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Emergency and Fire Response Plan

Enviroking

August 2020

Enviroking Pty Ltd
843 John Renshaw Drive
Blackhill
NSW

Version: Version 3



Emergency and Fire Response Plan

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DOCUMENT CONTROL

Reference	Status	Date	Prepared	Checked	Authorised
	Version 1	29 May 2012	Enviroking		
	Version 2	October 2013	SLR (Chris Jones)		
	Version 3	August 2020	SLR (Renaë Gifford)		

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For all EMERGENCIES
Ambulance
Fire
Police
000 or from Mobiles 112

CONVEY THE FOLLOWING:

1. Give your name and Company name,
2. The location you are calling from,
3. The nature of the emergency, the assistance you require and the location/direction of the emergency.

IF SOMEBODY IS INJURED:

1. PHONE THE AMBULANCE ON 000 (112 IF FROM A MOBILE TELEPHONE) AND GIVE CLEAR DIRECTIONS HOW TO GET TO WHERE YOU AND/OR THE INJURED PERSON ARE.
2. A FIRST AIDER SHOULD PERFORM SURVIVAL FIRST AID (AS APPROPRIATE).

REMEMBER YOUR D, R, A, B, C, D:

- » ENSURE THERE IS NO **D**ANGER TO YOURSELF, THE CASUALTY OR OTHERS.
- » ASSESS THE CASUALTY FOR A **R**ESPONSE.
- » ENSURE A CLEAR **A**IRWAY TO THE CASUALTY'S LUNGS.
- » CHECK IF THE CASUALTY IS **B**REATHING?
- » IF THE CASUALTY IS NOT BREATHING, PERFORM **C**ARDIO-PULMONARY RESUSCITATION.
- » APPLY A **D**EFIBULATOR (IF AVAILABLE).

3. ATTEND TO OTHER INJURIES IF YOU CAN.
4. MAKE COMFORTABLE UNTIL HELP ARRIVES.
5. DO NOT GIVE FOOD OR DRINK.

IMPORTANT CONTACT DETAILS

Director –Rodney Lodge - After Hours Answering Service: 0408 303 000
Plant Foreman – Eamon Hendrickx – 0437 003 745
Staff Next of Kin: On file at office

Ambulance: 000 (Mobile 112)
Maitland Hospital: (02) 4939 2000
John Hunter Hospital: (02) 4921 3000

Fire: 000 (Mobile 112)
East Maitland Fire station: (02) 4934 7497
Rural Fire Services: (02) 4991 1733

Police: 000 or 112
Maitland Police Station: (02) 4934 0200

EPA: 131 555
Cessnock City Council After hours emergencies: (02) 4940 7816
Hunter Water Emergency number: 1300 657 000
Ausgrid Emergency number: 13 13 88 (24 hours)
State Emergency Services: 132 500
WorkCover: 131 050
Dept of Primary Industries: (02) 4931 6656

1 INTRODUCTION

Enviroking Liquid Waste Facility, operated by Enviroking Pty Ltd, is located at 843 John Renshaw Drive, Blackhill (Lot 931 DP 816814), within the Cessnock City Council (*here after Council*) local government area. The facility receives and treats liquid waste and reuses treated waste by exempted land application and irrigation, or disposal into landfill, sewage treatment plants or other licensed facilities.

The facility was designed and constructed to treat a minimum of 15,000 tonnes of liquid waste per annum, which was granted by an Environment Protection License (EPL), by the NSW EPA. Council granted consent in November 1998 and restricted the facility to treat only 5,000 tonnes per year.

In August 2010, Enviroking was granted an EPL (EPL 11180) to expand the facility to treat up to 20,000 tonnes of liquid waste per annum. The development will involve the following:

- An extension of the existing building to house the proposed treated effluent tanks, including bunding, workshop and truck wash bay area;
- An awning and extension to the existing building to cover the main access to the building and to enclose the existing sludge pit and provide cover over the existing truck receival pit; and
- Upgrading the ventilation systems within the treatment building.

2 SCOPE AND OBJECTIVES

The key objectives for odour management for Enviroking are summarised below:

- Identification of bushfire hazards;
- Put controls in place to effectively manage bushfire risks;
- Ensure employees and contractors are responsible for bushfire management.

3 EMERGENCY RESPONSE POLICY

The management of Enviroking Pty Ltd is committed to identifying the major sources of environmental risk at the licensed premises, identifying and implementing procedures to minimise such risk.

In implementing the elements of the Emergency Response Policy Enviroking Pty Ltd will:
Identify potential hazards and assess the risks.

