

Buronga Landfill

Emergency Response Plan

September 2024

Contents

1	Introduction	4
1.1	General	4
1.2	Purpose	4
2	Background Information	5
3	Emergency Response Plan Principles	5
4	Emergency Procedures (General)	6
4.1	Landfill Activities	6
4.2	Waste Transportation	6
5	Responsibilities	7
5.1	Waste Team Leader	7
5.2	Emergency Response Team	8
5.3	First Aid Officer	8
5.4	Workers	8
5.5	Contractors/Site Visitors	8
5.6	First Person on the Scene	9
5.7	After Hours Response	9
6	Emergency Situations	9
6.1	Medical Attention Situations	9
6.2	Environmental Incidents	10
6.3	Breach of Cell Liner	11
6.4	Delivery of Illegal Waste	11
6.5	Landfill Gas Leak or Accumulation	11
6.5.1	Leachate Spill	12
6.5.2	Management of Spills	12
6.5.3	Fire Prevention / Preparedness	12
6.6	Fire Event	13
6.6.1	Landfill Fire	13
6.6.2	Equipment Fire	14
6.6.3	Fuel Storage Fire	14
6.6.4	Bush and Grass Fire	14
6.6.5	Building Fire	14
6.6.6	Vehicle Fire	14
6.6.7	Post Fire	15

6.6.8 EPA Notification	15
6.7 Other Situations	15
6.7.1 Electric Shock of a Person	15
6.7.2 Explosives or Unexploded Ordinances	16
7 Training	16
8 Evacuation Procedures	17
9 Emergency Response Equipment	17
10 Emergency Contacts	18
10.1 Organisation Chart	18
11 Records and Reporting	18
12 References	19

Appendix A: Site Plan – Emergency Evacuation Point

1 Introduction

1.1 General

This Emergency Response Plan (ERP) aims to provide information and response procedures on the foreseeable on-site and off-site emergency situations including fire events and other incidents that may occur at the Buronga Landfill as well as during the transportation of waste to the site.

Emergencies can arise from a number of causes and a prompt, effective and organised response by employers, employees and contractors to such emergencies is essential to the health and safety of all persons concerned.

This ERP consists of guidelines and procedures to be followed in the event of an emergency. Our first priority is to ensure the safety and wellbeing of employees, contractors and visitors and then respond to the crises appropriately according to the guidelines within this document.

Although the information provided herein is not exhaustive, the ERP identifies key occurrences that may endanger the public or the environment and outlines the risk control measures that would need to be implemented by Buronga landfill in order to safely mitigate potential risks to the health and safety of employees, contractors, visitors, clients, firefighters and other first responders. It is important that all employees are familiar with the information provided and that they understand that they have a responsibility and duty of care to themselves, their fellow workers, subcontractors, visitors to the site, Council and the environment.

In the event that an emergency occurs, the employees will be required to assist in implementing the emergency response procedures applicable to where the emergency has occurred.

Section 9 provides an up to date list of contact names and relevant authorities who may be contacted in the event of an accident or incident.

The ERP also emphasises the need to accurately record or document the accident or incident as soon as possible. This information will be very important and useful when the time comes to investigate and analyse the matter to determine the cause and to see what lessons can be learned for the future.

1.2 Purpose

The purpose of this document is to;

- Promptly provide appropriate attention to the emergency;
- Put in place procedures, plans and training programs;
- Minimise the number of injuries and illnesses;
- Ensure compliance with legislative obligations;
- Make safe any area or equipment involved in an incident;
- Provide advice, support and assistance where required;
- Provide support and counselling to witnesses and employees who are affected by the incident;
- Protect the Council's reputation and sensitivity when dealing with reporters and the media;
- Minimise the Council's exposure to prosecution or action for damages by assisting as required by law, police and WHS legislation;
- Ensure that factual information about the incident is collected without prejudice;
- Report and record information so that the necessary people are notified and correct records are kept; and
- Investigate, analyse and follow up on the accident or incident to ensure that lessons are learned for the future.

2 Background Information

The Buronga Waste Management Centre is owned and operated by Wentworth Shire Council (WSC). WSC currently holds Environmental Protection Licence (EPL) 20209 which covers waste disposal activities (Construction of landfill cells and leachate and stormwater collection systems) and resource recovery activities (recovered aggregate processing and storage / Waste storage) at the site and is under the development processes of the expansion to the site under a Development Consent Application Number: SSD 10096818.

The primary regulatory requirements for the operation of the site are:

- NSW Department of Planning, Industry and Environment, 2023, Buronga Landfill Expansion Development Consent, 19 July 2023, Ref: SSD-10096818 (the Development Consent);
- NSW EPA, 2023, Environment Protection Licence – 20209, Licence Version Date 8 March 2023 (the EPL);
- NSW EPA, 2016, *Environmental Guidelines, Solid Waste Landfills*, Second Edition, April 2016, Ref: EPA 2016/0259 (The Landfill Guidelines);
- Waste Avoidance and Resource Recovery Act 2001 (NSW) (WAAR Act 2001);
- Protection of the Environment Operations Act 1997 (NSW) (the POEO act 1997);
- Landcom, 2004. *Managing urban stormwater: soils and construction*, Volume 1, March 2004, 4th edition.

These documents play an important role in the management and operation of the site, particularly with regard to environmental emergency situations.

