Pollution Incident Response Management Plan

s

July 2014

C & R Tyre Recycling
36 Stenhouse Drive
Cameron Park NSW 2285
Ph: 02 4902 6777
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This Emergency Preparedness and Response Plan has been developed in conjunction with Section 3.3 - Emergency Planning & Response, from the *Environmental Management Program: A Manual for Business, Industry and Government Agencies*. It is accompanied by the Emergency Preparedness and Response Procedures Manual.

Review History

This Emergency Preparedness and Response Plan is to be reviewed annually on or before the due date by the Emergency Planning Team (EPT).

Date of Issue		8 July 2014		
Initial Authorisation		Name: Collin Harvey		
		Position: Manager		
		Signature:		
Revision No.	**Review Before**	**Reviewed by**	**Signed**	**Date**
1	20/08/2011	Collin Harvey		20/08/2011
2	20/8/2012	Collin Harvey		20/08/2012
3	30/7/2013	Collin Harvey		30/07/2013
4	30/7/2014	Collin Harvey		08/07/2014
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Contents

		PAGE
1.	INTRODUCTION	
1.1	Purpose	2
1.2	Scope	2
1.3	Definitions	2
1.4	References	3
1.5	Site Map	3
2.	RESPONSIBILITIES	
2.1	Emergency Planning Team (EPT)	5
2.2	General Responsibilities	6
3.	PLANNING	
3.1	Risk Assessment	8
3.2	Emergency Response Procedures	9
3.3	Emergency Response Equipment	10
3.4	Alarm Systems	12
3.5	Site Security	12
3.6	Telephone / Communication System	12
3.7	Training & Competence	12
4.	RESPONSE	
4.1	Evacuation & Mustering Points	14
4.2	Vehicle Movement	14
4.3	Power and Emergency Lighting	15
4.4	Emergency Contact Details	15
4.5	Agreements with Emergency Service Agencies	15
4.6	Environmental Incident Reporting	16
4.7	Media Contact / Release	16
5.	REVIEW	
5.1	Emergency Preparedness & Response Review	17
6	RECORDS	
6.1	Emergency Equipment Testing and Maintenance	18
6.2	Emergency Response Drills	18

Note. This Emergency Preparedness and Response Procedures Manual and the accompanying Plan has been developed in conjunction with Ecoflex Australia.

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1. INTRODUCTION

1.1 Purpose

The purpose of this Emergency Preparedness and Response Plan, and the accompanying Emergency Preparedness and Response Procedures Manual, is to provide guidance in the event of an emergency situation arising at the C & R Tyre Recycling site at Cameron Park, New South Wales. The aim of this plan is to ensure actions are taken on the site to eliminate / minimise environmental harm in an emergency situation.

1.2 Scope

This Emergency Preparedness and Response Plan, and the accompanying Emergency Preparedness and Response Procedures Manual, apply to the C & R Tyre Recycling site at 36 Stenhouse Drive, Cameron Park NSW 2285. This plan, and the accompanying procedures, also apply to ALL persons, employees, contractors and visitors who are on site when an emergency situation occurs.

Site Contents
C & R Tyre Recycling is licenced to hold up to **70 tonnes of tyres** on the site at any one time. Other substances include:

- LPG Cylinders (6 cylinders)
- New and used oil (up to 400L)

The location of all substances held on site can be found on the site map in Section 1.5 – Site Map in this Emergency Preparedness and Response Plan (page 4).

1.3 Definitions

Emergency	Any event that arises internally or from external sources, which may adversely affect the environment, persons or the community generally, and which requires an immediate response. Emergency situations for the purposes of this Emergency Preparedness and Response Plan are: • Bushfire • Explosion (LPG & Acetylene cylinders) • Fire • Oil Spill Resulting From Vehicle Maintenance • Oil Spill From Oil Drum • Transport Accident

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Emergency Planning Team (EPT)	A committee responsible for establishing and maintaining an emergency plan and emergency response procedures. See s.2.1 - Emergency Planning Team (EPT) in this Emergency Preparedness and Response Plan for further details.
E-pave	Refers to the gravel area on the site used for parking vehicles that uses an Ecoflex Australia sub-base product called 'E-pave'.