- Control potential hazards through identification and risk analysis.
- Develop and maintain safe working procedures and programs.
- Provide a continual program of education, training, information and instruction whereby employees follow correct response priorities:
- Ensure personal safety and that of other work colleagues and visitors
- Notify Emergency Response Officer or Management
- Take steps to contain or minimise the impact of the incident according to safety procedures only where safety is not compromised.
- Ensure the correct authorities are informed.
- Provide adequate resources to facilitate this policy and programs.
- Implement an audit and review compliance program.

All levels of supervision will be responsible in the areas of their control for:

- The implementation and enforcement of this policy and the Health, Safety and Environmental Management Plan.
- Compliance with Environment Protection Licences and legislation.
- To ensure the safety of employees, contractors, subcontractors and others who may be affected at the workplace.

All employees are required to co-operate with the Emergency Response policy and procedures to ensure the health & safety of themselves and others in the workplace. It is also their duty to comply with response priorities and practices and to report any unsafe condition to their supervisor.

All contractors and subcontractors engaged to perform work on the organisation's premises or locations are required, as part of their contract, to comply with the Emergency Response Policy, procedures and programs of the organisation.

Enviroking Pty Ltd is committed to the implementation of this policy and will review its effectiveness regularly.

4 SAFETY AND EMERGENCY PROCEDURES

4.1 Introduction

Located approximately 500 meters west from Black Hill Road on John Renshaw Drive BLACK HILL, Enviroking Pty Ltd is a liquid waste transport and processing facility.

A map of the Enviroking Pty Ltd to date showing locations, road access and support services capability is presented in **Appendix 1**.

4.2 Emergency Definition

An emergency is an unexpected event that poses a threat to life, property or the environment and requires immediate action to prevent or limit such a threat. The Emergency Response Procedures set out the minimum procedures that should be undertaken by personnel acting on behalf of Enviroking.

In the event that the emergency escalates and cannot be contained by Enviroking Staff, emergency services will be contacted immediately.

4.3 Classification of Emergencies

In the event of an emergency, the Person-in-Charge will classify the situation under the category of Minor, Serious or Major. An emergency must be reported immediately to Emergency services, Management and if required EPA and WorkCover.

Minor Emergency - A minor emergency is one that can be satisfactorily handled by company personnel and does not affect or threaten parties beyond the scope of the direct operations.

Serious Emergency - A serious emergency is one that has implications beyond the control of staff. It would generally involve parties outside the direct scope of the operations including Government Agencies and outside contractors.

Major Emergency - A major emergency is an incident having major safety, environmental, Governmental, economic or public welfare implications.

4.4 Injury to Personnel

In the event of serious injury it is crucial to notify Ambulance service immediately and Workcover NSW. It is also important that the next of kin of the injured are promptly notified, as detailed below.

NOTIFICATION SHALL ONLY BE MADE BY THE DIRECTOR.

Notification may be given along the lines of the following:

“An accident has occurred at the (location) and your (relationship), (name), has been injured and taken to the (name) hospital, at (location) for treatment. The hospitals/doctor’s details (name, telephone number and area code). We will keep you informed of further details as they are received.”

If a very serious injury has occurred, no notification should be given to the next of kin.

Notification should be made by a member of the Police Force on advice from the doctor.

Under no circumstances are names to be released before the next of kin have been notified.

4.5 Investigating and reporting

In the case of an emergency involving a fatality, serious injury or significant damage to property or the environment, the director will visit the site and investigate the incident. Government agency representatives will also carry out investigations into the extent and causes of the situation and they are to be afforded full co-operation in the performance of their duties.

It is important to not disturb the site unless absolutely necessary for safety or environmental reasons.

Reports required by government regulations shall be promptly prepared and submitted.

Statutory reports must be prepared with care, reporting facts only and expressing no opinions as to cause.

4.6 Fire

The Person-in-Charge is to be informed immediately of any fire around the property. Minor fires may be dealt with by using Enviroking fire-fighting equipment. Any fire that threatens property must be notified to the Fire Brigade.

4.7 Spills / Environmental pollution

In the event of a spill or environmental pollution incident on site please refer to the Pollution and Incident Response Management Plan and Waste Management Plan.

4.8 General Safety

In general appropriate safety clothing must be worn at all times including a minimum of; hard hats, safety glasses, long sleeve shirts, long trousers and steel toe safety foot wear. Observe all safety signs such as “No Smoking” and “No Unauthorised Entry”.

These are placed for the safety of all personnel. All visitors are to be made aware of safety regulations.