It is expected that waste tonnages accepted at the Buronga Landfill will increase as it becomes a regional waste facility. WSC are currently licenced to receive up to 100,000 tonnes/year at the Buronga Facility with up to 89,000 tpa disposed of at the facility. A further 10,000 tpa of recyclable inert material can be received at the site along with 500 tpa of both asbestos containing material and tyres.

All waste and recycling material entering the facility is received at the weighbridge where it is screened and categorised prior to being directed to the appropriate area of the site.

Waste material that is not approved under the EPL is rejected and excluded from entering the site and a record of the event is entered in the Excluded Waste Register.

3 Emergency Response Plan Principles

This Plan has been written in plain English (everyday language) so that it is easy to understand. The aim of any Emergency Response Plan is for it to be appropriate to the size and complexity of the site, the number of employees involved and the types of activities undertaken on the site.

This Plan will apply not only to the landfill premises but will also take into account activities that will occur outside the premises such as the transportation of waste and other materials to and from the facility. It is acknowledged that accidents and incidents that occur as a result of their association to the landfill operation, will be the responsibility of the landfill management.

Effective implementation of this Plan requires support from all levels of management. The Plan will be communicated to all facility employees and will be reinforced at regular Toolbox meetings.

A user-friendly guide (abridged version of this Plan) will be developed and displayed to assist employees in emergency response. The abridged version will be displayed in the Site Office and will include details of:

- contact names and telephone numbers to be used in the event of an emergency;
- a drawing showing the location of the Emergency Evacuation Point(s) (refer Appendix A);
- Emergency Response Procedures; and
- the Organisation Chart of the Buronga Waste Management Centre.

Responsibility for implementing and maintaining the Plan rests with the Waste Team Leader. The Waste Team Leader will ensure that all employees read and understand the Plan during their induction at the time of initial employment. Sections of the Plan will be sampled regularly with the entire Plan being tested at least every two years. An Emergency Response Team and Safety Committee will be established with responsibility to meet and discuss any problems that may have been identified during practice runs and to put forward amendments to the Plan where necessary.

It is important to note that emergencies do not only affect personnel working on the site. Emergencies can also impact on the environment and neighbouring properties.

In landfills and activities associated with the handling, transport and processing of waste materials, the two most significant environmental emergency situations that can occur are leachate spills and fires. Leachate spills have the potential to contaminate water ways and fires can threaten humans and property and result in the emission of toxic fumes into the atmosphere.

Effective emergency response procedures are essential in the management of any operation and regular training of all employees and contractors is necessary to ensure their safety and well-being as well as provide them with the necessary skills to act appropriately and promptly in all situations.

The Emergency Response Plan is a “living” document and is therefore subject to regular and continuous review and improvement to keep it up-to-date and in line with best practice.

4 Emergency Procedures (General)

In the event that an emergency occurs, all employees will be required to assist in implementing the emergency response procedures applicable to where the emergency has occurred. The Waste Team Leader should always be notified immediately while, in the case of a serious injury or medical emergency, 000 should also be contacted as soon as possible.

4.1 Landfill Activities

In the event of an emergency within the landfill site, the following procedures should be followed by everyone on site:

- a) Remain calm, don't panic;
- b) Cease all non-emergency communications;
- c) Notify the Manager;
- d) Stop work in the area of the emergency and if necessary on the site as a whole;
- e) Evacuate the area of the emergency, and if necessary, the site as a whole;
- f) Assess the dangers at the emergency scene;
- g) Seek assistance from the appropriate emergency services (Fire, Ambulance, Police) where required by calling 000; and
- h) Administer first aid if necessary, and if safe to do so.

Where applicable the Waste Team Leader or the WHS Officer will notify the relevant regulatory authorities such as SafeWork NSW and the Environment Protection Authority.

Do not attempt to transport someone needing emergency medical treatment to a hospital. Call 000 and act on their advice.

4.2 Waste Transportation

In the event of an emergency associated with the transportation of waste, the same procedures will apply.

A typical incident with the transportation of waste is that the vehicle is involved in an accident resulting in injury to the driver(s) and exposure of the waste to the environment, that is, the waste has spilled onto the road or adjoining property.

In such an instance it is important to also notify Council Management and the relevant authorities and seek assistance from the emergency response service providers.

Containment of the waste is essential and this should be accomplished as soon as practical. However, it is important that the waste type should be identified before action is taken to contain and collect it. If the waste is hazardous, it should only be handled by trained personnel using appropriate procedures and equipment.

5 Responsibilities

5.1 Waste Team Leader

The Waste Team Leader will be responsible for the overall management of the site including compliance with the Consent Conditions, Workplace Safety and environmental compliance.

Prevention of accidents and incidents is the responsibility of all managers and maintaining a clean and tidy site is one of the most essential preventive actions. Associated with maintaining a clean site is the need to have properly maintained and effective access roads to minimise the likelihood of accidents and enable good access for emergency vehicles in the event of an emergency.

The Waste Team Leader must carry out monthly Toolbox meetings, or as required, with staff and subcontractors to ensure they are aware of their obligations concerning health and safety and that they have a good understanding of the emergency response procedures. Minutes of all meetings will be recorded and kept on file in the Site Office or Weighbridge Office.

