



Pollution Incident Response Management Plan

Colas New South Wales
MATERIALS STORAGE AND
PROCESSING YARD - 31-33
KENNINGTON DRIVE
TOMAGO NSW 2322



Environment Protection Licence 21489

Telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises-Phone 0249 649057 (Plant) /Main Office 0249 260999

Version 5: Nov 2023

1. DOCUMENT CONTROL

Version	Date	Prepared By	Approved By	Revision Details
01	3 March 2021			Document Created
02	21 Sept 2021			Revised – Change of site contact
03	03 March 2022	Steven Crockett	Lee Whitehead	Revised – Change of site contact
04	28 April 2023	Steven Crockett	Lee Whitehead	Revised Change of personnel
05	23 Nov 2023	Craig Stafford, Kim Buresti, Chris Adams, Anthony O'Brien	Lee Whitehead	Update contacts – change of personnel – Update Risk Assessment

PIRMP Test Schedule	Last test date	Date for Next Review
12 months	3 March 2022	3 March 2023
12 months	28 April 2023	28 April 2024 (Superseded)
12 months	23 November 2023	23 November 2024

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2. PURPOSE

The purpose of the Colas New South Wales (CNS) Pollution Incident Response Plan is to:

- Provide direction to the staff at CNS in responding to pollution incidents at the Materials Storage and Processing Yard - 31-33 Kennington Drive Tomago NSW 2322.
- Ensure timely communication about a pollution incident is provided to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Protection of the Environment Legislation Amendment Act (POELA Act) (including Port Stephen City Council, NSW Ministry of Health, SafeWork NSW, and Fire and Rescue NSW) and persons outside the operations who may be affected by the impacts of a pollution incident that is not trivial;
- Minimise and control the risk of a pollution incident at the Materials Storage and Processing Yard - 31-33 Kennington Drive Tomago NSW 2322 site by identifying key risks and planned actions to minimise and manage those risks;
- Detail the training requirements for this plan, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

3. LEGISLATIVE REQUIREMENTS

The specific requirements for a Pollution Incident Response Management Plan (PIRMP) 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:

- All 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).
- Licensees must keep the plan at the premises to which the environment protection licence relates (section 153D, POEO Act).
- Licensees 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).

4. DEFINITION OF A '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 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.”

A pollution incident is required to be notified if there is a risk of ‘material harm to the environment’, which is defined in section 147 of the POEO Act as:



a) harm to the environment is material if:

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), and

b) loss includes 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.

Colas New South Wales is now required to report non-trivial pollution incidents immediately to the EPA, NSW Health, Fire and Rescue NSW, SafeWork NSW and the local council.

5. SCOPE

This PIRMP must be followed by employees, contractors and visitors of CNS, to assist in the early response to, and reporting of, a pollution incident.

6. SITE LAYOUT

The overall site layout of CNS Materials Storage and Processing Yard located at 31-33 Kennington Drive Tomago NSW 2322 is shown in Figure 1 below. Figure 2 and 3 shows the CNS Stockpile Yard, separate Operational Area and CNS Office and Parking Area respectively.

Note: Section 16 of this PIRMP contains maps which describe the important details for each pollution incident scenario for the Materials Storage and Processing Yard - 31-33 Kennington Drive Tomago NSW 2322.



LOCATION AND CONTEXT

The subject site is located along Kennington Drive within the suburb of Tomago. Materials Storage and Processing Yard - 31-33 Kennington Drive Tomago NSW 2322. The land is within an industrial Community Title Subdivision known as Hunter Industrial Park and is surrounded by other industrial businesses. The site is also within short distance to two entrances to the Pacific Highway, refer to Figure 1: Locality Plan

The subject site comprises an area of approximately 10,840m². The site is adjacent to an Asphalt Batching Plant which is also owned and operated by CNS, refer to Figure 1.

