



NORMANS PLANT HIRE PTY LTD

Pollution Incident Response Management Plan (PIRMP)



18 Jellicoe Street
South Nowra

Revised February 2022

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Introduction

Normans Plant Hire (Normans) is a locally owned family business operating within the Shoalhaven region of New South Wales. The site is known as 18 Jellicoe Street, South Nowra (Lot 1 in DP1198637), and is 1.472 hectares in size. Normans specialises in heavy haulage, heavy plant and equipment hire, quarrying, supply of bulk landscape materials and resource recovery.

Council approval was granted by Shoalhaven City Council in 2001, for the operation of a “Bulk Materials Depot” at the Jellicoe Street site.

Purpose

The purpose of this document is to detail the pollution incident response management plan (PIRMP) for Normans site operations at 18 Jellicoe Street, South Nowra, in accordance with Section 5.7A of the Protection of the Environment Operations (POEO) Act:

Protection of the Environment Operations Act 1997 No 156

Part 5.7A Duty to prepare and implement pollution incident response management plans

153A Duty of licence holder to prepare pollution incident response management plan

The holder of an environment protection licence must prepare a pollution incident response management plan that complies with this Part in relation to the activity to which the licence relates.

Maximum penalty:

(a) in the case of a corporation—\$1,000,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues, or

(b) in the case of an individual—\$250,000 and, in the case of a continuing offence, a further penalty of \$60,000 for each day the offence continues.

153B EPA may direct other persons to prepare pollution incident response management plan

(1) The EPA may, in accordance with the regulations, require the occupier of premises at which industry is carried out to prepare a pollution incident response management plan that complies with this Part in relation to activities at the premises.

(2) A person must not fail to comply with such a requirement.

Maximum penalty:

(a) *in the case of a corporation—\$1,000,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues, or*

(b) *in the case of an individual—\$250,000 and, in the case of a continuing offence, a further penalty of \$60,000 for each day the offence continues.*

(3) *The regulations may make provision for or with respect to:*

(a) *the class or classes of premises, or industries carried out at premises, that may be the subject of a requirement to prepare a pollution incident response management plan, and*

(b) *the circumstances in which some or all premises within those classes may be the subject of a requirement to prepare a pollution incident response management plan.*

153C Information to be included in plan

A pollution incident response management plan must be in the form required by the regulations and must include the following:

(a) *the procedures to be followed by the holder of the relevant environment protection licence, or the occupier of the relevant premises, in notifying a pollution incident to:*

(i) *the owners or occupiers of premises in the vicinity of the premises to which the environment protection licence or the direction under section 153B relates, and*

(ii) *the local authority for the area in which the premises to which the environment protection licence or the direction under section 153B relates are located and any area affected, or potentially affected, by the pollution, and*

(iii) *any persons or authorities required to be notified by Part 5.7,*

(b) *a detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant environment protection licence, or the occupier of the relevant premises, to reduce or control any pollution,*

(c) *the procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made,*

(d) *any other matter required by the regulations.*

153D Keeping of plan

A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is kept at the premises to which the relevant environment protection licence relates, or where the relevant activity takes place, and is made available in accordance with the regulations.

Maximum penalty:

(a) in the case of a corporation—\$1,000,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues, or

(b) in the case of an individual—\$250,000 and, in the case of a continuing offence, a further penalty of \$60,000 for each day the offence continues.

153E Testing of plan

A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is tested in accordance with the regulations.

Maximum penalty:

(a) in the case of a corporation—\$1,000,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues, or

(b) in the case of an individual—\$250,000 and, in the case of a continuing offence, a further penalty of \$60,000 for each day the offence continues.

153F Implementation of plan

A person who is required to prepare a pollution incident response management plan under this Part must ensure that it is tested in accordance with the regulations.

Maximum penalty:

(a) in the case of a corporation—\$1,000,000 and, in the case of a continuing offence, a further penalty of \$120,000 for each day the offence continues, or

(b) in the case of an individual—\$250,000 and, in the case of a continuing offence, a further penalty of \$60,000 for each day the offence continues.