The Waste Team Leader is the custodian of the Emergency Response Plan and has overall responsibility for the following:

- Implementation, testing, training and reviewing the effectiveness of the Emergency Response Plan;
- Assess the extent of any incident to determine the severity of the situation and whether or not it constitutes an emergency;
- Ensuring adherence to the Emergency Response Plan in cases of emergency;
- Coordinating all emergency response activities in consultation with operational team as necessary;
- Contacting the relevant Emergency Services organisation;
- Reporting to the Council General Manager or other representatives;
- Ensuring that all relevant training is provided and kept up to date for employees;
- Ensuring all subcontractors are appropriately trained and have the correct operation licences;
- Advising the relevant external authorities in order to ensure that the company's obligations are met following a serious incident;
- Contacting family and/or next of kin; and
- Arranging counselling.

Following an emergency, the Waste Team Leader is responsible for:

- Directing any external enquiries and media on site or in the case of vehicle incidents and any other site media inquiries to the General Manager;
- Declaring the emergency to be over;
- Initiating a post incident review/investigation of events as per the requirements of WPP136;
- Reviewing the effectiveness of the Emergency Response Plan in managing the incident;
- Ensuring all lessons learned are captured and used in the review of all relevant plans and procedures; and
- Recommending any changes or improvements to the Manager.

5.2 Emergency Response Team

The Waste Team Leader will establish an Emergency Response team for the site and activities associated with the site. In the case of the Buronga Waste Management Centre, the Team should ideally consist of the Waste Team Leader, the First Aid Officer and one other person who can hold the position for a two year period after which time another person will be elected to the role. These people will be responsible for assessing the situation and provide instructions to other employees on the site.

All employees will be required to follow the instructions given by the Emergency Response Team.

5.3 First Aid Officer

The Waste Team Leader, where practicable, must ensure that a trained and accredited First Aid Officer is on site at all times. This person can be an employee who has undergone the necessary first aid training. Employees who are appointed to this position will report to the Waste Team Leader.

The duties of the First Aid Officer include:

- Assuming the role of the Waste Team Leader in his/her absence during an emergency;
- Rendering first aid to the injured or those in need of assistance;
- If possible, collect information from the injured person or persons regarding the incident;
- Cooperating with the Emergency Response Team; and
- Following all emergency response procedures.

First aid officers are generally trained to cope with an emergency situation. The following steps are recommended in all emergencies:

1. Do not rush to the scene. Move quickly and calmly.
2. Check for any life-threatening situation and remove or control it, if safe to do so.
3. Administer First Aid in accordance with level of training. In the event of injury involving blood or body fluid loss, the following must apply:
 - Wear appropriate PPE – safety glasses or goggles, disposable apron, rubber or nitrile gloves;
 - Minimise the number of people in the area;
 - Dispose of blood soaked dressings, bandages, swabs and materials used to clean up in a plastic bag for disposal; and
 - Dispose of such materials in the clinical waste bin.
4. Phone an ambulance. 000 from a landline or 112 from a mobile.
5. If required, send someone to the front gate to escort emergency services.
6. Contact a member of the management team if not already done.

5.4 Workers

All staff are required to:

- Cooperate with the Waste Team Leader or First Aid personnel and follow their instructions; and
- Follow all emergency response procedures.

5.5 Contractors/Site Visitors

All contractors and visitors to the site must cooperate with the Waste Team Leader or the person delegated to stand in for the Waste Team Leader, and follow instructions in accordance with the Site Induction procedure.

Responsibility for the safety and well-being of contractors and visitors to the site at the time of an emergency rests with the Waste Team Leader or the person next in charge in the event of the absence of the Waste Team Leader.

5.6 First Person on the Scene

The role of the first person at the scene of an accident or incident is very important and it is essential that this person remains calm while assessing the situation. The first person on the scene is responsible for assessing the situation and communicating it to management and the relevant authorities. Each situation will be different therefore the following guidelines only provide a broad course of action:

1. Evacuate the area if unsafe to remain there;
2. Check for any life-threatening situation and remove or control, if safe to do so,
 - a. e.g. check for electrical cables laying around the person and disconnect power supply, get expert advice on how to deal with snakes or other dangerous insects or animals, isolate moving equipment, etc.;
3. In the event of an injury:
 - a. If the injured person has been involved in a vehicle accident or vehicle roll over, make sure the vehicle is stable before attending to the injured person. Turn the engine off and if possible, isolate the battery;
 - b. Stay with the injured person if possible, talk to them and try to comfort them;
 - c. Alert the Waste Team Leader and / or a first aid officer for medical help. Advise the type of injury, how bad it is, where you are and the number of people injured;
 - d. Do not move the person unless they are exposed to a life-threatening situation;
4. If safe to do so, stay and wait for the emergency team to arrive and direct them to the area; and
5. In the event of a waste spill outside the premises, attempt to identify the waste material and convey that information to management and the relevant authorities.

5.7 After Hours Response

Where an after-hours emergency situation is identified, Council has put in place the following measures to ensure a prompt response to the situation:

- Council will establish an after-hours call-out roster
- The emergency contact phone number will be displayed on the front gate and on the Landfill information sign board.
- The after-hours notification will be forwarded to Council's security monitoring provider who will contact the relevant on-call staff member and or the Waste Team Leader.
- The emergency fire services will be provided with a key to access the site if the on-call staff member is not present when they arrive.
- A key safe that houses the keys to the mobile plant and the generator is located inside of the crib room.
- On-call staff and/or the Waste Team Leader will provide any assistance requested by the emergency service. Additional staff will be called in if required to assist.
- In the event of a fire emergency, the Waste Team Leader or the on-call staff member will call the EPA incident notification line on 131 555 to advise of the emergency situation within 24 hours.
- All on-call staff will be inducted and trained in the operation of the on-site plant, generator & water storage supply.

