshop	Unleaded 91	1203	3	II	Tank	1,000L	1,000L
Liquefied Petroleum Gas Storage							
Homestead	LPG	1075	1	-	Tank	2,500L	2,500L
Shearers Qtrs	LPG	1075	1	-	Tank	2,500L	2,500L

Appendix C Emergency Response Procedures

General Site Emergency Response Procedures

General Emergency	
Stop Work	<i>Abandon any plant, equipment or area immediately an emergency has occurred.</i>
Assess the risk	<i>What is the nature of the emergency? Alert persons in the vicinity of the emergency. Identify if any casualties are involved. Evacuate to the evacuation meeting point, use ANY available safe exit. Secure the area and raise the alarm. Your priority should be to keep yourself and others safe.</i>
Notify	<p><i>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</i></p> <p><i>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to a Private Channel.</i></p> <p><i>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</i></p> <p><i>External authorities may take control of emergency response at the site.</i></p> <p><i>If necessary, the Emergency Services Liaison Officer should activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.</i></p> <p><i>Bioreactor Facility, WBE & LTP - All staff on site must immediately move to the emergency evacuation location at the Amenities block breezeway.</i></p> <p><i>MBT - All staff on site must immediately move to the emergency evacuation location at the Administration carpark. Administration staff must check if contractors are present and notify them immediately</i></p>
Control the incident	<p><i>Establish ECC and direct emergency response.</i></p> <p><i>If necessary, contact the Emergency Services.</i></p> <p><i>Control access to the site.</i></p> <p><i>Initiate a full or partial evacuation of the site, as required.</i></p> <p><i>Deploy appropriate staff to isolate/shut down processes or equipment that could pose additional hazards to emergency incident.</i></p> <p><i>Ensure that persons are kept away from the location of the emergency and the Emergency Services access route</i></p>

	<p>Identify if any specific staff, contractors or visitors are unaccounted for and specifically if there are concerns that they still be in the affected area of the site</p> <p>Ensure that air-conditioning is shut down and exhaust fans are activated (where applicable)</p> <p>Seriously injured will be treated at the scene, persons suffering minor injuries will be treated at an appropriate location. (Note: persons that are obviously dead must not be moved)</p>
Contain the area	Prevent access and account for all personnel at assembly area
Clean up	<p>Clean Up, Restore and replenish safety critical items and terminate the incident.</p> <p>Determine if additional services are required to assist employees not directly impacted by the emergency.</p>
Report and review	<p>Consult with Emergency Services personnel to ensure that clearance to re-enter the building can be given.</p> <p>Property Services will evaluate damage and investigate the cause of an emergency, and action will be taken to quickly survey buildings for any sign of damage and if suspect - placed off-limits</p> <p>Ensure that an accurate list is prepared and maintained of those injured in the incident (record name, brief description of injuries and present disposition e.g. taken to hospital, treated at the scene and released) - details will only be released with the permission of the colleague (or family) involved, senior manager/s and in consultation with the senior emergency services officer present</p> <p>Brief the site on the outcome of the emergency and release details as appropriate from the investigation, ensure personnel confidentiality is maintained and that the information provided will not have any potential legal implications. Assist in reporting incidents on Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations.</p>
Preventative measures	<p>Weekly and Monthly Inspections & Testing.</p> <p>Planned Maintenance.</p>

Fire - General	
Stop Work	Abandon any plant, equipment or area immediately an emergency has occurred.
Assess the risk	<p>Alert persons in the vicinity of the emergency.</p> <p>Identify if any casualties are involved</p> <p>Evacuate to the evacuation meeting point, use ANY available safe exit Secure the area and raise the alarm. Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</p> <p>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to a Private Channel.</p> <p>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</p> <p>External authorities may take control of emergency response at the site.</p> <p>If necessary, the Emergency Services Liaison Officer should activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.</p> <p>Bioreactor Facility, WBE & LTP - All staff on site must immediately move to the emergency evacuation location at the Amenities block breezeway.</p> <p>MBT - All staff on site must immediately move to the emergency evacuation location at the Administration carpark. Administration staff must check if contractors are present and notify them immediately</p>
Control the incident	<ul style="list-style-type: none"> Establish ECC and direct emergency response If necessary, contact the Emergency Services. Initiate a full or partial evacuation of the site, as required Extinguish the fire – only if safe to do so and trained in the use of applicable fire-fighting equipment

	<ul style="list-style-type: none"> • Attempt to contain fire and smoke by closing all windows and doors as area is evacuated • Turn off ignition sources and gas, if safe to do so and aware of how this will be done • Deploy appropriate staff to isolate/shut down processes or equipment that could pose additional hazards to emergency incident. • Ensure that persons are kept away from the location of the emergency and the Emergency Services access route • Identify if any specific staff, contractors or visitors are unaccounted for and specifically if there are concerns that they still be in the affected area of the site • Ensure that air-conditioning is shut down and exhaust fans are activated (where applicable) <p>Seriously injured will be treated at the scene, persons suffering minor injuries will be treated at an appropriate location depending on the site of the explosion/disaster (Note: persons that are obviously dead must not be moved)</p>
Contain the area	<p>Extinguish the fire – only if safe to do so and trained in the use of applicable fire-fighting equipment</p> <p>Attempt to contain fire and smoke by closing all windows and doors as area is evacuated</p> <p>Turn off ignition sources and gas, if safe to do so and aware of how this will be done</p> <p>Deploy appropriate staff to isolate/shut down processes or equipment that could pose additional hazards to emergency incident</p>
Clean up	Clean Up, Restoration, replenishment and termination of incident appropriate to the scale of emergency. This may include exclusion zones for investigation / restoration works.
Report and review	<p>Consult with Emergency Services personnel to ensure that clearance to re-enter the building can be given</p> <p>Property Services will evaluate damage and investigate the cause of the emergency, and action will be taken to quickly survey buildings for any sign of damage and if suspect - placed off-limits</p> <p>Ensure that an accurate list is prepared and maintained of those injured in the incident (record name, brief description of injuries and present disposition e.g. taken to hospital, treated at the scene and released) - details will only be released with the permission of the colleague (or family) involved, senior manager/s and in consultation with the senior emergency services officer present</p> <p>Details of witnesses will be documented and referred to the Police</p> <p>Brief the site on the outcome of the emergency and release details as appropriate from the investigation, ensure personnel confidentiality is maintained and that the information provided will not have any potential legal implications. Assist in reporting incidents on Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations.</p>
Preventative measures	<p>Brief the site on the outcome of the incident and any actions taken</p> <p>Counselling or medical referral may be required to support the person involved as they may have concerns</p>

Fire - Bush	
Stop Work	If the area is being impacted by bushfire, abandon any plant, equipment or area immediately.
Assess the risk	<p>Alert persons in the vicinity of the emergency.</p> <p>Phone 000 - don't assume the Fire Service or Rural Fire Service knows</p> <p>Contact Emergency Commander to initiate the Veolia EO</p> <p>Your priority should be to keep yourself and others safe.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</p> <p>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to a Private Channel.</p> <p>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</p> <p>Notify affected neighbours (contact details are on pg 35)</p> <p>External authorities may take control of emergency response at the site.</p> <p>If necessary, the Emergency Services Liaison Officer should activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.</p>

	<p>Bioreactor Facility, WBE & LTP - All staff on site must immediately move to the emergency evacuation location at the Amenities block breezeway.</p> <p>MBT - All staff on site must immediately move to the emergency evacuation location at the Administration carpark. Administration staff must check if contractors are present and notify them immediately</p>
Control the incident	<p>Establish ECC and direct emergency response</p> <p>If necessary, contact the Emergency Services.</p> <p>Investigate extent of fire and potential threat to staff, determine appropriate site response; if necessary contact Emergency Services</p> <p>Ensure that persons are kept away from the location of the fire and the Fire Service access route</p> <p>Ensure staff are accounted for</p> <p>Determine evacuation scenario – full site evacuation and closure or shelter-in-</p> <p>Ensure that persons are kept away from the location of the emergency and the Emergency Services access route</p> <p>Identify if any specific staff, contractors or visitors are unaccounted for and specifically if there are concerns that they still be in the affected area of the site</p>
Contain the area	<p>Extinguish the fire – only if safe to do so and trained in the use of applicable fire-fighting equipment</p> <p>If caught in a vehicle during a bushfire:</p> <p>Don't drive through flames or thick smoke, stop in an area of low vegetation and leave the motor running, air conditioner (recycle), hazard lights and headlights on</p> <p>Stay inside unless in safe shelter, keep vents, windows and doors closed - lie inside, below window level, under a woollen blanket for skin protection</p> <p>After the main fire-front passes, if the car is on fire or heat and fumes inside are severe, get out and move to already burnt ground, keeping your whole body covered with a blanket.</p> <p>The fuel tank is unlikely to explode in the period you need to stay in the car while being shielded from the deadly radiant heat of the main fire-front.</p> <p>If caught on foot during a bushfire:</p> <p>Don't try to outrun fire, or go uphill, or through even low flames, unless you can clearly see a safe area very close by</p> <p>Move away from the fire-front, then down-slope towards the rear of the main fire front - find open or already-burnt ground</p> <p>Don't panic - cover all exposed skin and hair</p> <p>If you can't avoid the fire, lie face-down under a bank, rock, loose earth or in a hollow, or if possible, get into a dam or stream, but not a metal water tank</p>
Clean up	<p>Clean Up, Restoration, replenishment and termination of incident appropriate to the scale of emergency. This may include exclusion zones for investigation / restoration works.</p>
Report and review	<p>Consult with Emergency Services personnel to ensure that clearance to re-enter the building can be given. Property Services will evaluate damage and investigate the cause of the emergency, and action will be taken to quickly survey buildings for any sign of damage and if suspect - placed off-limits</p> <p>Ensure that an accurate list is prepared and maintained of those injured in the incident (record name, brief description of injuries and present disposition e.g. taken to hospital, treated at the scene and released) - details will only be released with the permission of the colleague (or family) involved, senior manager/s and in consultation with the senior emergency services officer present</p> <p>Details of witnesses will be documented and referred to the Police</p>
Preventative measures	<p>Brief the site on the outcome of the emergency and release details as appropriate from the investigation, ensure personnel confidentiality is maintained and that the information provided will not have any potential legal implications. Assist in reporting incidents on Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations.</p>