Scope

The scope of this management plan includes:

Pollution Incident Response Management Plan (PIRMP) for environmental pollution generated at the Normans operation at 18 Jellicoe Street, South Nowra.

This PIRMP must be implemented in the case of a pollution incident, and details processes to be executed by Normans to ensure the safety of employees, site visitors and the wider community.

Definitions

- Pollution Incident - *An incident or set of circumstances during or as a consequence of which there is or is likely to be a 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.*
- Material Harm - *(i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or*
(ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), It does not matter that harm to the environment is caused only in the premises where the pollution incident occurs, and
- Loss - *the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.*

Responsibility

The following personnel are responsible for the PIRMP;

1. Activating the plans and managing the response: Christopher Norman – Normans Operations Manager
2. Notifying and coordinating relevant authorities: Christopher Norman – Normans Operations Manager
3. Implementation and management of this document: Katherine Buckley – Normans' Planning & Environment Coordinator

Record Retention

A copy of all pollution incident response records will be retained at Normans' Jellicoe Street site. A copy of the PIRMP will be available in the following locations within the site:

- Normans Plant Hire Office;
- Normans Plant Hire Weighbridge Office; and
- Normans Operation Manager Vehicle.

Procedure

The following section outlines the management procedures for pollution incident response management. The protocol is split into three sections:

- 1) Eliminating and/or avoiding generation of pollution;
- 2) Management of pollution incidents; and
- 3) Improving and reviewing Pollution Incident Response Management Plan.

Environmental Impact and Hazard Register

In order to effectively plan for a potential pollution event, a register of environmental hazards has been created. The hazards have been grouped according to the area of environmental impact. By identifying these hazards ahead of time, mitigation measures can be identified and implemented through site procedures to minimise the risk of a pollution event occurring.

The main hazards associated with the activities undertaken are listed in the table below:

Hazard	Likelihood	Factors Increasing Likelihood
Injuries to persons from vehicles on site.	Medium	Site operations Unauthorised persons on site
Injuries to persons from falls on site, including falls into water.	Low	Site operations
Hydrocarbon spills during vehicle maintenance and refuelling causing contamination of land and/ or water.	Low	Site operations
Fires in vehicles	Low	Site operations
Operational dust	Very Low	Site operations Windy conditions
Operational noise	Medium	Site operations
Discharge of turbid water to waterways	Low	Excess water quality pond may be pumped out for dust minimisation to avoid water discharge to local watercourses.

Table 1 – Environmental Impact and Hazard Register

Pollutant and Safety Equipment Information

Legislative requirements under the Protection of the Environment Operations (POEO) Act dictate that information is to be retained for all pollutants that are used and stored on the site. This information is required as it assists personnel responsible for coordinating spill responses to more effectively manage environmental incidents.

No hazardous substances shall be stored on site.

The following provisions may apply if hazardous substances are brought on site for operational purposes:

Ensure that hazardous substances used at the site are provided with labels and Material Safety Data Sheets (MSDS). Ensure that employees with the potential to be exposed to a hazardous substance are provided with information and training on the nature of hazards. Provide for an assessment of the risk and control exposure to hazardous substances.

A copy of all relevant MSDS for such substances are kept at the site office. Employees who propose to use a hazardous substance and are unfamiliar with the safe use of that substance shall refer to the MDSS prior to using that substance.

All storage and use of hazardous substances shall be in accordance with the MSDS. All hazardous substances will be stored in their original containers with the label intact, at all times. Hazardous substances of prohibited mixed classes shall not be stored together and or stored in lunch rooms, container sheds or offices.

As a basic minimum, all employees of Normans Plant Hire shall wear issued protective clothing, approved safety boots, high visibility clothing and or a high visibility safety vest. The wearing of other approved PPE such as hearing protection, safety goggles, sun protection, etc shall be worn when required.

Emergency Response

In addition to the PIDS the following emergency response map details the following information;

Site Address

Normans Plant Hire

18 Jellicoe Street, South Nowra NSW 2541

Nearest Cross-street: Bellevue Street, South Nowra

Location of pollutant: _____

Location of safety equipment

On-site Safety Equipment	
Spill Kit	Storage shed on site
Fire extinguisher	Carried in plant and heavy vehicles
Water pump	Kept on-site beside stormwater pond.