6 Emergency Situations

6.1 Medical Attention Situations

Where possible a trained First Aider will administer assistance to the level of their training and competence. If, however, the First Aider feels they cannot adequately cope with a situation then medical assistance should be sought by calling 000.

The following conditions must be referred for further medical assistance:

- Anyone who requires CPR;
- Anyone complaining of chest pain or other related heart conditions;
- Anyone with chest injuries particularly if rib cage is involved;
- Anyone with breathing difficulties, e.g. asthma attack;
- Anyone who has lost consciousness for any length of time;
- Anyone suffering from shock;
- All cases of severe bleeding;
- Anyone with severe heat exhaustion;
- Any wounds or incision that require stitches;
- Amputations;
- Bites and stings if a significant adverse effect is experienced;
- All eye injuries – foreign bodies that cannot be dislodged, metal fragments or burns to the eyes;
- Foreign bodies that cannot be dislodged without trauma;
- Limb injuries involving a suspect fracture or dislocation;
- Suspected spinal injuries;
- Head and facial injuries including burns;
- All full or partial thickness burns greater than a 20c piece including electrical burns;
- All electrical burns and shocks should be referred to a doctor;
- Bleeding from the ear and foreign bodies in the ear; and
- Poisoning.

6.2 Environmental Incidents

In accordance with conditions of the Environment Protection Licence, the Council is required to notify the all relevant authorities of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident.

Council must provide written details of the notification to the EPA within 7 days of the date on which they became aware of the incident.

Incidents that require reporting include, but are not limited to:

- Any fire;
- Spills involving waste/leachate which can result in environmental harm;
- Release of potentially contaminated leachate or stormwater to receiving waters;
- In the event that monitoring results exceed, or is reasonably expected to have exceeded licence limits; and
- Incidents which may have public health consequences or cause nuisance.
- Discovery of unreported asbestos

The Waste Team Leader is required to assess the extent of any environmental incident to determine the severity of the situation and whether or not it constitutes an emergency.

Environmental incidents can also occur as a result of illegal waste being delivered to the landfill. This can occur where the illegal waste is not discovered at the weighbridge because it is mixed in with other waste material.

Where the landfill operator is aware of such an incident, the Waste Team Leader must be notified and the waste identified.

The Waste Team Leader will be responsible for seeking advice on how to manage the situation.

Where unreported / unidentified asbestos containing materials are discovered, the Waste Team Leader will ensure the area is isolated and contained and the material is kept moist or covered. The appropriate regulatory authorities will be notified and a licensed asbestos removalist contracted to undertake the clean-up of the area.

6.3 Breach of Cell Liner

Staff members believing they have detected or inadvertently caused a breach of the cell liner on-site will contact the Site Supervisor immediately. The following procedure should then be followed:

- The Site Supervisor will investigate the report immediately and advise the Site Manager of their findings.
- The relevant consultants will be contacted to inspect and assess the suspected damage.
- The Site Manager upon advice from the site engineering consultants will initiate all required temporary works necessary to minimise the escape of leachate or landfill gas.
- The Site Manager will notify the EPA.
- The Site Manager, in consultation with the site-engineering consultants and the EPA will devise and implement all necessary repairs.
- The Site Manager will submit a report to the EPA outlining the incident, its repair and measures taken to prevent a re-occurrence.

6.4 Delivery of Illegal Waste

In the event that wastes not permitted for disposal are delivered to the site, the person who detects the prohibited substance will notify the Site Manager immediately. The prohibited substance will be kept separate from the tipping face arrangements will be made for the collection and proper disposal of the waste. The EPA will be notified and procedures checked in relation to the collection system to ensure it does not occur again.

WSC policies and procedures are designed to keep known hazardous wastes from ever being received at a disposal facility; however, hazardous or “questionable” waste may be transported to a site inadvertently at any time. It is the responsibility of every site employee to be aware and to ensure that questionable wastes are recognised, identified and that the proper appropriate action is taken.

WSC will train their staff in the identification and appropriate procedure to follow when a questionable waste is identified.

In the event that illegal waste is detected, the following procedures will be implemented:

- Secure area, notify the dispatcher and Site Supervisor;
- Put on the personal protective equipment if not already being worn;
- Secure and/or seal the leaking container to prevent any further escape of asbestos fibres;
- Spray the spilled asbestos with the wetting agent (i.e. water);
- Using a hand broom and shovel or similar equipment, collect all visible signs of wetted asbestos and place it in the 6mm polyethylene bag provided for spills. For spills on soil, it is advisable to also scoop up a small layer of soil that may have been contaminated;
- Seal the bag and affix an asbestos warning label if it is not already marked;
- Liaise with the EPA on the transport and disposal of the illegal waste.

6.5 Landfill Gas Leak or Accumulation

All personnel will be made aware of the possible dangers of landfill gas, which are highlighted as follows:

- Ignition/explosion from methane gas when at concentrations of between 5% and 15% (vol/vol);
- Asphyxiation; and
- Poisoning from carbon dioxide, hydrogen sulphide and trace components.

Asphyxiation risk is always present when persons enter a confined space. Certified gas detection equipment will be used at all times. No one will enter a confined space where the oxygen content of air is below 18% by volume unless authorised by the manager in writing and all PPE equipment

is supplied. OH&S Regulations on confined space entry will be followed at all times and only personnel trained in confined space entry will be allowed to enter confined spaces.

