



# Pollution Incident Response Management Plan

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Concrete Recyclers (Group) Pty Ltd

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Reviewed and Authorised:

Signed:

Date: 25<sup>th</sup> May, 2015

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<b>1.</b>	Camellia Head Office	HSE Officer	25/05/2015
<b>2.</b>	Concrete Recyclers website		
<b>3.</b>			
<b>4.</b>			

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# 1. PURPOSE

This document details site specific organisational responsibilities, actions, reporting requirements and the resources available to ensure an effective, consistent and timely management of a pollution incident that may occur on Concrete Recyclers Site at Camellia. This includes:

- Details of the procedures used to deal with emergencies affecting the site project personnel.
- Definitions of the roles and responsibilities of Concrete Recyclers personnel;
- Details of the external resources available to the Concrete Recyclers personnel in the event of an emergency and how these resources will be coordinated.

This plan has been written specifically for Concrete Recyclers and is consistent with operational policies and procedures. Variations to this plan may occur subject to Emergency Aid Agency requirements or the knowledge of supervisory personnel dealing with occurrences as they unfold.

# 2. SCOPE

This plan will be used as a "First Response" guide for all types of pollution incidents that may occur on Concrete Recyclers sites. This includes the following

<b>PROTECTION PRIORITIES</b>	Concrete Recyclers protection priorities, in the event of an emergency, include: <ul style="list-style-type: none"> <li>• Safety of People;</li> <li>• Protection of the Environment; and</li> <li>• The safeguarding of Commercial operations.</li> </ul>
<b>PREVENTION</b>	<ul style="list-style-type: none"> <li>• The prevention of hazards, accidents, occurrences and emergency situations is documented in the Concrete Recyclers management system comprising of the following:                 <ul style="list-style-type: none"> <li>○ Work Place Health Safety Injury Management System</li> <li>○ Safety Management Plan</li> </ul> </li> </ul>
<b>PREPAREDNESS</b>	<ul style="list-style-type: none"> <li>• To ensure our emergency personnel are adequately prepared and trained for an occurrence, processes and procedures are in place. These include:</li> <li>• Collecting and collating data and documentation to assist them in implementing their role more effectively. For example, contacts, maps, records, reports, etc.</li> <li>• Identifying and maintaining contact details of possible support personnel or organisations that may be of assistance in the event of an emergency.</li> <li>• Training (including the induction of new staff) is organised and conducted.</li> <li>• Emergency Evacuations Plans are kept up-to-date.</li> <li>• A minimum of one evacuation drill per year is conducted onsite, and the details are documented.</li> </ul>

### 3. MANAGING OCCURENCES

#### 3.1. Raising the Alarm

On site an emergency alarm is announced by calling "Emergency, Emergency, Emergency", on the UHF radio designated channel (the designated channel is disclosed daily at the Pre-Work Brief).

1. The caller clearly states their: Name and the Location of occurrence.
2. The caller then discusses with the Deputy Coordinator:
  - The nature of the emergency;
  - Number and type of injuries, if applicable, (no names are to be mentioned on the radio).
3. The Deputy Evacuation Coordinator, will make a decision whether or not to announce an evacuation or if an emergency service is required.
4. If the Deputy Evacuation Coordinator chooses to evacuate he/she will announce the evacuation by calling on the designated radio channel "Evacuate, Evacuate, Evacuate" and using the megaphone, air horn and/or siren signal the evacuation. For the office, it will be announced over the telephone PA System.
5. The Area Wardens or other responsible person will direct all persons on site to the nearest Assembly Point, and carry out a sweep and/or search of the worksite (including toilets) for any person who may not have heard the alarm – if safe to do so.

#### 3.2 Evacuation Procedure

1. When the 'evacuation alarm' is sounded, all employees operating equipment must safely shut down the machine/equipment immediately if safe to do so.
2. Additionally, all personnel onsite are to assemble at the closest and most safe assembly point, which is located at the front entrance gate or weighbridge. DO NOT RUN.
3. Access to the assembly areas is displayed on the 'Evacuation Plan'.
4. At this time, the Evacuation Coordinator and/or deputy will decide on the correct course of action. The Emergency Services may be called, if required.
5. All employees and visitors/contractors onsite shall be accounted for by the Area Wardens using the bundy cards/employee listing/Visitors register, which should be taken to the Assembly point.
6. The Evacuation Coordinator/Deputy will discuss the situation, including any unaccounted personnel, with the Emergency Services. Together, they will decide when it is safe to return to the site. In the event of the Emergency Services not being present the Evacuation Coordinator/Deputy will decide when it is safe to return to the site.