1.4 References

AS 1940: 1993 - The storage and handling of flammable and combustible liquids, published by Standards Australia (www.standards.com.au).

AS 3745-2002 - Emergency control organization and procedures for buildings, structures and workplaces, published by Standards Australia (www.standards.com.au).

AS 4289: 1995 - Oxygen and acetylene gas reticulation systems, published by Standards Australia (www.standards.com.au).

AS 4332: 1995 - The storage and handling of gas cylinders, published by Standards Australia (www.standards.com.au).

AS/NZS ISO 14001:1996 - Environmental management systems - Specification with guidance for use, published by Standards Australia (www.standards.com.au).

The Australian Code for the Transport of Dangerous Goods by Road and Rail - 6th Edition, published by Commonwealth Department of Transport and Regional Services [DOTARS] (www.dotars.gov.au).

1.5 Site Map

The site map included on the following page includes a general site layout with the location of the:

- Oil and LPG cylinder storage shed
- Evacuation signage and muster point
- Fire water isolation valves

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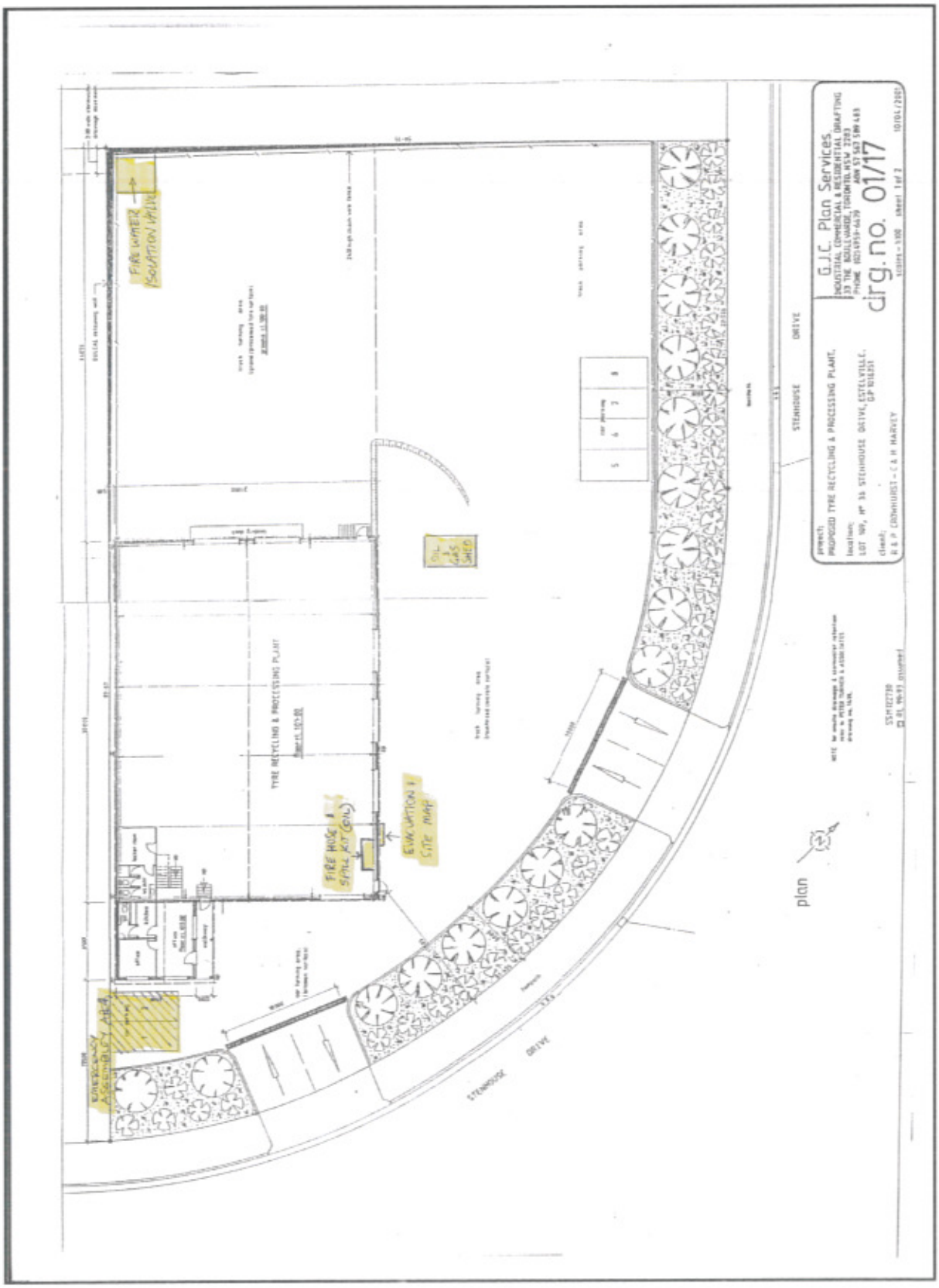

