

Richmond  
Valley  
Council



# **WOODVIEW QUARRY POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN 2020**



## Table of Contents

Introduction.....	3
Test Page .....	4
Legislative Requirements .....	6
1. The Site Activity and Surrounds.....	6
Premises .....	6
Scheduled Activity .....	6
Environment Protection Licence .....	6
Extractive Activities (application to land).....	6
2. Description and likelihood of hazards .....	7
3. Pre-emptive Actions to be taken .....	7
4. Inventory of pollutants .....	8
4.1 Inventory of pollutants identified by the current EPA licence .....	8
5. Incident Contact details .....	8
6. Communications with adjoining properties and the community .....	8
6.1 Communications to adjoining landowner/occupiers .....	8
6.2 Communications with the community.....	8
7. Minimising harm to persons on the premise.....	9
7.1 Emergency Resources .....	10
7.2 Emergency Response and Evacuation Plan .....	12
8. Maps - Woodview Quarry .....	14
9. Actions to be taken during or immediately after Pollution Incident .....	15
10. Site Personnel Competency .....	15
11. Testing Plans .....	15

## Introduction

Richmond Valley Council, as a holder of environment protection licences, must comply with Part 5.7A of the *Protection of the Environment (Operations) Act 1997* (POEO Act) which requires the preparation and implementation of Pollution Incident Response Management Plans.

Based on the EPA guidelines the plan must set out specific requirements regarding the preparing, keeping, testing and implementation of these plans.

The objectives of these plans are to:

- Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as local Councils, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of the pollution incident.
- Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks
- Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

**Test**

Date	Aspects Tested	Personnel Involved
23/7/14	Update of External Contacts & Internal Role Clarification	Latoya Cooper, Michael Pontefract
16/7/15	Reporting, Contact details, Incident response	Michael Pontefract, Todd Westgate, David Timms, Geoff Fraser
7/7/16	Full review including contacts, hazards, pre-emptive actions, inventory of pollutants	Michael Pontefract, Geoff Fraser, Todd Westgate
12/7/17	Full review including contacts, hazards, pre-emptive actions, inventory of pollutants and desk top exercise for major fuel spill	Michael Pontefract, Geoff Fraser
18/7/17	Full review including hazards, contacts, and procedures on site	Geoff Fraser, Simon Bice
11/7/19	Full review including contacts, hazards, pre-emptive actions, inventory of pollutants and desk top exercise for major fuel spill	Troy Button, Geoff Fraser
14/7/20	Full review including contacts, hazards, pre-emptive actions, inventory of pollutants and desk top exercise for crusher hydraulic failure	Nathan Bourne, Geoff Fraser

**Document History**

Version	Date	Author	Description of Change
1.1	23/07/2014	Latoya Cooper	Update of External Contacts & Internal Role Clarification
1.2	23/10/2015	Michael Pontefract	Numerous including contact details, revised hazard list, revised reporting roles
1.3	8/8/2016	Todd Westgate	Added contact details for agistment lease. updated DPI phone number & media liaison
1.4	2/8/2017	Michael Pontefract	Numerous minor formatting changes Amending QSMP to QSMS Increase in Fuel Storage volume
1.5	31/7/17	Simon Bice	Minor formatting changes
1.6	11/7/19	Troy Button	Minor changes to inventory with coolant taken out and Toilet deodorizer added
1.7	14/7/20	Nathan Bourne	Updated PIRMP test table and general review.

### Approvers List

<b>Name</b>	<b>Role</b>	<b>Approval / Review Date</b>
Michael Pontefract	Operations Coordinator – Roads, Drainage and Quarries	23/07/2014
Michael Pontefract	Operations Coordinator – Roads, Drainage and Quarries	23/10/2015
Michael Pontefract	Operations Coordinator – Roads, Drainage and Quarries	8/8/2016
Michael Pontefract	Operations Coordinator – Roads, Drainage and Quarries	2/8/2017
Michael Pontefract	Operations Coordinator – Roads, Drainage and Quarries	11/7/2019
Nathan Bourne	Coordinator – Roads and Drainage	14/7/2020

The objective of the test is to verify that the functionality of the Pollution Incident Response Management Plan is according to the specifications in this document.

