

EMERGENCY PLAN FOR:



GOW STREET RECYCLING CENTRE 81-87 Gow St, Padstow

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Summary of Dangerous Goods held at the premises

Area	Type	GHS Category	ADG Class	Quantity*	Bunding
1	Diesel (C1 combustible liquid)	Flammable Liquids: Category 4;	Non-ADG	65,000 L	Yes
2	Polyelectrolyte flocculant	Eye Damage/ Irritation: Category 1	Class 9	250 kg	Yes
3	Degreaser & Truck Wash	Eye Damage/ Irritation: Category 2A Skin Corrosion/Irritation: Category 2	Non-ADG	400 L	Yes
4	Engine, transmission, diff, lubricant oils (C2 combustible liquid)	Non classified	Non-ADG	1,600 L	Yes
			Total	67,250 kg/L	

*Maximum quantities

Prepared By: Benbow Environmental
Date 07 July 2021

EMERGENCY PLAN
Gow Street Recycling Centre
81-87 Gow St, Padstow

Prepared for: Fire & Rescue NSW
Gow Street Recycling Centre

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ABBREVIATIONS & GLOSSARY OF TERMS

BCA	Building Code of Australia
Council	Blacktown City Council
Chief Warden	Director of Operations or Delegate
DWE	NSW Department of Water and Energy
DoP&E	NSW Department of Planning and Environment
Emergency Assembly Area	This is a safe location to which all people are required to assemble in the case of an emergency.
ECO	Emergency Control Organisation
EOCC	Emergency Operations Control Centre
EP	Emergency Plan
FPP	Further Processed Products
FSEP	Fire Safety Study
GHS	Globally Harmonised System of classifying and labelling chemicals
HAZCHEM Code	An alpha-numeric code placed on hazardous chemical placards to indicate actions to be taken by emergency services to control an incident involving the chemical, prior to detailed technical information being available
NFPA	National Fire Protection Association. A US-based organisation promoting fire safety and protection. NFPA Codes of Practice are commonly used in Australia for situations not covered by Australian Standards and Regulations or Codes of Practice.
NSW EPA	NSW Environmental Protection Authority
PG	Packing Group used to rank the hazard associated with the transport and handling of a particular dangerous goods (except for Dangerous Goods Class 1, 2 and 7)
PPE	Personal Protection Equipment
SCBA	Self-Controlled Breathing Apparatus
SDS	Safety Data Sheet – previously called MSDS (Material Safety Data Sheet). A sheet giving detailed information regarding the hazardous characteristics of a substance and procedures to be followed in the event of an emergency involving the particular substances
SES	State Emergency Services
Site	9 Kenoma Place, Arndell Park NSW 2148
SMO	Site Medical Officer
UN No	United Nations Hazardous Material Identification Number. A four-digit number used to identify a hazardous chemical.

1. INTRODUCTION

This document describes the Emergency Plan (EP) for Gow Street Recycling Centre Pty Ltd located at 81-87 Gow St, Padstow NSW 2211.

All personnel and contractors working at the site should be made aware of the general contents of this document and accompanying Emergency Procedures.

It is a requirement that all those employees responsible for emergency response activities, as defined by this Plan, have a copy of this EP and receive the appropriate level of training needed to ensure the effective implementation of the respective emergency response procedures identified in this EP.

1.1 REFERENCE DOCUMENTS

This Emergency Response Plan has been developed in accordance with the following guidance documents and relevant Australian/New Zealand Standards:

- Hazardous Industry Planning Advisory Paper (HIPAP) No.1 – Industry Emergency Planning Guidelines (NSW Planning and Environment)
- Work Health and Safety Act 2011 and relevant Regulations
- SAA/SNZ HB 76:2010 *Dangerous Goods – Initial Emergency Response Guide* (Standards Australia/Standards New Zealand)
- AS 3745–2010 *Planning for emergencies in facilities* (Standards Australia)
- AS/NZS 3833:2007 *The storage and handling of mixed classes of dangerous goods, in packages and intermediate bulk containers*
- AS 4326-2008 *The storage and handling of oxidizing agents*
- AS 4332-2004 *The storage and handling of gases in cylinders*
- AS 2278.1-2008 *Aerosol containers – Metal aerosol dispensers of capacity 50 mL to 100 mL inclusive.*
- AS 1894-1997 *The storage and handling of non-flammable cryogenic and refrigerated liquids*
- AS/NZS 5026:2012 *The storage and handling of Class 4 dangerous goods.*

1.2 DEFINITION OF AN EMERGENCY

The Plan is designed to cover all emergency conditions that could be reasonably anticipated at the Site.

An **emergency situation** can be defined as any abnormal or dangerous *event* that may adversely affect the safety or well-being of nearby persons, communities or the environment. Under these circumstances, the occupants of the said premises are called to immediately respond to the emergency situation in an effort to control, correct and return the dangerous situation to a safe condition.

If there is any doubt, an *event* should be treated as an *emergency* and the procedures stipulated by this EP should be followed. Note that **all** fires are to be treated as emergencies.

The three levels of emergency are defined as:

LOCAL ALERT: Any emergency situation that threatens human lives, property or the environment at one location of the Site, but is not likely to spread to other areas of the Site or the property;

SITE ALERT: Any emergency situation where its effects may spread to other areas on the Site; and

EXTERNAL ALERT: Any emergency situation where its effects may spread and impact on people, property or the environment outside the Site's site boundaries, such as a grass fire.

Each of these three levels of emergency may be further classified as follows:

MINOR EMERGENCY: An emergency situation that can be handled entirely by the Site's emergency response personnel without the assistance of the respective public emergency services; and

MAJOR EMERGENCY: An emergency situation that requires the assistance of the public emergency services i.e. ambulance, fire brigade or police services.

An **EXTERNAL ALERT** is automatically a **MAJOR EMERGENCY**, as action cannot be taken outside the site boundary independently of the public emergency services.

1.3 AIMS OF EMERGENCY PLAN

The aims of this EP are the following:

- Provide a clear understanding of how to handle and react to any emergency situation that may occur at the Site in the form of effective control structures, procedures and directives;
- Prevent or minimise the impact of an emergency on human life, the community and surrounding environment; and
- Facilitate a return to *normal* or *safe* operations as soon as possible.

The procedures contained in this EP have been designed to protect life and where possible prevent or minimise damage to the equipment, Site and installations at the Site and facilitate a return to normal operations by providing effective utilisation of the safety features, systems and equipment installed at the Site to protect people from fire and other emergencies.

1.4 SCOPE AND OBJECTIVES

This EP applies to all equipment, Site, installations, personnel and visitors under the control of management at Gow Street Recycling Centre whilst working or visiting the Site.

The EP contains information and instructions that provide a basis for handling various types of emergency situations, such as a fire, explosion, medical emergency, spills, gas-leaks and bomb threats. These instructions should not be regarded as rigid procedures to be followed, but rather as continually improving guidelines to be adapted to cope with unanticipated situations.

- The objectives of this EP are the following:
- To protect human life and facilitate the rescue or evacuation of personnel affected by the emergency situation;

- To control or limit any effect that an emergency situation may have on the Site or on neighbouring areas;
- To facilitate emergency response and to provide such assistance as is appropriate to the occasion;
- To ensure the quick and effective communication of all vital information to respective authorities;
- To facilitate the organisation and reconstruction activities so that normal operations can be resumed as soon as possible;
- To provide for emergency response training so that a high level of preparedness can be maintained at the Facility; and
- To provide the structure under which Emergency Procedures are revised and updated.

1.5 DETAIL PROVIDED IN THE ATTACHMENTS

This section of the Emergency Plan discusses the purpose of the Attachments and how these relate to the Emergency Plan.

- **Attachment 1 Emergency Response Procedures**
This Attachment provides the procedures to be followed in the event of an emergency.
- **Attachment 2 Incident Reporting Procedure**
This Attachment provides procedure to report, record and investigate incidents.
- **Attachment 3 Emergency Flow Chart**
This Attachment diagrammatically shows what to do in an emergency.
- **Attachment 4 Fire Services Inoperable**
This Attachment details the action to take when firefighting services become inoperable.
- **Attachment 5 Emergency Shutdown Contingency Plan**
This Attachment details the action to take when the site's onsite equipment is shutdown.

2. GENERAL DESCRIPTION OF THE SITE

1. SITE LOCATION

The subject site is located at 81-87 Gow St, Padstow NSW 2211, within the Canterbury-Bankstown Council Local Government Area. The subject site is legally described as Lot A in DP103140.

2. SITE DESCRIPTION

The development site is a fully developed industrial premises containing an existing resource recovery facility. The entire site consists of sealed concrete hardstand with a total area of approximately 10,115 m².

Existing vehicle access to the site is via two driveways from Gow Street. There are currently two weighbridges at the site. A wheel wash is located along the western boundary prior to the weighbridge on the exit driveway. A 6 metre drainage easement runs through the centre of the site.

The site contains three existing buildings. An existing warehouse that is to be demolished and is the proposed location for the new dewatering plant. An existing office and amenities building that is to be demolished and a demountable that is used as a lunchroom that is to be removed. There is also an existing awning located to the east of the car parking spaces that is to be removed. A diesel tank is located in this area. The majority of the C&D activities take place on the southern half of the site. The southern boundary contains an 8.5 metre high wall that extends approximately 50 metres along the eastern boundary and 80 metres along the western boundary. The existing crusher and conveyors are located in the south-eastern corner of the site and surrounded on three sides with concrete walls. Storage bunkers are located predominantly on the western side of the site and consist of precast concrete blocks. The contents of the bunkers consist of various sized aggregates, soil, sand, turf, concrete and garden mix.

Two large stormwater drainage pipe lines (diameter 1,500 mm), traverse underground in the centre of the site. Eight existing onsite stormwater pits connect to these two main lines via 1,050 mm, 450 mm, 300 mm and 250 mm diameter underground pipelines.