Fire - Electrical	
Stop Work	<p>Abandon any plant, equipment or area immediately an emergency has occurred. Keep all unnecessary persons away from the area to ensure that no-one can come in contact with the electricity</p>
Assess the risk	<p>Alert persons in the vicinity of the emergency.</p> <p>Identify if any casualties are involved</p>

	<p>DO NOT USE WATER EXTINGUISHERS OR HOSE REELS</p> <p>Use CO2 or DCP Extinguishers Only if trained and safe to do so.</p> <p>Break the contact by switching off the current, if possible and safe to do so</p> <p>Seek assistance if needed immediately. Notify Emergency Commander and Emergency Services.</p> <p>Keep all unnecessary persons away from the area to ensure that no-one can come in contact with the electricity</p> <p>Your priority should be to keep yourself and others safe</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</p> <p>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to a Private Channel.</p> <p>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</p> <p>External authorities may take control of emergency response at the site.</p> <p>If necessary, the Emergency Services Liaison Officer should activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.</p> <p>Bioreactor Facility, WBE & LTP - All staff on site must immediately move to the emergency evacuation location at the Amenities block breezeway.</p> <p>MBT - All staff on site must immediately move to the emergency evacuation location at the Administration carpark. Administration staff must check if contractors are present and notify them immediately</p>
Control the incident	<p>Establish ECC and direct emergency response</p> <p>If necessary, contact the Emergency Services.</p> <p>Deploy appropriate staff to isolate/shut down electricity and processes or equipment that could pose additional hazards to emergency incident.</p> <p>DO NOT USE WATER EXTINGUISHERS OR HOSE REELS</p> <p>Use CO2 or DCP Extinguishers Only if trained and safe to do so.</p> <p>Ensure that persons are kept away from the location of the emergency and the Emergency Services access route</p> <p>Identify if any specific staff, contractors or visitors are unaccounted for and specifically if there are concerns that they still be in the affected area of the site</p> <p>Seriously injured will be treated at the scene, persons suffering minor injuries will be treated at an appropriate location depending on the site of the emergency</p> <p>(Note: persons that are obviously dead must not be moved)</p>
Contain the area	<p>Ensure the power source is disconnected</p> <p>Confirm scene isolated and all staff and other persons are kept well away from live or energised equipment</p>
Clean up	Clean Up, Restoration, replenishment and termination of incident appropriate to the nature of emergency
Report and review	<p>Consult with Emergency Services personnel to ensure that clearance to re-enter the building can be given</p> <p>Ensure that an accurate list is prepared and maintained of those injured in the incident (record name, brief description of injuries and present disposition e.g. taken to hospital, treated at the scene and released) - details will only be released with the permission of the colleague (or family) involved, senior manager/s and in consultation with the senior emergency services officer present</p> <p>Details of witnesses will be documented and referred to the Police</p> <p>Brief the site on the outcome of the emergency and release details as appropriate from the investigation, ensure personnel confidentiality is maintained and that the information provided will not have any potential legal implications. Assist in reporting incidents on Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations.</p>
Preventative measures	Brief the site on the outcome of the incident and any actions taken. Counselling or medical referral may be required to support the person involved as they may have concerns

Spills

Stop Work	Abandon any plant, equipment or area immediately if a spill has occurred.
Assess the risk	<p>What is the source and cause of the Spill? Have any dangerous goods or hazardous chemicals (e.g. fuel, chemical) 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 (70,000L), methanol, or putrescible waste. A complete list of chemicals stored on site can be found in this document. Other spills in lower quantities may occur from materials listed in the SDS register. Secure the area and raise the alarm. Refer to SDS for treatment/containment of specific substances.</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</p> <p>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to a Private Channel.</p> <p>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</p> <p>External authorities may take control of emergency response at the site.</p>
Control the incident	<p>Check the Safety Data Sheet (SDS) 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.</p> <p>Veolia maintains 3 types of spill kits:</p> <ul style="list-style-type: none"> • Hydrocarbon • Chemical • General Purpose <p>It is critical that the correct spill kit is utilised. A Hydrocarbon spill kit used on an acid or alkali including Phosphoric acid and Caustic MAY ESCALATE the incident causing a fire</p>
Contain the area	<p>If possible, prevent the incident from spreading further. Restrict access to the area if the spill is hazardous.</p> <p>The following control equipment is available for spill response</p> <p>Spill Kits (including absorbent pads, socks, dry-sorb and gloves)</p> <p>Valves for stormwater retention pits must be closed in the case of serious incidents.</p> <p>Bund areas where spills have occurred and block off access to stormwater drains.</p>
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 RIVO 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, Safework NSW, NSW Police) with investigations.
Preventative measures	<p>Woodlawn is a zero discharge site. Significant spills onsite are likely to be caused by either the diesel bowser (70,000L) 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 details, 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.</p> <p>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 Emergency Commander must be notified immediately to repair the inner lining.</p>

Site Cut-off eg. flood, fire	
Stop Work	Abandon any plant, equipment or area immediately if a spill has occurred.
Assess the risk	<p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p> <p>What is the nature of the emergency?</p>

	<p>Alert persons in the vicinity of the emergency. Identify if any casualties are involved Evacuate to the nominated assembly area, use ANY available safe exit, secure the area and raise the alarm.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement. If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to a Private Channel. The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately. External authorities may take control of emergency response at the site.</p>
Control the incident	<p>Establish ECC and direct emergency response If necessary, contact the Emergency Services. Deploy appropriate staff to isolate/shut down processes or equipment that could pose additional hazards to emergency incident. Ensure that persons are kept away from the location of the emergency and the Emergency Services access route Identify if any specific staff, contractors or visitors are unaccounted for and specifically if there are concerns that they still be in the affected area of the site</p>
Contain the area	<p>1. <u>Preparation.</u> If early warning of potential to isolate the site is received, non-essential staff and visitors should be evacuated at the earliest opportunity. Consideration should be given to allow essential staff to leave the site in small staggered groups to collect essentials and return to site if safe to do so. 2. <u>Family Members</u> If all site communications are cut, management team members already offsite (HR or each section manager?) will contact family members to advise them of site isolation. Family members' dependant on staff members who cannot get home should be directed to contact the Veolia Staff Assistance Hotline. Dependency may include but not be limited to Meal Preparation Child Care Medical Carer support Medical Concerns Staff members currently taking medications for existing conditions should ensure they always bring enough for several days when attending the site. Staff members who find themselves caught at the site without sufficient medication should immediately contact the Emergency Commander who can then organise a 1st aider to assist them in contacting medical assistance via phone or satellite phone. 3. <u>Food</u></p>
Clean up	<p>Clean Up, Restoration, replenishment and termination of incident appropriate to the nature of emergency</p>
Report and review	<p>Consult with Emergency Services personnel to ensure that clearance to re-enter the building can be given Property Services will evaluate damage and investigate the cause of the emergency, and action will be taken to quickly survey buildings for any sign of damage and if suspect - placed off-limits Ensure that an accurate list is prepared and maintained of those injured in the incident (record name, brief description of injuries and present disposition e.g. taken to hospital, treated at the scene and released) - details will only be released with the permission of the colleague (or family) involved, senior manager/s and in consultation with the senior emergency services officer present Details of witnesses will be documented and referred to the Police Brief the site on the outcome of the emergency and release details as appropriate from the investigation, ensure personnel confidentiality is maintained and that the information provided will not have any potential legal implications. Assist in reporting incidents on Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations.</p>

Preventative measures	Ensure back-up system are in place and operational such as generators, battery powered radios Familiarisation with ERP and BCP's
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Vehicle Accident eg. Truck Roll over	
Stop Work	Abandon any plant, equipment or area immediately if a vehicle accident has occurred.
Assess the risk	Check for other dangers. Secure the area and raise the alarm. 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 the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement. If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to Channel 15. The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately. External authorities may take control of emergency response at the site.
Control the incident	The following equipment is available in the event of a vehicle accident: Spill kits (Workshop, Power Station, Intermodal Facility, Fuel Bowser)
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.
Report and review	Assist in Reporting incidents on Rivo Safeguard 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, Safework NSW, NSW Police) with investigations.
Preventative measures	First aid training should be conducted with all staff. Vehicle safety checks should be conducted regularly. All staff should adhere to site and public road speed limits at all times. Life Saving Rules regarding seatbelts and mobile phones

Bioreactor Emergency Response Procedures

Fire - landfill	
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 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 the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement. If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to Channel 15. The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately. External authorities may take control of emergency response at the site.
Control the incident	The following Fire Control is available in the void:

	<p>Fire suppression systems on plant</p> <p>Fire extinguishers (see appendix B - Site Layout Plans)</p> <p>Water cart</p> <p>Dump truck/s</p> <p>Excavator/s</p> <p>Soil or waste cover material</p> <p>First Aid Kits</p>
Contain the area	<p>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.</p> <p>Personnel who are required to be on the ground and not operating machinery must wear an appropriate half face respirator at all times</p> <p>Carbon Monoxide analyser to be used on personnel who are exposed to smoke inhalation.</p>
Clean up	<p>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.</p>
Report and review	<p>Assist in Reporting incidents on Rivo Safeguard 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 (SafeWork NSW, NSW Police) with investigations.</p>
Preventative measures	<p>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.</p> <p>Fire extinguishers are located on all vehicles and will be serviced and inspected as required.</p> <p>Waste is covered by suitable cover material to ensure that the risk of fire within the waste mass is minimised.</p> <p>Flammable goods are not permitted in the landfill.</p> <p>Smoking is not permitted in the mine void.</p> <p>Two water carts are available onsite in the event that a fire does occur at the site.</p> <p>Adequate soil stockpiles onsite.</p>

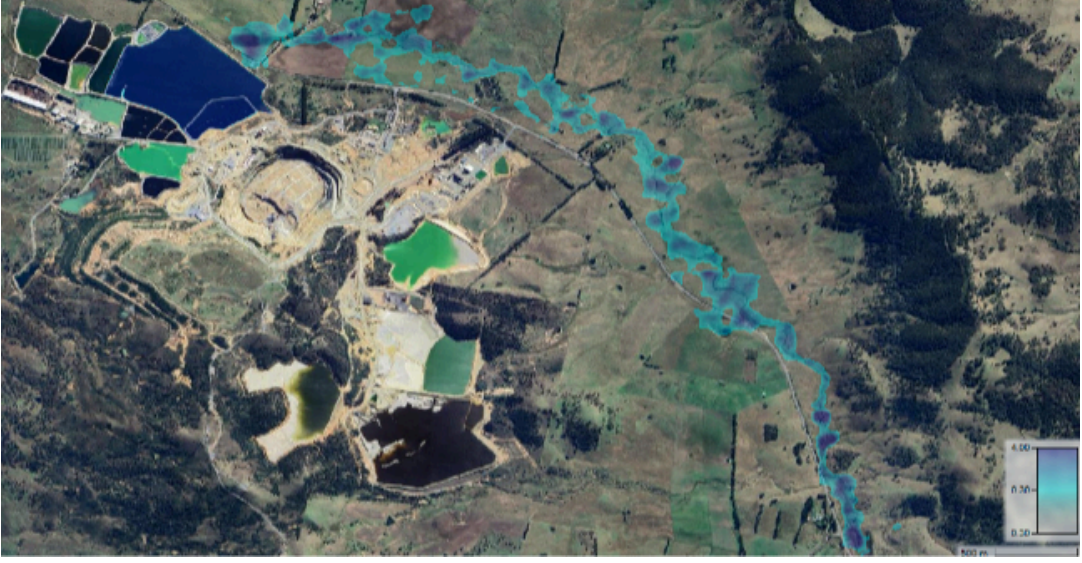
Fire – spot fire in landfill	
Stop Work	<p>Move mobile plant or equipment away from the spot fire immediately. Abandon any plant, equipment or landfill area immediately if it catches fire.</p>
Assess the risk	<p>Check for danger. Secure the area and raise the alarm.</p> <p>What has caused the fire? What 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?</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: “Emergency, Emergency, Emergency…….” and wait for acknowledgement.</p> <p>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to Channel 15.</p> <p>The operator who reports the incident may take responsibility for managing the incident under the direction of the Leading Hand.</p> <p>The Emergency Commander will be controlling the response.</p> <p>If the fire zone increases in size ‘Procedure 6: Fire – Landfill’ should be followed.</p> <p>Any people not responding to the incident should be notified when the incident is under control.</p>
Control the incident	<p>The following fire control is available in the void:</p> <ul style="list-style-type: none"> • Four 9 litre H2O fire extinguishers in green shed • 1 X 9 Litre H2O Fire extinguisher on each of the landfill compactors and Dozers • Fire suppression systems on plant • Fire extinguishers (see appendix B - Site Layout) • Water cart • Dump truck/s

	<ul style="list-style-type: none"> • Excavator/s • Soil or waste cover material • First Aid Kits
Contain the area	<p>If possible prevent the incident from spreading further. Use the 9 litre water 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.</p> <p>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.</p> <p>At no time are personnel permitted to walk on the exposed waste surface without the appropriate protective footwear – Midsole protection, Gaiters or Gumboots.</p> <p>Carbon Monoxide analyser to be used on personnel who are exposed to smoke inhalation.</p>
Clean up	<p>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.</p> <p>Used H2O fire extinguishers must be returned to the main administration building for re-filling.</p>
Report and review	<p>Assist in Reporting incidents on Rivo Safeguard 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 (SafeWork NSW, NSW Police) with investigations.</p>
Preventative measures	<p>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.</p> <p>Equipment fire suppression systems will be serviced and inspected as required.</p> <p>Fire extinguishers are located on all vehicles and will be serviced and inspected as required.</p> <p>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.</p> <p>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.</p> <p>Adequate soil stockpiles onsite.</p>

High Wall Failure/Rock slide in the void.	
Stop Work	<p>Abandon or make safe any plant, equipment or area immediately if a high wall failure/ rock slide occurred.</p>
Assess the risk	<p>Check for other dangers. Secure the area and raise the alarm.</p> <p>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 dams have the capacity to withhold it?</p> <p>Your priority should be to keep yourself and others safe.</p>
Notify	<p>Report the incident to the Emergency Commander immediately by ringing (02) 8588 1360 on the site telephone or channel 15 UHF.</p> <p>The Emergency Commander will take responsibility for the incident.</p> <p>They will contact the relevant authorities immediately.</p> <p>External authorities may take control of emergency response at the site.</p> <p>"Emergency, Emergency, Emergency. Rock slides in the void.</p> <p>Wait for acknowledgement by Management and then leave your radio on channel 15 until the situation is declared over. If the Main haul road is blocked, advise truck drivers to relay the message to other drivers using the affected road.</p> <p>Staff located at the Woodlawn precinct site should continue working as usual unless otherwise advised.</p>
Control the incident	<p>Emergency services will take control when they arrive on site.</p> <p>Do not use any VES plant or equipment without consulting VES management.</p> <p>VES may utilise plant or equipment as required.</p> <p>Do not approach the affected area.</p> <p>If the main void haul road is blocked, use the emergence exit road to evacuate the void.</p>
Contain the area	<p>Implement a 100 metre exclusion zone Follow instructions from the incident control team.</p>


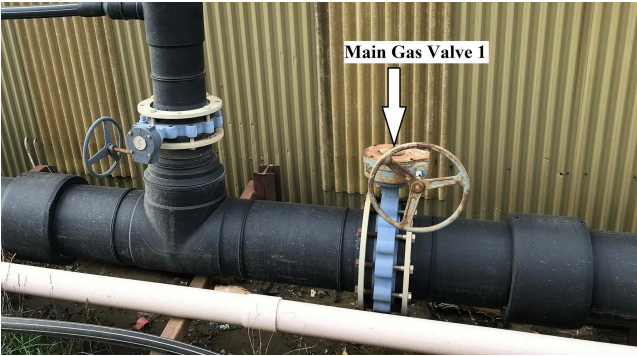
Clean up/Recovery and return to Operation	Follow all recommendations that come out of the site visit and report from geotechnical experts.
Report and review	Assist in Reporting incidents on Rivo Safeguard or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations. SHEQ should be notified as soon as practical. Mining One to be contacted and notified of the slide and asked to attend the site for an inspection and develop a preliminary management plan.
Preventative measures	Daily void inspections. Quarterly geotechnical inspection and report by Mining one. Report any small slips.