### 3.3 Emergency Response Personnel

Emergency Personnel	Title
Evacuation Coordinator	Managing Director
Deputy Evacuation Coordinators	Site Foreman – for yard Financial Controller – for Office
Area 1 Warden (Yard)	Workshop Manager
Area 2 Warden (Weighbridge)	Transport Manager
Area 3 Warden (Office)	Accounts Payable Officer
First Aid Officers	Site Foreman, Workshop Manager, Office first aid officer

### 3.4 Responsibilities

All employees must be familiar with the relevant requirements of this procedure.

The HSE Officer is responsible for:

- Appointing the Area Wardens, in consultation with the Emergency Coordinator/Deputies and relevant departmental manager.
- Developing and maintaining this procedure and related documents.
- Developing and conducting training for Emergency Personnel, and First Aid Personnel.
- Providing Emergency Evacuation Plans.
- Arranging an evacuation drill for an emergency scenario at least once a year, followed by a de-brief with the Emergency personnel to address any gaps.

The Evacuation Coordinator and Deputies are responsible for:

- Implementing the Incident Response Management Plan in the event of an emergency.
- In the event of an evacuation, ensuring that it is conducted efficiently as described in the Plan
- Liaising with the Area Wardens to ensure everyone on site has been accounted for and if not, the next course of action (Eg look for those, if safe to do so)
- Liaising with the Emergency Services
- Informing all when it is safe to return to the site
- Informing the HSE Officer of any changes that they know of that would impact on the Incident Response Management Plan.
- Attending any training and the de-brief that will be held following the annual drill or an actual emergency situation.

- The Evacuation Coordinator (or delegate) is responsible for any communication with the media.

The Area Wardens are responsible for:

- Mustering all employees, visitors, contractors out of the site to the Assembly Points
- Conducting a roll call of all on site using the bundy cards/employee listing/Visitors register
- Informing the Evacuation Coordinator/Deputies that all on site have been accounted for or if not, pass on the names of those not accounted for

The First Aid Officers are responsible for:

- Treating any injured persons
- Taking the portable First Aid kit to the Assembly Point
- Liaise with Emergency Services as needed
- Arrange for the First Aid kit to be replenished if any supplies have been used

## 4. OVERVIEW

### 4.1 Definition of 'pollution incident'

The definition of a pollution incident is:

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

### 4.2 Notification Protocol for Regulatory Authorities

The Regulatory Authorities are to be contacted **immediately**, when a pollution incident occurs.

The parameters for reporting are:

'When material harm to the environment is caused or threatened and when the clean up value will be more than \$10,000.'

The Authorities that will be called are.

1. Emergency Services: Phone 000 anytime
2. The EPA Environment Line Phone 131 555 anytime
3. Westmead Hospital Phone 02 9845 5555
4. WorkCover: Phone 131 050 anytime
5. Fire and Rescue Service Phone 000 anytime

## 5. MANAGEMENT PLAN DETAILS

### 5.1. Potential Hazards

An environmental incident is an event that causes or has the potential to cause environmental damage and includes such incidents as:

- Implosion, explosion or fire;

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- Escape, spillage or leakage of hazardous substances;
- Contamination of natural waterways (streams, creeks, rivers, etc) or public drains;
- Excessive/harmful air emissions (dust, smoke, fumes, etc);
- Excessive/harmful noise or vibration;
- Tracking of mud from worksite