The establishment and operation of a liquid waste dewatering plant is proposed. This plant would essentially operate separately from the existing approved resource recovery facility, however, there would be some minor interactions between processes. The proposal consists of the construction of a purpose-built building to enclose the dewatering facility. This would replace the existing warehouse building that would be demolished. It would enclose six inground puts, four bunkers, dewatering equipment, and a truck unloading area. A new office building would be constructed. This would replace the existing demountable office and amenities building as well as the demountable lunchroom that would be removed from site. The new office building would be used by staff of both the existing and proposed developments. The boundary wall will be extended up to new building behind the new aggregate bunkers and a new connection to Sydney Water tradewaste under an agreement.

3. SUMMARY OF OPERATIONS, HAZARDS AND SAFETY SYSTEMS

3.1 SUMMARY OF OPERATIONS

The following steps are undertaken at the existing approved resource recovery facility:

- Incoming waste is received pre-sorted from skip bin facilities and is inspected at the weighbridge upon arrival at the site.
- Acceptable waste is weighed and recorded.
- Trucks unload the waste at the pre-crushed storage area.
- Material is crushed and screened to suitable sizes.
- Recovered material is stored in designated external storage bunkers.
- Materials are loaded onto trucks and weighed before leaving the site via the wheel wash for off-site reuse as road-base material.

The dewatering facility would operate as a recycling facility for the drilling mud and concrete washout water and stormwater captured onsite. The facility would involve the following activities:

- Unloading of drilling mud/concrete washout water into dirty water containment pits;
- This liquid is transferred into the dirty water pit and then into the flocculent station.
- The flocculants assist in settling sediments at the bottom of the tank.
- The sand/rock/sediment slurry is pumped from the bottom of the tank and into a screw separator.
- The screw separator removes the solids from the water.
- The solids are then transferred to a vibrating screen where the aggregates and sands are conveyed to external storage bays.
- The water from the flocculent station and the screw separator is pumped to the silo, the slurry homogeniser tank and then into the filter press.
- The filter press removes the remaining silts and the cleaned water is pumped to the clean water pit.
- The sediments/silt from the filter press becomes a fine biscuit which is removed offsite as for application to land under the Treated Drilling Mud Exemption 2014 or to landfill.
- The filter press requires intermittent backwashing where backwash water is pumped to the dirty water pit to be reprocessed through the system.
- The clean water is to be used for dust suppression and washdown onsite. Excess water would be sent to tradewaste under a Trade Waste Agreement.

There are limited dangerous goods stored at the site. A summary of dangerous goods storage on site are provided in the following table.

Table 3-1: Chemical Storage

Area	Type	GHS Category	ADG Class	Quantity*	Bunding
1	Diesel (C1 combustible liquid)	Flammable Liquids: Category 4;	Non-ADG	65,000 L	Yes
2	Polyelectrolyte flocculant	Eye Damage/ Irritation: Category 1	Class 9	250 kg	Yes
3	Degreaser & Truck Wash	Eye Damage/ Irritation: Category 2A Skin Corrosion/Irritation: Category 2	Non-ADG	400 L	Yes
4	Engine, transmission, diff, lubricant oils (C2 combustible liquid)	Non classified	Non-ADG	1,600 L	Yes
			Total	67,250 kg/L	

3.2 SUMMARY OF HAZARDS

This section describes the potential occupational and environmental hazards associated with the site's operations that were identified during the completion of a series of risk analysis studies. A discussion on the safety features that have been incorporated into the site's operations to control or minimise these hazards has been included in the following section. The hazards can be sub-divided into the following two categories:

Material related hazards associated with the storage and handling of quantities of substances that are classified as *Dangerous Goods* in accordance with the Australian Dangerous Goods Code 7th Edition, relevant Australian Standards and the Occupational Health and Safety Amendment Dangerous Goods Regulation 2005.

- The inherent chemical and physical properties of these materials require the implementation of particular storage and handling operating procedures to minimise the possibility of a serious or dangerous incident from happening.

Process related hazards that have the potential to cause severe injury to human life and the surrounding environment if not controlled or managed in an appropriate and effective manner.

- Some of these hazards may be associated with the production of intermediary process substances that are hazardous to human health and the environment if an accidental emission was to occur, or the use of high pressures and/or temperatures with the potential of initiating an explosion or fire due to abnormal process conditions.

3.2.1 Material Related Hazards

The different classes of hazardous chemicals stored and handled at the site are listed in Table 3-2.

Table 3-2: Classes of Dangerous Goods Stored and Handled at the Site

Class	Class Description	Major Hazards
GHS flammable liquids category 4 (C1 combustible liquid)	Combustible liquid	Fire Spill (Environmental harm)
ADG Class 9	Miscellaneous	Spill (Environmental harm)

Table 3-3 provides the maximum storage quantities in comparison to placarding and manifest quantities in the Work Health and Safety Regulation 2017 for the relevant dangerous goods stored at the site. Dangerous goods stored at the site don't exceed the manifest thresholds, therefore notification to SafeWork is not required.

Any changes in dangerous goods quantities would need to be checked for exceedance of quantities in the WHS Regulation and relevant action taken to ensure the site complies with storage requirements.

Table 3-3: Site Quantities

Class	Packing Group	Maximum Quantity (kg or L)	Exceeds Placarding Quantity	Exceeds Notification Quantity
GHS flammable liquids category 4 (C1 combustible liquid)	N/A	65,000 L	✓	✗
9	III	250 L	N/A	N/A

✓: Yes

✗: No

N/A: Not applicable

3.2.1.1 Storage requirements

Diesel storage of a maximum of 65,000 L must be kept a minimum of 6 m distance from protected places. Combustible liquid placarding (signage) is required, as shown in the figure below.

Figure 3-1: Placard for category 4 flammable liquids



3.2.2 Process Related Hazards

Summary of process-related hazards

Operations include the loading, unloading, storage and processing of recovered materials. The facility will also do the same operations for drilling mud and concrete washout. The major operational related hazards associated with the site activities are summarised as follows:

- Mismanagement of unloading from transport vehicle, causing a spill of a product or injury to a person(s).
- Overflow of water containment pits due to overfilling.
- Overflow due to failure of equipment and backup of processing liquids.
- Malfunction of equipment causing injury to a person.
- Spill of waste during processing, during transfer or from equipment leak or the like.

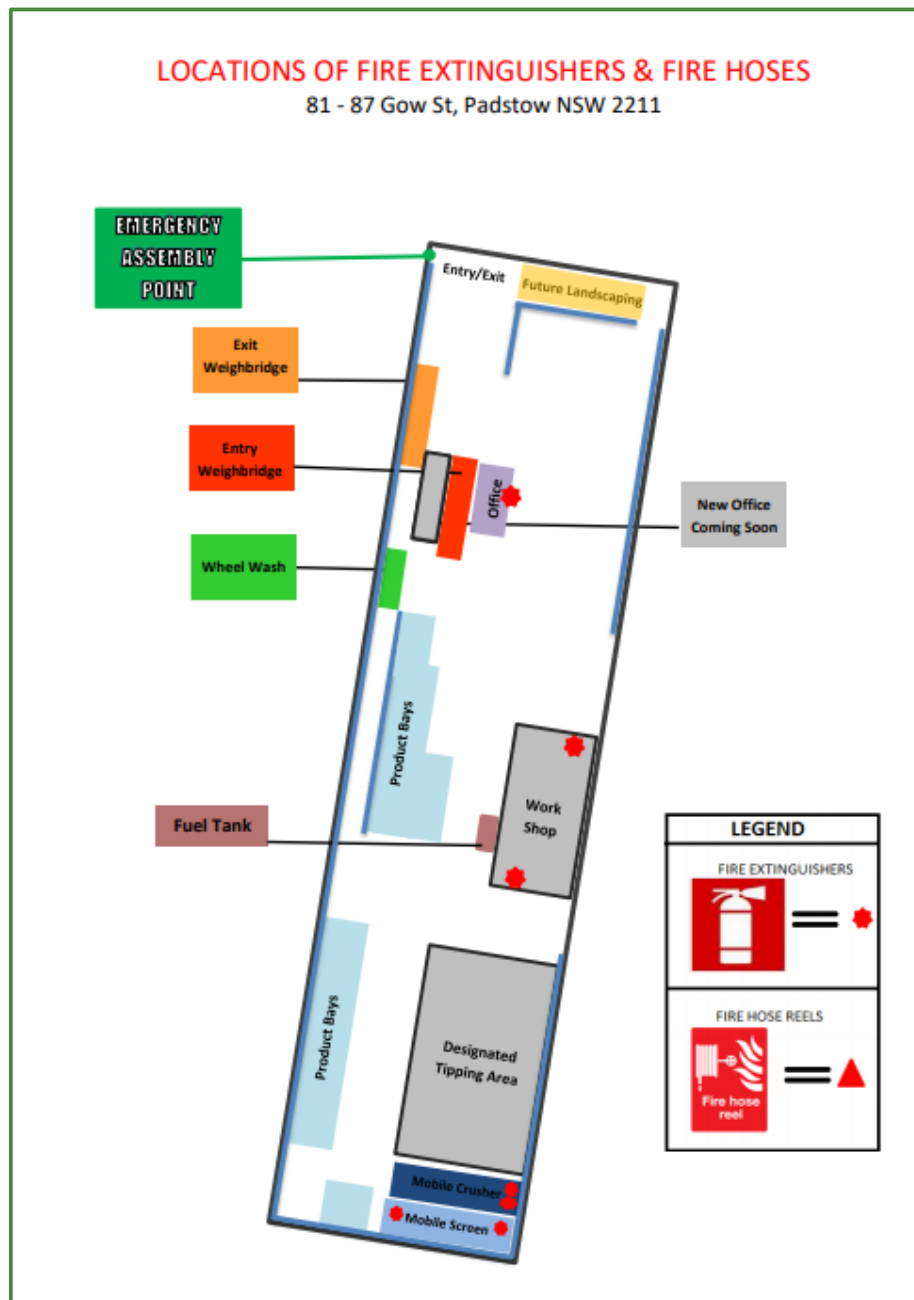
- A spill travels down a stormwater drain potentially causing significant environmental harm. There is also the possibility for human injury (off-site) due to direct or indirect contact with the substance.
- Fire caused by ignition of an unwanted substance in the crusher.
- Fire or explosion due to the storage of incompatible materials or dangerous goods that are inadvertently brought onto site.
- Fire due to use of Diesel on site.