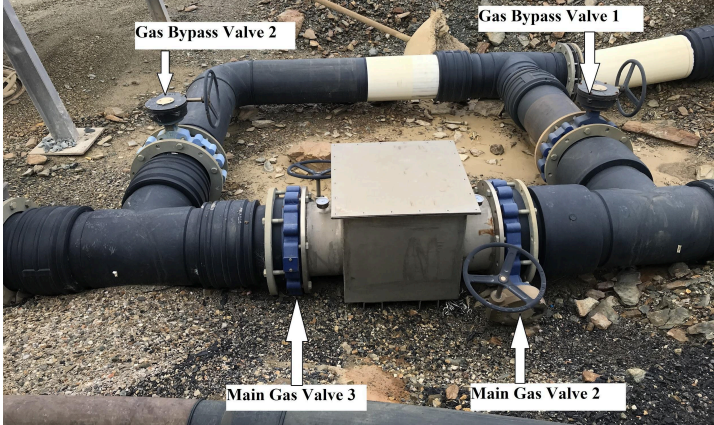
Dam breach, fault or overflow																									
Stop Work	Abandon any affected plant, equipment or area immediately if a dam breach has occurred.																								
Assess the risk	<p>Check for other dangers. Secure the area and raise the alarm. What has caused it? Check the site map and determine which dam has breached. Your priority should be to keep yourself and others safe. Site dams include:</p> <table> <tr> <th>Dam Name</th><th>Dam contents</th></tr> <tr> <td>Evaporation Dam 1 (ED1)</td><td>Acidic mine affected stormwater</td></tr> <tr> <td>Evaporation Dam 2 (ED2)</td><td>Surface water run-off</td></tr> <tr> <td>Evaporation Dam 3 – South (ED3S)</td><td>Acidic mine affected stormwater</td></tr> <tr> <td>Evaporation Dam 3 – South-South (ED3S-S)</td><td>Treated leachate</td></tr> <tr> <td>Evaporation Dam 3 – North (ED3N-1,2,3 & 4)</td><td>Treated leachate (4 lagoons)</td></tr> <tr> <td>Leachate Treatment System Pond</td><td>Untreated & treated leachate</td></tr> <tr> <td>Coffer Dam 1</td><td>Treated leachate</td></tr> <tr> <td>Coffer Dam 2</td><td>Treated leachate</td></tr> <tr> <td>Raw Water Dam (Woodlawn Dam)</td><td>Fresh water</td></tr> <tr> <td>Plant collection Dam</td><td>Acidic mine affected stormwater</td></tr> <tr> <td>Stormwater Pond</td><td>MBT Stormwater</td></tr> </table>	Dam Name	Dam contents	Evaporation Dam 1 (ED1)	Acidic mine affected stormwater	Evaporation Dam 2 (ED2)	Surface water run-off	Evaporation Dam 3 – South (ED3S)	Acidic mine affected stormwater	Evaporation Dam 3 – South-South (ED3S-S)	Treated leachate	Evaporation Dam 3 – North (ED3N-1,2,3 & 4)	Treated leachate (4 lagoons)	Leachate Treatment System Pond	Untreated & treated leachate	Coffer Dam 1	Treated leachate	Coffer Dam 2	Treated leachate	Raw Water Dam (Woodlawn Dam)	Fresh water	Plant collection Dam	Acidic mine affected stormwater	Stormwater Pond	MBT Stormwater
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Plant collection Dam	Acidic mine affected stormwater																								
Stormwater Pond	MBT Stormwater																								
Notify	<p>Report the incident to any of the following personnel:</p> <ul style="list-style-type: none"> • NSW Woodlawn Eco-Precinct Facilities Manager • NSW Environment Officer • SHEQ General Manager <p>Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</p> <p>An Emergency Commander will be assigned. If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to Channel 15.</p> <p>The Emergency Commander will take responsibility for the incident and notification to the DPHI and the EPA. They will also organise any other notification to the relevant authorities (Table 6) and neighbours (Table 8) that need to be contacted immediately.</p> <p>External authorities may take control of emergency response at the site.</p> <p>Update to the relevant stakeholders on the progress of the incident to be determined by the Emergency Commander.</p>																								

Control the incident	<p><u>Stormwater Dams</u> 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.</p> <p><u>Treated Leachate Storage Dams</u> In the event that a treated leachate dam approaches maximum storage capacity, alternative treated leachate dams with suitable storage capacity will be identified and used. If all dams are approaching maximum storage volume, for example due to extended rain events, additional pumping capacity will be made available to return the treated leachate to the Bioreactor and the Leachate Treatment System will be disabled preventing further discharge into dams.</p> <p><u>Prescribed Dams</u> For prescribed dams – notification to the Dams Safety NSW to be carried out immediately. Management of emergencies in other site dams will generally follow the same principle of pumping water from the dam to another site dam containing equivalent water type to control the incident in the first instance.</p>
Contain the area	<p>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.</p> <p>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.</p> <p>The modelled flow direction from a breach of ED1 is seen within the inundation map below:</p> 
Clean up	<p>Repairs to the affected dam will be carried out in accordance with a "Specific Repair Plan" developed by a registered dam engineer (REC - Table 6) and approved by the Dams Safety NSW (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.</p>
Report in RIVO and review	<p>Assist in reporting incidents on Rivo Safeguard or using a hazard identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Safework NSW, NSW Police, and Department of Mineral Resources. Dam Safety Committee, State Emergency Services) with ongoing investigations.</p>
Preventative measures (from LEMP)	<p>Monthly visual inspections of calibrated relative level (RL) marker pegs.</p> <p>Monthly calculation of volume stored in storage dams using level and survey data.</p> <p>For prescribed dams – water volumes to be maintained with freeboard not less than 0.5 metre.</p> <p>Pumping of water from individual storage locations to be determined by the monthly dam inspection.</p> <p>Recording of volume of water pumped into ED3 from mine void.</p> <p>Annual Dam Inspection by an authorised inspector for ED1 – Resource Engineering Consultants</p>

Bioenergy Emergency Response Procedures

Fire - Power Station

Stop Work	<p>Abandon any plant, equipment or area immediately if it catches fire. Evacuate buildings with fellow staff while assessing the risk. Press the Emergency Stop button for the Power Station if safe to do so. Press the Emergency Stop button for the Flare and Booster if safe to do so. Ask Bioreactor Operations to close the Main Gas Line Valve at the top of the Void.</p> <p>Trained operators can remotely connect to the station computer and turn off all remotely controlled station equipment including generators, flares and gas blowers in the event that accessing the emergency stops is deemed unsafe.</p>
Assess the risk	<p>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.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Switch your radio to channel 15 and repeat the following phrase:</p> <p><i>"Emergency, Emergency, Emergency. Fire in the Power Station."</i> Ensure the Bioreactor and the Emergency commander acknowledge the emergency. Switch your radio to Channel 15 when prompted to manage details of the emergency. Wait for the emergency commander's instructions.</p> <p>The main gas line can be isolated at the locations below if safe to do so.</p> <p>Main Gas Isolation Valve 1 location - Haul road</p>  <p>Main Gas Isolation Valve 1</p>  <p>Main Gas Isolation Valves location - Top of the Void</p>


	 <p>Main Gas Isolation Valves - Top of the Void</p>  <p><i>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.</i></p> <p><i>Isolation point 1 - Close Main Gas Valve 1 (near the power station-please see above figure)</i> <i>Isolation point 2 - Close Main Gas Valve 2 & Gas bypass Valve 1 (top of the void-please see above figure)</i></p> <p><i>The Emergency Commander will take responsibility for the incident. 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.</i></p> <p><i>All staff should proceed to the emergency assembly area located at the Amenities block breezeway or as nominated by the emergency commander.</i></p> <p><i>Unaffected areas of site (i.e MBT, Pylara Farm and LTP) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over.</i></p>
<p>Control the incident</p>	<p><i>The following Fire Control is available in the WBE Power Station:</i></p> <ul style="list-style-type: none"> <i>Fire extinguishers (see appendix B - Site Layout Plans)</i> <i>Site Water Carts</i> <p><i>Isolation procedures to be carried out by trained personnel as they deem appropriate</i></p>
<p>Contain the area</p>	<p><i>If possible, prevent the incident from spreading further. Isolate all the Gas supply and Oil containers if safe to do so.</i></p> <p><i>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 override shut-off valve at the stormwater retention</i></p>

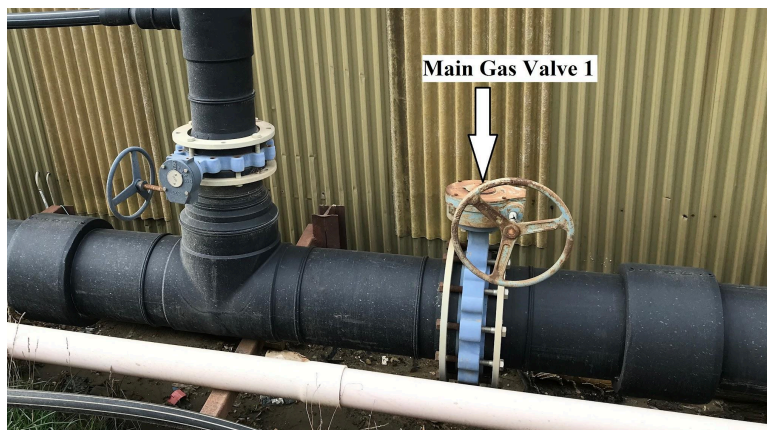
	<p>pond must be closed to ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed.</p> <p>Note: fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains.</p>
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 Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations. An incident investigation report must be submitted to the EPA within 24hours.
Preventative measures	<p>The Power Station will be kept clean and tidy, and waste bins emptied on a regular basis.</p> <p>All chemicals will be clearly labelled and placard (where required).</p> <p>Smoking will not be permitted.</p> <p>Hot work (e.g. Oxy-acetylene cutting and welding) will only take place in an area away from potentially flammable materials and permits must be given to conduct this work.</p> <p>Fire extinguishers will be serviced and inspected on a 6-monthly basis.</p> <p>Fire Detection System will be tested monthly.</p> <p>Hot work will only be undertaken by trained and competent personnel. A Hot Work Permit must be issued for any hot work.</p> <p>Any spillage of flammable liquid or material will be cleared up immediately.</p> <p>Test of isolation procedures and equipment (emergency stops etc).</p>

Extended Electrical Power Supply Failure to the Site	
Stop Work	<p>Generators at the power station will trip.</p> <p>Assess the need to Evacuate buildings and the Void.</p> <p>MBT afternoon shift will need to account for all staff as they will have no back up lighting.</p>
Assess the risk	<p>Check for danger. Secure the area and raise the alarm.</p> <p>Assess the risk of continuing any operations to the safety of Personnel, Plant, and the Environment</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Notify Bioreactor Operations of the loss of suction to the Void.</p> <p>Notify Bioenergy of the power outage.</p> <p>WBE will notify Essential Energy of the outage and request a time frame for the outage.</p> <p>Report the incident to the Emergency Commander.</p> <p>MBT, WBR, WBE and LTP shall be notified and account for all personnel on their site, and advise them of the emergency.</p> <p>The Emergency Commander will take responsibility for the incident. The Emergency Commander will contact the relevant authorities based on the initial assessment of risk.</p>
Control the incident	<p>Ensure the standby generators on site are up and running.</p> <p>If possible, and safe to do so, a trained operator should remotely connect to the station computer and turn on blowers and flares to restore suction to the Void.</p> <p>If possible, and safe to do so, a trained operator should remotely connect to the LTP and restore normal operations.</p> <p>Before and after Bioreactor Operations resume a trained operator should remotely connect to the Bioreactor SCADA system and check the gas level in the Void prior to anyone entering the Void.</p> <p>All other business units should account for all personnel and ensure their plants are in a safe state.</p> <p>Await instruction from the Emergency Commander.</p>
Contain the area	Monitor any areas that may have lost electrical controls, such as thermal cameras and ensure fire detection systems are operating.
Clean up	Once power is restored, all plant and equipment should returned to normal operation

Report and review	Assist in reporting incidents on Rivo Safeguard. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations. An incident investigation report must be submitted to the EPA within 24hours.
Preventative measures	Inspection and testing of standby generators.