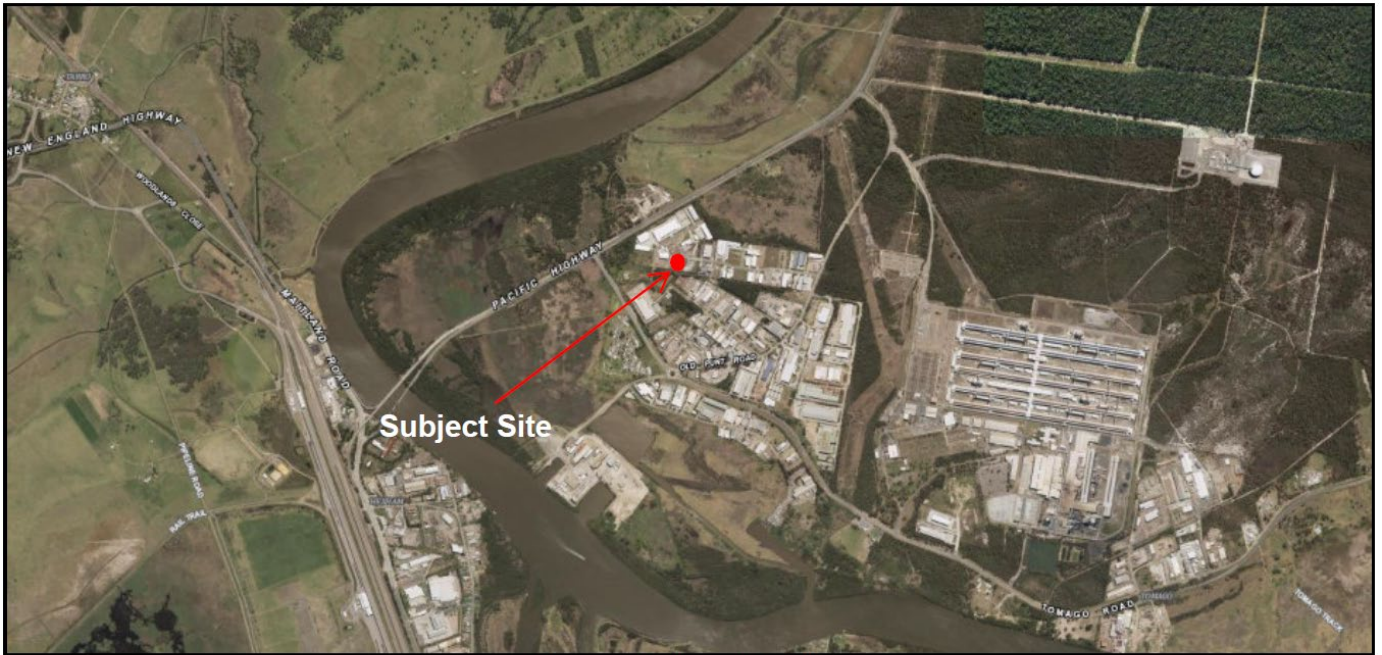
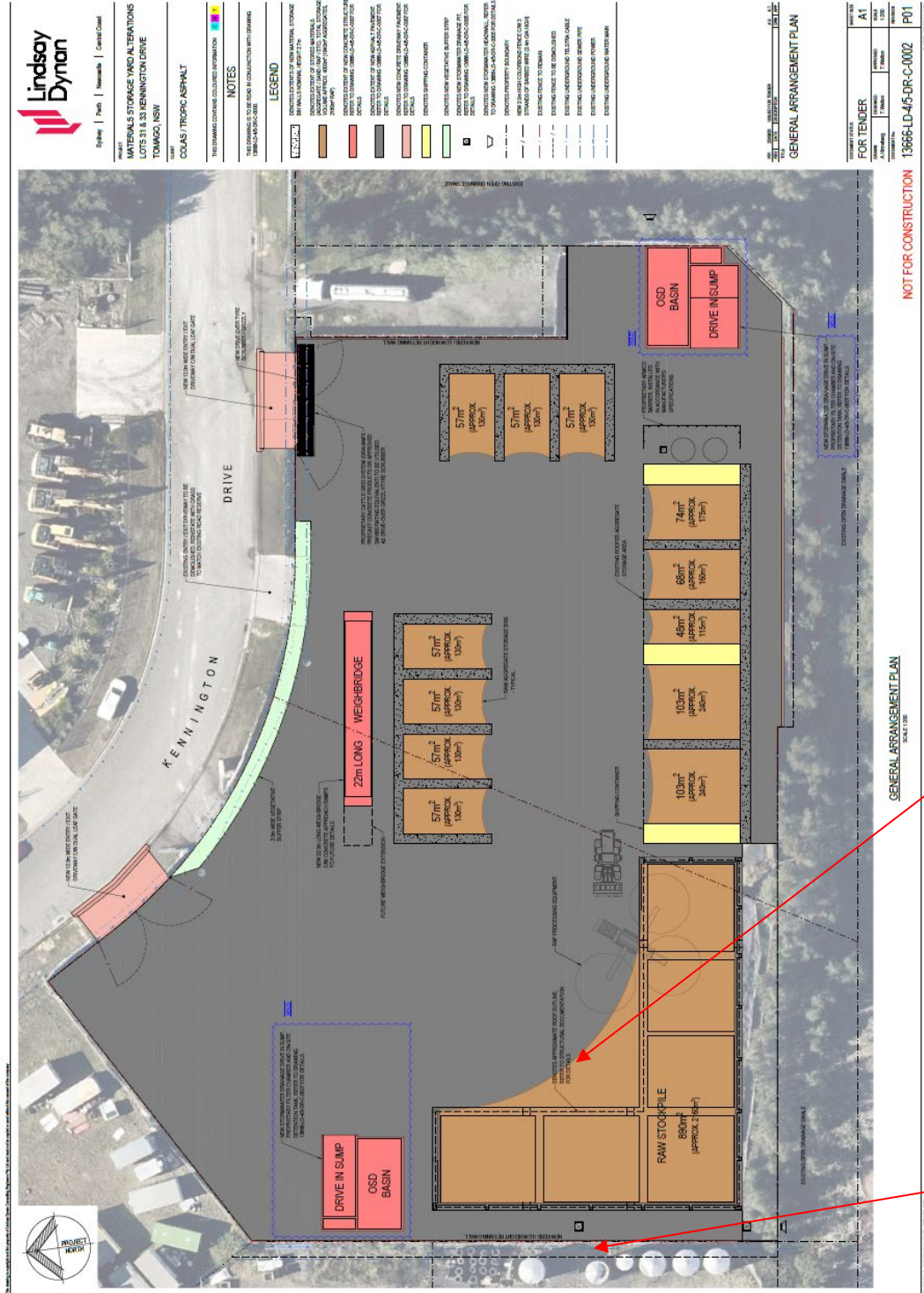


Figure 1: Locality Plan



Figure 2: Locality Plan



General
Parking Bay /
refuelling area
for plant on
site

Granulator /
screen
separator
general
operational
area

Figure 3 - Concept drainage Plan

Basin Capacities:

OSD tank 1 (South East)	OSD tank 2 (North West)
Sump: 37m ³	Sump: 23.8m ³
OSD tank: 72m ³	OSD tank: 61m ³
Filter Area 7.36m ³	Filter Area 4.56m ³

Details attached for the Ocean Protect Storm filter 690 size. The design asks for 4 x Storm filter 690 in south east tank and 3 x Storm filter 690 in the North West tank.

The Below site is separate to the Materials Storage and Processing Yard - 31-33 Kennington Drive Tomago NSW 2322 And shown for context of the location CNS Operational Area

CNS Office and Parking Area



7. POTENTIAL POLLUTING SUBSTANCES

Table 1 below is an inventory of potential pollutants kept on the premises. This inventory provides a description of the main hazards to human health or the environment, an assessment of the likelihood of the hazards occurring and also includes the current controls and safety equipment and/or pre-emptive actions in place to minimise or prevent risk of harm to human health or the environment.

The Primary activity of the site is the stockpiling of aggregate materials, Reclaimed asphalt pavement and the granulation and screening of reclaimed asphalt pavement, to supply the adjoining Asphalt plant.



Table 1: Inventory of Potential Polluting Substances / Sources - Initial Assessment (clause98C (1)(d) & (e))