6.5.1 Leachate Spill

In the event that an environmental emergency occurs due to a leachate spill the Waste Team Leader must take the following actions:

- Contain the spill to prevent it coming in to contact with clean water or spreading off site;
- If contamination has occurred, contain the spill to prevent further contamination;
- Turn off any pumps connected to the pipes associated with the leachate;
- Repair any damaged plant and equipment associated with the spill; and
- Remove the leachate by pumping it into the leachate storage dam.

6.5.2 Management of Spills

At Buronga Landfill, there are two distinct areas in the form of the public drop off area and the landfill. The approach to the management of spills is similar across both areas.

Control measures and procedures will be established to counter spills if and when they occur. Dry sand or other absorbents may be used for such purposes. WSC will have appropriate materials stored on site that are needed to clean up potential spills as identified above. WSC will ensure that staff will be adequately trained in spill management techniques. Areas where items such as oils, batteries, etc., are stored will be bunded and placed undercover to minimise the potential for impacts on the site. Any spillage of waste outside of the landfill cells will be removed as soon as it is practical.

Equipment will be available for removing large spillage of solid waste material at the site including a front-end loader and site truck. To supplement this equipment, hand operated equipment such as brushes and shovels are also provided for small spillages.

Emergency situations involving the spillage of unauthorised waste, including hazardous wastes, or other materials will be avoided by the following provisions:

- control of vehicles entering the facility;
- inspection of waste prior to, and during, discharge; and
- training of staff.
- WSC will develop a spill control plan as part of the emergency response plans for the facility.

6.5.3 Fire Prevention / Preparedness

To reduce the risk of a waste fire on site the following measures should be implemented. The Waste Team Leader must ensure that all workers and contractors are aware of and trained in the control measures:

- No materials shall be intentionally burned on site.
- Signs should clearly inform the general public that flammable liquids are not permitted on the site.
- Stockpiles of approved amounts of combustibles and composting (such as tyres, wood or vegetation) will be divided into small piles, tyres stockpiles shall not exceed 50 tonnes at any time and shall be located in a clearly defined area away from the tipping face.
- All sealed or contaminated drums are banned from the landfill unless they are delivered as a specific consignment, the contents of which clearly identified and suitable for acceptance.
- All fuels and flammable solvents for operational use will be stored in an appropriately ventilated and secure store located on unfilled land. All flammable liquids will be stored within a bund that has a capacity of 110 % of the volume of the flammable liquids so that any release of raw or burning fuel will not cause a fire in the filled waste or affect stormwater.
- Flammable solid wastes are not stockpiled at the premises in excess of the quantity limits imposed on the EPL.

- Fire breaks will be constructed and maintained around all filled areas, stockpiles of combustibles, gas extraction equipment and site buildings.
- Fire-fighting equipment will be installed at the site, including at flammable waste storage areas.
- All firefighting equipment will be clearly signposted and access to it must be available at all times.
- All firefighting equipment will be maintained according to a regular schedule at a minimum visual check weekly with testing on the equipment undertaken as required by law.
- The Waste Team Leader will monitor the predicted daily weather conditions and weather warnings and implement necessary controls as per the extreme weather policy.
- All staff must monitor the waste for the early detection of signs of overheating or combustion.
- All staff will undertake training and refresher training as required, in the fighting of waste fires, including first attack response.
- The Waste Team Leader is responsible for conducting of 6 monthly fire emergency & evacuation drills
- Commercial waste delivery vehicles can only unload their waste in the cell under the supervision & direction of a landfill operator. The deposited load must be broken open and inspected by landfill staff, during the disposal process to minimise the unauthorised and likely flammable material disposal

6.6 Fire Event

In the event of a fire occurring at the site, WSC will take prompt action to extinguish the fire. WSC will notify the EPA as soon as practical after becoming aware of the fire.

WSC will co-operate fully with the Fire Brigade in fighting fires on the site. The health and safety of workers is paramount. Fighting the fire must only be undertaken if it is safe to do so and with the aim of containing the fire, or extinguishing the fire if possible, until emergency services take control of the fire site. In the event of a fire:

- Immediately alert the gate house on the UHF radio and advise the Waste Team Leader or most senior person on site, if you are undertaking a first attack response to the fire and which staff members are involved.
- All other non-essential persons and mobile plant must be evacuated from the area of the fire and all persons assembled at the emergency assembly area.
- The Waste Team Leader or the most senior person on site, will assess the fire situation, direct what actions are to be undertaken and alert the emergency services (000), if required.
- If required, access to the site must be restricted and a person assigned to man the front gate to direct the emergency services on arrival.
- If it is safe to do so apply sufficient water to suppress the fire from the up wind side of the fire.
- WSC shall take all reasonable measures to prevent water that has been used to extinguish fires from entering the stormwater system.
- Once the fire has been suppressed, using heavy vehicles with an enclosed cabin and operating on the up wind side of the fire, separate the burning material and create a fire break. The use of a respirator may also be required.
- After the burning material is separated, apply further water or smother with soil.
- When the emergency services have arrived, hand over the firefighting to them and render any assistance as requested.

6.6.1 Landfill Fire

If the fire is a Landfill fire, the following methods are to be used:

- Smother the material with soil;
- Use dry powder or CO2 extinguishers in the first instance; and

- Seek advice from the Site Manager before using water (some materials are not compatible with water).