Major Gas Leak - Power Station

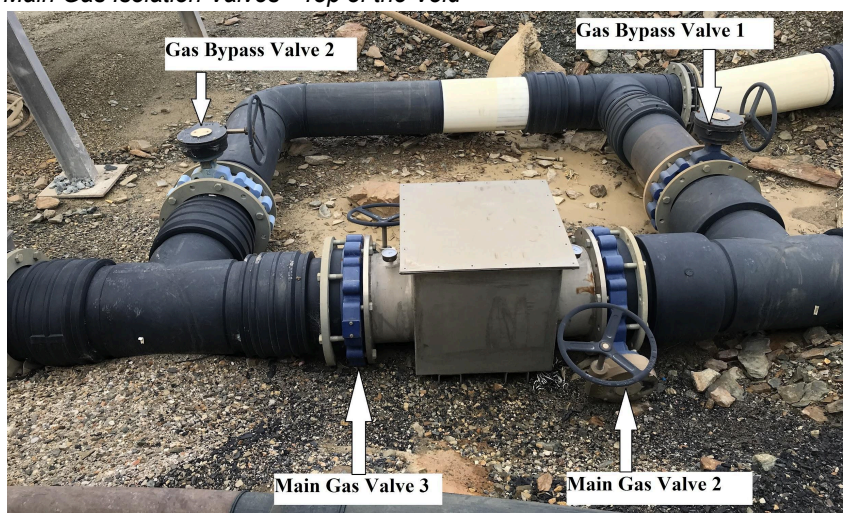
Stop Work	<p>Evacuate buildings with fellow staff while assessing the risk. Press the Emergency Stop button for the Power Station if safe to do so. Press the Emergency Stop button for the Flare and Booster if safe to do so. Ask Bioreactor Operations to close the Main Gas Line Valve at the top of the Void.</p> <p>Trained operators can remotely connect to the station computer and turn off all remotely controlled station equipment including generators, flares and gas blowers in the event that accessing the emergency stops is deemed unsafe.</p>
Assess the risk	<p>Check for danger. Evacuate and Secure the area. Raise the alarm. Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Notify Bioreactor Operations of the gas leak by switching your radio to channel 15 and repeating the following phrase: "Emergency, Emergency, Emergency. Gas Leak in the Power Station." Wait for acknowledgement and then leave your radio on channel 15. Persons managing the emergency response will be required to use channel 15. MBT, WBR, WBE and LTP shall be notified and account for all personnel on their site, and advise them of the emergency. The Emergency Commander will take responsibility for the incident. The Emergency Commander will contact the relevant authorities based on the initial assessment of risk.</p> <p>The main gas line can be isolated at the locations below if safe to do so.</p> <p>Main Gas Isolation Valve 1 location - Haul road</p>  <p>Main Gas Isolation Valve 1</p>



Main Gas Isolation Valves location - Top of the Void



Main Gas Isolation Valves - Top of the Void



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.

Isolation point 1 - Close Main Gas Valve 1 (near the power station-please see above figure)

Isolation point 2 - Close Main Gas Valve 2 & Gas bypass Valve 1 (top of the void-please see above figure)

The Emergency Commander will take responsibility for the incident. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.

	<i>All staff should wait for the instruction from the emergency commander.</i>
Control the incident	<i>Main line gas valves will be isolated. Generators, Blowers and Flares will remain offline until the gas leak can be repaired. Gas detection systems are available in all engine enclosures. Breathing Apparatus is available in the generator corridor and at the Gas Field Team Office. Personal Gas Monitors are available to site personnel.</i>
Contain the area	<i>Secure the area to prevent any access to the site unless authorised by the Emergency Commander.</i>
Clean up	<i>Clean up will be dependent on the nature of the emergency.</i>
Report and review	<i>Assist in reporting incidents on Rivo Safeguard. An investigation or serious incident review will be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations. An incident investigation report must be submitted to the EPA within 24hours.</i>
Preventative measures	<i>The Power Station will be kept clean and tidy. Chemicals will be clearly labelled and placard (where required). Smoking will not be permitted. Hot work (e.g. Oxy-acetylene cutting and welding) will only take place in an area 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 Work Permit must be issued for any hot work. Any spillage of flammable liquid or material will be cleared up immediately Test of isolation procedures and equipment (emergency stops etc) Regular inspections of the Main Gas Line Gas detection systems will be inspected and tested annually.</i>

Gas Extraction - Loss of Suction for Extended Period	
Stop Work	<i>Assess the need to Evacuate buildings and the Void.</i>
Assess the risk	<i>Check for danger. Secure the area and raise the alarm. Assess the risk of continuing any operations to the safety of Personnel, Plant, and the Environment Your priority should be to keep yourself and others safe.</i>
Notify	<i>Report the incident to the Emergency Commander immediately. Notify Gas Field and Operations of the Loss of Suction to the Void Unaffected areas of site (i.e. MBT and LTP) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to enter the affected area until the emergency has been declared over. 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 on remotely controlled station equipment including generators, flares and gas blowers. The Emergency Commander may take responsibility for the incident. Activate the PIRMP and contact the relevant authorities immediately. Bioreactor Staff may be required to proceed to the emergency assembly area located at the Amenities block breezeway. This will be dependent on gas monitoring in the Void.</i>
Control the incident	<i>Rectification work to proceed at the direction of the Emergency Commander, WBE Operations Manager and WBE Engineer.</i>
Contain the area	<i>If possible, prevent the incident from spreading further. Return suction to the void as soon as possible taking consideration to the safety of personnel and plant.</i>
Clean up	<i>As required</i>
Report and review	<i>Assist in reporting incidents on Rivo Safeguard. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations. An incident investigation report must be submitted to the EPA within 24hours.</i>
Preventative measures	<i>Critical Spares will be maintained on site. Inspections and testing will be performed regularly.</i>

	Test of isolation procedures and equipment (emergency stops etc)
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Solar Farm Emergency Response Procedures

Solar Farm - Grass Fire

Stop Work	Abandon any plant, equipment or area immediately if it catches fire. Turn off Solar Farm Feeder Circuit Breaker at the WMBT LV Switch room 1 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 the incident to the Emergency Commander immediately. Switch your radio to channel 2 and repeat the following phrase: "Emergency, Emergency, Emergency. Fire in the Solar Farm." Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over. Unaffected areas of site (i.e. WBR, WBE and LTP) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over. The Emergency Commander will take responsibility for the incident. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.
Control the incident	The following Fire Control is available in the Solar Farm: <ul style="list-style-type: none"> • Site Water Carts • Front End Loaders • Fire Hydrant at the HV room of WMBT plant Isolation procedures to be carried out by trained personnel as they deem appropriate
Contain the area	If possible, prevent the incident from spreading further. 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 override 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 not clean 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 Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations. An incident investigation report must be submitted to the EPA within 24hours.
Preventative measures	Solar Farm perimeter will be kept clean and tidy and grasses cut or poisoned on a regular basis. Smoking will not be permitted. Hot work (e.g. Oxy-acetylene cutting and welding) will only take place in an area 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. A Hot Work Permit must be issued for any hot work.

Mechanical Biological Treatment Plant (MBT) Emergency Response Procedures

Fire – Compost (Fermentation Building or Maturation Area)

Stop Work	Abandon any plant, equipment immediately if it catches fire. Move other mobile equipment from the active fire zone
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 the incident to the Emergency Commander immediately. Switch your radio to EMG channel 15 and repeat the following phrase: "Emergency, Emergency, Emergency. <location>." Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over. The Emergency Commander may take responsibility for the incident. If not available, the Deputy Emergency Commander may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site. Unaffected areas of site (i.e. WBR, WBE and LTP) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over. Any people not responding to the incident should proceed to the emergency assembly area at the Administration Carpark.
Control the incident	The following Fire Control is available in the Fermentation Building and Maturation Area: Fire control systems (Fire Hose Reels/Fire Hydrants) Fire extinguishers (see appendix B - Site Layout) Water cart Front end loader/s First Aid Kits in vehicles
Contain the area	If possible, prevent the incident from spreading further. Turn off all aeration fans for stockpiles and Biofilters 2/3 from SCADA or locally if safe to do so. Use the front end loader to uncover and suppress the fire with water if it is safe to do so. Personnel who are required to be in the area and not operating machinery must wear an appropriate respirator at all times.
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 Rivo Safeguard 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 (Safework NSW, 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. Temperature probes used to monitor stockpiles and reduce airflow Equipment fire control and detection systems will be serviced and inspected as required. Fire extinguishers are located on all vehicles and will be serviced and inspected as required. Flammable goods are not permitted in the Fermentation Building and the Maturation Area. Smoking is not permitted in the Fermentation Building and the Maturation Area. Water cart is available onsite in the event that a fire does occur at the site.