4. SUMMARY OF SAFETY SYSTEMS

A number of important safety features have been incorporated into the design and operation of the Site to reduce the potential for hazardous events as outlined above to occur, or to minimise their impacts in terms of potential effects on human life and the surrounding environment.

Locations of fire services are shown in the following figure.

Figure 4-1: Location of Fire Extinguishers & Fire Hoses



The Emergency Control Organisation (ECO) would make up the fire-fighting team. The ECO is outlined in Section 6.2.

First Aid kits are available in the site office.

Emergency Response Personnel can be quickly contacted via the following communication methods:

- Using internal telephone system; and
- Mobile phones (if the person to be contacted is known to be outside the site).

4.1.1 Spill Control Equipment

Potential spills of solids will be cleaned easily and do not require bunding.

It is recommended spill kits are provided on site near chemical storage areas.

A hydrocarbon spill kit is recommended near the diesel tank.

4.1.2 Personal Protective Equipment (PPE)

Personal protective equipment available to employees includes:

- Safety footwear;
- High vis;
- Eye Protection;
- Gloves, and
- PPE provided in spill kits.

4.1.3 Hot Works Control

A Hot Works Permit is required for all hot works on site. There is no welding equipment present on site. All hot works will be undertaken using external contractors. The requirement for a Hot Works Permit is to be presented in the contractor induction.

4.1.4 Safety Data Sheets (SDS)

SDS registers are located in the office, adjacent to storage areas and at the emergency control point on site.

5. TYPES OF EMERGENCIES

The following types of emergencies are covered by this EP as summarised in Table 5-1.

Table 5-1: Summary of Emergencies and Response Procedures

Emergency Event	Area where Emergency may occur
Fire	Fire caused by chemical reaction
	Fire caused by electrical fault, smouldering cigarette butt, self-ignition of oily rag, arson, or hot electric lights.
	Diesel fire
Explosion	Fire within property
	Fire outside property
Spills	Use of diesel tank/refuelling vehicles
	Spills during material handling operations or transport
	Overflow/failure of washbay causing release of contaminated wastewater
	Collision of road vehicles
Pollution incident	Spill or leak escapes and reaches the external environment causing pollution
Personal Injury	Work accident, such as heart attack, serious fall, severe injury or contact with chemical or waste.
Natural Events	Earthquake
	Wind and Electrical Storms
	Flooding
Miscellaneous	Bomb Threat
	Vandalism and Civil Disturbance
	Site Evacuation

6. EMERGENCY CONTROL AND RESPONSE

The proposed hours of operation of the site are 24/7.

6.1 PRINCIPLES OF EMERGENCY CONTROL AND RESPONSE

The principles of emergency response will be based on Prevention, Containment, Rescue and First aid. These have been summarised below:

- Prevention:** Inspection of all site and dangerous goods storage facilities.
Regular emergency response drills to ensure site readiness.
- Containment:** Minimise any secondary damage.
Immediate isolation of all electrical power to the affected area.
Strict co-operation with any instructions provided by the Chief Warden.
- Rescue:** Only trained emergency crews to carry out rescue activity where emergency situation requires particular precautions or the use of specialised Personal Protection Equipment (PPE).
Approved safety clothing to be worn. All rescue equipment would be located in the Emergency Control Room.
Rescue operations must never endanger the safety of the rescuers.
- First Aid:** First-aid officer to provide assistance.

A copy of the Emergency Flowchart is included in **Attachment 3**.

6.2 EMERGENCY CONTROL ORGANISATION (ECO)

The Emergency Control Organisation (ECO) consists of a group of site personnel that has the responsibility of providing first response action to an emergency in terms of organising the necessary resources, communications, evacuation of personnel and implementing any corrective actions that may be necessary to return the emergency situation back to normal.

All personnel that are part of the Emergency Control Organisation (ECO) shall be trained in accordance with the procedures contained in this EP and Australian Standard AS 3745–2010 *Planning for emergencies in facilities* and be recognised as members of the ECO by all other personnel throughout the site.

The Chief Warden is in charge of overseeing and controlling **all** emergency response actions at the site. In the case that the Chief Warden is unavailable at the time of the emergency, control will be the responsibility of the Deputy Chief Warden.

The Emergency Control Organisation (ECO) consists of the following members.

Table 6-1: Emergency Control Organisation Member Summary

Emergency Control Organisation Team Member	Personnel	Internal Contact No
Chief Warden	TBC	
Deputy Chief Warden	TBC	
Communications Officer	TBC	
First Aid Officers	TBC	

All Emergency Control Organisation members clearly understand that they provide the first line of attack in an emergency situation, such as a fire. However on the instruction to EVACUATE they are to implement their responsibilities as a member of the Emergency Control Organisation. The general responsibilities of the Emergency Control Organisation are discussed in the next section.

6.3 CRITERIA FOR SELECTING EMERGENCY RESPONSE PERSONNEL

Any persons that are appointed to deal with emergencies will in general need to possess the following qualities:

- Be physically capable and willing to carry out their respective duties and tasks;
- Have certain leadership qualities and command authority;
- Have maturity of judgement, good decision making skills and be capable of remaining calm under pressure; and
- Have clear diction and be able to communicate with all personnel under their care or supervision.

7. PRINCIPAL ROLES AND RESPONSIBILITIES

7.1 DAMAGE CONTROL

The Emergency Control Organisation at the site shall be a fully functional emergency response unit. All Emergency Control Organisation personnel shall be trained in the use of advanced fire-fighting techniques and equipment, including the use of fire hydrants, water cannons, fire extinguishers and hose reels with the aim of being able to adequately handle most, if not all, Local and site Alerts involving fires without the need to involve the local NSW Fire & Rescue. In the event of a Major Emergency, the effectiveness of the Emergency Control Organisation will ensure that the damage or danger caused by the emergency situation is controlled or minimised until external aid arrives at the site.

7.1.1 Rescue and First Aid

Selected Emergency Control Organisation members will be nominated as First Aid Officers, trained in first aid. It will be their task to render assistance in removing any injured personnel from the emergency area and to provide effective management of injuries until the State Ambulance Service arrives on-site.

7.1.2 Communications

A member of the Emergency Control Organisation will be nominated as the Communications Officer. It will be his/her task to monitor communication and facilitate the effective exchange of information between the site and the relevant State Emergency Services.

The Chief Warden will be responsible for relaying information to the media and other public bodies. All staff will be instructed to **not** discuss such issues with any external bodies, as this is the role of the Chief Warden.

7.1.3 Evacuation

The Chief Warden will determine and control the evacuation of the site. The Chief Warden will direct staff to evacuate the Site should the emergency grow beyond manageable proportions. To aid in the evacuation an employee checklist will be used by Chief Warden to mark names and ensure all employees working in the affected area have been safely evacuated.

7.1.4 Traffic Control

A Traffic Control Officer, nominated by the Chief Warden will be responsible for ensuring the free flow of traffic around the site. The task may also involve the removal of any vehicle that may obstruct the free flow of emergency vehicles in and out of the site.

7.1.5 Emergency Control Centre

In the event of an emergency, the Chief Warden will coordinate the emergency response activities from the Emergency Control Centre, which is located at the Administration Office (if appropriate to emergency)

7.1.6 Movement of Vehicles

Vehicles shall not be removed from the carpark area during an emergency requiring evacuation of the premises, unless authorised by the State Emergency Services Commander. This is to avoid a local traffic jam, and to protect employees in vehicles against possible injury.

7.2 EMERGENCY DETECTION

The main system for fire detection will be the fire detection system and staff at the facility as they would be able to quickly detect any spills or bad weather, which may lead to an emergency. Once such situations are detected appropriate *first response* action would be taken.

7.3 EVACUATION

7.3.1 Initiation

The Chief Warden shall assess the extent and severity of the emergency situation and issue a complete site evacuation order if considered necessary. Non-essential personnel shall be evacuated immediately and if it is considered safe to do so, pre-selected personnel shall remain behind to ensure that the site is brought to a safe or stable condition before proceeding to the Emergency Assembly Area.

Where a clear danger exists, site personnel may evacuate on their own initiative to their own Emergency Assembly Areas.

7.3.2 Personnel Accounting System

After evacuating, personnel shall assemble at their designated Emergency Assembly Area. The Chief Warden shall then conduct an attendance roll call to ensure that all persons are accounted for including any visitors and contractors working on-site.

Any missing persons shall be advised immediately to the State Emergency Service upon arrival. The Chief Warden will assess whether or not the on-site emergency response team has the capability or necessary equipment to safely undertake the search and rescue activity of the missing person or wait until the State Emergency Service personnel arrive on-site.

7.3.3 Adjacent Premises

The occupants of adjacent premises should be advised if endangered by the emergency. However, evacuation of those areas is the responsibility of the individual companies and the Emergency Services.

7.3.4 Re-Location of Evacuees

If the designated Emergency Assembly Area becomes endangered, or if evacuees are to remain outside the premises for some time, they should be relocated to a suitable, safe alternative location nominated by the Chief Warden.