Only trained operators with appropriate PPE would be utilised. Extreme care must be taken when fighting a landfill fire as smoke and fumes may be toxic.

6.6.2 Equipment Fire

If the fire is an Equipment fire, the following methods are to be used:

- Fire detection and alarm system;
- Activate fire suppression system (where fitted); or
- Extinguish with dry powder or CO2 extinguisher; and
- Do not use water. Isolate batteries at earliest convenience.

Another cause of equipment fire is litter, which can build up on exhaust and manifold. To avoid this possibility, staff must ensure that machinery is cleaned and inspected regularly.

6.6.3 Fuel Storage Fire

If the fire is a Fuel Storage fire, the following methods are to be used:

- Always treat fuel storage fires with dry powder or CO2 extinguishers, as water will tend to spread the fire; and
- Endeavour to turn off the valve or stop leak, to stop the supply of fuel to the fire.

6.6.4 Bush and Grass Fire

If the fire is a Bush or Grass fire, the following methods are to be used:

- Extinguish using water or fire beaters.
- Fire breaks will be established inside the perimeters of the site to assist in controlling bush fires from entering the facility.

6.6.5 Building Fire

If the fire is a building fire, the following methods are to be used:

- The nominated fire warden will ensure all staff are evacuated;
- Alert other people and sound the warning alarm;
- Exit the building closing doors behind you, but DO NOT lock them;
- The main power isolation switch will be turned off;
- Once out of the building, stay out. Don't let anybody back into the building;
- If safe, move all vehicles and other equipment as appropriate to a safe area;
- Attend to all people in immediate danger;
- Go to the Emergency Evacuation Point and wait for further instructions; and
- If required, send someone to the front gate to guide emergency vehicles
- If safe, put out small fires using dry chemical or CO2 fire extinguisher. DO NOT turn your back on the fire and DO NOT go any closer than 2 meters to the fire. When using an extinguisher:
 - Pull the pin – a sharp tug is required.
 - Aim the extinguisher at the fire.
 - Squeeze the handle to operate the extinguisher.
 - Sweep the extinguisher agent across the fire, but no wider than the width of the fire.
- Once the power is turned off the fire can be extinguished with water;
- If the fire cannot be extinguished readily, call the local fire brigade.

6.6.6 Vehicle Fire

In the event of a person being in a vehicle which is on fire they should:

- If safe, park the vehicle away from buildings and other flammable goods such as fuel tanks.
- Turn off the engine.
- Exit the vehicle and if safe, fight the fire with a fire extinguisher or water truck. Stay upwind of the fire to avoid toxic fumes (toxic fumes can be from burning tyres, cabins etc)
- Inform the Waste Team Leader of the situation.
- If needed contact Fire Services on 000.
- If required, barricade or block off area around the vehicle. Be aware of a chance of burning tyres exploding.
- If required, send someone to the entry gate to guide emergency vehicles

6.6.7 Post Fire

Once the fire has been contained and extinguished:

- Monitor and check for any hot spots
- Continue cooling or smothering the fire as required
- Do not permit more waste to be deposited in area of the fire until the all clear has been provided by the emergency services.
- Participate in any investigation if requested, to identify the cause of the fire.
- Report as necessary.

6.6.8 EPA Notification

The EPA must be notified, as soon as is reasonably practicable, of any incidents causing or threatening material harm to the environment as soon as practicable. A report on the incident is to be forwarded to the EPA and a copy retained on site.

Details provided to the EPA should include:

- The time of the event;
- Location of the event;
- Actions taken to control the situation;
- Suspected cause of the event;
- Actions taken to mitigate any environmental harm and/or environmental nuisance caused by the event; and
- Proposed actions to prevent a recurrence of the event.

EPA Environmental Line – 131 555

6.7 Other Situations

6.7.1 Electric Shock of a Person

In the event that a person has received an electric shock, the following steps should be observed:

- Stay at least 10 meters away from wires or objects where wires are touching. Electricity can jump 6 metres if dry and 10 metres if wet.
- If safe and possible, switch the electricity off at the socket and pull the plug out, or turn the electricity off at the fuse box then remove the fuse.
- Call the local electricity company to switch off power supply.
- Call emergency services on 000.
- Bring a dry chemical fire extinguisher close to the location, in case a fire develops. DO NOT use water.
- Calm and reassure the casualty.
- High voltage currents:
 - o DO NOT attempt to rescue the person.
 - o If the person is conscious, try and establish their injuries by talking to them and provide some first aid suggestions that they could self-administer.
 - o For casualties who do not respond, there is nothing you can do.

- Low voltage currents:
 - o Find non-conducting objects (newspaper, dry wood, rubber mats, dry cloth), place on the ground and stand on the object.
 - o Using a broom, wood, clothing, rope etc, try and move the wire away from the casualty. DO NOT move with your hand or foot.
 - o Check response by firmly squeezing their shoulder and calling out loudly.
 - o Elevate the casualty's legs except if it causes pain.
 - o Loosen clothing around the neck and chest.
 - o If the person is thirsty, moisten their lips.
 - o Check for and treat other injuries.
- Wait for emergency services.
- If required, send someone to the entry gate to guide emergency vehicles.