LIST OF POLLUTING SUBSTANCE STORAGES/USES AT SITE: INITIAL ASSESSMENT (all Chemicals listed in this sheet are to be subjected to a risk assessment)							Initial Date: 3/3/21
Site Name: MATERIALS STORAGE & PROCESSING YARD - 31-33 KENNINGTON DRIVE TOMAGO NSW 2322				Responsible Person: Site Manager		Mod Date: 23/11/23	
Description of Hazard	Covered under Haz Chemicals / SDS?	Estimated Amount stored	Location of storage	Map / Drawing reference	Likelihood of Impact on neighbours	Current controls/safety equipment (Pre-emptive Actions)	See Risk Ass & PIRMP Response Action (Below)
CHEMICALS/FUELS/LUBRICANTS (diesel, Oils, lubricants etc)							
Uncontrolled loss of Diesel or other hydrocarbon products that could result in material harm to the environment or human health	Class 3 & Class	<u>Diesel Storage tanks on mobile plant / equipment</u> Excavator (500L) Loader (480L) Water Cart (450L) Precision Screen (250) Granulator 500lt	Diesel Storage Tank on mobile plant – Variable locations Designated parking areas at the same location at the end of every day Hydrocarbon Storage Container	A: Parking Bay Refuelling Area	Low Only if substances enter waterways and is transported off-Site. No early warning required for neighbours	<ul style="list-style-type: none"> Any minor quantities stored on site to be on in a bund with 120% capacity of the single largest package. Any bulk storage to be self-Bunding Operation Environmental Management plan Training / education / induction Spill Kits located at first flush pits SOP's Fire Fighting Equipment Security Site flush detention basin hold the first flush of rainfall on site. Can capture and recovering spilled hydrocarbons. 	Incident 1
NOISE (Source e.g., Plant & Equipment operation in yard)							
When operating plant / equipment – potential for excessive noise exceeding 15minute intervals greater than: - 50dBa during the day; - 48dBA during evening; - 41dBA during night with a max of 52dBA if equipment faulty or breakdown occurs	N/A	N/A	Yard	Figure 3	Excessive noise disturbance	<ul style="list-style-type: none"> Maintained & Serviced plant & equipment Pre-start checks Limited continuous idle of plant Operating equipment away from neighbouring fences >50m where possible Operate within bin walled area where practicable 	Incident 2



Description of Hazard	Covered under Haz Chemicals / SDS?	Estimated Amount stored	Location of storage	Map / Drawing reference	Likelihood of Impact on neighbours	Current controls/safety equipment (Pre-emptive Actions)	See Risk Ass & PIRMP Response Action (Below)
AIRBOURNE DUST (e.g. stockpiles, internal Roads etc)							
Excessive airborne dust from stockpiled material, mobile plant or traffic areas causing material harm to the environment or significant impact to community	N/A	Up to Reclaimed asphalt Pavement, 4000m ³ Aggregates Crusher Dust and sand Stockpile	Dedicated onsite stockpile areas	Figure 3	LOW Only if excessive dust is spread off-site during high winds	<ul style="list-style-type: none"> • Storage bays covered • Water sprays / fog • Water Cart • Maintain manageable levels • Security • Reduced vehicle speed 	Incident 3
AQUEOUS (e.g., Stormwater tanks, other water storage area)							
Uncontrolled release of sediment laden water from storage dams causing material harm to the environment	TSS, EC	Detention basin (OSD1 South East) catchment 1 MINIMUM LIVE FIRST FLUSH VOLUME – Sump – 37m ³ OSD tank: 72m ³ Detention basin Catchment 2 (OSD2 North West) MINIMUM LIVE FIRST FLUSH VOLUME Sump: 23.8m ³ OSD tank:61m ³	OSD Basin 1 & OSD Basin 2	Figure 3	LOW – Site has first flush detention system. Aggrege materials and reclaimed asphalt pavement is inert. Only if excessive sediment enters waterways and is transported off-site during significant rain events	<ul style="list-style-type: none"> • Spill kits on site to contain & absorb hydrocarbons • Contractor to remove oily waste from first flush tanks in the event of large Spill • First flush system retains first Flush rainfall from site. Water discharge is via a Filter Cartridge system before entering stormwater detention Basin system. • Discharge monitoring when required • Audits and Inspections 	Incident 4

8. ROLES AND RESPONSIBILITIES

Table 2: Site Personnel Roles and Responsibilities

Position	Responsibility
Employees and Contractors	<p>Following the procedures outlined in the PIRMP and related documents</p> <p>Immediately alerting Supervisor or Team Leader of any environmental incidents or near- misses.</p>
Team Leaders / Front Line Supervisors	<p>Following the procedures outlined in the PIRMP and related documents</p> <p>Immediately alerting Site/Operations Manager or, in case of their unavailability, Environmental Representative or Environment Manager of any potentially material environmental incidents or near-misses.</p> <p>Assist in conducting incident investigations</p>
Site / Operations Manager and/or Site Environmental Coordinator	<p>Authorisation of the PIRMP</p> <p>Administration, maintenance and implementation of the PIRMP</p> <p>Assessing whether the incident is non-trivial and has caused or threatens “material environmental harm” and communicate details to management</p> <p>Provide direction and advice on incident response</p> <p>Coordinate communication to neighbours through Stakeholder Relations Manager</p> <p>Ensuring that investigations are undertaken to a level corresponding to the level of risk and impact.</p>
WHSE Manager and/or State Operations Manager	<p>Make a determination as to whether the incident (as defined in section 147 of the POEO Act) is non- trivial and therefore reportable to external agencies</p> <p>Inform General manager and State Operations manager of the Notification to External Agencies</p> <p>Undertake notifications as defined in PIRMP</p> <p>Authorise notifications to public and/or media – State Operations Manager / General Manager</p>

9. INTERNAL POLLUTION INCIDENT REPORTING

Any pollution incident satisfying the **material harm** threshold must be immediately reported to relevant statutory authorities by either the WHSE(Q) Manager or State Operations Manager.

In cases where “material harm” level cannot be immediately assessed or insufficient information comes to hand on the severity of the incident, the general advice is to err on the side of caution and notify the relevant authorities with a qualification that the situation could not yet be fully assessed.

Until further notice the following procedure needs to be followed:

1. When a pollution incident occurs, a person who has become aware of it must immediately bring it to the attention of his/her immediate Supervisor or Manager
2. If necessary, first ring “000” for Emergency Services
3. At least one of the following personnel must be contacted **immediately**:

Table 3 Key Personnel Contact Information

Name	Function	Contact number
Chris Adams	Production Manager NSW	
Lee Whitehead	Operations Manager - NSW	
Craig Stafford	WHSE Manager -NSW	
Kim Buresti	WHSEQ Coordinator	
Anthony O’Brien	Plant Supervisor	

Whilst personal contact details for the following are available in the Controlled-on site Pollution Incident Response Management Plan they do not appear in this public document

4. The Asphalt Plant Supervisor or in case of his unavailability one of the Senior Management personnel listed above, is to **immediately** notify the WHSE(Q) Manager or State Operations Manager.
5. Site Manager (or their delegate) to **immediately** notify the appropriate regulatory authorities specified in Section 11.
6. In borderline situations, where the exceedance of the trigger level of “material harm” of a

pollution incident may not be clear, a quick assessment including consultation with CNS HSE(Q) Manager or State Operations Manager should be undertaken to help the decision whether to notify or not.