7.4 STATUTORY INVESTIGATION OF INCIDENT

Government authorities such as the NSW Coroner, NSW Police Service, SafeWork NSW or the NSW EPA may request a formal investigation or Coronial Inquiry to be carried out on certain types of emergencies, particularly in the case of fatalities. Full co-operation should be given to such request.

During emergency operations the Chief Warden should attempt to ensure that the area is only disturbed as much as is necessary to control the incident, until investigations are completed. Actions taken during the emergency and any noteworthy features of the incident should be advised to the investigator. There must be no interference with the scene of the accident or evidence contained therein which may be used in the inquiry.

7.5 WRITTEN REPORT ON EMERGENCY AND REVIEW OF EMERGENCY PLAN

After any emergency, the Operations Manager of the area involved with the emergency in conjunction with the Environment Health and Safety Officer and other members of the Safety Committee shall prepare a detailed incident report within 28 days of the incident occurring outlining the following information:

- Reason and cause of incident;
- Review of the emergency response performance;
- Recommendations on preventative strategies or additional safety systems that may be considered essential to avoid a recurrence of the incident, and
- Recommendations on methods or ways to improve the emergency response performance so that any future incidents can be dealt with in a more effective manner.

The Incident Reporting Procedure and relevant documentation to be submitted in conjunction with the report are included in **Attachment 2**.

7.6 EMERGENCY TRAINING

A general overview of the respective training requirements for particular personnel is discussed in the following sections.

7.6.1 General Personnel and Contractors

All personnel working at the site who are not directly involved in the ECO shall be trained in the basic emergency response procedures as part of its Safety Induction Training Programme, which **all** personnel must attend at the commencement of their employment at the site and would continue to attend every 2 years thereafter.

Any contractors that work at the Site would be subjected to a similar Safety Induction Training Programme. Standard competency conditions apply following the completion of the training programme to ensure that the employee has acquired a minimum level of knowledge.

7.6.2 Emergency Response Team Personnel

All ECO personnel shall be trained in the use of advanced fire-fighting techniques and equipment, including the use of fire hydrants, fire extinguishers and hose reels with the aim of being able to adequately handle most, if not all, LOCAL and SITE ALERTS involving fires without need the external assistance of the local NSW Fire & Rescue.

Further training involving the correct emergency procedures to be used when dealing with emergency incidents that include major quantities of dangerous goods, such as those found in the Site, would also be included as part of the intensive training programme that is designed to ensure that the ECO is ready for just about any emergency at the site.

Personnel designated as First-Aid Officers shall be trained to the standard required in the Work Health and Safety Regulation 2017 under the Work Health and Safety Act 2011. Retraining shall be conducted at the intervals recommended by the Certificate issuing organisation.

7.7 REVIEW AND REVISION OF THE PLAN

This EP should be reviewed:

- Following any emergency or training exercise that exposes shortcomings;
- Following any significant changes to the layout or operations on site; or
- Once per year.

Whenever the Plan is amended, the initials of the person making the amendment, and date of the amendment, shall be entered on the bottom right hand corner of the page. All copies, including those held by external organisations, shall be similarly amended.

8. REFERENCES

Hazardous Industry Planning Advisory Paper No. 1 – Industry Emergency Planning Guidelines Department of Planning, Sydney 2011

Hazardous Industry Planning Advisory Paper No 4 – Risk Criteria for Land Use Safety Planning Department of Planning, Sydney 2011

Hazardous Industry Planning Advisory Paper No 3 –Risk Assessment Department of Planning, Sydney 2011

Hazardous Industry Planning Advisory Paper No 6 –Hazard Analysis Department of Planning, Sydney 2011

Hazardous Industry Planning Advisory Paper No 9 – Safety Management Department of Planning, Sydney 2011

Assessment Guideline – Multi-Level Risk Assessment Department of Planning & Infrastructure, Sydney 2011

Applying SEPP 33 – Hazardous and offensive development application guidelines Department of Planning, Sydney 2011

FCRC 1996 *Fire Engineering Guidelines* Fire Code Reform Centre, Sydney 1996

Lees, F.P. 1996 *Loss Prevention in the Process Industries – Hazard Identification, Assessment and Control* 4th Edition, Butterworth-Heinemann, Great Britain 2012.

Perry, R.H., Green, D. 1988 *Perry's Chemical Engineers' Handbook* 6th Edition, McGraw-Hill Book Co, Japan 1988

TNO 1997 *Methods for the Calculation of Physical Effects – due to releases of hazardous materials (liquids and gases)* 'Yellow Book' 3rd Edition, Committee for the Prevention of Disasters, The Hague 1997

TNO 1998 *Methods for Determining and Processing Probabilities* Committee for the Prevention of Disasters caused by Dangerous Substances 1st Edition, The Hague 1988.

MHIDAS UKAEA (UK) on OSH-ROM from Silver Platter. A quarterly updated CD-ROM database on hazardous incidents and events.

NFPA 1990 *Industrial Fire Hazards Handbook* National Fire Protection Association, United States of America 1990.

Lewis S R Sax's *Dangerous Properties of Industrial Materials* 9th Edition, Van Nostrand Reinhold, United States of America 1996

Pohanish, R.P., Greene, S.A. 1996 *Hazardous Materials Handbook* Van Nostrand Reinhold, United States of America 1996

NSW Legislation *OHS Amendment (Dangerous Goods) Act 2003*

NSW Legislation *State Environmental Planning Policy No 33 – Hazardous and offensive development*

NSW Legislation *Protection of the Environment Operations Act 1997*

NSW Legislation *Protection of the Environment Operations (General) Regulation 2019*

NSW Legislation *Work Health and Safety Act 2011*

NSW Legislation *Work Health and Safety Regulation 2017*

AS 2293 *Emergency evacuation lighting* Standards Australia (Set)

AS 3745–2010 *Planning for emergencies in facilities* Standards Australia

AS 4326-2008 *The storage and handling of oxidizing agents* Standards Australia

AS 4332–2004 *The storage and handling of gases in cylinders* Standards Australia (Reconfirmed 2016)

AS 2278.1-2008 *Aerosol containers – Metal aerosol dispensers of capacity 50 mL to 100 mL inclusive* Standards Australia

AS 1894-1997 *The storage and handling of non-flammable cryogenic and refrigerated liquids* Standards Australia

AS/NZS 5026:2012 *The storage and handling of Class 4 dangerous goods* Standards Australia/New Zealand Standards

AS/NZS 3833:2007 *The storage and handling of mixed classes of dangerous goods in packages and intermediate bulk containers* Standards Australia/New Zealand Standards

SAA/SNZ HB 76:2010 *Dangerous Goods – Initial Emergency Response Guide* Standards Australia/New Zealand Handbook

NFPA 15 – *Standard for water spray fixed systems for fire protection* 1996

NFPA 25 – *Inspection, testing and maintenance of water based fire protections systems* 1998

9. LIMITATIONS

Our services for this project are carried out in accordance with our current professional standards for site assessment investigations. No guarantees are either expressed or implied.

This report has been prepared solely for the use of Gow Street Recycling Centre, as per our agreement for providing environmental services. Only Gow Street Recycling Centre is entitled to rely upon the findings in the report within the scope of work described in this report. Otherwise, no responsibility is accepted for the use of any part of the report by another in any other context or for any other purpose.

Although all due care has been taken in the preparation of this study, no warranty is given, nor liability accepted (except that otherwise required by law) in relation to any of the information contained within this document. We accept no responsibility for the accuracy of any data or information provided to us by Gow Street Recycling Centre for the purposes of preparing this report.

Any opinions and judgements expressed herein, which are based on our understanding and interpretation of current regulatory standards, should not be construed as legal advice.

ATTACHMENTS

PROCEDURE NO:	NO OF PAGES: 18	DATE: 07/07/21
PREPARED BY: BENBOW ENVIRONMENTAL	ISSUE NO.: 1	
SUBJECT: EMERGENCY RESPONSE		

1. PURPOSE

The purpose of these procedures is to provide the Emergency Control Organisation (ECO) and directions in the event of an emergency. The procedures aim to protect human life and minimise damage to equipment, buildings and installations.

2. SCOPE

These emergency procedures apply to equipment, buildings, installations, personnel, contractors and visitors under the control of, or managed by, 81-87 Gow St, Padstow NSW 2211 and neighbouring people/premises in the following emergencies:

- Fire/Explosion;
- Bomb Threat/Suspect Package;
- Medical Emergency;
- Earthquake;
- Flood;
- Severe Storms; and
- Evacuation.

3. REFERENCES

1. AS 3745–2010 *Planning for emergencies in facilities* Standards Australia
2. *Hazardous Industry Planning Advisory Paper No. 1 – Industry Emergency Planning Guidelines* Department of Planning, Sydney 2011

4. DEFINITIONS

Prior to outlining each specific emergency plan, the following are standard for all emergencies:

Evacuation Signal	Is a continuous signal which means move to the nearest Emergency Assembly Area
Communication	Without communication there cannot be any interaction between the person discovering a potential emergency and the people designated to handle the situation. The communication systems available include telephones and mobile telephones.
Assembly Point	The Assembly Point ensure Wardens can take an initial count of personnel
Emergency Contacts	Police, Ambulance or Fire & Rescue on 000
Checklists	Wardens checklist of site
Emergency Assembly Area	This is a safe location to which all people are required to assemble in the case of an emergency.

5. RESPONSIBILITIES

The Emergency Control Organisation (ECO) consists of a group of site personnel that has the responsibility of providing first response action to an emergency in terms of organising the necessary resources, communications, evacuation of personnel and implementing any corrective actions that may be necessary to return the emergency situation back to normal.

The Chief Warden is in charge of overseeing and controlling **all** emergency response actions at the site. In the case that the Chief Warden is unavailable at the time of the emergency, control will be the responsibility of the Deputy Chief Warden.