Fire – Waste (Reception Building)

Stop Work	Thermal cameras will detect any heat and activate the water cannons to extinguish the fire automatically. Notify Management if this occurs. If this system fails to stop the fire, then follow the procedure as set out below. Abandon any plant, equipment immediately if it catches fire. Move other mobile equipment from the active fire zone
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Assess the risk	<p>Check for danger. Secure the area and raise the alarm.</p> <p>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?</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Switch your radio to EMG channel 15 and repeat the following phrase:</p> <p>“Emergency, Emergency, Emergency. Fire in the Reception Building.”</p> <p>Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.</p> <p>Unaffected areas of site (i.e. WBR, WBE and LTP) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over.</p> <p>The Emergency Commander may take responsibility for the incident. If not available, an Emergency Commander delegate may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.</p> <p>The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.</p> <p>Any people not responding to the incident should proceed to the emergency assembly area at the Administration Carpark.</p>
Control the incident	<p>The following Fire Control is available in the Reception Building:</p> <p>Fire suppression systems (Fire Hose Reels/Fire Water Cannons)</p> <p>Fire extinguishers (see appendix B)</p> <p>First Aid Kits in vehicles</p>
Contain the area	<p>If possible, prevent the incident from spreading further. Close all apron gates to the BRS drums from SCADA or the crane chair. Turn off Bio Filter 1 from SCADA. Use grapple to uncover the burning waste and suppress the fire with water, if it is safe to do so.</p> <p>Personnel who are required to be in the area and not operating machinery must wear an appropriate respirator at all times.</p>
Clean up	<p>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.</p>
Report and review	<p>Assist in Reporting incidents on Rivo Safeguard 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 (Safework NSW, NSW Police) with investigations.</p>
Preventative measures	<p>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.</p> <p>Equipment fire suppression systems will be serviced and inspected as required.</p> <p>Fire extinguishers are located on all vehicles and will be serviced and inspected as required.</p> <p>Flammable goods are not permitted in the Reception Building.</p> <p>Smoking is not permitted in the Reception Building.</p> <p>Water cart is available onsite in the event that a fire does occur at the site.</p>

Fire – Electrical Switchgear Rooms

Stop Work	<p>Fire detection System (Smoke Detectors) will detect any smoke and activate the fire alarm system. Notify Management if this occurs.</p> <p>Stop work, make the area safe, evacuate the area and meet at the site emergency assembly point</p>
Assess the risk	<p>Check for danger. Secure the area and raise the alarm.</p> <p>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?</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Switch your radio to EMG channel 15 and repeat the following phrase:</p> <p>“Emergency, Emergency, Emergency. Fire in the Fermentation Hall.”</p>

	<p>Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.</p> <p>Unaffected areas of site (i.e. WBR, WBE and LTP) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over.</p> <p>The Emergency Commander may take responsibility for the incident. If not available, an Emergency Commander delegate may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.</p> <p>The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.</p> <p>Any people not responding to the incident should proceed to the emergency assembly area at the Administration Carpark.</p>
Control the incident	<p>The following Fire Control and equipment is available in the Electrical Switchgear rooms:</p> <p>Fire Extinguishers</p> <p>First Aid Kits</p> <p>LV rescue kits</p> <p>Emergency HV electricity stop switch - located outside HV switchgear room</p> <p>11kV Overhead line recloser switch R2 - located next to WBR weighbridge</p>
Contain the area	<p>If possible, prevent the incident from spreading further.</p> <p>Use HV E-stop located outside the HV switchgear room to isolate the power to all switchgear rooms.</p> <p>Personnel who are required to be in the area must wear an appropriate half face respirator at all times.</p> <p>Carbon Monoxide analyser to be used on personnel who are exposed to smoke inhalation.</p>
Clean up	<p>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.</p>
Report and review	<p>Assist in Reporting incidents on Rivo Safeguard 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 (Safework NSW, NSW Police) with investigations.</p>
Preventative measures	<p>Electrical Switchgear are maintained according to OEM guidelines</p> <p>Adequate number of operators are trained in first aid, LV rescue and emergency response.</p> <p>Fire detection system in place to detect smoke inside the switchgear room</p> <p>Fire detection system is inspected and tested monthly</p> <p>Fire fighting equipment available and the equipment are inspected and tested in six monthly intervals.</p> <p>Fire extinguishers are located on all vehicles and will be serviced and inspected as required.</p>

Fire – Fermentation Hall

Stop Work	<p>Thermal cameras will detect any heat and activate the water cannons to extinguish the fire automatically.</p> <p>Notify Management if this occurs.</p> <p>If this system fails to stop the fire, then follow the procedure as set out below.</p> <p>Abandon any plant, equipment immediately if it catches fire. Move other mobile equipment from the active fire zone</p>
Assess the risk	<p>Check for danger. Secure the area and raise the alarm.</p> <p>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?</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Switch your radio to EMG channel 15 and repeat the following phrase:</p> <p>“Emergency, Emergency, Emergency. Fire in the Fermentation Hall.”</p> <p>Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.</p>

	<p>Unaffected areas of site (i.e. WBR, WBE and LTP) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over.</p> <p>The Emergency Commander may take responsibility for the incident. If not available, an Emergency Commander delegate may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.</p> <p>The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.</p> <p>Any people not responding to the incident should proceed to the emergency assembly area at the Administration Carpark.</p>
Control the incident	<p>The following Fire Control and equipment is available in the Fermentation Hall and on site:</p> <p>Fire Extinguishers Hose Reels Thermal Cameras Front end Loader First Aid Kits Water cart</p>
Contain the area	<p>If possible, prevent the incident from spreading further. Turn off all aeration fans for stockpiles and Biofilters 2/3 from SCADA.</p> <p>Personnel who are required to be in the area and not operating machinery must wear an appropriate respirator at all times.</p>
Clean up	<p>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.</p>
Report and review	<p>Assist in Reporting incidents on Rivo Safeguard 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 24 hours. Additional notification may be required to assist external authorities (Safework NSW, NSW Police) with investigations.</p>
Preventative measures	<p>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.</p> <p>Equipment fire suppression systems will be serviced and inspected as required.</p> <p>Fire extinguishers are located on all vehicles and will be serviced and inspected as required.</p> <p>Water cart is available onsite in the event that a fire does occur at the site.</p>

MBT Leachate Pond Dam Breach

Stop Work	<p>Abandon any plant, equipment, or area immediately if you are working next to the pond and notify the supervisor.</p>
Assess the risk	<p>The risk of overflowing the leachate pond is very high when heavy rainfall is forecast in the days ahead, therefore, this emergency response should be reviewed when heavy rain is forecasted.</p> <p>The risk of the leachate pond overflowing shall be evaluated prior to any significant rainfall event</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Switch your radio to EMG channel 15 and repeat the following phrase:</p> <p>"Emergency, Emergency, Emergency. Dam breach at the leachate pond."</p> <p>Wait for acknowledgement and then leave your radio on channel 15 until the situation is declared over.</p> <p>Unaffected areas of site (i.e. WBR, WBE and LTP) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over.</p> <p>The Emergency Commander may take responsibility for the incident. If not available, an Emergency Commander delegate may be controlling the response. They will contact the relevant authorities immediately. External authorities may take control of emergency response at the site.</p> <p>The Communications Officer is to activate the nearest fire alarm, alerting staff in administration, amenities and workshop buildings that an evacuation is taking place.</p> <p>Any people not responding to the incident should proceed to the emergency assembly area at the Administration Carpark.</p>

Control the incident	<p>Close the V-drain gate from the maturation pad. Gain approval to pump excess leachate offsite to the LTD. In an emergency situation, leachate can be pumped to the reception building</p> <p>Put soil and hay bales at the discharge point of the maturation pad to keep most of the leachate inside the maturation pad.</p> <p>Stop all process pumps from the process buildings going to the leachate tank if the holding tank is overflowing</p> <p>Use earth moving equipment to create a temporary storage dam to confine the leachate and prevent leakage into the site stormwater system;</p> <p>Hook up necessary pipes and pumps and as conditions permit, remove the leachate from the temporary dam and transfer it to the appropriate disposal area</p> <p>Use earth moving equipment to create a temporary storage dam to confine the leachate inside the maturation pad (if required)</p>
Contain the area	If possible, barricade the area when necessary to stop traffic around the pond.
Clean up	<p>If the leachate polluted the stormwater dam, a plan for treatment of the stormwater should be prepared</p> <p>The affected soil should be barricaded and a plan for treatment of the polluted soil should be prepared.</p> <p>After treatment of leachate and soil (if needed), return the affected area to a similar condition of the area if it is unsafe to return. Monitor the area for outbreaks over the following 24 hours.</p>
Report and review	Assist in Reporting incidents on Rivo Safeguard or using a hazard near-miss identification booklet.
Preventative measures	<p>Develop an early warning checklist to evaluate the risk of overflowing the pond based on forecasted rainfall and operation (amount of product on maturation pad).</p> <p>Check the level of the pond more frequently during the heavy rain days and update the calculation</p> <p>Check the walls of the pond and v-drain</p> <p>Prepare the equipment according to response activities</p>

Leachate Treatment Plant (LTP) Emergency Response Procedures

Methanol Spills	
Stop Work	Abandon any plant, equipment or area immediately if a spill has occurred.
Assess the risk	<p>What is the source and cause of the Spill? Is the spill likely to enter a stormwater drain?</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident. Ensure unauthorised people are kept clear of the area of the spill.</p> <ul style="list-style-type: none"> • Ensure all ignition sources are extinguished; • *Incompatible with oxidising agents (eg. hypochlorites), acids (eg. nitric acid), alkalis (eg. hydroxides), heat and ignition* • Avoid skin/eye contact and inhalation with methanol by wearing suitable personal protective equipment; respirator, face shield, safety glasses or splash-proof goggles, PVC or neoprene gloves, chemical-resistant coveralls or PVC splash apron and safety footwear; • In case of contact with skin, immediately use an emergency eyewash or safety shower (refer to Appendix B), and flush the exposed area with copious amounts of lukewarm water for at least 15 minutes. Contaminated clothing and shoes should be removed under the shower. Wash the area thoroughly with soap and water. Seek medical attention if irritation or pain persists or if symptoms of toxicity develop. *Wash contaminated clothing and shoes before reuse*; • In case of contact with eyes, immediately flush the eyes with copious amounts of lukewarm water for at least 15 minutes. The eyelid should be held apart during the flushing to ensure all accessible tissues of the eyes and the lids are in contact with water. Obtain medical attention; • In case of inhalation of methanol vapours, first remove the individual to fresh air if it is safe for you to do so and keep him or her warm and at rest. Monitor for respiratory distress. If difficulty in breathing develops or if breathing has stopped, administer artificial respiration or cardiopulmonary resuscitation (CPR) immediately and seek medical attention. If trained to do so, administer supplemental oxygen with assisted ventilation, as required;
Notify	Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.