7. Colas Senior Management must be informed promptly of the fact of immediate notification to the Authorities. This includes environmental personnel listed above.

10. EXTERNAL POLLUTION REPORTING

As the legislation requires that notification must be done immediately upon becoming aware of the pollution incident, it is unlikely that a detailed picture will be available for reporting. Notwithstanding, it seems that some of the Government Authorities prepared a detailed questionnaire which is being filled at the time of this initial notification. Under the stress of incident handling, it could be easy to provide a hasty, inaccurate estimate of the situation when answering these questions.

Therefore, the notification should be restricted to the facts known and nothing should be assumed or guessed. The details will be provided to the asking Authority later when more information comes to hand.

The initial notification should include as much of the following information (if known) as possible:

- location and time of the pollution incident;
- type of the incident (spill, fire, unlicensed harmful discharge, etc);
- assessed level of incident gravity: "it seems to be..." (e.g. "a relatively minor spill", "major fire", "explosion limited to one building", etc.);
- whether the Emergency Services have been required to attend.

Unless known for a fact, the answers to other questions should be politely deferred until a better assessment of the situation can be made.

The Colas person who is responsible for notifying the Authorities (NSW WHSE(Q) Manager or State Operations Manager) about the incident must prepare a Notification Log (a suitable form is attached in Appendix C) with the details of time of notifications and the persons who took to the call. The Authorities will generally provide an Incident Notification Number.

An incident report is to be prepared using CAG IBMS (HSEQ Management System) form.

Notification of all Appropriate Government Authorities (at least 5 entities) may take considerable time. Delays may be experienced connecting to the right person or no contact may be possible

after hours. All such instances should be recorded in the Notification Log.

11. POLLUTION INCIDENT AUTHORITY CONTACT LIST

Table 4 Pollution Incident Authority Contact List

Government Authority - compulsory notifications	Emergency notification phone number
EPA – Environment Line	131 555
Fire and Rescue NSW (FRNSW)	1300 729 579
Port Stephens City Council	02 4988 0255 (limited hours)
SafeWork NSW	131050 Company ABN when asked: 16 064 662 148
Government Authority - ring if relevant	Emergency notification phone number
Roads and Maritime Services (road spills)	132 701
Police & Ambulance	000
NSW Office of Water	8838 7885
Bush Fire Control Officer	1800 049 933
Poisons Information Centre	131 126
Endeavour Energy (power line emergencies)	131 003

Communication with the local community may also be undertaken depending on the circumstances of the pollution incident. Appendix B describes in the response action tables the criteria whether an incident may require community notification. If deemed necessary, Tomago Stockpile Yard would consider the following options for providing early warning and ongoing information to the community on pollution incidents:

- Direct phone contact with any local residents directly impacted by the pollution incident using the details in Table 5 below.
- Letter Box drops of incident information and site contacts to local residents impacted by the pollution incident.

The operations Manager can assist in the process of communicating with the community, as per the Stakeholder Engagement Plan for the site.

Table 5: Neighbour Notification List

Reference	Contact Name	Address	Contact Details
1	Sarah Hengl – Hengl Transport	4 Kilroy Dr	
2	Brad Parkes – Cookers Bulk Oil	2 Kilroy Dr	
3	Porters Hire	28 Kennington Dr	
4			

Whilst personal contact details for the following are available in the Controlled on site Pollution Incident Response Management Plan they do not appear in this public document

12. INCIDENT RESPONSE TRAINING

COLAS will implement the Pollution Incident Response Management Plan by training or providing information to relevant employees and contractors in relevant areas of the Plan. The nature and objectives of staff training is to relate to site personnel the importance of early notification of any incidents and spills to site supervisors and key personnel.

Training or information will be provided on the following:

- The contents and intent of this PIRMP,
- The roles and responsibilities of site staff in relation to this PIRMP
- Spill response procedures;
- General environmental awareness; and / or
- Hazardous materials awareness.

Site inductions for visitors and sub-contractors also advise individuals to report any environmental incidents or spills to the site supervisors and key personnel immediately. Key site personnel and supervisors participate in PIRMP Tests which are used as practical training and can also be used to identify any potential gaps or areas for improvement for the PIRMP. A summary of the PIRMP Drills undertaken at COLAS NEW SOUTH WALES is shown below in Table 6.

Table 6: PIRMP Drills Undertaken at Tomago Stockpile Yard

Test Date	Version of PIRMP tested	Incident / Drill
28.2.2023	3	Yes
09.11.2023	4	Excessive dust generated in agg. yard

Note: V1 of the PIRMP consolidated the incident list. Incident numbers may be reflective of old versions of the PIRMP.

A record of PIRMP drills, including those personnel present, is kept on file. The PIRMP is communicated to relevant employees and action response plans displayed on relevant noticeboards.

13. PIRMP TESTING

Plans must be tested routinely at least once every 12 months. The testing is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner.

Routine testing of the PIRMP will be conducted annually, and can be completed through the following methods:

- Simulated environmental emergency drills/exercises, or
- Desktop simulations.

14. PIRMP REVIEW

Revisions are to be coordinated by the Site Manager and Environmental Representative. The objectives of a review are:

- To maintain compliance with the statutory requirements, and
- To identify opportunities for improvement in the plan, and reduce the risk to human health and the environment.

EVENT BASED

Events which may trigger a review of this plan or its associated documents include:

- Within 1 month of reporting to the nominated parties in accordance with the plan, after a pollution incident, or



- Modification/Improvement to the system

TIME BASED

CNS Management will review this plan routinely every 12 months. The Plan review will include:

- This Document, and
- Legislation, Approval and Licence changes.