The Emergency Control Organisation (ECO) consists of the following members

Emergency Control Organisation Team Member	Personnel	Internal Contact No
Chief Warden	TBC	
Deputy Chief Warden	TBC	
Communications Officer	TBC	
First Aid Officers	TBC	

All Emergency Control Organisation members clearly understand that they provide the first line of attack in an emergency situation, such as a fire. However on the instruction to EVACUATE they are to implement their responsibilities, as members of the Emergency Control Organisation, discussed in the Emergency Response Plan.

6. EMERGENCY CONTROL CENTRE

In the event of an emergency, the Chief Warden will coordinate the emergency response activities from the Emergency Control Centre, which is located in the Administration Office.

Media Enquires

Under no circumstances are employees to make any unauthorised verbal or written statements to the media concerning an emergency situation at the site. All enquiries should be directed to the Manager after the crisis subsides.

7. FIRE

A fire at the site can have severe repercussions in terms of loss of life and property damage. The site has been furnished with an array of manual fire fighting systems in the form of hose reels and fire extinguishers.

As part of the Employee Safety Induction Programme that all employees must go through before working at the site, all employees will possess a minimum level of emergency response training that includes basic fire-fighting skills using fire extinguishers and hose reels.

• FIRST-RESPONSE ACTION ON DISCOVERY OF FIRE OR SMOKE (GENERAL)

1. Assist and remove any person from the danger area, only if safe to do so;
2. Sound the alarm over the on-site communication system;
3. Activate the nearest emergency stops or shutdown systems relevant to the affected area;
4. If safe to do so, isolate all electrical equipment in affected area;
5. Immediately notify the Chief Warden;
6. If safe to do so, use the nearest fire extinguisher to smother the fire;
7. Move to the designated Emergency Assembly Area, if instructed to do so by the Chief Warden responsible for the affected area.

• CHIEF WARDEN/DEPUTY CHIEF WARDEN

When informed of the emergency:

1. Proceed to the emergency and establish the nature and location of the emergency.
2. Mobilise and co-ordinate Emergency Control Organisation personnel to take emergency response action.
3. Ensure that the correct Personal Protection Equipment is available to fire-fighting personnel.
4. Determine and carry out the most appropriate fire-fighting response action in conjunction with the services of the on-site Emergency Control Organisation.
5. If required, telephone the Fire Brigade and/or Police or Ambulance Services confirming the state of the emergency at the site and requesting for additional assistance.
6. Ensure that personnel are safe.
7. Ensure Environment, Health and Safety Officer/ First Aiders are notified.
8. Notify the Operations Manager of status of emergency.

9. Brief the State Emergency Services upon their arrival.
10. Ensure that no vehicles other than emergency services vehicles enter the site.

- **EMERGENCY CONTROL ORGANISATION**

When informed of emergency:

1. Proceed to the Emergency Control Centre for immediate preparation and activation of the fire-fighting equipment
2. Proceed to the location of the emergency;
3. Report to the Chief Warden or personnel on location for further instructions.
4. Under the instruction of the Chief Warden, carry out the most appropriate fire-fighting response action.
5. Ensure that personnel are safe.
6. If instructed to do so by the Chief Warden, leave emergency location and proceed to Emergency Assembly Area.

8. FLOODING

Flooding can occur from either continuous intense rain or overflowing waterbody. Flooding is more frequent in a La Nina year when rainfall is much higher than the mean average rainfall. Thunderstorms can also result in localised flooding and impact on the site.

Weather should be monitored for severe weather warnings. If flooding is possible within 24 hours, the operation should cease during that period and individuals should be directed not to transit to the site.

If a flood is possible or imminent in less than 2 hours, the following should be followed:

- **ACTION ON FLOOD WARNING**

1. Inform suppliers/customers to cease delivery and pickups.
2. Restrain loose material that could cause injury and damage from fast moving flood waters (if possible).
3. Secure portable equipment and machinery if possible.
4. Ensure all chemicals stored in a safe, flood free place inside the building.
5. Safe shut down critical operations.
6. Listen to local radio for further information.
7. Await instructions from Chief Warden.

- **ACTION DURING & AFTER FLOODING**

1. Get to the safest driest location, within a building preferably.
2. Do not go into flood water.
3. Await emergency services advice, follow direction of Chief Warden.
4. If driving during a storm after an evacuation from site, stay clear of trees, power lines or streams.

- **CHIEF WARDEN/DEPUTY CHIEF WARDEN**

When informed of the emergency:

1. Monitor weather advice to establish the nature and severity of the flood emergency.
2. Mobilise and co-ordinate Emergency Control Organisation personnel to take emergency response action.
3. If required, telephone the Fire Brigade and/or Police or Ambulance Services confirming the state of the emergency at the site and requesting for additional assistance.
4. Ensure that personnel are safe.
5. Ensure Environment, Health and Safety Officer/ First Aiders are notified.
6. Notify the Operations Manager of status of emergency.
7. Brief the State Emergency Services upon their arrival.
8. Ensure that no vehicles other than emergency services vehicles enter the site.
9. Monitor sources of information regarding conditions worsening or easing.

- **EMERGENCY CONTROL ORGANISATION**

When informed of emergency:

1. Proceed to the Emergency Control Centre for immediate preparation and activation of the fire-fighting equipment
2. Proceed to the location of the emergency;
3. Report to the Chief Warden or personnel on location for further instructions.
4. Under the instruction of the Chief Warden, carry out the most appropriate response action.
5. Ensure that personnel are safe.
6. If instructed to do so by the Chief Warden, leave emergency location and proceed to Emergency Assembly Area.

9. SEVERE STORMS

Severe storms produce extreme wind speeds, rainfall and atmospheric pressures. Although torrential rains can produce flooding, the most severe threats of storms arise from destructive winds. During violent winds, loose sheets of galvanised iron, masonry and other debris may become lethal flying objects.

- **ACTION ON WARNING OF SEVERE STORMS**

1. Restrain loose material that could cause injury and damage during extreme winds.
2. Move chemicals stored in drums to a safe, flood free place inside the building.
3. Avoid using the telephone during a storm.
4. Listen to local radio for further information.
5. Await instructions from Chief Warden.
6. If driving during a storm after an evacuation from site, stay clear of trees, power lines or streams.

10. DANGEROUS GOODS EMERGENCY

This section applies to a *major* release or spill of a dangerous good substance in an uncontrolled or unconfined space i.e. outside the confines of a tank compound or bund area.

The types of hazardous chemicals that can potentially be released or spilled at the site are the following:

- Diesel: GHS Category 4 Flammable Liquids (combustible c1)
- Polyelectrolyte flocculant: ADG Class 9 miscellaneous dangerous good
- Degreaser & Truck Wash
- Engine, transmission, diff, lubricant oils (C2 combustible liquid)

This procedure assumes that all process personnel that work at the process areas of the site where dangerous goods are stored and handled have received the minimum level of emergency response training as part of their Safety Induction Training Programme.

- **ACTION ON DANGEROUS GOODS EMERGENCY (GENERAL)**

1. Assist and remove any person from the danger area, only if safe to do so;
2. Sound the alarm over the on-site communications system;
3. If safe to do so, isolate all electrical equipment in affected area;
4. Immediately notify the Chief Warden;
5. If safe to do so, use the nearest spill control equipment to isolate the nearest stormwater drains;
6. Move to the designated Emergency Assembly Area, if instructed to do so by the Chief Warden.

- **CHIEF WARDEN/DEPUTY CHIEF WARDEN**

When informed of the emergency:

1. Proceed to the emergency and establish its nature and location.
2. Secure the area and barricade the area in the most suitable way.
3. Determine appropriate action to take.
4. Take into account Material Safety Data Sheets.
5. Ensure that personnel are safe and clear of vapours, gases and fumes.
6. Maintain contact with the Chief Warden and First Aid personnel.
7. Mobilise and co-ordinate Emergency Control Organisation personnel to take emergency response action.
8. If required, telephone the Fire Brigade and/or Police or Ambulance Services confirming the state of the emergency at the site and requesting for additional assistance.
9. Notify the Operations Manager of status of emergency.
10. Brief the State Emergency Services upon their arrival.
11. If necessary, activate a Partial or Total Evacuation procedure in consultation with the Chief Warden.

12. When assessing the situation the following must be considered:

- Is there a fire?
- Is there a spill or leak, how large is it?
- Is containment of the Dangerous Good necessary?
- What are the weather conditions?
- What is the area like?
- What is the risk to: people, property or environment?
- How significant is the risk, based on the situation?
- The hazards of the product, Class and Sub Risk?
- The degree of danger, based on the Packing Group?
- Is public protection necessary: stay in place or evacuate?
- What resources: human and equipment, are required and how readily available are they?

13. Ensure that no vehicles other than emergency services vehicles enter the site.

14. Consideration must be given to the notification of neighbouring buildings, particularly those down-wind of the incident.

• **EMERGENCY CONTROL ORGANISATION**

When informed of emergency:

1. Proceed to the Emergency Control Centre for immediate preparation and activation of emergency response equipment and fire truck;
2. Proceed to the location of the emergency;
3. Report to the Chief Warden or personnel on location and implement emergency response strategy as instructed by the Chief Warden or provide assistance to State Emergency Service personnel as required;
4. Ensure that personnel are safe;
5. If instructed to do so by the Chief Warden, leave emergency location and proceed to Emergency Assembly Area.

11. SPILL PROCEDURE

This section is to ensure the containment of all spills on the site and to prevent the entry of spilled materials/debris into stormwater systems and public waterways, reducing the risk of environmental pollution and exposure to breaches and penalties under environmental pollution legislation.

• **RESPONSIBILITIES**

- All personnel, including sub-contractors personnel and deliveries to site;
- Operations Management; and
- Environmental Manager.

