

WINGECARRIBEE SHIRE COUNCIL
SOUTHERN REGIONAL LIVESTOCK EXCHANGE (SLRX)
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
EPL 3699

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Approval Signature:	

Beyond meeting the legislative requirements; the purpose of the plan is to reduce the risk of an environmental pollution incident occurring and given the residual risk that will always be present. Help to coordinate an appropriate and timely response should such an incident occur.

3. Legislative Requirements

The specific requirements for pollution incident response management plans are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation). In summary, the provision requires the following:

- All holders of environment protection licences must prepare a pollution incident response management plan (section 153A, POEO Act).
- The plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO (G) Regulation (clause 98B).
- Licensees must keep the plan at the premises to which the environment protection licence relates or, in the case of traceable waste transporters and mobile plant, where the relevant activity takes place (section 153D, POEO Act).

4. Definition of a Pollution Incident

The definition of a pollution incident is:

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

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

- a. Harm to the environment is material if:
 - i. It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
 - ii. It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations) and

The Site Supervisor – must then perform the following actions:

1. Investigate to determine the legitimacy and extent of the incident.
2. Organise equipment and resources to ensure the area is safe and controlled e.g. isolate area (evacuate/barriers), traffic diversion (barriers/signage) etc. If the incident is a spill it must be prevented from entering the waterways or storm water drains.
3. Determine roles and responsibilities to obtain the required assistance.
4. In the event of a significant incident inform the Manager Water and Sewer Services who will attend the site and provide coordination assistance.
5. Call 000, if the incident presents an immediate threat to human health or property, fire rescue NSW, NSW Police and the NSW ambulance service are the first responders, as they are responsible for controlling and containing incidents. Liaise with these agencies and act on any instructions given once they arrive on-site.
6. Follow pollution incident reporting procedures on section 6 of this document.
7. Delegate the role of informing the neighbours via door knocking or by phone call.
8. If an area or site evacuation is required follow the “SRLE” Emergency Evacuation Plan”.
9. Conduct an investigation into the incident, debrief staff and recommend actions to reduce the risk of the incident occurring again.
10. This plan must be reviewed within one month of a pollution incident occurring.

6. Pollution Incident Reporting Procedure

1. The Supervisor must report all environment incidents in the form annexed to this plan.
2. If it is considered a “Pollution Incident” it will be reported to the following Authorities:

Order	Emergency Service	Phone
1	Police/Fire/Ambulance	000
2	EPA Environment Line	131 555
3	Ministry of Health – Sydney	02 9391 9000
4	Safe Work NSW	13 10 50

NOTE: In the event that the Manager, Supervisor or Team Leader is not available, staff will need to report environmental pollution incidents directly to the above services.

The following methods shall be applied for early detection of ground water and surface water pollution:

- Ground water monitoring network
- Ground water monitoring programme
- Ground water assessment programme and
- Surface water monitoring programme

The objectives of the ground water and surface water assessment programs are to identify a failure of leachate barrier system, and demonstrate that surface water is not contaminated by landfill operation.

Groundwater shall be monitored and constituent concentrations shall be established for comparison with the concentrations specified in the EPL. If changes in concentration levels for any of the indicator parameters are detected, then the affected ground water monitoring wells shall be sampled. Anomalies after re sampling shall be notified to the EPA. The ground water wells and surface water sampling points across SRLE are strategically located to ensure early detection, through regular sampling and monitoring of ground water and surface water contamination.

8.1.3 Inventory of Pollutants

The purpose of recording the wastes received (Pollutants) is to:

- Quantify waste received
- Record the qualities, types and source and waste received and
- Estimate the potential leachate generation

The objective of quantifying the waste received at SRLE is to accurately obtain data on the waste quantities, types and source for reporting future planning purposes.

The objectives of recording the quantities, types and sources of waste received at the SRLE are to enable the effective monitoring of incoming waste, estimate the potential leachate generation from waste received and to aid in regulatory reporting requirements. Inventory of pollutants at SRLE are in **appendix 3**.

9. Water Pollution

9.1 Water pollution (Leachate)

In the event of a potential surface water contamination the following actions shall be taken during or immediately after identifying the pollution incident.

- Isolate the area and ensure that there is no access.
- Notify EPA immediately as required by EPL.
- A written report to the EPA, detailing the nature and source of the contamination, and any actions taken, and future actions that will be carried out to prevent recurrence.

10. Identification of Key Persons

A list identifying key SRLE staff that is responsible for incident management is described in the decision flow chart below.

The following people have a duty to notify a pollution incident occurring in the course of an activity that causes or threatens material harm to the environment.

11. Forms of the Plan

A written copy of the plan must be kept on-site at the SRLE and be able to be provided to an authorised EPA Officer on request. As per POEO Act 1997 – Section 153D.

12. Relationship with other Emergency Plans

In the event of an environmental pollution incident staff must follow this Pollution Incident Response Management Plan. However, should an incident require the evacuation of staff the existing Emergency Plan procedure must be followed.