6.7.2 Explosives or Unexploded Ordinances

In the event of explosives or unexploded ordinances being discovered, you should:

- Not disturb the explosives and evacuate the immediate area
- Notify the Waste Team Leader or the most senior person on site, who will notify the Police
- Develop an exclusion zone around the explosives in consultation with the Police
- Wait for the Police or Bomb Disposal officers to attend the site and remove the explosives – DO NOT ATTEMPT TO MOVE OR HANDLE THE EXPLOSIVES or ORDINANCES

7 Training

The Waste Team Leader is responsible for ensuring that all employees are trained in site safety as a measure of reducing the occurrence of accidents or incidents.

It is the responsibility of all employees and contractors working on the site to be aware of emergency procedures, work in a safe manner and to look after the interests of their fellow workers.

All people involved in emergency control such as the Waste Team Leader and the First Aid Officer or other persons appointed to act in the event of an emergency, should be sufficiently trained and familiar with all aspects of their area of responsibilities.

All personnel will be trained in the requirements of the Emergency Response Plan.

Training will be provided for appropriate persons in the following:

- First Aid;
- Spill Response;
- Evacuation Drill;
- Fire Extinguishers;
- Waste firefighting and
- Any other training required for the purposes of emergency response identified.

The Waste Team Leader will determine the frequency of retraining and any additional training that may be required for emergency response. The retraining period should not exceed six months before the next session. New employees will receive training upon becoming employed.

The Manager Human Resources will maintain a record of training (Training Matrix) undertaken by all employees and contractors working on the site as well as their competencies, including licences, attained over their working career. The Training Matrix or Record of Training contains details of who was provided training, when it was undertaken and the frequency in which retraining should be provided.

It is the Waste Team Leader's responsibility to ensure that all operational staff undergoes site induction and general environmental due diligence training. The Waste Team Leader is also responsible for completing and maintaining records of operator inductions.

8 Evacuation Procedures

The facility's designated Emergency Evacuation Point is the weighbridge. This is the place that all persons on the site, employees, contractors and visitors, must assemble when they hear the emergency warning sound.

The Waste Team Leader will carry out Emergency Evacuation Exercises at least once every six months as a means of testing the effectiveness of assembling all persons on the site at the Emergency Evacuation Point in the event of an emergency.

Through their induction and emergency training, all employees and contractors will be aware of their responsibilities in the event of an emergency. However it is important that these responsibilities be reinforced regularly, particularly at Toolbox Meetings.

9 Emergency Response Equipment

All emergency response equipment will be serviced and maintained in accordance with relevant Australian Standards and/or manufacturer's instructions.

Regular training will be carried out to ensure that all site operational employees can operate the equipment.

The equipment will include as a minimum:

- Fire extinguishers for electrical fires and other materials;
- Fire hose, pump and water tank; and
- Operational machinery such as a dozer and FEL/Backhoe.

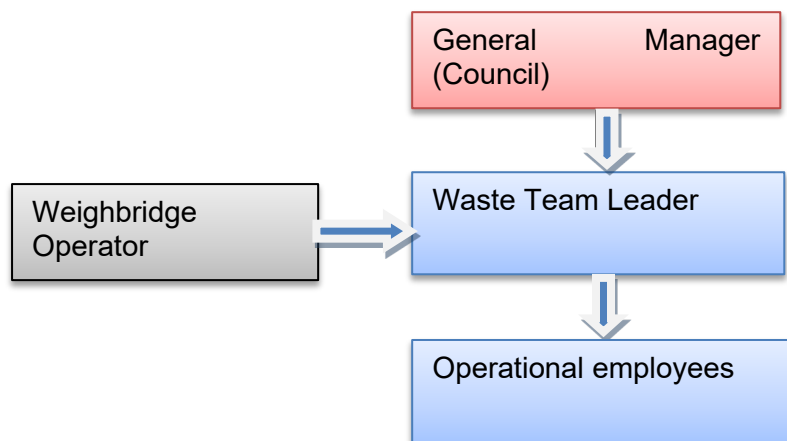
10 Emergency Contacts

Emergency contacts for the site are as follows:

Role	Telephone Number
Emergency Services (Ambulance, Fire, Police, SES)	000
Council Administration	03 5027 5027
Waste Team Leader	0429 342 119
Gate House	03 5022 0145
Local Hospital	03 5022 3333
After-Hours	03 5027 5027

10.1 Organisation Chart

The organisational structure below shows the hierarchy of personnel responsible for activities at the Buronga Waste Management Centre and reflects the reporting hierarchy to be followed in the event of any incident. Operational aspects are reported at the Waste Team Leader level with policy based reporting being made by the General Manager and Council.



11 Records and Reporting

Council must maintain a number of records and prepare reports as appropriate. Reports to be kept on site are:

- Daily diary, which is to be used daily for recording events and other daily activities. The Daily Diary is a legal document which can be called upon in a Court of Law and therefore must be kept up to date at all times.
- Training Matrix prepared by the Manager Human Resources and updated regularly. It will cover the training and competency records of all employees and contractors engaged in work on the site (refer to Section 7).
- Minutes for all Toolbox Meetings.