- **DEFINITIONS**

The Environment

For the purpose of this procedure, the environment is defined to include air, soil, groundwater and surface water (stormwater).

Environmental Incident/Release

An environmental incident /release is defined as any spillage, release, upset, out of limits operation or procedural violation, which potentially:

- Harms human health;
- Would cause environmental harm; and
- Would result in non-compliance with regulations, permits and/or intervention of environmental authorities or results in penalties or fines.

Internal Release

Any spillage inside buildings that would find its way to the stormwater system.

External Release

Any spillage that has the potential to enter the stormwater system (outside buildings) which would ultimately end up in nearby waterways.

Minor Spillage

A minor spillage is one that can be contained quickly and efficiently utilising the spill kits located at various points around the site.

Major Spillage

A major spillage has the potential to leave the site and is characterised by the spillage of a quantity greater than 205 L (44 gal). A spill of this size requires the operation of the site stormwater isolation valve, which serves to isolate the site from surrounding waterways.

- **SPILL CONTROL INFORMATION**

Where a spillage occurs, access to the following information will be critical if control is to be effective:

- Name of material – shipping and/or common name;
- Type of material (solid, liquid, granulated);
- Dangerous Goods Class of material (if applicable). This information can be obtained from the Safety Data Sheets (SDS); and
- SDS's kept on site and available from the various site officers.

The SDS will provide information on:

- Ingredients of the spilt substance;
- Harmful properties of the substance and its ingredients e.g. evolution of toxic fumes, miscibility with water, effects on the skin and internal bodily systems etc;
- Requirements of personal protective equipment for safe handling of the spill e.g. impervious gloves, respiratory protection etc;

- Recommended method for containing the spill and preventing environmental damage. NB Emphasis is required on the necessity of containment of the spill rather than dispersal of it;
- The safest means of disposing of the spilled materials, e.g. use of approved/authorised waste disposal authorities;
- Locations of the spill hardware (shovels, brooms, Hazspill Containers etc) and absorbent materials around the site; and
- In the case of a major spillage, access to the stormwater isolation valve is essential. Spills in excess of 205 L (equivalent to a 44-gallon drum) are to be considered a major spill.

- **SPILL CONTROL PROCEDURE**

MINOR SPILL:

- *Drum/Container Rupture*
- *Drum/Container Overflow*
- *Overfilling of fuel tank on mobile equipment.*
- Take action to stop or reduce the source of the spill, or divert the flow to safe containment, to the extent that personal safety will permit;
- Contain the spillage to minimise spread of material;
- Report the spill incident, location, time of occurrence, type of spill, chemical involved and quantity to the Site Environmental Manager;
- Consult SDS for recommended clean-up procedure; and
- Dispose of material and all contaminated absorbents etc. as per Disposal Procedure outlined in SDS.

MAJOR SPILL:

- *Tanker Delivery*
- *Tank Overflow*
- *Tank Rupture*
- *Multiple Drum/Container Spill*
- Take any necessary emergency measures to protect against immediate danger to human life and health;
- Take action to stop or reduce the source of the spill, or divert the flow to safe containment, to the extent that personal safety will permit;
- Attempt to contain the spillage to minimise spread of material;
- Report the spill incident, location, time of occurrence, type of spill, chemical involved and quantity to the Site Environmental Manager;
- Consults SDS for recommended clean-up procedure; and
- Dispose of material and all contaminated absorbents etc. as per Disposal Procedure in SDS.



- **SPILL CONTROL EQUIPMENT MAINTENANCE**




- If emergency equipment is used or borrowed for any purpose it must be replenished or replaced immediately; and
- Spill kits are to be checked and maintained on a routine basis.

All staff on site would be aware of the importance of these kits and know the proper application methods – Otto Bins provided for holding clean and contaminated material are to be used for this purpose alone, and not as general rubbish bins.

- **PROCESS**

- Ensure that all appropriate personal protective equipment (PPE) is used throughout the task;
- Ensure that all appropriate tools and equipment required to perform the task are available and used correctly.

Step	Action	Additional Information
1	Evacuate the immediate area around the spill. Use safety cones to isolate team members from fumes and slip hazards.	
2	Assess the type of liquid that has spilled. If a Hazardous Chemical has spilt, inform a Management team member.	Inform the Management team member of the size of the spill, to assess if Emergency Service's assistance will be required.
3	Obtain the Safety Data Sheet from the Management team member.	This will detail the appropriate PPE to be worn and actions required to manage the chemical.
4	Locate and wear the recommended PPE, prior to contact with the chemical.	

Step	Action	Additional Information
5	Contain the spill by surrounding the spill with a barrier of absorbent material.	
6	Use site specific absorbent material to absorb the spill. Work from the outside of the spill towards the centre, using a shovel, broom and dustpan and brush.	
7	If the absorbent material is a single use product, dispose of the contaminated absorbent into hazardous material bags and dispose through the site specific Hazardous Chemicals Waste facilitator.	
8	Contaminated PPE and Equipment, that can be reused, is to be cleaned and dried.	PPE that cannot be cleaned is to be disposed with the absorbent material.
9	Restock the PPE Spill kits	

END

• REPORTING PROCEDURE

Refer to incident reporting procedure.

7. POLLUTION INCIDENT

A 'pollution incident' has occurred when an incident or circumstances during pollution has occurred is occurring or is likely to occur from a leak, spill or other escape.

In the event of a leak, spill or escape, the spill procedure is to be followed. Afterwards, if a pollution incident has occurred, it is required to be notified to the relevant authorities if there is a risk of material harm to the environment.

The following is the order of actions to be undertaken in the event of a pollution incident that has occurred, is occurring, or is likely to occur.

- **ACTIONS**

1. STOP the process causing the incident, if safe to do so.
2. Assess risk/ isolate. Remove personnel and where safe to do so without exposure to danger, isolate area to reduce risk to others
3. Notify the **Operations Manager (TBC)** and relevant authorities.
4. Follow spill procedure to control/contain the leak, spill or escape.
5. Clean up the spill, after direction from emergency services if necessary, when safe to do so.
6. Report incident

- **RELEVANT AUTHORITIES TO NOTIFY**

- The appropriate regulatory authority (local council or EPA),
- Environment Protection Authority (EPA) (if not already notified)
- The Ministry of Health
- SafeWork NSW
- Fire and Rescue NSW

- **DETAILS OF NOTIFICATION**

- The time, date, nature, duration and location of the incident,
- the location of the place where pollution is occurring or is likely to occur,
- the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
- the circumstances in which the incident occurred (including the cause of the incident, if known),
- the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
- other information prescribed by the regulations

13. BOMB THREAT/SUSPECT PACKAGE

Action on receiving a Bomb Threat or discovery of a Suspect Package Such as an unidentifiable box, bag, tin or container.

When a threat has been received:

1. Use the **Bomb Threat Checklist** and record all details.
2. Notify the Chief Warden by telephone, who will initiate a Total Evacuation to the relevant Emergency Assembly Area or the safest Assembly Area depending where the bomb or package may be located.

3. Contact the Operations Manager.
4. Contact the Police on **000** if not already done by the Chief Warden.
5. Open as many doors and windows as possible.
6. Evacuate to the Emergency Assembly Area as directed by the Chief Warden.

When a Bomb Threat/Suspect Package has been found:

DO NOT TOUCH IT!

1. Clear the area and do not re-enter until instructed.
2. Notify the Chief Warden and/or Operations Manager by telephone.
3. Contact the Police on **000** if not already done by the Chief Warden.
4. Open as many doors and windows as possible
5. Evacuate to the designated Emergency Assembly Area or the safest Assembly Area as directed by the Chief Warden.

- **CHIEF WARDEN/DEPUTY CHIEF WARDEN**

When informed of a Bomb Threat/Suspect Package:

3. Initiate Total Evacuation Procedure to the Emergency Assembly Area, or allocating new safe Assembly Area, if needed, after taking into consideration the location of the bomb.
4. Telephone the Police on **000**.
5. Brief the Police upon their arrival.
6. Ensure that no vehicles other than emergency services vehicles enter the site of delegate this job to other personnel.
7. Contact the Operations Manager.

14. MEDICAL EMERGENCY

Medical emergencies are events such as when a person suffers a heart attack, respiratory failure or broken limbs due to a fall or accident.

There will be a number of First-Aid Officers working at the site at any one time. These personnel have the training to be able to provide first-aid response and care to such emergencies until the Ambulance Service arrives at the location to take over the care of the patient.

- **ACTION ON DISCOVERY OF A MEDICAL EMERGENCY (GENERAL)**

1. Check for any threatening situation and control it if safe to do so.
2. Remain with the casualty (unless there is no other option) and provide appropriate support.
3. Do not remove or move any casualties unless in a life threatening situation.
4. Notify the First-Aid Officer via the communication system on-site.
5. Provide support to the First-Aid Officer or Ambulance if required.
6. Should the medical emergency consist of a car accident you are involved in whilst driving a company vehicle either on or off-site then notify your immediate Supervisor and the appropriate motor vehicle insurance company.

- **CHIEF WARDEN**

When informed of the Medical Emergency:

1. Proceed to the emergency and establish the nature and location of the emergency.
2. Determine the appropriate action to take.
3. Ensure that personnel are safe.
4. Maintain contact with the site First Aiders.
5. Determine if the Ambulance Service should be notified and if necessary, designate someone to meet them.
6. Brief the Ambulance Service personnel upon their arrival.
7. If necessary, activate a Partial or Total Evacuation Procedure.
8. Provide support to First-Aid Officer or Ambulance if required.

- **EH&S MANAGER / ENVIRONMENTAL REPRESENTATIVE**

In some cases, the appropriate statutory authorities will need to be informed in accordance with the Work Health and Safety Act, 2011.