## 5.2. Hazard Controls

ISSUE	MITIGATION MEASURES
Implosion, explosion or fire (or potential thereof including a Bomb Threat)	<ul style="list-style-type: none"> <li>• Immediate evacuation depending on seriousness – to be determined by Evacuation Coordinator and/or Deputy</li> <li>• General purpose fire extinguishers and fire extinguishers suitable for control of oil/fuel fires will be available on all mobile plant, workshop, lunch room, office, light vehicles.</li> <li>• Personnel on site will be familiar or trained in the use of fire-fighting equipment,(all employees will complete the induction which includes fire extinguisher training).</li> </ul>
Spillage or leakage of hazardous substances	<ul style="list-style-type: none"> <li>• Re-fuelling of vehicles on site to take place in the bunded area to minimise the risk of environmental contamination and to contain spills</li> <li>• Fuels, oils and chemicals required for construction and operation to be appropriately stored and bunded</li> <li>• Any spillages to be immediately contained and absorbed with a suitable material and disposed in an approved manner. <i>(Depending on seriousness of event -to be determined by Evacuation Coordinator/Deputy, key personnel may stay back to contain spill – if safe to do so, while the others evacuate as directed)</i></li> <li>• Diesel is stored in the diesel fuel truck. The diesel fuel truck holds 9,000 litres. Diesel Fuel Truck is stored in the concrete plant which is bunded</li> <li>• All fuel, oil and chemicals stored on site, will be contained in a weatherproof, bunded storage area</li> <li>• Spill kits will be readily accessible and maintained</li> <li>• Safety Data Sheets for all chemicals stored on site will be available on site</li> </ul>
Surface water/ Contamination of natural waterways	<ul style="list-style-type: none"> <li>• In the event of surface water being contaminated with chemicals/oils, it is contained using spill kits and not allowed to drain into the storm water system. The water is pumped into a tanker by a specialist waste disposal contractor and disposed of by them at an appropriate disposal centre</li> </ul>
Excessive/harmful air emissions	<ul style="list-style-type: none"> <li>• All workers will be advised of the potential impacts of dust and controls to minimise the exposure to dust</li> <li>• All workers engaged in dust control will be suitably trained and proficient,</li> <li>• Documentation of records of induction, toolbox talks and training will be maintained;</li> <li>• All machinery and vehicles with internal combustion engines will be maintained in good condition to minimise visual exhaust emissions and comply with relevant exhaust</li> </ul>

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	<p>standards and the <i>Protection of the Environment Operations (Clean Air) Regulation 2010 (as amended)</i>,</p> <ul style="list-style-type: none"> <li>• As required; stockpile areas will be watered to minimise dust creation,</li> <li>• Dust suppression will be fitted to all crushers to minimise dust (water sprayers),</li> <li>• Water cart will be utilised to wet down haul road and load out areas.</li> <li>• Vehicles transporting material to and from the site will be covered and pass through the wheel wash.</li> </ul>
Excessive/harmful noise or vibration	<ul style="list-style-type: none"> <li>• Operating hours are Monday to Friday between 0600 and 1800, Saturday between 0700 and 1600 and at no time on Sundays and Public Holidays.</li> <li>• Ensure that machines are fitted with guards and mufflers</li> <li>• Restrict, where possible, noise making activities to normal working hours,</li> <li>• Ensure plant and equipment have noise suppression devices</li> <li>• Undertake regular acoustic monitoring at the crushing plant to monitor noise levels</li> </ul>
Tracking of mud from worksite	<ul style="list-style-type: none"> <li>• Road sweepers used to maintain roads and limit tracking of mud onto public roads.</li> <li>• Site inspections carried out to maintain control of area.</li> </ul>
Hydrocarbon incident	<ul style="list-style-type: none"> <li>• In the event of a hydrocarbon spill, the source will be identified and immediate action taken to contain or stop the source of the spill. The spill will be cleaned up where practical with appropriate materials from available spill kits;</li> <li>• Spill kits will be readily accessible and maintained at storage and fill/drainage points (this includes mobile fuel/lube vehicles).</li> <li>• Soils impacted by hydrocarbons will be disposed of to a suitably licensed waste facility via a licensed waste transporter.</li> </ul>