It must be noted that the Wingecarribee Shire Council must still meet its obligations under the “Pollution Incident Response Management Plan” even in the event of an emergency evacuation.

13. Training

Regular tool box meeting discussed the training requirements for the staff. Training is also provided for the use of the plan to ensure that all staff is aware of the content, processes and requirements of the plan and competently implement if necessary. People and culture division of corporate directorate of council maintains relevant operator training and certification records SRLE has several formal training to enhance and improve job knowledge, skills and abilities of staff.

14. Communicating with Neighbours

A list identifying immediate neighbours of the SRLE who must be notified during a pollution incident is attached to this document.

In the event of a pollution incident at the SRLE, impacts on the community are variable and depend on location, volume of spills or other factors such as wind direction and velocity. Communication methods will be used on a case by case basis in all situations Wingecarribee Shire Council will attempt to provide early warnings to directly affected neighbours by the mechanism described below. Early warnings are to include details of what the imminent incident is, how those affected can prepare and respond to the incident. The notification shall provide specific information to the neighbouring properties and local community so it can minimise the risk of harm. Information could include instructions to avoid the use of water in the creek or rivers affected or likely to be affected by a pollutant discharge.

APPENDIX 1: Pollution Incident Response Plan Details

Facility Name and Address
Southern Regional Livestock Exchange 255 Berrima Road – Moss Vale NSW 2577 PH: (02) 4868 1507

Date of Plan Revised:	Review Plan by:
March 2016	March 2017

Date Plan Tested:	Re-Test Plan By:

Plan Written By:	Plan Approved By:
Katharine Lancaster	Scott McAllan Business Services Manager

Wingecarrabee Shire Council Contacts			
Title	Name	Office Phone	Mobile
Supervisor	Brett Dodd	4868 0888	0427 831 575
Business Services Manager	Scott McAllan	4868 0888	0400 710 249

On-Site Companies – Contact List			
Title	Name	Office Phone	Mobile

Reporting / Emergency Contacts	Phone
SRLE Incident/Accident Reporting	For internal use only
Police / Fire / Ambulance	000
EPA Environment Line	131 555
Ministry of Health – Sydney	02 9391 9000
Safe Work NSW	13 10 50
Bowral Hospital	4861 0200
Bowral Fire Brigade	4862 1446

APPENDIX 3: Inventory of Pollutants / Chemicals

Trade Name	Substance	Solid/Liquid/Gas or Powder	Container Size	Max Quantity	Location
Round Up	Weed Control	Liquid	20 Lt	20L	Shed
Unleaded Petrol	Fuel	Liquid	200 Lt	200 Lt	Shed
2-Stroke Oil	Oil	Liquid	5 Lt	5 Lt	Shed
Diesel	Fuel	Liquid	250 Lt	2500 Lt	Shed
Engine Oil	Oil	Liquid	5 Lt		Shed

Substance	Pond No.	Liquid
Dam	Pond 2	Liquid

APPENDIX 5: Fire Scenario

In the event of a fire the following actions are required to minimise Environmental Pollution and control fire on site.

1. Notify the relevant authorities listed in this PRIMP. Business Services Manager to notify EPA immediately as required by EPL. – **131 555**
2. Isolate area to prevent anyone accessing site except Authorised personnel
3. If cattle are on site assess danger before entering site to free animals, if it is not safe to enter the area and free animals do not enter site. If cattle can be moved without endangering personnel then move cattle away from the fire and into one of the paddocks located at the rear of the facility. **DO NOT TRY AND RESCUE CATTLE IF IT POSES A RISK TO YOUR SAFETY.**
4. The Supervisor must report all environment incidents in the form annexed to this plan. WSC Incident form
5. Supervisor is to notify Fire Services if fire can't be contained
6. Supervisor to notify neighbours of incident: **APPENDIX 4**
7. Team Leader and/or Crew Member to monitor discharge of fire water ensuring volume do not exceed capacity of the dam being utilised by monitoring levels. If dam is full pump water to the next dam until all dams are full. Ensure there is access to a tanker in case dams exceed limits and water is required to be removed and taken off site to a water treatment facility
8. Supervisor or Team Leader to arrange for Dewatering pump to be supplied from local hire companies:

MV Hire Moss Vale	4869 2222
Kennard's Mittagong	4871 1100
Action Hire Mittagong	4872 1111
9. Once incident has been controlled complete the information below
 - a. The time, date, nature, duration and location of the incident.
 - b. The location of the place where pollution is occurring or likely to occur.
 - c. The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known.

APPENDIX 6: Incident Notification Form

If this is a printed copy it could be out of date – Always check the intranet for the most current version of this document.