15. EARTHQUAKE

- **CHIEF WARDEN/DEPUTY CHIEF WARDEN**

1. Proceed to the emergency and establish the nature and location of the emergency.
2. Determine the appropriate action to take.
3. Telephone the Fire Brigade and/or Ambulance if required, confirming the emergency at the site.
4. Notify the Operations Manager.
5. Ensure that personnel are safe.
6. Ensure that the correct State Emergency Services have been notified.
7. If necessary, activate a Partial or Total Evacuation Procedure.
8. Brief the State Emergency Service personnel upon their arrival.
9. Ensure that no vehicles other than emergency services vehicles enter the site.

16. EVACUATION

- **GENERAL**

The most likely reasons for a total or partial evacuation of staff are:

- a) Fire, explosion; or
- b) Release of hazardous chemical substances; or
- c) Discovery of a bomb or similar device; or
- d) Failure of an internal service or other internal emergency e.g. gas leak etc; or
- e) External emergency.

Total evacuation is not the appropriate response for all of the emergencies likely to be encountered. Such an action should only be undertaken in extreme emergencies.

- **STAGES OF EVACUATION**

There are three stages of evacuation for the site:

Stage 1 - The affected area

Stage 2 - Certain other areas

Stage 3 - Total evacuation of the site.

Stage 1: Partial Evacuation

The most likely response to an emergency is the partial evacuation of an area in response to a fire.

The evacuation may be short term, until: the emergency has been rectified, medium term, overnight, or long term if damage has been extensive, and reconstruction is required.

Stage 2: Certain other areas

In addition to the affected building, adjacent buildings may need to be evacuated.

Stage 3: Total site Evacuation

In the event of the whole site being untenable, even temporarily, total evacuation must be considered.

- **EMERGENCY ASSEMBLY AREA (EVACUATION POINT)**

The Emergency Assembly Area (Evacuation Point) is located near the main entry at the front of the site.

This Emergency Assembly Area will change in the following situations:

1. During a bomb threat/suspect package if the danger area is located close to the Emergency Assembly Area or at the discretion of the Chief Warden.
2. During a severe storm if the current Emergency Assembly Area endangers the lives of personnel.

- **ACTION BY STAFF**

Evacuation

1. When the signal to evacuate is given (3 loud blasts sounded from an air horn), collect personal belongings from the immediate area, make plant and machinery safe (shutdown using emergency stop buttons) and store valuables, if safe to do so.

2. The Chief Warden shall direct their staff to evacuate by one of the designated routes shown on the attached site plan.
3. The Chief Warden shall supervise evacuation to the nearest safe exit route and then to the Emergency Assembly Area and account for personnel with the Security Guard's Checklist. These checklists are situated at each Emergency Assembly Area.
4. Authority to sound the alarm may only be given by the Chief Warden, and the Operations Manager.

Accounting for Personnel

The Chief Warden shall complete a role call using the Daily Evacuation Register Checklist when evacuated to the Emergency Assembly Area and be advised if any employees/contractors are on site who have not been accounted for.

The Chief Warden shall hold a list of contractors/subcontractors/truck drivers working at the Davis Road facility on any particular day.

• **CHIEF WARDEN**

The Chief Warden is responsible for authorising the immediate evacuation of employees/contractors to each Emergency Assembly Area. The decision to evacuate can only be made by the Chief Warden.

The Chief Warden shall liaise with the Police, Ambulance and Fire & Rescue officers present on the scene.

• **EXIT ROUTES AND EMERGENCY EQUIPMENT**

A plan showing the Exit/Evacuation pathways and the location of emergency equipment shall be shown on a site Plan, which will be posted throughout the site.

CHIEF WARDEN AND FIRST AID LIST

[illegible]

Note: This list will be completed once job roles are confirmed on site.

CHIEF WARDEN EMPLOYEE CHECKLIST

TIME: _____ DATE: _____

Primary Assembly Area: ☐

Secondary Assembly Area: ☐

**GOW STREET RECYCLING CENTRE
HEAD COUNT - EMPLOYEES**

SHIFT

Operator Position / Name	Tick	Day Staff (please tick each name)	Tick

CHIEF WARDEN CHECKLIST (Cont.)

TIME: _____ DATE: _____

Primary Assembly Area: ☐

Secondary Assembly Area: ☐

MISSING PERSONS

Check with the Chief Warden checklist for employees, contractors and visitors.

List Names of missing persons:

If anybody is missing check:

- A. They are not in the alternative assembly area:
- B. What job were they doing and where:
- C. When they were last seen and where:
- D. Is it safe to enter the building:
 - I) check area where last seen
 - II) check area where job was
 - III) check all toilets, wash and locker rooms
- E. Check with Chief Warden in case he knows or has information about missing person.

If the person is not found and the evacuation crisis is over, then an investigation would be conducted to find out where the person was and why they were not accounted for.

BOMB THREAT CHECKLIST

DATE: _____ TIME: _____

QUESTIONS TO BE ASKED BOMB THREAT	QUESTIONS TO BE ASKED GENERAL THREAT
Where did you put the bomb?	What are you threatening to do?
When did you put it there?	Why are you making this threat?
What does the bomb look like?	When do you intend to carry it out?
What kind of bomb is it?	Do you intend to telephone again?
Did you place the bomb?	What is your name?
Why did you place the bomb?	Where are you?
Where are you?	What is your address?
What is your address?	Did you recognise the caller's voice?
EXACT WORDING OF THREAT	EXACT WORDING OF THREAT

IDENTIFYING THE CALLER

CALLERS VOICE (please tick where applicable)	BACKGROUND NOISES (please tick where applicable)
MALE	STREET NOISES
FEMALE	HOUSE NOISES
OLD	OFFICE MACHINERY
YOUNG	FACTORY MACHINERY
CALM	MUSIC
EXCITED	BACKGROUND VOICES
NORMAL	MOTORS
ANGRY	STATIC
SLOW	CLEAR
RAPID	LOCAL
LOUD	LONG DISTANCE
SOFT	OTHER:
DEEP	
STUTTER	
LISP	
ACCENT	
TYPE OF ACCENT (please describe)	
CRYING	
LAUGHING	
SLURRING	
RAGGED	
DISTINCT	
RASP	
IRRATIONAL	
WELL SPOKEN	
INCOHERENT	
FOUL	
FAMILIAR	
NASAL	
DEEP BREATHING	
CLEARING THROAT	
DISGUISED	
CRACKING VOICE	
OTHER	

EVACUATION CHECKLIST

This is to be complete as a last check, to ensure that all documentation has been completed. Once this has been completed pass this to the management systems co-ordinator.

(Please circle)

- | | | | |
|-----|----|-----|--|
| YES | NO | N/A | Have police / fire / ambulance been notified?
(please circle the appropriate department) |
| YES | NO | N/A | Have department heads been placed at entry points to the factory? |
| YES | NO | N/A | Has the bomb threat checklist been completed by the person who took the call?
(if applicable) |
| YES | NO | N/A | Has the visitor book been checked and person/s been accounted for? |
| YES | NO | N/A | Has the contractor list supplied by the operations engineer been checked and person/s been accounted for? |
| YES | NO | N/A | Has the Chief Warden – employee checklist been completed and all person/s accounted for? |
| YES | NO | N/A | If person/s were found missing, has the search warden been notified and the Chief Warden checklist been completed? |
| YES | NO | N/A | Once the emergency is over pass this document and all relating documents to the management systems co-ordinator. |

CHECKLIST COMPLETED BY: _____
(Print and signature)

DATE: _____

Attachment 2: Incident Reporting Procedure

PROCEDURE NO:

NO. OF PAGES: 6

DATE: 07/07/21

PREPARED BY: BENBOW ENVIRONMENTAL

ISSUE NO.: 1

SUBJECT: INCIDENT REPORTING

1. PURPOSE

The purpose of this procedure is to describe the method for reporting, recording and investigating environmental and safety incidents that has the potential to impact Gow Street Recycling Centre adversely.

2. SCOPE

This procedure applies to all personnel responsible for the reporting and investigation of environmental and safety incidents at 21 Chifley Street, Smithfield, NSW, operated by Gow Street Recycling Centre.

3. OTHER RELEVANT DOCUMENTS

- Work Health and Safety Act 2011
- Protection of the Environment Operations Act 1997

4. PROCEDURE

The following procedures must be followed in the event of an environmental or safety incident.

5. RESPONSIBILITY

Environmental Representative / Health Safety Representative

- Advising the Manager of the reportable incident.
- Advising other line and risk managers where appropriate.
- Completing and submitting the relevant reports.
- Maintaining a register of incidents.
- Ensuring that corrective/preventative actions are taken.

All staff

- Report incidents to the Environmental Representative / Health Safety Representative respectively.