### 5.3. Inventory

Description	Size/Volume	Quantity	Location
Waste Oil	3000Lt	1	Parking Lot
Hydraulic Oil 68	800Lt	1	New Workshop CR PLANT
Engine Oil CJ4 15W-40	800Lt	1	New Workshop CR PLANT
EP Multigear 85W/140	20Lt	1	New Workshop CR PLANT
Parts Wash Solvent	20Lt	2	New Workshop CR PLANT
Machine Oil 220	200Lt	3	CR PLANT
Machine Oil 150	200Lt	2	CR PLANT
VXP2 Grease	180Kg	1	CR PLANT
LITH EP-1 Grease	180Kg	1	CR PLANT
DEVAC MXESP 15W-40	200Lt	1	CR PLANT
Gear Oil LS90	200Lt	1	CR PLANT
Engine Oil CJ4 15W-40	200Lt	1	CR PLANT
CAT TO4 SAE50	200Lt	2	CR PLANT
Waste Oil	200Lt	1	CR PLANT
Waste Oil	1000Lt	1	CR PLANT
Radiator Treatment	1000Lt	1	CR PLANT
LITH EP-1 Grease	180Kg	1	CR PLANT
Diesel Fuel Truck	9000Lt	1	CR PLANT
LITH EP-1 Grease	180Kg	1	BR PLANT
VXP2 Grease	180Kg	1	AMENITIES BUILDING
CAT Coolant	20Lt	1	Store Room
VXP2 Grease	450g	100	Store Room
VXP2 Grease	20Kg	9	Store Room
Super Moly TAC	20Kg	2	Store Room
LITH EP00 Grease	20Kg	4	Store Room
Soluble Cutting Fluid	20Lt	1	Store Room
Hi-Tec System Flush	20Lt	2	Store Room
Heavy Duty Degreaser	20Lt	1	Store Room
Parts Wash Solvent	20Lt	2	Store Room
WD40	20Lt	1	Store Room
Diesel Treatment	20Lt	1	Store Room
Diesel Treatment	5Lt	1	Store Room
Transformer Magnet Oil	20Lt	8	Store Room
Scale Away Concrete Cleaner	20Lt	1	Store Room
Ultramagic	20Lt	1	Store Room
Truck Wash	20Lt	1	Store Room

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## 5.4. Safety Equipment

EMERGENCY EQUIPMENT		
	<b>Concrete Recyclers (Group) Pty Ltd</b>	
<b>Locations:</b>	Site vehicles fitted out with emergency response equipment and materials, listed below.	Additional Emergency equipment to be located in the Site workshop
<b>Equipment / Materials:</b>	<ul style="list-style-type: none"> <li>▪ Two Way communication system</li> <li>▪ First Aid Kit</li> <li>▪ Fire Extinguishers</li> <li>▪ Doosan 35t excavator with siren</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mobile chemical/fuel spill containment and clean up kit</li> <li>▪ Fire Extinguishers</li> <li>▪ Miscellaneous tools for basic fencing, sign and fixture dismemberment / removal etc</li> <li>▪ Brooms</li> <li>▪ Torches, batteries</li> <li>▪ PPE for all weather conditions,</li> <li>▪ First aid kit</li> <li>▪ Compressed air horn can (Refillable) to raise alarm</li> </ul>
<b>Safety Data Sheets</b>	<ul style="list-style-type: none"> <li>▪ Site office</li> </ul>	<ul style="list-style-type: none"> <li>▪ Soft copy &amp; hard copy</li> </ul>

## 5.5. Response Management Contact Details

Concrete Recyclers	Details	Contact number
<b>Head Office</b>	Camellia	02 8832 7400
<b>Managing Director (Evacuation Coordinator)</b>	Brent Lawson	0418 230 898
<b>Operations Director</b>	Tibby Orden	0419 220 349
<b>General Manager (Business)</b>	Craig Long	0417 448 867
<b>General Manager (Operations)</b>	Anthony Males	0427 308 437
<b>Financial Controller (Deputy Evacuation Coordinator – Office)</b>	Rob Wynne	0425 189 066
<b>HSE Officer</b>	Rod de Sylva	0417 987 675
<b>Yard Foreman (Deputy Evacuation Coordinator &amp; First Aider)</b>	Mirco Drascovici	0419 282 383
<b>Workshop Manager (Area 1 Warden &amp; First Aider)</b>	Steve Popov	0438 473 161
<b>Transport Manager (Area 2 Warden)</b>	Cheryl Patterson	0418 498 577
<b>Accounts Payable Officer (Area Warden – Office)</b>	Nicole Payne	0425 352 599
<b>First Aider (Office)</b>	Kimberly Bray	(02) 8832 7412
<b>Concrete Recyclers After hours – Emergency contacts</b>		
<b>Yard Foreman</b>	Mirco Drascovici	0419 282 383
<b>IT Manager</b>	Raymond	0400 478 711
<b>EXTERNAL EMERGENCY NUMBERS</b>		