Incident Notification Form

SECTION A – DETAILS OF INCIDENT <small>(Please add information and circle appropriate answer)</small>					
Reported by:	<input type="text"/>	Date:	<input type="text"/>	Incident Date:	<input type="text"/>
Incident Time:	<input type="text"/>	Witness 1:	<input type="text"/>	t:	<input type="text"/>
Address:	<input type="text"/>	Witness 2:	<input type="text"/>	t:	<input type="text"/>
Address:	<input type="text"/>	Did an Injury Occur? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES complete SECTION A & SECTION B/ If NO complete SECTION A only			
TYPE OF INCIDENT <small>(Please tick only 1 incident type)</small>					
Safety Incidents		Safety Incidents (Continued)		Other Incidents	
Injury to 'Worker' (e.g. Staff) <input type="checkbox"/>	Psychological <input type="checkbox"/>	Plant Damage or Loss <input type="checkbox"/>			
Manual Handling <input type="checkbox"/>	Security / Act of Aggression <input type="checkbox"/>	Asset Damage or Loss <input type="checkbox"/>			
Confined Space <input type="checkbox"/>	Environmental Incidents		Damage, Injury or Loss to Third Party <input type="checkbox"/>		
Slip, Trip or Fall <input type="checkbox"/>	Non Conformance (Water Quality) <input type="checkbox"/>	Non Conformance (Other) <input type="checkbox"/>			
Hit by or Against Object <input type="checkbox"/>	Flora, Fauna or Heritage Impact <input type="checkbox"/>	Near Miss (Safety, Environment or Business) <input type="checkbox"/>			
Hazardous Subs. / Dangerous Goods <input type="checkbox"/>	Impact to Water Quality or Supply <input type="checkbox"/>	Other – Not Specified <input type="checkbox"/>			
Noise or Electrical <input type="checkbox"/>	Pollution / Contamination event <input type="checkbox"/>				
What happened? (Provide details of the incident) <input type="text"/>					
Where did it happen? (Provide incident location) <input type="text"/>					
How or why did it happen? (Provide details of why the incident happened – If unknown leave blank) <input type="text"/>					
Did Property/ Plant damage occur? YES <input type="checkbox"/> NO <input type="checkbox"/>	Plant No. / Rego: <input type="text"/>				
Weather at time of incident? <input type="text"/>					
Immediate actions taken: <input type="text"/>					
Was incident notified to regulator? YES <input type="checkbox"/> NO <input type="checkbox"/>	Did Police attend? YES <input type="checkbox"/> NO <input type="checkbox"/>	Event No. <input type="text"/>			
SECTION B – DETAILS OF INJURY <small>(Please add information and circle appropriate answers)</small>					
Injured person name:	<input type="text"/>	Gender:		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
Injured person address:	<input type="text"/>	Phone No: <input type="text"/>			
Injured person is:	Employee <input type="checkbox"/>	Customer <input type="checkbox"/>	Public <input type="checkbox"/>	Contractor <input type="checkbox"/>	Volunteer <input type="checkbox"/> Visitor <input type="checkbox"/>
Expected Outcome:	No work capacity <input type="checkbox"/>	Return to normal duties <input type="checkbox"/>	Alternative duties <input type="checkbox"/>	Fatality <input type="checkbox"/>	Unknown <input type="checkbox"/>
Treatment Provided:	Ambulance <input type="checkbox"/>	Medical Treatment <input type="checkbox"/>	Hospital <input type="checkbox"/>	First Aid <input type="checkbox"/>	Nil <input type="checkbox"/>
TYPE OF INJURY <small>(Please tick only 1 injury type)</small>					
Head Injury <input type="checkbox"/>	Sprains / dislocation of joints or muscles <input type="checkbox"/>	Break to bone/s <input type="checkbox"/>			
Burns or Scalds <input type="checkbox"/>	Open wound and/or amputations <input type="checkbox"/>	Injury to nerves and/or spinal cord <input type="checkbox"/>			
Electrocution & Electric shocks <input type="checkbox"/>	Poisoning and toxic effects of substances <input type="checkbox"/>	Soft tissue injury <input type="checkbox"/>			
Hearing trauma <input type="checkbox"/>	Eye, ear or throat injury <input type="checkbox"/>	Crush or bruising injury <input type="checkbox"/>			
Effects of weather (exposure) <input type="checkbox"/>	Psychological (Stress related injury) <input type="checkbox"/>	Needle stick or puncture <input type="checkbox"/>			
Bites and stings <input type="checkbox"/>	Other – Not specified <input type="checkbox"/>				
Injured body part: (be specific e.g. head, eye, left arm, right leg) <input type="text"/>					
Date injured worker ceased work: <input type="text"/>			Time injured worker ceased work: <input type="text"/>		
INCIDENTS MUST BE NOTIFIED WITHIN 24 HOURS OR ON NEXT WORKING DAY.					
Forward completed Incident Notification Form to the Workplace Systems Team at the Civic Centre or by email to incident.notification@wsc.nsw.gov.au .					
For further assistance contact the Workplace Systems Team on 4885 8832. If injury has occurred, you must also contact Welfare Matters on 4885 8831.					