The test will execute and verify the contact details, mapping information, description and likelihood of hazards, pre-emptive actions to be taken, inventory of pollutants, safety equipment, communications with adjoining properties and the community, minimising harm to persons on the premise, actions to be taken during or immediately after pollution incident and a record of staff training.

## Legislative Requirements

The specific requirements for Pollution Incident Response Management Plans are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation). In summary, this provision requires the following:

- Council as holders of environment protection licences must prepare a pollution incident response management plan (section 153A, POEO Act).
- The plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO (G) Regulation (clause 98B).
- As Licensees, Council must keep the plan at the premises to which the environment protection licence relates and where the relevant activity takes place (section 153D, POEO Act).
- Council must test the plan in accordance with the POEO (G) Regulation (clause 98E).
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the plan (section 153F, POEO Act).

The plan must include the following requirements:

1. Description and likelihood of hazards.
2. Pre-emptive actions to be taken.
3. Safety equipment.
4. Inventory of pollutants.
5. Contact details.
6. Communications with adjoining properties and the community.
7. Minimising harm to persons on the premise.
8. Maps.
9. Actions to be taken during or immediately after pollution incident.
10. Staff training.

### 1. The Site Activity and Surrounds

#### **Premises**

Woodview Quarry  
4250 Bruxner Highway, Woodview 2470  
Part Lot 3 DP 833453

#### **Scheduled Activity**

Crushing, Grinding or Separating  
Extractive Activities

#### **Environment Protection Licence**

Licence Number: 10192  
Anniversary Date: 14 April

#### **Extractive Activities (application to land)**

- The total tonnage of crushing, grinding or separating must not exceed 100,000 tonne.
- The total tonnage of land-based extractive activity must not exceed 50,000 tonne extracted, processed or stored.

The site is enclosed by RU1 Primary Production zoned land.

## 2. Description and likelihood of hazards

Activities carried out on the site involve the potential for some environmental and physical exposure to

Site Hazards	Likelihood of occurring	Mitigating Measures
Extractive Activities 1. Explosion 2. Fire	1. Low 2. Low	Compliance with the Woodview Quarry Safety Management System (QSMS)
Stormwater carries solids offsite	1. Low	Perimeter Berms around storage areas Rubble drains under haul roads at low points Several sediment ponds
Chemical Storage 1. Fuel Spill 2. Chemical Spill	1. Low 2. Low	Managed in accordance with Work Health and Safety Requirements

## 3. Pre-emptive Actions to be taken

Council's Quarry Safety Management System (QSMS) and any Environmental Management Plans applicable to the operation of any/all Councils Quarries identifies and outlines all necessary pre-emptive actions to prevent, minimise and manage all potential environmental hazards.

Council has in place WorkCover compliant methods for Chemical Storage and Spill Management.

Safety Equipment and Personal Protection Equipment (PPE) for management of pollution incidents includes

- i. Spill kit.
- ii. SDS register.
- iii. Fire Extinguishers.
- iv. Hard Hats.
- v. Steel Cap Boots.
- vi. Dust Mask.
- vii. Eye protection.
- viii. Rigger Gloves.
- ix. Long Sleeve Shirts.



#### **4. Inventory of pollutants**

There are only minimal products, hazardous or non-hazardous that are kept on-site.

- Toilet deodoriser < 20L
- Weed Killer < 20L
- Pest spray < 20L
- Grease < 20L
- Oils < 50L
- Diesel 400L (transported in fuel trailer from depot as required)
- Diesel (Contractors) 4000l (in a self bonded storage container)

##### **4.1 Inventory of pollutants identified by the current EPA licence**

The current licence attached does not identify any pollutants to be monitored.

#### **5. Incident Contact details**

##### **External Contacts**

1. Emergency Services - 000
2. Environment Protection Authority -13 15 55
3. Public Health Unit – Lismore – 66 20 7585  
Infection & Disease - 0439 882 752  
Environmental Health - 0428 882 805
4. Safework NSW – 13 10 50

##### **Internal Contacts**

1. Site Controller - Geoff Fraser - 0417 296 976
2. Quarry Manager - Michael Pontefract - 0437 782 009
3. Operations Coordinator – Nathan Bourne – 0439 603 990
4. Manager Infrastructure Services David Timms – 0475 959 715
5. Director Infrastructure and Environment - Angela Jones – 0415 299 192

#### **6. Communications with adjoining properties and the community**

In the event of an incident occurring the following methods of communication shall be employed depending on the severity and nature of the incident.