15. APPENDIX A: RISK ASSESSMENT OF POTENTIAL IMPACTS

Table 7 Risk Assessment on Potential Impacts

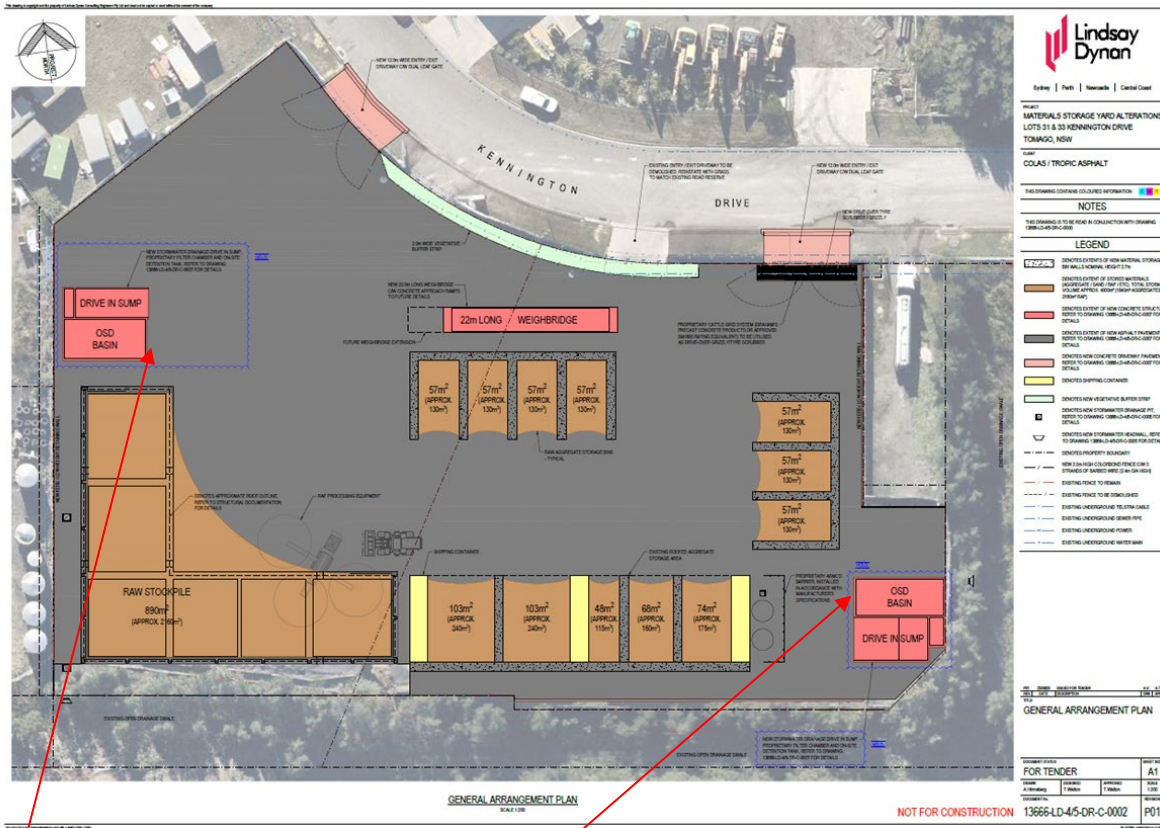
Refer Risk calculator Appendix E Hazard and Likelihood Risk Assessment and Corrective Control Measures									
Site: MATERIALS STORAGE & PROCESSING YARD 31-33 KENNINGTON DRIVE TOMAGO NSW 2322						Responsible Person: Site Manager		Initial Date: 3/3/21 Review Date: 23/11/23	
Name / ref of pollutant/ chemicals	Description of Hazard / Incident leading to hazard	Consequence	Likelihood	Risk	Factors which could increase risk	Residual Risk after implementation of controls. (See Table 1 for list of current controls).	Responsible person	Action date	
Diesel / engine oil	Incident # 1 Uncontrolled loss of Diesel or other hydrocarbon products	3	3	L9	Dry, windy conditions (increase fire danger) or heavy rain/flood conditions (will increase potential for spill to spread to catchment drainage areas)	Consequence: (Minor): Uncontrolled loss or diesel or other hydrocarbons onto the ground or areas that may impact the local environment. The 2 first flush detention sumps can hold the first flush of rainfall on the site as such any spill from operating machinery is readily trapped on site. 2 Spill Kits to be located on site (205lt Hydrocarbon type) In a significant rain event all the failure resulting in loss of all or substantial volume of tanks would be captured entirely by existing primary bund with no release to soil or water. Likelihood: (Unlikely): Mobile plant only hold minor quantities of Diesel. Any portable refuelling Diesel storage Tanks are self-bunded double walled fuel tanks. Due to location of tank, damage to tanks is unlikely to occur from external equipment. In addition, tanks are maintained in good structural integrity with low risk of failure through corrosion. Drain valve, hoses and refuelling equipment are maintained in good structural integrity with low risk of failure the drain valve is always locked.	As per PIRMP action plan	When required	
Noise	Incident # 2 Excessive noise generated by mobile plant / equipment	2	3	L6	Breakdown of Equipment <50m to a boundary fence	Consequence: (Minor): Excessive noise impacting neighbours whilst operating mobile plant / equipment Maintain & serviced equipment – Pre-starts conducted Likelihood: (likely): Operation of mobile plant >50m from a boundary fence	As per PIRMP action plan	When required	
Airborne dust	Incident # 3 Excessive airborne dust from stockpiled material, mobile plant or traffic areas causing material harm to the environment or significant impact to community	3	3	L9	Dry, windy conditions (increase wind erosion and dust transport). Summer months with long periods of extended dry conditions.	Consequence: (Minor): Excessive dust from stockpile during high winds causing nuisance to surrounding area. Likelihood: (Unlikely): Stockpiles are maintained to a manageable level monthly. Use of water sprinklers and water cart onsite during windy periods. Stockpiles have 3 sided walls – Crusher dust / sand stockpiles covered by structures.	As per PIRMP action plan	When required	
Sediment laden stormwater	Incident # 4 Uncontrolled release of sediment laden water from First Flush System causing material harm to the environment	3	2	L6	Extended periods of rain increase the risk. Late Summer/early Autumn is typically the wettest part of the year on site.	Consequence: (Minor): First flush system is designed to retain the first flush of rainfall on the site the system then goes through a Cartridge filter system before flowing into local detention basin which has to fill before flowing into the local storm water easement. Water quality treatment has been provided using custom first flush tank. The first flush tank will aid in the removal of suspended solids, sediment and gross pollutants. In addition to the this during peak. Storm events, and after the first flush tank has reached its capacity, stormwater will pass through A filter and captured water will flow into an OSD tank. The first flush tank has been sized to capture the first the first flush of run off from the site. The filter has been sized to meet the 0.8m2 of filter area per 100m2 of impervious area requirements of the City of Newcastle. As such, impact to the environment/human health is not considered to be significant. Likelihood: (likely): Detention Basins are frequently monitored and inspected for levels and integrity. <i>Note: For PIRMP purposes overflow events during extreme wet weather will be reported under POEO Licence obligations and not immediate reporting.</i>	As per PIRMP action plan	When required	