<b>Emergency Service</b>	<b>Contact number</b>
<b>Fire</b>	<b>000 112 (Mobiles only)</b>
<b>Police</b>	
<b>Ambulance</b>	
<b>West Mead Hospital</b>	02 9845 5555
<b>Environmental Protection Authority (EPA)</b>	131 555
<b>WORK COVER AUTHORITY</b>	13 10 50
<b>Poisons Information Centre</b>	131 126
<b>State Emergency Service</b>	132 500
<b>MUSTER AREA</b>	Site entry gates

## 5.6. Community Relations

Shell Company of Australia – Rosehill	Terry (Main Line)	9897 8704
Downer Edi Works Asphalt	(Main Line)	9684 6792
Downer Edi Works Asphalt	Terry (Supervisor)	0438 794 717
Downer Edi Works Asphalt (after hours)	George	0414 426 814
Earthpower	(Main Line)	9684 5832
Earthpower (after hours)	David Clark	0438 139 232
Boral Plasterboard	(Main Line)	9898 7807
Boral Plasterboard (after hours)	Robby Campbell	0401 896 905
Sita Environmental Solutions	(Main Line)	88325900
Sita Environmental Solutions (after hours)	Scott Bayliss	0402 228 536
Hymix	Steve Page	9898 0318
Hymix (Plant manager)	Dennis Read	0419 243 907
KLF Recyclers	Steve Rhodes	9898 9178
KLF Recyclers	After Hours	0439 536 925
AIR Liquide Australia	Emergency phone	1800 812 588

If Environmental complaints made by the public to Concrete Recyclers (Group) Pty Ltd staff cannot be immediately resolved, they will be recorded and dealt with promptly using Concrete Recyclers (Group) Pty Ltd' grievance procedure.

### 5.7. Post Incident Actions

The management of people's emotional state as a result of a critical incident requires careful management. Counselling may be offered depending on the circumstances.

The HSE Officer will arrange a de-briefing session with all Emergency personnel after a site incident or emergency drill. Results of the debrief shall be provided to Concrete Recyclers Management. The Site Incident Management Plan is to be reviewed following an incident or emergency drill.