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2. RESPONSIBILITIES

2.1 Emergency Planning Team (EPT)

Members

The members of the EPT are from the following positions, and for the purposes of this Emergency Preparedness and Response Plan, are assigned an additional title to denote their duties. They are the:

1. General Manager (*also "Chief Warden"*);
2. Operations/Fleet Manager (*also "Area Warden"*);
3. Environmental Management Program Manager (*also "Warden"*)

A current register of EPT members is kept in the Environmental Management Program Manual maintained by the Environmental Management Program Manager (Warden), in Section 3.3 – Emergency Planning and Response.

Meetings

The EPT will meet annually, within 60 days after the end of each EPA Licence reporting period (i.e. between 30th August and 30th October), and may be required to hold other meetings during the year depending on requirements identified during this period. It is recommended that one or more Process Supervisors attend EPT meetings as employee representatives, in addition to the EPT members mentioned above.

Responsibilities

The EPT shall ensure that, during emergencies, instructions given by EPT members shall overrule normal management structure. Other duties of the EPT are to:

- establish and implement emergency plans and emergency procedures;
- ensure that the personnel are appointed positions for emergency response;
- arrange for the training of personnel in emergency preparedness and response;
- arrange for conduct of evacuation and/or spill control exercises;
- review the effectiveness of evacuation and/or spill control exercises and arrange for procedure improvements; and
- determine who will implement emergency procedures.

Authority

Once an emergency is declared, the powers of all Wardens shall override all normal non-emergency management procedures. The Chief Warden and Area Warden shall have the authority to marshal all staff and any visitor/s to their floor/area, or to the evacuation muster point.

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2.2 General Responsibilities

All Employees

- All employees are responsible for spill clean up and emergency response on site
- All persons (employees. contractors and visitors) must abide by directives given by EPT members (i.e. the Chief Warden, Area Warden and Warden) during an emergency situation.

General Manager (Chief Warden)

- To ensure all managers are aware of their responsibilities in regards to these procedures
- To ensure the site personnel are trained in all site procedures and potential emergency situations
- To ensure that all employees, contractors and visitors to this site comply with the environmental and safety requirements of the site
- Environmental complaints receipt
- Media spokesperson
- Environmental incident reporting
- Instruct visitors to the site as to the location of the evacuation/muster area and the alarm system for the site

Operations/Fleet Manager (Area Warden)