16. APPENDIX B: PIRMP RESPONSE ACTIONS AND MAPS

Table 8: Incident #1 Diesel/hydrocarbon Spill Response Actions

Incident #1	<p>Uncontrolled loss of Diesel or other hydrocarbon products that could result in material harm to the environment or human health. See Figure 4 and 5.</p> <p>Actions Required:</p> <ul style="list-style-type: none"> • Contain spill on site using spill kits – see Five steps to spill management: below • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Ensure bund/liner are capturing full volume of diesel / hydrocarbons • Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) • Contact service provider to pump- out bund / first flush contents if not able to skim of surface with hydrocarbon socks. • Area to be restricted to Incident Response Personnel • Ensure spill kit available for any release from bund. • If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination. • Repair/replace tanks • Inspect bund for ongoing serviceability
Alarm raising	<p>Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.</p>
Emergency Controller	<ul style="list-style-type: none"> • Emergency Controller: Manager or delegate • Call service provider: Asphalt Plant Supervisor or delegate • Spill Kit manager: Onsite supervisor or delegate • Periodic inspections and update reporting of site and bund: Onsite supervisor or delegate
Scale of incident	<p>Incident would be restricted to Diesel storage area with minimal external impact, however, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation/remediation.</p>
Evacuate	<p>Only if fire or explosion potential exists. Asphalt Plant Supervisor and any advice provided by Fire Department as part of attendance after immediate notification.</p>
Communications	<p>Internal:</p> <ul style="list-style-type: none"> • Asphalt Plant Supervisor or delegate to use contact sheet for all internal (Colas NSW) communication. <p>External mandatory:</p> <ul style="list-style-type: none"> • Where immediate impact is known, Plant Manager / WHSE(Q) Manager / Operations Manager to contact relevant regulator immediately. Otherwise, following impact investigation, mandatory contact with regulator to occur in a timely manner. Reporting Contact Sheet to be used. <p>External non-mandatory:</p> <ul style="list-style-type: none"> • Contact Neighbours as required - See Table 5 Section 11 for the Neighbour Notification List.
Rescuer / 1st Aid respondent + safety checks	<p>As per Site Emergency Plan or Fire Department as part of Immediate Reporting</p>
Clean up and Waste disposal	<p>Service Provider to dispose of diesel and advise on required clean-up.</p>
Reporting and re-preparedness	<p>See IBMS:</p> <ul style="list-style-type: none"> • Incident Reporting, Investigation and Action Management • Emergency Planning

Figure 4 NEW SOUTH WALES Go-line Area Incident 1: Diesel/Hydrocarbon Spill



Deploy hydrocarbon boom from spill kit across ramp to prevent entry into first flush pit, apply

Five steps to spill management:	
<p>1. CONTAIN</p> <ul style="list-style-type: none"> Put on appropriate PPE Main priority is to stop spill from source & keep spill on site and prevent it from entering waterways etc. Use bund socks and/or solid material such as sand to contain spill Ensure that liquid is not able to escape containment. <p>2. ABSORB</p> <ul style="list-style-type: none"> Use absorbent pads to soak up as much of the liquid as possible. Use absorbent material (e.g. spill fix) to convert remaining liquid to solid manageable form Sweep absorbent material through spill to maximise efficiency until entire spill is absorbed. <p>3. DISPOSE</p> <ul style="list-style-type: none"> Using a shovel put the solidified spill material into the supplied contaminated waste bag. 	<ul style="list-style-type: none"> Do not overfill the bag and then tie it up with the supplied cable ties. Do NOT place contaminated material into normal waste bin or into spill kit bin Disposal of contaminated waste must be through approved means, usually specialist waste disposal contractors. <p>4. REPORT</p> <ul style="list-style-type: none"> Report the spill to your supervisor Fill out an incident form If the spill is more than 20 litres leaving the site into the environment it must be reported to the Environmental protection Authority on 131555 <p>5. RESTOCK</p> <ul style="list-style-type: none"> Restock kit using the spill kit checklist Replace spill kit to position that you found it

Table 9: Incident #2: Excessive Noise Response Action

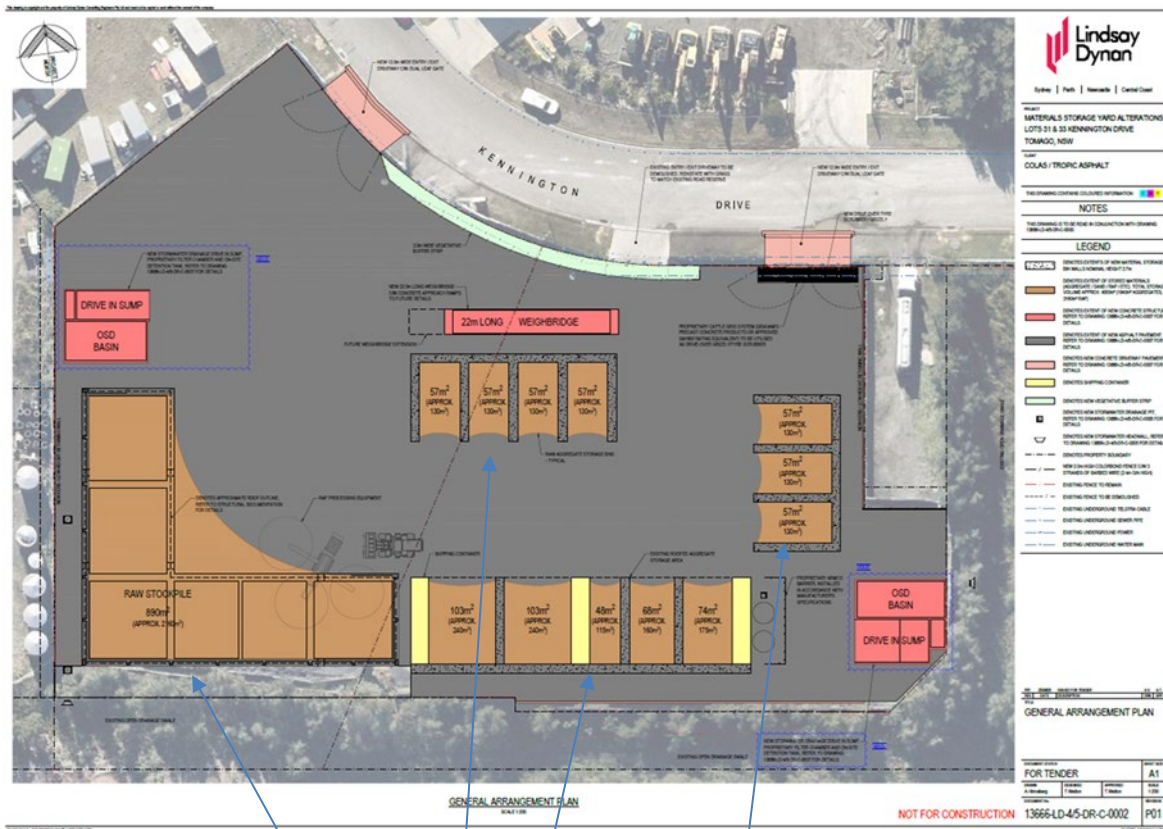
Incident #2	<p>Excessive noise from mobile plant or traffic areas impacting community. See Fig 6 & 7.</p> <p>Actions Required:</p> <ul style="list-style-type: none"> • Employees, Contractor / Visitor to notify site representative of issue immediately. • Shut down equipment immediately producing excessive noise. • Daily work monitoring to be undertaken to assess noise generated. • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	<ul style="list-style-type: none"> • Emergency Controller: Asphalt Plant Supervisor or delegate • Call to service provider: Asphalt Plant Supervisor or delegate • Periodic inspections: Onsite supervisor or delegate
Scale of incident	Incident would be localised to the area surrounding location of the machine generating excessive noise, with minimal external offsite impact.
Communications	<p>Internal:</p> <ul style="list-style-type: none"> • Asphalt Plant Supervisor - Asphalt Plant Manager: <p>Contact State Operations Manager / WHSE(Q) Manager</p> <p>Then responsible person contacts General Manager or their delegate</p> <ul style="list-style-type: none"> • Immediate Reporting Contact Sheet to be used <p>Mandatory:</p> <ul style="list-style-type: none"> • Where immediate impact is known, Plant Manager / WHSE(Q) Manager / Operations Manager to contact relevant regulator immediately. Otherwise following impact investigation, mandatory contact with regulator to occur in a timely manner. <p>External non-mandatory:</p> <ul style="list-style-type: none"> • Contact neighbour's affected. See Table 5 Section 11 for the Neighbour Notification List.
Rescuer / 1st Aid respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Reporting and re-preparedness	<p>See IBMS:</p> <p>Incident Reporting, Investigation and Action Management</p> <ul style="list-style-type: none"> • Emergency Planning