## 5 Training

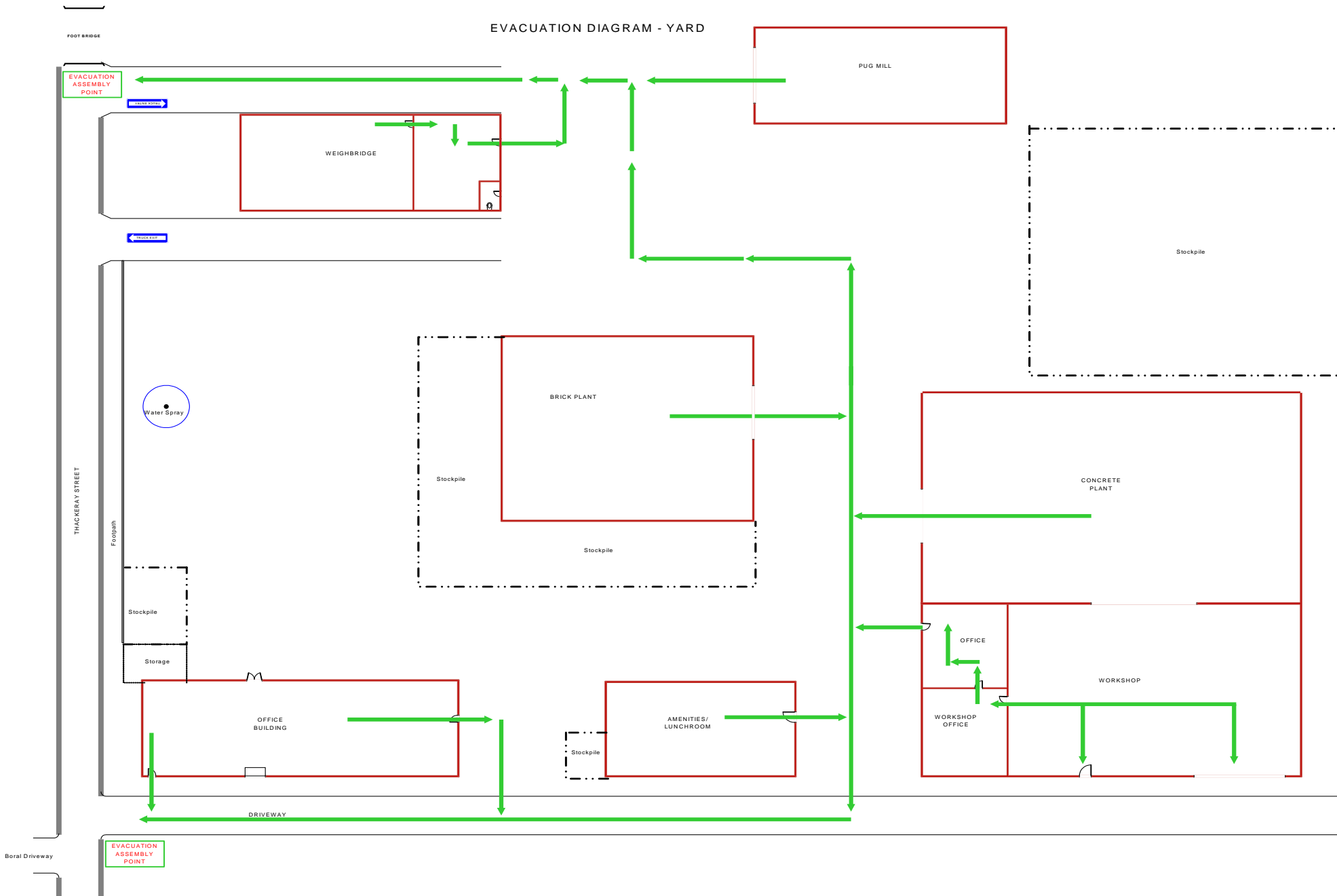
The HSE Officer will arrange for Emergency personnel onsite to be trained in this PIRMP.

## 6. APPENDIX

### 6.1 Maps



EVACUATION DIAGRAM - YARD



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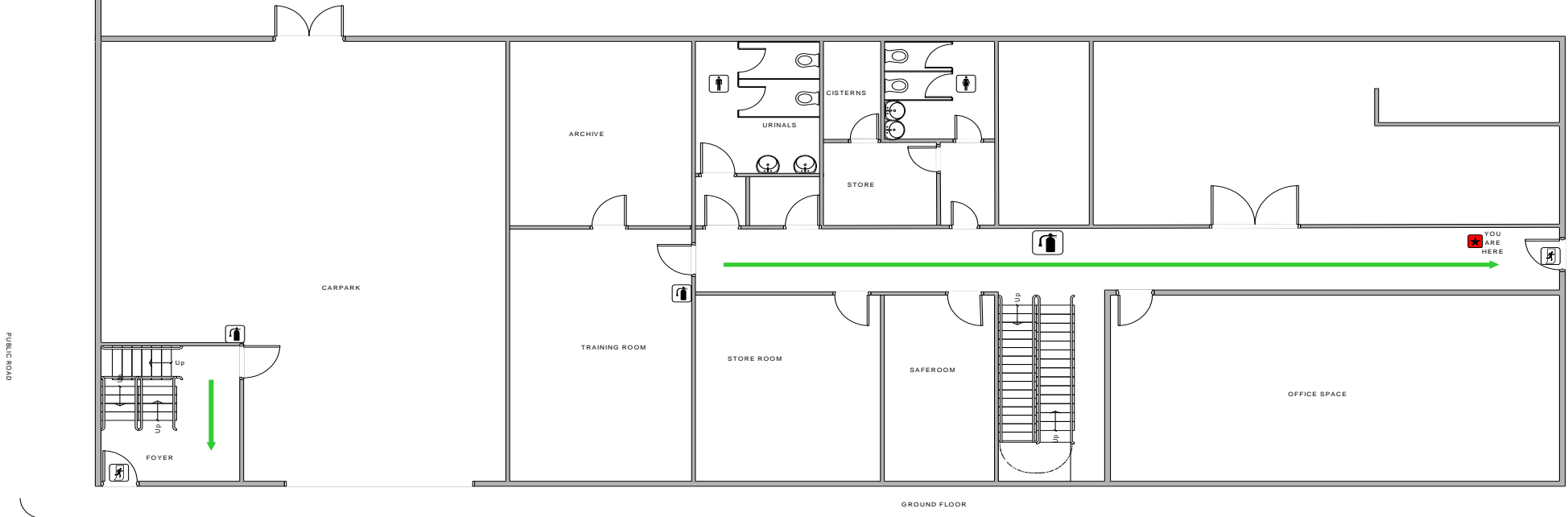
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# EVACUATION DIAGRAM