##### **6.1 Communications to adjoining landowner/occupiers**

The surrounding land is Primary Production/grazing properties with the closest residence approximately 800m away. Due to the distances of surrounding residences, should a severe incident occur, a door knock would be more appropriate.

The areas of the property not associated with the quarry's operations are leased for agisting cattle. The current contact details for the lease are:

Alan Watson      6662-2180

## 6.2 Communications with the community.

- Local Newspaper, radio and television.
- Richmond Valley Council Website - [www.richmondvalley.nsw.gov.au](http://www.richmondvalley.nsw.gov.au)
- Door knock.

The extent of the communications with the neighbours and the community will depend on the:

- Magnitude of the incident.
- Type of pollutant.
- What that pollutant may impact - water, land, air.
- The potentially impacted area.
- Weather conditions.
- Potential duration of the impact.

## 7. Minimising harm to persons on the premise

### Emergency Management Key Responsibilities

Management is responsible (including the Work Health and Safety Officer or delegate) for:

- The effectiveness and accuracy of the Emergency Response and Evacuation Plan, procedures and relevant emergency documentation.
- Training in emergency preparedness.
- Co-ordination of evacuation exercises.
- Post-emergency/exercise review.
- Co-ordinating post-incident recovery strategies.
- Maintenance of staff training, emergency information lists and emergency-related plant and equipment necessary for emergency evacuation compliance.

### Incident Controller/s/Work Health and Safety Representative

The Incident Controller for Richmond Valley Council Woodview Quarry is:

- Quarry Operator – 0417 296 976

Responsibilities include:

- Immediately responding to any emergency situation.
- Ascertaining the nature of the emergency and determining appropriate actions.
- Ensuring the appropriate emergency services have been notified.
- Co-ordinating the deployment of staff and any internal specialist resources.
- Where safe to do so take steps to contain or control the hazard.
- Ensuring that appropriate senior management are kept updated on the situation.

### Staff, Employees and Contractors

Responsibilities include:

- Attendance of any emergency preparedness training.
- Follow instructions given in the event of an emergency.
- Co-operate with emergency personnel in the event of an emergency.
- When safe to do so take steps to contain or control the hazard.
- Report all emergency incidents to either Senior Management, Incident Controllers and/or Work Health and Safety Officer.

## **Emergency Management Methods**

- Every office and place of work of the Richmond Valley Council including Quarry Facilities shall have an Emergency Response and Evacuation Plan.
- A complete copy of the plan shall be displayed in all the main work areas.
- This plan forms part of the Quarry Safety Management System (QSMS)

### **7.1 Emergency Resources**

#### **Emergency Warning and Communications System**

- Radios in all plant and vehicles, mobile phones, verbal.
- Communication with staff.
- In the event of a failure of the radios, messages may be relayed via mobile phone or requesting the use of a nearby property's phone.

#### **Fire-Fighting Appliances**

Richmond Valley Council Quarry facilities are equipped with various fire-fighting extinguishers which are strategically located throughout buildings and plant.

#### **Extinguisher Location**

- On all plant and in all offices as required.
- The equipment shall comply with the relevant Australian Standards and be appropriately signposted.

All staff working permanently at the quarry will be trained in the use of the equipment. This training shall be both by verbal instruction and practical demonstration. All contractors will provide their own equipment and will provide the relevant training to their staff

All fire-fighting equipment shall be regularly checked and serviced. This will involve both internal inspections as well as external tests conducted by approved experts.

The Site Controller is a Fire Warden.

#### **Incident and Accident Reporting**

Richmond Valley Council is committed to the provision of a safe and healthy workplace. However, in the event that an injury is sustained to an employee, contractor or visitor, the following contingencies have been put into place:

- Trained and accredited First Aid Officers will be in the workplace and they shall be present on every shift.
- First aid kits shall also be readily available in the workplace, namely the office, plant and vehicles.
- All injuries shall be reported promptly to 6660-0300 where a formal incident report will be initiated.
- Formal incident reports are investigated immediately, and corrective actions instigated in accordance with Council's Incident Response policy.
- Death, Serious Injury or Illness and Dangerous Incidents will be reported the Department of Primary Industries – Mines on 1300 814 609 immediately

- Other Injuries or Incidents will be submitted by written notification to Department of Primary Industries – Mines within the specified time frames contained within the QSMS

### **First Aid Equipment Locations**

First Aid Kits location:

- Site Office.
- Site Loader.