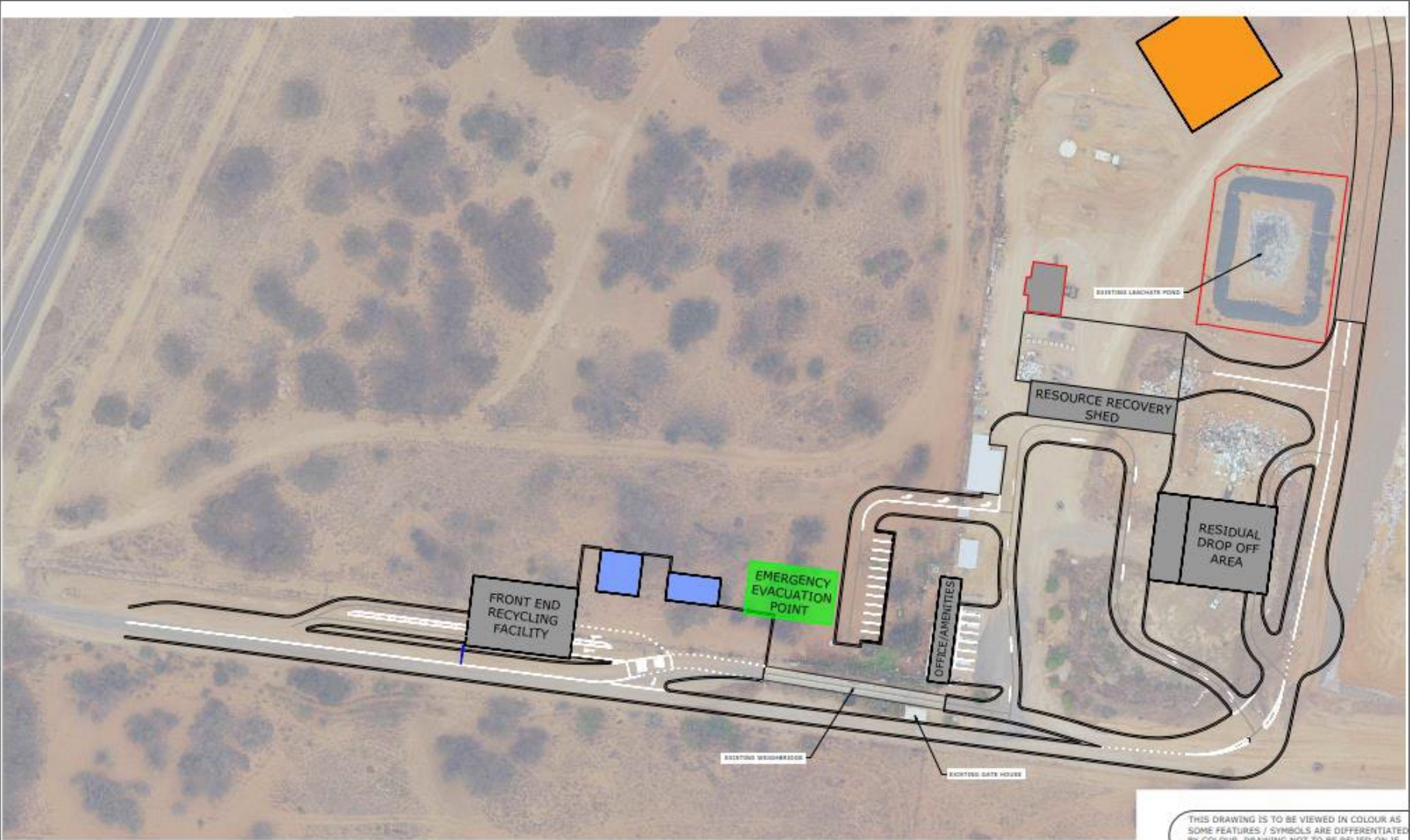
- Inspection check sheets.
- Induction records.
- Incident reports.

The Waste Team Leader is required to notify the EPA of incidents causing or threatening material harm to the environment within 24 hours. A report of such events must be prepared for the EPA.

12 References

- 1.1 NSW EPA Environmental Guidelines – Solid Waste Landfills (2016)
- 1.2 Tonkin (2024) Buronga Landfill - Landfill Environmental Management Plan
- 1.3 Environment Protection Licence No 20209
- 1.4 Workplace Health & Safety Act 2011
- 1.5 Workplace Health & Safety Regulation 2017

Appendix A Site Plan – Emergency Evacuation Point



THIS DRAWING IS TO BE VIEWED IN COLOUR AS SOME FEATURES / SYMBOLS ARE DIFFERENTIATED BY COLOUR. DRAWING NOT TO BE RELIED ON IF PRINTED IN GREYSKALE.

SITE PLAN
SCALE 1:100

NOT FOR CONSTRUCTION



WENTWORTH SHIRE COUNCIL
BURONGA LANDFILL EXPANSION
EMERGENCY EVACUATION POINT
SITE PLAN

FILENAME: SCOTT_EMERGENCY PLAN (A) DWG PROJECT NUMBER: 202597 DRAWING NUMBER: 01 REVISION: A

SHEET SIZE		A1	
DRAWN ON ORIGINAL ORIGIN: DO NOT SCALE DRAWING			
COORDINATE: N/A			
DATUM: N/A			
SCALE: AS SHOWN			
SURVEYED: N/A			
SURVEY DATE: N/A			
APPROVED / PROJECT LEADER			
ANDREW SEATON-STEWART			
DATE: DEC 1 2024			
APPENDIX / REASON FOR ISSUE			
APPENDIX A			



PUBLIC UTILITIES:
THE SERVICES SHOWN ARE DERIVED FROM PLANS OBTAINED FROM THE RELEVANT SERVICE AUTHORITIES. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ARRANGE WITH THE RELEVANT SERVICE AUTHORITIES FOR COORDINATION OF SERVICES AND THEIR LOCATION BEFORE EXCAVATION WORK COMMENCES.

B