5 EMERGENCY PROCEDURES

5.1 General

As part of Enviroking's Health, Safety and Environment Policy, Enviroking is committed to the health and safety of its people by providing a safe and healthy work place.

The **Person-in-Charge** is responsible for:

- Informing all personnel entering the Plant area of safety requirements and the need for enforcing safety standards.
- Ensuring that operations are carried out in a safe working environment and in accordance with good practice as well as any applicable specific regulations.
- Improving competence and efficiency through training and emergency drills.

Following are procedures for certain specific situations. It is impossible to cover every situation; however, the guidelines should be followed where possible. The main theme running through the procedures is communication and reporting. As soon as possible after an emergency situation develops, contact the next person in the chain of command.

5.2 Reports

5.2.1 Reporting of Death and Serious Injury

Serious injury means an injury that requires immediate attention by a medical practitioner.

Where a person dies or suffers a serious injury:

- A report of the death or injury immediately to an Inspector of Workcover if associated with operational activities
- A report in writing giving full particulars of the death or injury and all related circumstances are to be transmitted to the appropriate regulator within the requested period after the occurrence of the death or injury.

5.2.2 Written Records of Death and Injury

A record is to be kept of each injury, whether or not a serious injury is suffered. These records shall include:

- Particulars of the injury;
- The circumstances leading to the occurrence of the injury; and
- The treatment (if any) given to the injured person and the name of each medical practitioner (if any) consulted in relation to the injury.

5.2.3 Reporting Serious Damage

Serious damage to property means:

- The loss or destruction of property with a value exceeding \$50,000;
- Damage to property, the repair of which would cost an amount exceeding \$50,000;
or
- The loss or destruction of any property, or any damage to property, by reason of which any person dies or suffers serious injury.

Where a serious damage to property occurs:

- A report of each occurrence is immediately to be made to the appropriate regulatory Inspector; and
- A report in writing of such occurrence is to be submitted to the regulator within 5 days of the incident occurring, specifying:
 - i. the date, time and place of such occurrence;
 - ii. particulars of the damage;
 - iii. the events so far as they are known or suspected that caused or contributed to the occurrence;
 - iv. particulars of repairs carried out or proposed to be carried out to damaged property; and
 - v. measures taken, or to be taken, to prevent a possible re-occurrence.

5.3 General Evacuation

A condition may arise requiring a general evacuation of all or non-essential personnel. The reasons for such an evacuation are varied but may be due to fire, explosion or well blow out. The duties relating to Casualty Evacuation should be read and followed in conjunction with these notes. The situations are very similar but with an increase in magnitude of potential consequences.

Table 1: Job Title and Duties during Evacuation

Job Title	Duties	
Person in Charge	1	Administer immediate first aid
	2	Determine need for medical assistance and/or evacuation
	3	Liaise with Ambulance personnel or local doctors
	4	Prepare patient for medical evacuation
	5	If incident occurred on public property advise Police, if on private land consider advising Police.
	6	If required, accompany patient to hospital.
	7	Ensure any necessary personal effects accompany patients, eg. Medications and ID.
	8	Advise and liaise with Head of Operations
	9	At earliest possible time, obtain complete description of accident and fill out accident report.
Ambulance personnel/ Doctor	1	Advise Person-in-Charge on treatment and necessity for evacuation.
	2	If situation warrants, travel on evacuating vehicle to supervise patient handling.
	3	Meet vehicle on arrival and arrange care and/or transfer as necessary.
Head of Operations	1	Advise and liaise with appropriate Government officials, including Police, DPI, DWE or WorkCover, DECC, or other bodies eg. Fire Brigade
	2	Advise and liaise with Director and keep fully informed.
	3	If necessary, arrange for next of kin to be notified via normal Police procedures.
	4	Undertake corrective measures where applicable to prevent repeat of accident.
Company Director	1	Ensure emergency contacts have been notified and necessary steps taken.

Job Title	Duties	
	2	Liaise with Government Departments as appropriate.
	3	Notify legal counsel and Insurers, as appropriate.

5.4 Plant / Office fire

Any fire is a serious situation that requires immediate corrective action. With appropriate wind conditions, a fire within the plant can spread rapidly and present a threat to life and property.

The key to containing a plant fire is to isolate the problem area, if possible.

The **Person-in-Charge** should ensure that fire brigade are contacted and that personnel know and understand their duties.