REQUIREMENTS	ENVIRONMENTAL INCIDENT PROCEDURE
WHAT IS AN INCIDENT	<p>Environmental incidents include emissions and loss of containment (gas, liquid or solid) where ANY of the following apply:</p> <ul style="list-style-type: none"> • There is a possibility of soil and groundwater contamination • There is any off-site environmental impact eg discharge to stormwater, dust, noise, air emissions • The involvement of authorities, media or the community is likely • The incident must be reported to the authorities • There is actual or potential losses of more than \$10,000 including fines, clean up and prevention (\$10,000 is defined as Material Harm to the Environment according to the POEO Act 1997) • Any breach of the environmental operating conditions, including licences, permits and other environmental regulation • Any complaints about environmental issues by an external party • Any fines and warning notices for permit or licence non-compliance or regulatory breaches • Near misses with the potential to cause any of the above
INTERNAL REPORTING	<p>The Environmental Representative / Health Safety Representative must be informed of any Environmental Incident as defined above.</p> <p>The Environmental Representative / Health Safety Representative must inform the Manager immediately of any of the above incidents by telephone.</p> <p>An Environmental Incident or Complaint Response Form must be completed and sent to the Manager within 24 hours:</p> <p>The incident must not be issued as an Environmental Alert until instructed by the Environmental Representative / Health Safety Representative, in consultation with Senior Management and legal counsel.</p> <p>An Incident Investigation Report must be written if instructed by the Environmental Representative / Health Safety Representative.</p>
EXTERNAL REPORTING	<p>The Manager must notify the NSW EPA and SafeWork.</p> <p>Within 7 days Gow Street Recycling Centre must provide written details of the incident to the NSW EPA and/or SafeWork.</p> <p>Within 24 hours, Gow Street Recycling Centre must supply a report to NSW EPA and/or SafeWork of any incident with an actual or potential OFF-SITE impact on people or the biophysical environment.</p>

REQUIREMENTS	SAFETY INCIDENT PROCEDURE
WHAT IS AN INCIDENT	<p>Safety incidents include an accident/incident which results in:</p> <ul style="list-style-type: none"> • a lost time injury, or • an accident with the potential to cause serious injury/illness/death (and near miss accident) • any incident involving major damage/expenditure to property, equipment estimated to be greater than \$1500. (All damage caused by a sub-contractor must be recorded) • a medical treatment injury • a first aid injury where practical preventative action can be taken to avoid the incident from occurring again • Near misses of any of the above
INTERNAL REPORTING	<p>The Environmental Representative / Health Safety Representative must be informed of any Safety Incidents defined above</p> <p>The Environmental Representative / Health Safety Representative or other Senior Management must complete an Incident Report Form whenever a reportable incident/injury occurs.</p> <p>All major incidents/injuries must be verbally reported to the Manager immediately. A Safety Alert must be completed and submitted to the Manager for all incidents that:</p> <ul style="list-style-type: none"> • Causes death or permanent disability to a person • Causes a fire • Causes significant property damage • Is likely to give rise to adverse public comment • Is likely to result in legal proceedings against Gow Street Recycling Centre or a client • Is reported to the Statutory Authorities • Is a Lost-Time Injury or Medical Injury; or • Is a significant 'Near Miss' or 'First Aid Treatment Injury' with the potential to cause any of the above. <p>An Accident Investigation Report must be completed for every full investigation conducted. A copy of the completed Report must be forwarded to the Manager within three days of the incident occurring.</p>

SAFETY ALERT

Site: Gow Street Recycling Centre; 81-87 Gow Street, Padstow, NSW 2211

Nature/Extent of Injury:

Probable period of incapacity:

Date:

Injured Person: N/A : _____ Employee : _____ Contractor: _____ Visitor: _____

Safety Incidents

Death:

Permanent Disability:

Medical Treatment Injury:

Lost Time Injury:

Adverse Publicity:

Report to Authorities:

Legal:

Fire:

Property Damage:

Near Miss:

SUMMARY OF WORKPLACE INCIDENT

CONTRIBUTING FACTORS

CORRECTIVE ACTION

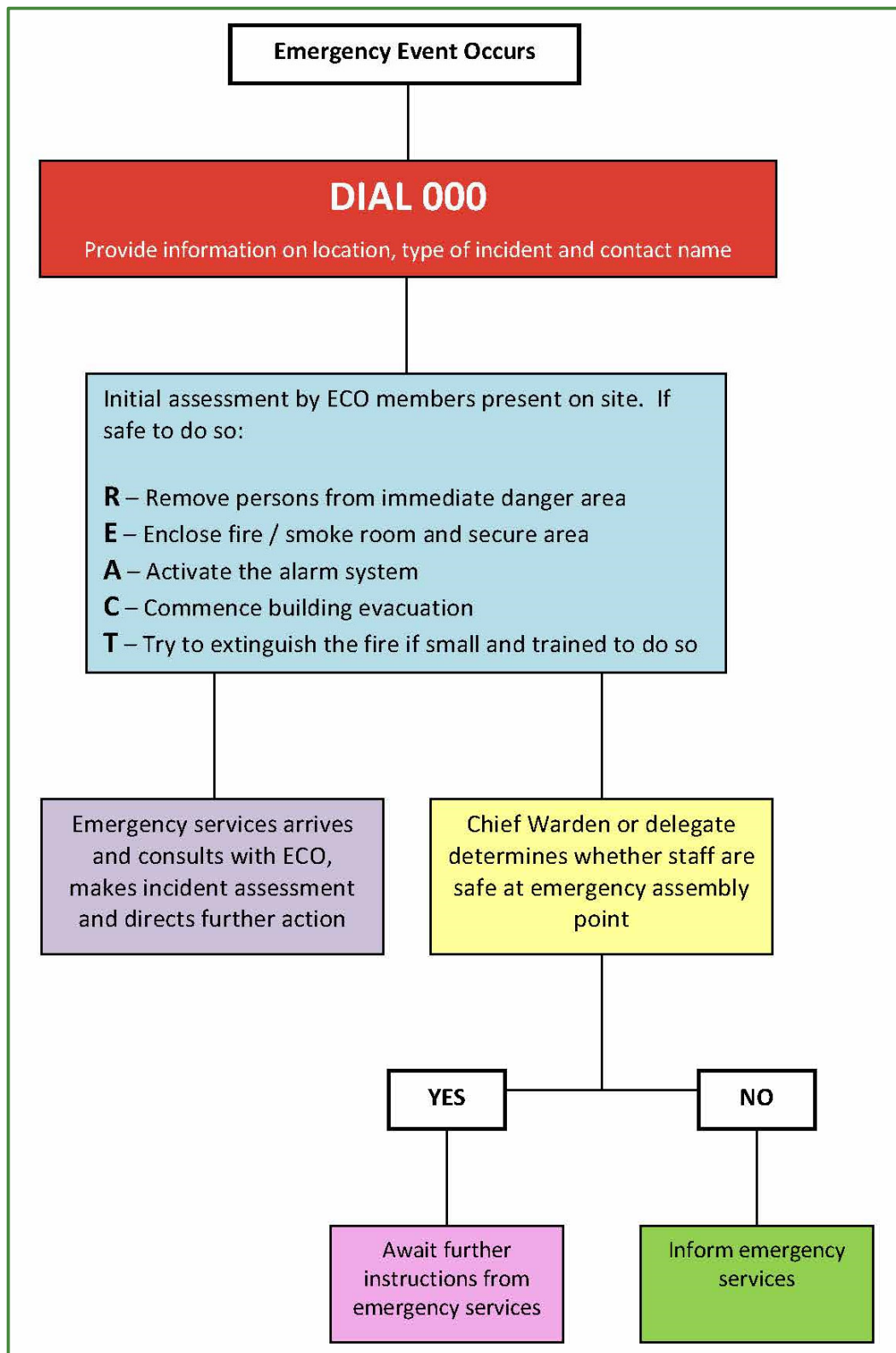
To be signed at each level

Director of Operations		Date	
Manager		Date	
Environmental Representative / Health Safety Representative		Date	

MAJOR INCIDENT REPORT

URGENT MEMO TO: DIVISION: FAX: CC: FROM: DATE:		Lost Time Injury	
		Medical Treatment Injury	
		First Aid Treatment Injury	
		Near Miss	
		Fire	
		Property Damage	
Injured Person	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor		
Workplace			
Name of Workplace		Gow Street Recycling Centre	
Address of Workplace		81-87 Gow Street, Padstow, NSW 2211	
Incident Details			
Date of Incident			
How Did the Incident Happen			
Name of Person in Charge			
Name of Witness			
Details of Injury / Damage / Incident			
Extent of Injury or Damage			
Probable Period of Incapacity or interruption to production			
Has this incident been reported to the Statutory Authority? If so, who and when?			
Is there any likelihood of Adverse Publicity?			
Has there been any involvement with the news media? If yes, provide details.			
Proposed Remedial Action			
Director of Operations		Date	
Manager		Date	
Environmental/ Health Safety Representative		Date	

EMERGENCY PROCEDURE FLOWCHART



FIRE SERVICES INOPERABLE

There may be circumstances when fire-fighting services become inoperable.

This procedure establishes the action to take under these circumstances.

Event causing fire services to become inoperable.

1. Planned Maintenance – offsite

Offsite planned maintenance causes the mains water to be isolated to the site.

If the site does not have fire-fighting water storage, this will cause the fire services to be inoperable. Such an event will require different causes of action depending on the length of time the site is without water.

Prior advice from Sydney Water or their contractors is provided and will require the site operations manager to notify by telephone and email / fax to the NSW Fire & Rescue.

2. Emergency Maintenance – offsite

Failure of the mains unit supply will trigger the same need as planned maintenance. Contact with the NSW Fire & Rescue will need to be by telephone and email/fax within 30 minutes of the failure being known.

3. Onsite disruption of fire mains

Such an event will require the same action as 1 and 2 above.

If the disruption is planned, prior contact with NSW Fire & Rescue shall be made 5 days before the services become inoperable.

If the disruption is immediate, the NSW Fire & Rescue shall be contacted within 30 minutes of the disruption being known.

Emergency plant shutdowns are very rare. Shutdowns due to emergency incidences such as fire or flooding are to follow the emergency response procedures provided in this emergency plan.

If machinery breakdown occurs, then the incoming material storage areas would accumulate waste. There are three full time fitters onsite which can resolve most mechanical issues with equipment onsite. In the unlikely event they cannot resolve a breakdown issue a technician would be called out repair the breakdown. If the breakdown cannot be fixed in time to ensure the site does not accumulate more waste than the Environment Protection Licence allows, the following contingency measures are available:

- Hire replacement equipment such as mobile crusher and screen;
- Call off scheduled deliveries of waste; and/or
- Transporting unprocessed waste offsite to another resource recovery facility licenced to receive that waste.

-

Staff are available at all times to manage onsite traffic, with the exception of evacuation scenarios where the safety of personnel take priority over traffic management.