- Environmental monitoring
- Environmental complaints receipt
- Environmental incident reporting
- Media spokesperson
- Vehicle maintenance (trucks, cars and forklifts) and associated activities
- New and used oil handling
- To ensure that the Employee and Visitor/Contractor Sign-in Books are maintained and up to date in the event of an emergency evacuation
- Instruct visitors to the site as to the location of the evacuation/muster area and the alarm system for the site

Environmental Management Program Manager (Warden)

- To ensure all potential emergency situations that may affect the environment, have been identified and where possible actions established to reduce the potential for these situations to occur (i.e. Risk Assessment)
- Implement & maintain the Environmental Management Program for the site in conjunction with Ecoflex Australia
- Environmental monitoring
- Providing reports on the implementation status of the EMP to Ecoflex Australia and C & R Tyre Recycling
- Environmental incident reporting

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Process Supervisors

- Ensure the work area/s under their control are maintained in such a manner that the potential for an emergency situation is reduced
- Environmental incident reporting

Transport Drivers

- Any spill clean up and emergency response needed as a result of transport accident

Contractors and Visitors.

- To ensure at all times that their actions do not place at risk the environment, or the health, safety and welfare of persons employed at the site
- Contractors to ensure they maintain their work area/s in such a manner as to reduce the potential for an emergency situation
- Contractors to maintain their work areas in such a manner as to ensure safe access and egress in the event of an emergency evacuation
- All persons must abide by directives given by EPT members during an emergency situation.

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3. PLANNING

3.1 Risk Assessment

An environmental risk assessment for the site is carried out at least annually as a part of the Environmental Management Program maintained by the Environmental Management Program Manager from Ecoflex Australia. The initial risk assessment was carried out by the Environmental Management Program Manager from Ecoflex Australia in conjunction with a consultant from graham A Brown & Associates in September 2002, as part of the EMP Manual development and implementation.

Copies of the completed environmental risk assessments are located in Section 2.1 – Environmental Risks of the EMP Manual folder that is kept in the Environmental Management Program Manager's office.

Risk	Risk Assessment before treatment	Risk Treatment	Risk Assessment after treatment
Bush Fire	3	On site fire equipment maintained to correct regulations and standards. In the event of a major fire, follow Emergency Procedures and Evacuation Procedures and contact Emergency Fire Services.	5
Tyre fire	3	On site fire equipment maintained to correct regulations and standards. In the event of a major fire, follow Emergency Procedures and Evacuation Procedures and contact Emergency Fire Services.	5
LPG Fire	2	LPG equipment regularly serviced and maintained. On site fire equipment maintained to correct regulations and standards. In the event of a major fire, follow Emergency Procedures and Evacuation Procedures and contact Emergency Fire Services.	5
LPG Leak	4	LPG equipment regularly serviced and maintained. On site fire equipment maintained to correct regulations and	5

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		standards. In the event of a major fire, follow Emergency Procedures and Evacuation Procedures and contact Emergency Fire Services. LPG equipment stored on special pallet to contain leak should one occur.	
Oil Spill	4	Regular servicing of oil equipment and safe storage of oil.	5

Monitor and Review:
Monitor the effectiveness of controls and change if necessary.
Review the risk assessment if an incident or a significant change occurs.

Risk Assessment Matrix

How serious could the injury be?	How likely is it that the hazard will cause harm			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6

Legend (as a guide only)

1
2
3
4
5 & 6

3.2 Emergency Response Procedures

The following emergency response procedures have been developed and implemented as a part of this Emergency Preparedness and Response Plan to ensure that environmental impacts resulting from emergency situations are

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eliminated or minimised. The procedures are contained in the accompanying document titled "Emergency Preparedness and Response Procedures Manual", and include:

1. Bushfire Procedure
2. Environmental Complaints Procedure
3. Evacuation Procedure
4. Fire Water Isolation Valve Procedure
5. Gas Cylinder (LPG Cylinder) Fire Procedure
6. Media Release Procedure
7. Oil Spill (Outside Main Building) Procedure
8. Oil Spill (Inside Main Building) Procedure
9. Oil Spill (Inside Storage Shed) Procedure
10. Tyre Fire Procedure
11. Transport Accident Procedure

3.3 Emergency Response Equipment

Emergency Pump
In the event that the portable bunds or the oil storage shed require spilt oil to be pumped out, the large pump used for the 200L drums should be used according to the Oil Spill (Inside Storage Shed) Procedure (Procedure Number 9).