	<p>If the Emergency Commander deems it necessary to manage the emergency on a radio channel, you may be directed to switch your radio to Channel 15.</p> <p>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</p> <p>External authorities may take control of emergency response at the site.</p> <p>Unaffected areas of site (i.e. WBR, WBE and MBT) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over.</p>
Control the incident	<ul style="list-style-type: none"> Check the Safety Data Sheet (SDS) folder to assess the risk of the methanol spill. Find the source of the spill and prevent it from discharging additional liquid if safe to do so. This could involve closing a valve. Avoid contaminating waterways, drains and sewers. If product does enter a waterway, advise the Environmental Protection Authority (EPA); Contain spillage, then cover/ absorb spill with non-combustible absorbent material (vermiculite, sand, or similar). When saturated, collect material, transfer to suitable, labelled, dry chemical-waste containers and dispose of promptly as hazardous waste. <p>Veolia maintains 3 types of spill kits:</p> <ul style="list-style-type: none"> Hydrocarbon Chemical General Purpose <p>It is critical that the correct spill kit is utilised. A Hydrocarbon spill kit used on an acid or alkali including Phosphoric acid and Caustic MAY ESCALATE the incident causing a fire</p>
Contain the area	<p>If possible, prevent the incident from spreading further. Restrict access to the area.</p> <p>The following control equipment is available for spill response</p> <p>Spill Kits (including absorbent pads, socks, dry-sorb and gloves)</p> <p>Valves for stormwater retention pits must be closed in the case of serious incidents.</p> <p>Bund areas where spills have occurred and block off access to stormwater drains.</p>
Clean up	<p>If needed, licensed VES tankers or otherwise must be arranged to be present at the site to pump out required areas.</p>
Report and review	<p>Assist in reporting incidents on Rivo Safeguard or using a hazard near miss identification booklet.</p> <p>An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, Safework NSW, NSW Police) with investigations.</p>
Preventative measures	<p>Woodlawn is a zero discharge site. 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.</p>

Methanol Vapour Release

Stop Work	<p>Abandon any plant, equipment or area immediately if a vapour release has occurred.</p>
Assess the risk	<p>What is the source and cause of the release?</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident. Ensure unauthorised people are kept clear of the area of the spill.</p> <ul style="list-style-type: none"> Ensure all ignition sources are extinguished; If it is suspected that methanol concentrations in air might reach the LEL, operators in the area must have personal gas monitors that will sound an alarm; On detection of methanol vapour release, immediately stop all activities in the area;
Notify	<p>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</p> <p>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to Channel 15.</p> <p>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</p> <p>External authorities may take control of emergency response at the site.</p> <p>Unaffected areas of site (i.e. WBR, WBE and MBT) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over.</p>

Control the incident	Inform all people, vehicles and equipment to keep at least 100 metres clear of the area; If the leak cannot be controlled contact emergency services by following Contacting Emergency Services Phone 000; and Ensure access to appropriate emergency location is communicated and maintained for emergency services to enter the site, and on their arrival follow the instructions of the personnel
Contain the area	If possible, prevent the incident from spreading further. Restrict access to the area.
Clean up	If needed, licensed VES tankers or otherwise must be arranged to be present at the site to pump out required areas.
Report and review	Assist in reporting incidents on Rivo Safeguard 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, Safework NSW, NSW Police) with investigations.
Preventative measures	Woodlawn is a zero discharge site. Stormwater is retained in onsite stormwater dams. Further details, including a site map relevant to this section can be found in the Woodlawn Bioreactor Environmental Management Plan.

Tank Failure (overflow) - Leachate System Leak/Spill

Stop Work	Abandon any plant, equipment or area immediately if a spill has occurred.
Assess the risk	What is the source and cause of the Spill? Is the spill likely to enter a stormwater drain? Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident. Avoid skin/eye contact with the leachate by wearing suitable waterproof gloves, face protection, clothing and boots;
Notify	Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement. If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to Channel 15. The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately. External authorities may take control of emergency response at the site. Unaffected areas of site (i.e. WBR, WBE and MBT) shall be notified and account for all personnel on their site, advise them of the emergency and ask them not to leave the unaffected area until the emergency has been declared over.
Control the incident	Check the Safety Data Sheet (SDS) 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.
Contain the area	If possible, prevent the incident from spreading further. Restrict access to the area if the spill is hazardous. All liquid collected will be directed to flow down towards a leachate valve (within the LTP), from which a pipe will divert the liquid to the leachate aeration dam The following control equipment is available for spill response Spill Kits (including absorbent pads, socks, dry-sorb and gloves)
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 Rivo Safeguard 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, Safework NSW, NSW Police) with investigations.
Preventative measures	Tank level controllers, Foam suppression and mechanical knockdown, Interlocks on pumps and blowers to tank levels. Operating procedures and on call monitoring including CCTV.

Operator Chemical Deluge

Stop Work	Abandon any plant, equipment or area immediately if a spill has occurred.
Assess the risk	Check for further danger. Secure the area and raise the alarm.

	<p>What has caused the medical emergency? Are you trained and competent to respond? What first aid equipment is required and available to respond?</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</p> <p>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to a Private Channel.</p> <p>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</p> <p>External authorities may take control of emergency response at the site.</p>
Control the incident	<p>Detailed lists of First Aid Equipment can be found under Emergency Resources in this document.</p> <p>Spray the entire contents of the Diphoterine canister on IP immediately and escort to a safety shower. Diphoterene can be sprayed into eyes if required.</p>
Contain the area	<p>Assess the cause of the incident. Can it potentially affect other people? If possible prevent the incident from recurring.</p>
Clean up	<p>Return the affected area to a similar condition or cordon off the area if it is safe to return.</p> <p>Report and review</p> <p>Assist in Reporting incidents on Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations.</p>
Report and review	<p>Assist in reporting incidents on RIVO 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, Safework NSW, NSW Police) with investigations.</p>
Preventative measures	<p>Maintain your First Aid qualifications.</p> <p>Check your requirements for certification. Do you need a refresher?</p> <p>Maintain First Aid supplies and Diphoterine stores</p>

Crisps Creek Intermodal Facility (IMF) Emergency Response Procedures

Railway collision or derailment	
Stop Work	<p>Abandon or make safe any plant, equipment or area immediately if a rail collision or derailment occurs at the Crisps Creek Intermodal Facility (IMF).</p>
Assess the risk	<p>Check for other dangers. Secure the area and raise the alarm.</p> <p>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 dams have the capacity to withhold it?</p> <p>Your priority should be to keep yourself and others safe.</p>
Notify	<p>Report the incident to the Emergency Commander immediately by ringing (02) 8588 1360 on the site telephone.</p> <p>The Emergency Commander will take responsibility for the incident.</p> <p>They will contact the relevant authorities immediately.</p> <p>External authorities may take control of emergency response at the site.</p> <p>Sterling Freight drivers should be advised by switching your radio to channel 15 and repeating the message:</p> <p>"Emergency, Emergency, Emergency. Railway accident at Crisps Creek. All trucks return to Woodlawn until further notice"</p> <p>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.</p> <p>IMF operations may continue as usual if it is deemed safe to do so by the Emergency Commander.</p> <p>Staff located at the Woodlawn precinct site should continue working as usual unless otherwise advised.</p>
Control the incident	<p>Pacific National will take control of any incidents involving rail.</p> <p>No VES employee is to assist with movement of derailed wagons or locomotives.</p>

	<p>Do not use any VES plant or equipment without consulting VES management. VES may utilise plant or equipment as required. Do not touch dislodged container pins. The following companies need to be contacted (refer section 'Phone Numbers' this document)</p> <ul style="list-style-type: none"> • Pacific National Bulk Services: (02) 8229 1573 • John Holland CRN South West Network Control: (02) 4028 9502
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/Recovery and return to Operation	<ul style="list-style-type: none"> • Pacific National to arrange recovery and removal of rolling stock • Veolia to arrange for track inspection and repair as necessary. Arrange for cranes and dogmen if required, rail maintainer to check/repair rail. • Veolia to engage John Holland to deem rail infrastructure safe for use • Veolia to arrange for recovery of damaged containers. Clean-up of waste spill in accordance with Environment Protection Authority protocol as set out in Licence. • Monitor and respond to first flush detention for potential pollution from waste or fuel spill. • Transport waste to Bioreactor as appropriate • Return the affected area to a similar condition or cordon off the area if it is unsafe to return.
Report and review	<p>Assist in Reporting incidents on Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations.</p> <p>ONRSR Notification process to be initiated based on category of Incident</p> <p>A notifiable occurrence means an accident or incident associated with railway operation and are categorised as follows:</p> <p>Category A - the most serious, which must be immediately orally reported by phoning the ONRSR on 1800 430 888 and following up with a written report to ONRSR within 72 hours</p> <p>Category B - which must be reported to ONRSR within 72 hours. via the ONRSR Portal</p>
Preventative measures	John Holland to conduct a rail maintenance schedule under agreed timeframes. Training on Lock out Tag Out process, and procedures on loading and unloading containers, Competency - Forklift Interface agreements in place with Pacific National and John Holland