## **7.2 Emergency Response and Evacuation Plan**

### **Discovering a Dangerous Situation**

- Move persons away from danger if safe to do so.
- Contact relevant emergency services (i.e. ambulance/fire/police).
- Announce evacuation if dangerous situation requires (Radio/Runner).
- Contact Senior Management or the Incident Controller.

### **Reporting an Emergency**

When reporting an emergency, the following information should be included:

- Name of organisation.
- Exact nature of emergency - are there any casualties?
- Exact location (including address, nearest cross street, area level and room number).
- Name of person reporting emergency.
- Contact number (where applicable).

This information is on display in the site office.

Notification to external authorities is to be done by Senior Management.

### **Evacuation Alert**

Verbal instructions by calling “emergency, emergency, emergency” to evacuate over the radio system or verbal directive issued by the appropriate personnel from Senior Management or Incident Controller will constitute evacuation signal.

### **Assembly Areas**

In the event of an evacuation, persons should assemble at the safe assembly area at the front gate.

### **First Aid**

If First Aid assistance is required contact the relevant First Aid attendant. First Aid attendant lists can be found erected in the site office.

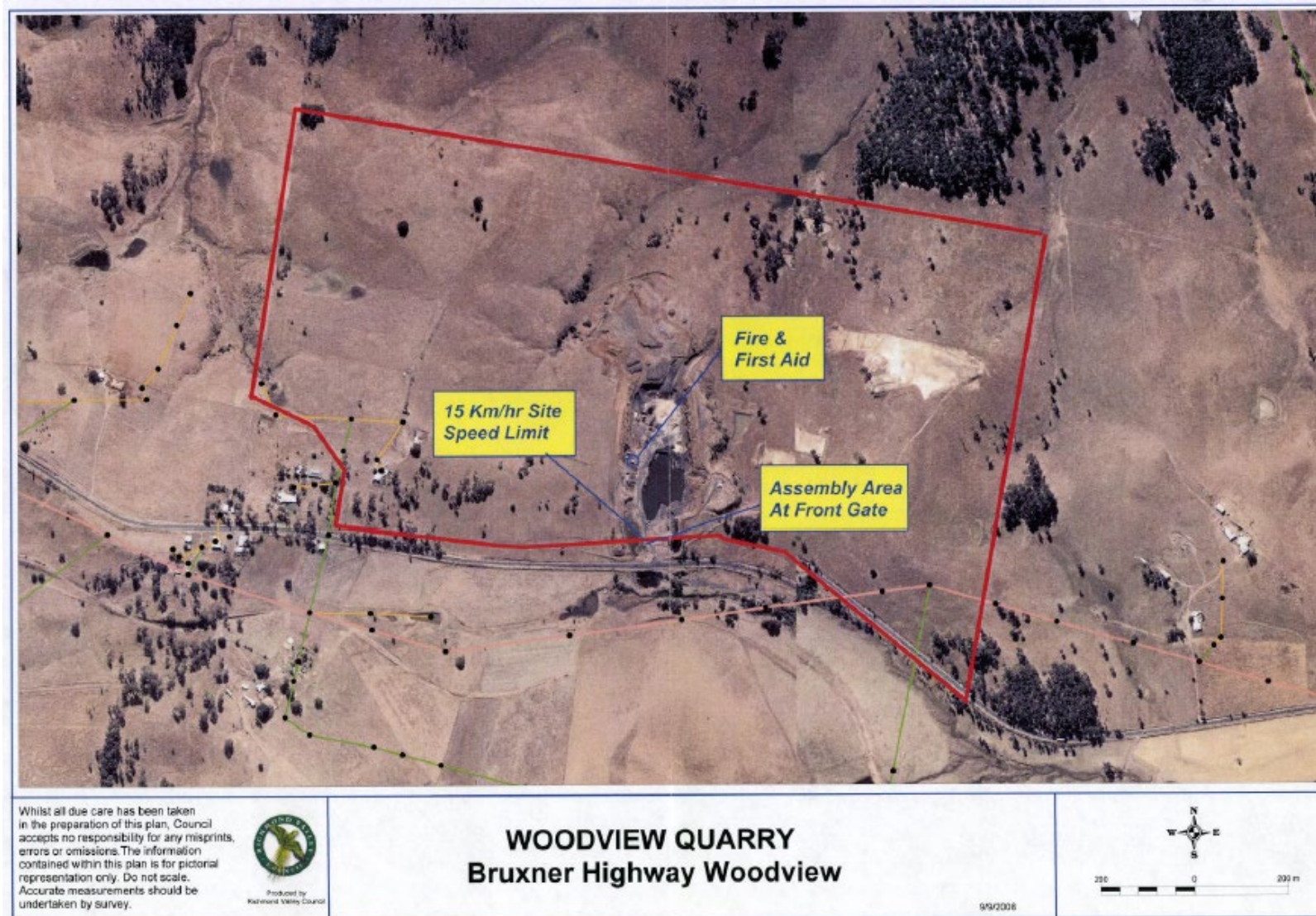
Any injured people who can be moved safely should be taken to the nearest assembly area (whichever is more appropriate) for treatment. Those people who are trapped or unable to be removed immediately must be protected and given First Aid on the spot (providing it is safe to do so).