Emergency evacuation / muster points

- Normans Plant Hire Office; and
- Normans Plant Hire Weighbridge Office

Stormwater drains / flow paths

- Normans Plant Hire Entrance Gate Drain

Sensitive receivers

Stormwater detention dam

Sediment dam overflow locations

Stormwater detention dam

Pollution Incident Response Management Plan

If it is suspected that an incident may cause material environmental harm the Pollution Incident Management Response Plan will be executed. This plan is based on seven phases:

1) Assess

- What is the substance emitted?
- What are its properties?
- Is there a risk to health and safety?
- Do you have the necessary PPE to manage the emission?
- What is the nature of the surrounding area?
- What is the volume of the emission?
- If the emission has the potential to cause material harm, execute the next phase of the plan (Notify)

2) Stop the Source of Emission

- Ensure that necessary emergency materials are on hand to control larger emissions

3) Notify

Emergency Contact Details	
Individuals responsible for activating the plan and initiating a response	Operations Manager, Christopher Norman Phone: 0412 215 380
Individuals authorised to notify and coordinate relevant authorities	Operations Manager, Christopher Norman Phone: 0412 215 380
Emergency Services	Phone: 000
EPA	Phone: 131 555
The Ministry of Health via the local Public Health Unit	Wollongong Hospital Phone: (02) 4222 5000 (Ask for the Public Health Officer on call)
Workcover Authority	Phone: 13 10 50
Local Government	Shoalhaven City Council Phone: (02) 4429 3111
Fire and Rescue NSW	Phone: 000

4) Contain

- Utilise barriers (absorbent booms, banks of soil or any other safe objects) or spill absorbent to prevent the emission from spreading. When an emission is on a hard surface, use appropriate absorbent materials (i.e. absorbent granules or sand) The main priority is to prevent any emitted material from discharging off site.

5) Mitigate

- Implement environmental controls downstream of pollution source to prevent/minimise further impact to receiving environment.

6) Clean up

- Clean up and remedial actions to restore the environment;
- Disposal of pollutants in accordance with regulations; and
- Refer to the Pollution Information Data Sheets (PIDS) for information on handling pollutants and the clean-up process.

7) Review Details of the requirements and responsibilities

- Investigate the event and assist the EPA and investigators with external enquiries;
- Complete internal reporting; and
- Test the effectiveness of Pollution Incident Response Management Plan annually and one month after the incident to ensure controls are replenished.

Communication Strategy

It is a legal requirement of the Protection of the Environment Operations (POEO) Act 1997, to notify key stakeholders in neighbouring properties that may be affected by an incident.

In the event of a pollution incident occurring at the site, the responsible Site Manager shall arrange for direct contact with the owners and occupiers of nearby land who may be affected by the incident.

Neighbours and any affected persons should be notified immediately.

If a pollution incident has implications for the wider community, the Site Manager shall make contact, with the local media (ABC Radio – 97.3 ABC) on 1300 973 300.

Advice to be provided to the community shall include:

- Air pollution incident – persons in the affected area should close windows and doors and remain inside for the duration of the incident.
- Contaminated water runoff – persons should avoid using or entering water in downstream creeks.

Staff Training

Normans undertake regular toolbox talks based on the PIRMP. This training is delivered to all appropriate personnel on site and conducted to include potential scenarios that may require implementation of the plan.

Training Frequency

Training for site staff should be repeated annually, and after each update to the plan. In the event of an incident requiring the PIRMP to be activated a training drill should be carried within one month of the incident occurring.

Keeping of Training Records

Training records should be stored on site. These records are to be made available to relevant authorities on request.

Continual Improvement

It is a legislative requirement for this plan to be tested and updated on an annual basis and within one month of an incident. In the case of an incident, this plan will be tested and updated within one month of the subject incident.

Review

This PIRMP is to be reviewed and updated at least annually to ensure that incident response systems are fully functioning and are ready to be implemented if an incident occurs. This requirement shall be listed as an action item and scheduled on the environmental compliance planner.