Fire - transit	
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 hardstand is suitable at the Intermodal Facility.
Assess the risk	<p>Check for danger. Secure the area and raise the alarm.</p> <p>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?</p> <p>Your priority should be to keep yourself and others safe.</p> <p>Decide if you are capable of managing the incident.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</p> <p>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to a Private Channel</p> <p>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</p> <p>External authorities may take control of emergency response at the site.</p>
Control the incident	<p>The following Fire Control is available to suppress vehicle fires:</p> <p>Fire suppression systems on plant</p> <p>Fire extinguishers situated on waste transport vehicle and site light vehicles</p> <p>Fire hose (adjacent buildings)</p> <p>Fire hydrant booster</p> <p>First Aid Kits</p>
Contain the area	If possible, prevent the incident from spreading further.

	<i>If water is used to suppress a fire, all stormwater drains must be blocked/protected first. Note: fire-water is not clean 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</i>
Clean up	<i>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</i>
Report and review	<i>Assist in Reporting incidents on Rivo Safeguard 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, Safework NSW, NSW Police) with investigations. A fire incident investigation report must be submitted to the EPA within 24 hours.</i>
Preventative measures	<i>Fire extinguishers will be serviced and inspected on a 6 monthly basis. Vehicle fire suppression equipment is installed and will be serviced and inspected as required.</i>

Waste truck rollover on public road	
Stop Work	<i>Abandon or make safe any plant, equipment or area immediately if a Rollover occurs.</i>
Assess the risk	<i>Check for other dangers. Secure the area and raise the alarm. 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 dams have the capacity to withhold it? Your priority should be to keep yourself and others safe.</i>
Notify	<i>Report the incident to the Emergency Commander immediately by ringing (02) 8588 1360 on the site telephone or channel 15 UHF. The Emergency Commander will take responsibility for the incident. 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. Truck Rollover on Road. 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 using the affected road. Staff located at the Woodlawn precinct site should continue working as usual unless otherwise advised.</i>
Control the incident	<i>Emergency services will take control when they arrive on site. Do not use any VES plant or equipment without consulting VES management. VES may utilise plant or equipment as required. Do not touch the affected vehicle/area until emergency services have concluded their investigation.</i>
Contain the area	<i>Implement spill control measures as per the response measures under "Spills – Bioreactor and Intermodal Facility" if required. Follow instructions from the incident control team.</i>
Clean up/Recovery and return to Operation	<ul style="list-style-type: none"> • Owner to arrange recovery and removal of the vehicle. • Veolia to arrange for Clean-up of waste spill in accordance with Environment Protection Authority protocol as set out in Licence. • Monitor and respond to detection of potential pollution from waste or fuel spill. • Transport waste to Bioreactor as appropriate • Return the affected area to a similar condition or cordon off the area if it is unsafe to return.
Report and review	<i>Assist in Reporting incidents on Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations. SHEQ should be notified as soon as practical.</i>
Preventative measures	<i>Driver training, Pre-start checks, Driver medicals safety inspections. Report any unsafe road conditions to the relevant authorities. Transport Code of Conduct</i>

Pylara Farm Emergency Response Procedures

Spills – 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	<p>Check for danger. Secure the area and raise the alarm.</p> <p>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?</p> <p>Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.</p>
Notify	<p>Report the incident to the Emergency Commander immediately. Contact the Woodlawn site office on (02) 8588 1360 or using the radio channel for your area, announce the following phrase: "Emergency, Emergency, Emergency....." and wait for acknowledgement.</p> <p>If the Emergency Commander deems it necessary to manage the emergency on a private channel, you may be directed to switch your radio to Private Channel 15.</p> <p>The Emergency Commander will take responsibility for the incident and organise the relevant authorities to be contacted immediately.</p> <p>External authorities may take control of emergency response at the site.</p>
Control the incident	The Pylara Farm Safety Data Sheet (SDS) 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	<p>If possible, prevent the incident from spreading further. Restrict access to the area if the spill is hazardous.</p> <p>The following control equipment is available for spill response (check RE location at Pylara workshop?)</p> <p>Spill Kits (including absorbent pads, socks, dry-sorb and gloves)</p> <p>Bund areas where spills have occurred and block off access to waterways.</p> <p>Emergency fencing may need to be installed to keep stock away from the contaminated area.</p>
Clean up	<p>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.</p> <ul style="list-style-type: none"> • 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.
Report and review	Assist in reporting incidents on Rivo Safeguard 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, SafeWork NSW, NSW Police) with investigations.
Preventative measures	<p>Ensure all chemicals in the workshop are stored in banded drip trips.</p> <ul style="list-style-type: none"> • Every chemical used on the farm must have its accompanying SDS added to the folder when brought onsite. This includes contractors. • Check diesel storage tanks for leaks or damaged fittings on a monthly basis.

Appendix D PIRMP Document Register

POEOAct Section/Clause	Requirement	Section of Plan
POEO Act 1997 no 156		
153C (a)	The procedures to be followed by the holder of the relevant environment protection licence, or the occupier of the relevant premises, in notifying a pollution incident to: (i) the owners or occupiers of premises in the vicinity of the premises to which the environment protection licence or the direction under section 153B relates, and (ii) the local authority for the area in which the premises to which the environment protection licence or the direction under section 153B relates are located and any area affected, or potentially affected, by the pollution, and (iii) any persons or authorities required to be notified by Part 5.7,	Section 4
153C (b)	A detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant environment protection \licence, or the occupier of the relevant premises, to reduce or control any pollution,	Section 4.1
153C (c)	The procedures to be followed for coordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made,	Section 4.2
153D	A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is kept at the premises to which the relevant environment protection licence relates, or where the relevant activity takes place, and is made available in accordance with the regulations.	Section 6
153E	A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is tested in accordance with the regulations.	Section 5
153F	If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147) is caused or threatened, the person carrying on the activity must immediately implement any pollution incident response management plan in relation to the activity required by this Part.	Section 4.1
POEO (G) Regulation		
72 (a)	A description of the hazards to human health or the environment associated with the activity to which the licence relates (the	Section 3.2

	relevant activity),	
72 (b)	The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,	Section 3.2
72 (c)	Details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity,	Section 3.3
72 (d)	An inventory of potential pollutants on the premises or used in carrying out the relevant activity,	Appendix B
72 (e)	The maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates,	Appendix B
72 (f)	A description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident,	Section 3.5
72 (g)	The names, positions and 24-hour contact details of those key individuals who: (i) are responsible for activating the plan, and (ii) are authorised to notify relevant authorities under section 148 of the Act, and (iii) are responsible for managing the response to a pollution incident,	Section 4.2.1
72 (h)	The contact details of each relevant authority referred to in section 148 of the Act,	Section 4.2.2
72 (i)	Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on,	Section 4.5
72 (j)	The arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on,	Section 3.6
72 (k)	A detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises,	Appendix A
72 (l)	A detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk,	Section 3.6
72 (m)	The nature and objectives of any staff training program in relation to the PIRM plan,	Section 5.1

72 (n)	The dates on which the PIRM plan has been tested and the name of the person who carried out the test,	Section 5.2
72 (o)	The dates on which the PIRM plan is updated,	Section 7
72 (p)	The manner in which the PIRM plan is to be tested and maintained.	Section 5.2
74 (1)	A PIRM plan must be made readily available— (a) to an authorised officer on request, and (b) to a person who is responsible for implementing the PIRM plan at the premises— (i) to which the relevant licence relates, or (ii) where the activity takes place.	Section 6
74 (2)	A PIRM plan must be made publicly available in the following way within 14 days after it is prepared— (a) in a prominent position on a publicly accessible website of the person who is required to prepare the PIRM plan, (b) if the person does not have a website—by providing a copy of the PIRM plan, without charge, to a person who makes a written request for a copy.	Section 6
74 (3)	Subsection (2) applies only in relation to a part of a PIRM plan that includes the information required under— (a) the Act, section 153C(a), and (b) this Regulation, section 72(h) and (i) or 73(b)(ii) and (iii).	Acknowledged
74 (4)	Personal information, within the meaning of the Privacy and Personal Information Protection Act 1998 , is not required to be included in a PIRM plan made available to a person other than an authorised officer.	Acknowledged
75 (1)	A PIRM plan must be tested— (a) routinely at least once every 12 months, and (b) if a pollution incident occurred during an activity to which an environment protection licence relates, which caused or threatened material harm to the environment, within the meaning of the Act, section 147—within 1 month of the incident occurring.	Section 5.2
75 (2)	The test must be carried out in a way to ensure the following— (a) the information included in the PIRM plan is accurate and up to date, (b) the PIRM plan is capable of being implemented in a workable and effective way.	Acknowledged
75 (3)	A test carried out under subsection (1)(b) must assess the matters specified in subsection (2) in light of the incident.	Acknowledged