### **Media Liaison**

To comply with Council's Media Policy if a staff member is approached by a media representative the staff member should politely refer them to Council's Communications Manager or if urgent, the General Manager.

No staff members are to discuss Council matters with the media unless authorised to do so by the General Manager.

8. **Maps - Woodview Quarry**  
Licence Number - 10192



## **9. Actions to be taken during or immediately after Pollution Incident**

### **During a Pollution Incident**

All actions taken during and after a pollution incident will vary depending on the nature of the properties of the pollutant/s and severity of the incident.

Any action taken shall be in accordance with any Work Health and Safety requirements and the QSMS.

Detailed records/evidence collection shall be carried out provided it is safe to do so and with approval of the person in control of the site. Evidence may include photographs or samples taken, and written notes.

Follow all directives given by the person/s in charge.

Follow;

- Safe work method statements (SWMS).
- Safe operating procedures (SOP's)
- Principal Hazard Management Plans (PHMP's)
- Principal Control Plans (PCP's)

### **Emergency Termination**

Only the Incident Controller shall deem the emergency terminated. This action shall take place once all emergency services have concluded their involvement.

Only the Incident Controller shall deem the site safe to enter.

### **Post Incident Reporting**

Reporting of the incident to the EPA shall include the following information.

- The time, date, nature, duration and location of the incident.
- The location of the place where the 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.

## **10. Site Personnel Competency**

Management to ensure staff are competent in key functional areas, that ongoing training will be provided and currency of training monitored throughout their period of employment with Richmond Valley Council.

Records of training currency are maintained by the Councils Workplace Relations section. Workplace Relations tracks expiry dates and arranges appropriate training as necessary and annual employee reviews are conducted to identify all required training needs.

Council will ensure Contractors are competent in key functional areas. Ongoing currency of skills will be monitored throughout the period of the contract with Richmond Valley Council.

All personnel are trained in general and site-specific Safe Work Method Statements (SWMS), Standard Operating Procedures (SOPs) and Principal Hazard Management Plans (PHMP's)

Weekly tool box meetings are undertaken for quarry activities when contractors are on site with extras conducted when there is a significant change of activity.

All new Richmond Valley Council Quarry employees and contractors shall be made aware of the Pollution Incident Response Management Plan.

## **11. Testing Plans**

Practice emergency response training events are held at least annually. These events are utilised to demonstrate readiness and refine responses to a specific scenario for which an Emergency Scenario Response has been documented. De-briefing after the training event allows for further staff consultation and procedural refinement of the response.

In the event of a significant incident, an investigation and debrief will be conducted, documentation updated where required and staff re-inducted. Within 1 month of a pollution incident occurring an additional test of the PIRMP will be conducted to assess, in the light of that incident, whether the relevant responses are able to be implemented in an effective manner

All documentation is to be registered into Councils record management system.