Fire Hose Reel
The fire hose reel is located inside a wire cage on the Northern wall of the main building near the Eastern most exit door (with the spill kit).

Fire Hydrants
There are two (2) fire hydrants located adjacent to the site on the footpath that may be used for fire fighting by the NSW Fire Brigade.

Fire Water Isolation Valves
Fire water isolation valves have been constructed in the South-West corner of the site to enable the stormwater system to be shut off if there is a possibility that contaminated water from fighting a fire on the site can make its way into the stormwater system.

These valves must be operated in accordance with the Fire Water Isolation Valve Procedure (Number 4) whenever water is used to extinguish a fire on the site. Once all clean-up operations have been completed, the contaminated water in the holding tank must be removed by a licensed contractor and be disposed of at a licenced waste disposal site. The contaminated water may also be classified as a 'trackable waste' in NSW and a NSW EPA Waste Data Form may need to be

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completed. The licensed contractor should provide this service (remember to ask). Suitable licenced contractors include:

Veolia
Contact: John Roddenby
Ph: 132 955
After Hours: 132 955

Transpacific
Contact: Trevor Graham
Ph: 13 13 39
Direct: 02 4920 1455
Fax: 02 4920 1477

Portable Fire Extinguishers

There are six (6) portable fire extinguishers located on the site throughout the main building. They include:

- Five (5) x Dry Chemical – for paper, wood, textiles, oil, liquid and electrical fires (located in the office and main building)
- One (1) x Carbon Dioxide (CO_2) – for paint, oil, electrical & other liquid fires (located in the main building adjacent to the Eastern roller door)

Smoke Detectors

There are four (4) smoke detectors located throughout the main building and one (1) smoke detector located in the office. All smoke detectors are wired to the security alarm system operated by Chubb Security (see also s.3.5 – Site Security). In the event that smoke is detected on the site, Chubb Security will:

1. Call Collin Harvey at home and on mobile phone
2. If no answer, Chubb will call Rod Crowhurst at home and on mobile phone

If no answer, call the Fire Brigade.

Both Collin Harvey and Rod Crowhurst will have a response time of approximately 20 minutes from their homes.

Oil Spill Kits

A hydrocarbon specific spill kit has been purchased from PPI Services for cleaning up oil spills according to Procedures 7, 8 and 9. The spill kit is kept in a 120L wheeled container inside the wire cage on the Northern wall of the warehouse (with the fire hose) and includes the following:

- 2 x absorbent socks – 100mm x 3m
- 2 x absorbent socks – 100mm x 1.2m
- 2 x absorbent pillows – 450mm x 450mm
- 2 x 50L bags of absorbent particulate
- 10 x absorbent pads - 400mm x 500mm
- 5 x disposal bags
- 1 x personal safety kit

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- 1 x broom
- 1 x anti-spark shovel

3.4 Alarm Systems

Fire Alarm
There is a manually operated onsite fire alarm to indicate the necessity to evacuate the premises.

There are onsite smoke alarms that are monitored 24/7 by SMC Security.

Security Alarm
The alarm on site is a security alarm electronically linked to Chubb Security in Hamilton. The control panel for the alarm is located on the Northern wall of the main building adjacent to the Eastern most exit door. There are seven (7) employees with keys to the entry gates and knowledge of the security alarm codes.

A register is maintained on the site of the employees who activate and deactivate the alarm at the end and at the beginning of each day.