Table 10: Incident #3: Excessive Airborne Dust Response Actions

Incident #3	<p>Excessive airborne dust from stockpiled material, mobile plant or traffic areas causing material harm to the environment or significant impact to community. See Fig 6 & 7.</p> <p>Actions Required:</p> <ul style="list-style-type: none"> • Employees, Contractor/Visitor to notify site representative of issue immediately. • Dust suppression activity to commence immediately on stockpiles via water cart or other means. Any operations associated with disturbing the stockpiles, such as driving and dumping on, Granulating, or screening to be minimised or ceased. • Daily monitoring to be undertaken to assess weather and site conditions • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)
Alarm raising	Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.
Emergency Controller	<ul style="list-style-type: none"> • Emergency Controller: Asphalt Plant Supervisor or delegate • Call service provider: Asphalt Plant Supervisor or delegate <p>Periodic inspections and update reporting of site and stockpiles: Onsite supervisor or delegate</p>
Scale of incident	Incident would be localised to the area surrounding stockpile area, with potential external offsite impact.
Evacuate	Only if fire or explosion potential exists. Asphalt Plant Supervisor and any advice provided by Fire Department as part of attendance after immediate notification.
Communications	<p>Internal:</p> <ul style="list-style-type: none"> • Asphalt Plant Supervisor or delegate to use contact sheet for all internal (Colas NSW) communication. <p>External mandatory:</p> <ul style="list-style-type: none"> • Where immediate impact is known, Plant Manager / WHSE(Q) Manager / Operations Manager to contact relevant regulator immediately. Otherwise, following impact investigation, mandatory contact with regulator to occur in a timely manner. Reporting Contact Sheet to be used. <p>External non-mandatory:</p> <ul style="list-style-type: none"> • Contact Neighbours as required - See Table 5 Section 11 for the Neighbour Notification List.
Rescuer / respondent + safety checks	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Rescue + First Aid	As per Site Emergency Plan or Fire Department as part of Immediate Reporting
Clean up and Waste disposal	All water sprays / fog / carts to be placed on areas producing airborne dust. If necessary work must be ceased to control airborne dust. No disposal of waste required.
Reporting and re-preparedness	<p>See IBMS:</p> <p>Incident Reporting, Investigation and Action Management</p> <ul style="list-style-type: none"> • Emergency Planning

Figure 5: Incident 3: Sources of Dust Pollution at Colas New South Wales

Note: Pollution controls include operational response which is not included on these maps. See Table 1 in Section 7 for more detail on pollution controls for Incident #3.



- | | | | |
|---|----|----|----|
| 1. | 2. | 3. | 4. |
| 1. Unprocessed RAP Stockpile (covered bays) | | | |
| 2. Aggregate stockpile (3 Sided) | | | |
| 3. Processed RAP / Raw aggregates (under Dome Covers) | | | |
| 4. Stockpiles – 3 sided bays | | | |

Table 11 Incident #4: Uncontrolled Release of Stormwater Response Actions

Incident #4	<p>Uncontrolled release of sediment laden water from First flush detention basin causing material harm to the environment.</p> <p>Actions Required:</p> <ul style="list-style-type: none"> • Contact all relevant people/department (refer to Immediate Reporting Contact Sheet) • Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections) • Area to be restricted to Incident Response Personnel • If any release from site onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination, if any
Alarm raising	<p>Any personnel involved or witnessing incident to report to immediate supervisor and PIRMP actions to be implemented.</p>
Emergency Controller	<ul style="list-style-type: none"> • Emergency Controller: Asphalt Plant Supervisor or delegate • Call service provider: Asphalt Plant Supervisor or delegate • Spill Kit manager: Onsite supervisor or delegate • Periodic inspections and update reporting of site and bund: Onsite supervisor or delegate
Scale of incident	<p>Failure of one or more First flush detention Basin are unlikely to result in off-site impacts to water courses which would predominantly reduce water quality over a short period of time. As such, impact to the environment/human health is not considered to be significant.</p>
Evacuate	<p>Only if flood potential exists. Asphalt Plant Supervisor and any advice provided by Fire Department as part of attendance after immediate notification.</p>
Communications	<p>Internal:</p> <ul style="list-style-type: none"> • Asphalt Plant Supervisor or delegate to use contact sheet for all internal (Colas NSW) communication. <p>External mandatory:</p> <ul style="list-style-type: none"> • Where immediate impact is known, Plant Manager / WHSE(Q) Manager / Operations Manager to contact relevant regulator immediately. Otherwise, following impact investigation, mandatory contact with regulator to occur in a timely manner. Reporting Contact Sheet to be used. <p>External non-mandatory:</p> <ul style="list-style-type: none"> • Contact Neighbours as required - See Table 5 Section 11 for the Neighbour Notification List.
Rescuer / 1st Aid respondent + safety checks	<p>As per Site Emergency Plan or Fire Department as part of Immediate Reporting</p>
Clean up and Waste disposal	<p>Depending on severity of incident, consultants to be contacted to advise on required clean-up.</p>
Reporting and re-preparedness	<p>See IBMS: Incident Reporting, Investigation and Action Management</p> <ul style="list-style-type: none"> • Emergency Planning