Table 2: Job Title and Duties during Office Fire

Job Title	Duties	
All Personal	1	On discovery of a fire that threatens a site, raise the alarm.
	2	Inform the Head of operations and give location, type and extent of fire.
	3	Shut down all equipment not required to fight the fire. Move trucks and equipment away from the plant or area on fire.
	4	Fight fire with appropriate fire equipment only if safe to do so.
Head of Operations	1	Direct visitors, contractors and service personnel to appropriate area. Ensure all persons are accounted for.
	2	Advise Fire Brigade &/or Rural fire service
	3	Assist in fighting fire if safe to do so
	4	Determine need for additional services or complete evacuation.
Company Director	1	Ensure emergency contacts have been notified.
	2	Liaise with government departments as appropriate: EPA, Work cover, Ministry of health.
	3	Contact Insurance broker regarding damage and possible claim.

As Enviroking Pty Ltd processes no flammable liquid waste the risk of fire or explosions are minimal (**Table 3**).

Table 3: Management Strategy for Flammable Liquids

Management Strategies	Responsibility
› All flammable products are to be stored in a safe area away from workshop.	All personnel
› All fire extinguishers will be maintained and checked.	Safety Officer and Director
› All machinery shall be maintained and operated to comply with relevant fire safety standards.	
› Defective machinery shall be shut down until the defect is rectified and the machine made safe for operations.	

5.5 Off-site Incidents

Refer to the Waste Management Plan which provides procedures to be followed in the event of an incident occurring off-site during the transportation of waste.

5.6 Bushfire

Any fire is a serious situation that requires immediate corrective action.

With appropriate wind conditions, a bush fire close to site can spread rapidly and present a threat to life and property not only at its location, but also in the nearby areas.

The key to containing a site fire is to isolate the problem area in the form of long grass and scrub and then shut in the affected site at risk, so as to minimise damage from the fire.

Table 4: Bushfire Duties

Job Title	Duties	
All Personal	1	On discovery of a fire that threatens a site, raise the alarm.
	2	Inform the Head of operations and give location, type and extent of fire.
	3	Shut down all equipment not required to fight the fire. Put trucks and equipment in shed if safe to do so.
	4	Shut all doors on the buildings were possible and evacuate via your nearest exit.
	5	Fight fire with appropriate fire equipment only if safe to do so.
Head of Operations	1	Direct visitors, contractors and service personnel to appropriate area. Ensure all persons are accounted for.
	2	Advise Fire Brigade &/or Rural fire service
	3	Determine need for additional services or complete evacuation.
Company Director	1	Ensure emergency contacts have been notified.
	2	Liaise with government departments as appropriate: EPA, Work cover, Ministry of health.
	3	On complete evacuation all personal are accounted for.
	4	Contact Insurance broker regarding damage and possible claim.

In regard to bushfire risk, the management objective is to reduce the threat of bushfires to personnel, third parties, property and the environment.

Table 5: Bushfire Strategies

Management Strategies	Responsibility
<ul style="list-style-type: none"> › The induction program shall inform personnel of the required bushfire management procedures. › Enviroking shall maintain regular liaison with local emergency services organisations. › Enviroking shall organise property maintenance and cleanups to limit the spread of fires. 	Safety Officer and Director

Management Strategies	Responsibility
<ul style="list-style-type: none"> › All vehicles shall carry fire extinguishers. › A water tank, fire extinguishers and general safety gear is used for site operational work. In addition, 2 x 150,000 litre water tanks are available at the right side of the plant shed for dedicated use for firefighting and the Rural Fire Services. › All machinery shall be maintained and operated to comply with relevant fire safety standards. › Defective machinery shall be shut down until the defect is rectified and the machine made safe for operations. › The event of a fire shall be limited through the employment of fire prevention mechanisms. 	<p>Safety Officer and Director</p> <p>All personnel</p>

6 RESPONSIBILITIES, TRAINING AND DRILLS

6.1 General

The Director is responsible for the implementation of this Emergency Response Plan. Resources shall be obtained and maintained to provide the level of protection required by this plan. As a minimum,

- All personnel shall understand the requirements of this Plan;
- All personnel shall be trained in basic first aid and fire fighting techniques;
- All personnel shall understand the detail of all emergency response procedures; and
- The Person-in-Charge of any works shall be competent in all of the above requirements as they apply to the works.

The Director shall ensure all personnel are appropriately trained and that drills of the emergency response procedures are performed.

Regular drills will be carried out to refresh knowledge of emergency equipment and procedures.

6.2 Review

The Director shall ensure that this Emergency Response Plan is reviewed:

- After each and every drill;
- After any emergency situation; and
- Every year.

7 APPENDICES