## OFFICE BLOCK – GROUND FLOOR



## DRIVEWAY

EMERGENCY  
ASSEMBLY POINT

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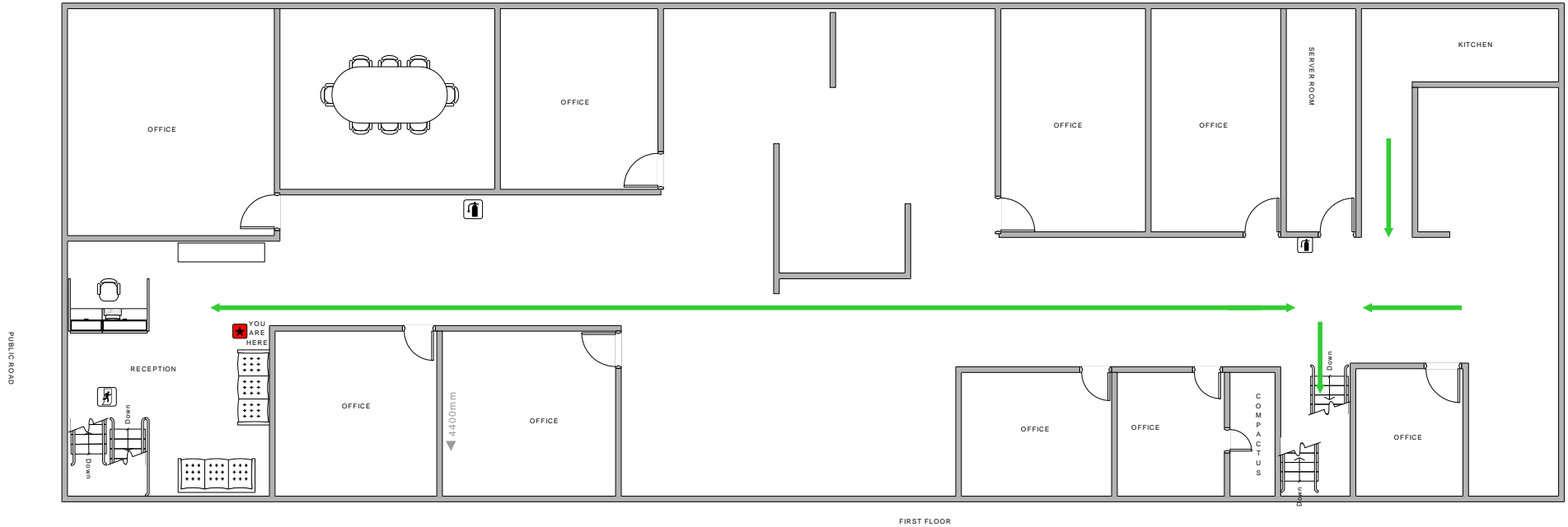
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# EVACUATION DIAGRAM

OFFICE BLOCK – UPPER LEVEL



DRIVEWAY

EMERGENCY ASSEMBLY POINT