17. APPENDIX C : POLLUTION INCIDENT NOTIFICATION LOG

Person undertaking notification (Name/Function):		
Date and time when first become aware of the incident:		
Incident type:		
Comments:		

Initial immediate notification log				
Appropriate Regulatory Authority	Time of call	Respondent's name/function	Approximate call duration	Comments
EPA				
Public Health Unit				
Fire and Rescue NSW				
Local Council				
SafeWork NSW				
Other: (including neighbours)				
Other: (including neighbours)				
Other: (including neighbours)				
Other: (including neighbours)				
Other:				
Summary of initial communication:				



Person undertaking notification (Name/Function):		
Date and time when additional information become available:		
Comments:		

Immediate notification of further pertinent information (if applicable)				
Appropriate Regulatory Authority	Time of call	Respondent's name/function	Approximate call duration	Comments
EPA				
Public Health Unit				
Fire and Rescue NSW				
Local Council				
WorkCover				
Other:				
Other:				
Summary of additional communication				

18. APPENDIX D: IMMEDIATE NOTIFICATION SHEET

Copy of Table 3: Internal Reporting List

Name	Function	Contact Number
Lee Whitehead	State Operations Manager	
Craig Stafford	WHSE Manager	
Chris Adams	Plant Manager	
Kim Buresti	WHSEQ Coordinator	
Anthony O'Brien	Plant Supervisor	

Whilst personal contact details for the following are available in the Controlled on site Pollution Incident Response Management Plan they do not appear in this public document

Copy of Table 4: External Reporting List

Government Authority – compulsory notifications	Emergency notification phone number
EPA – Environment Line	131 555 ABN if asked = 16 0646 621 48
Fire and Rescue NSW (FRNSW)	1300 729 579
Port Stephens City Council	Phone: 02 4988 0255 Fax: 02 4988 0130 After hours: 02 4988 0255
SafeWork NSW	131050 Company ABN asked: 16 0646 621 48
Government Authority – contact if relevant	Emergency notification phone number
Roads and Maritime Services (road spills)	132 701
Police and Ambulance	000
NSW Office of Water	02 8838 7885
Bushfire Control Officer	1800 049 933
Poisons Information Centre	131 126
Energy (power line emergencies)	

Copy of Table 5: Neighbour Notification List

Reference	Contact Name	Address	Contact Details
1	Sarah Hengl – Hengl Transport	4 Kilroy Dr	
2	Brad Parkes – Cookers Bulk Oil	2 Kilroy Dr	
3	Porters Hire	28 Kennington Dr	

Whilst personal contact details for the following are available in the Controlled on site Pollution Incident Response Management Plan they do not appear in this public document

19. APPENDIX E: RISK CALCULATOR

TABLE 1: Risk Ranking Table			
Likelihood \ Consequence	Major (1)	Moderate (2)	Minor (3)
Highly Likely (1)	H (1)	H (2)	M (3)
Likely (2)	H (2)	M (4)	L (6)
Unlikely (3)	M (3)	L (6)	L (9)

TABLE 2: Measures of Likelihood		
Value	Description	Impact
1	Highly Likely	An event that will occur at some stage unless intervening action is taken
2	Likely	An event that could occur or has occurred
3	Unlikely	The event might occur given the correct conditions

TABLE 3: Measures of Consequence		
Value	Description	Impact
1	Major	Serious near miss with the potential of death as a consequence, or actual death, permanent disability, or extensive injury resulting in time off work of 7 or more days. Environmental incident resulting in contaminated material leaving site and/or regulator prosecution. Major quality issue, costing, or with the potential to cost the business \$50K or more. Business impact > \$50K, regulator prosecution, adverse media publicity
2	Moderate	Significant near miss or injury requiring medical treatment Moderate environmental impact, impact contained on site Quality issues effecting product already supplied to customers Business impact up to \$50K
3	Minor	Minor near miss or minor injury requiring first aid treatment Minor environmental impact. Minor quality issue, minimal product impact Minor business impact

TABLE 4: Hierarchy of Controls

Control	Description/Example
1. Elimination	Is there a need to use the plant, process or substance that created the risk Can the task be eliminated through change in plant/process
2. Substitution	Can the hazardous item or activity be substituted with another item that has less risk
3. Isolation	Can the hazard be isolated from the person (e.g. machine guards, sound enclosures, lagging hot pipes)?
4. Engineering	Can the risk be minimised by isolating, enclosing or redesigning the plant, substance or process (e.g. machine guards, mechanical lifting aids, exhaust ventilation, relocation, trolleys or workstation design)?
5. Administrative	SEWMS, SOPs, job rotation, training and signs.
6. Personal Protective Equipment (PPE)	The least-desirable method which shall only be used in combination with other controls or if other controls are not suitable. Employees issued with PPE shall have it fitted correctly and be trained in its use and maintenance.

TABLE 5: Priority for Action

Risk Level	Action
High Risk (1-2)	Do not proceed or, if commenced, stop the activity, task or process immediately. Eliminate, substitute or implement isolation or engineering control measures. If these controls are not immediately possible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe. An achievable timeframe must be established to ensure that elimination, substitution, isolation or engineering controls are implemented. A risk assessment must be undertaken once controls have been implemented to ensure that the risk has been reduced to at least medium, prior to work recommencing. Supervisor sign off is required before work can recommence.
Medium Risk (3-4)	Take all reasonable steps to eliminate the risk or minimise it by implementing substitution, isolation or engineering controls as soon as possible. If these options are not immediately practicable, implement administrative controls and/or PPE. Implementation of control measures should decrease the risk to as low as is reasonably practicable.
Low Risk (6-9)	Manage by implementing administrative procedures and or PPE unless risk can be eliminated or reduced further.