Evacuation Alarm
An evacuation alarm has been made for the site. It is located above the Eastern most exit door on the Northern wall of the main building, and the switch is located on the Northern wall near the Security Alarm control panel. It is to be operated according to the Evacuation Procedure (Procedure Number 3).

3.5 Site Security

Site security is maintained by:

Chubb Electronic Security
Murray Street (cnr James St) Newcastle
Ph: 02 49244500

3.6 Telephone/Communication System

To dial out - press #9 first.
There is only one phone line operating for the site – 02 4992 6777. There is one handset for this line located in the office, and one portable handset for use in the warehouse.

3.7 Training & Competence

Environmental and Emergency Response Training records are maintained within Section 3.2 – Training, Awareness and Competence of the EMP Manual folder that

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is kept in the Environmental Management Program Manager's office. Section 3.2a – Environmental Training Inventory lists the training conducted at the site. For each training course or drill completed at the site, an Environmental Training Attendance Record from Section 3.2b of the EMP Manual should be completed.

The training requirements specific to this Emergency Preparedness and Response Plan are that:

- All employees on site are to be given training in the site emergency procedures and emergency response drills at the time of their induction;
- Refresher training will be conducted on the site emergency procedures every 2 years to ensure all employees are aware of these procedures and their responsibilities during an emergency situation; and
- Contractors are to be trained in the site emergency procedures as a condition of their contracts and shall be required to undertake refresher training every 2 years.

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4. RESPONSE

4.1 Evacuation & Mustering Points

The site has a mustering point where employees, contractors and visitors are required to assemble when an evacuation alarm is sounded.

MUSTERING POINT = CAR PARKING SPACE ADJACENT TO OFFICE
(see Site Map on Page 4)

A list of employees and a list of contractors and visitors on the site is kept in the Employee and Visitor/Contractor Sign-in Books respectively. These are held in the Manager's office and can be accessed from the mustering point through the office doors or windows to allow for a head count to be conducted. The mustering point can be seen on the site map contained on page 4 of this Emergency Preparedness and Response Plan.

Responsibilities
It is the responsibility of the Chief Warden or Area Warden to conduct the head count to ensure that all personnel, contractors and visitors on the site are assembled at the mustering point, and to provide direction as to exiting the site as per the Evacuation Procedure contained in the Emergency Preparedness and Response Procedures Manual (see the Evacuation Procedure for further details).

4.2 Vehicle Movement

At all times during an emergency situation every attempt must be made to keep ALL driveways and access points clear of traffic and obstructions that may impair the access and egress of the Emergency Services.

If it is safe to do so, LPG forklifts should be removed from potential danger areas due to the risk of explosion. Otherwise, forklifts are to be turned off and remain where they are, and operators are to evacuate on foot.

Vehicles other than LPG forklifts should only be moved where it is safe to do so. If an evacuation is under way, vehicles are to remain where they are unless otherwise instructed by the Emergency Services.

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4.3 Power and Emergency Lighting

In the event of an emergency situation, the power to the site may be turned off. This will only be done if there is a risk to people from the power supplied to the danger area. Emergency lighting (including exit signs) will activate if the power is switched off or in the event of a power failure.

4.4 Emergency Contact Details

FIRE BRIGADE **POLICE** **AMBULANCE**	**000**
ENERGY AUSTRALIA	**131 367**
ENVIRONMENT PROTECTION AGENCY (EPA)	**02 4926 9971**
JOHN HUNTER HOSPITAL (Lookout Rd, New Lambton)	**02 4921 3000**
NEWCASTLE MATER HOSPITAL (Edith St, Waratah)	**02 4921 1211**

C & R TYRE RECYCLING STAFF

Collin Harvey – Manager
Home Phone: 02 49 026777
Mobile: 0418 680 710

Rod Crowhurst – Operations Manager
Home Phone: 02 49 06777
Mobile: 0419 904 256

CONTACT DETAILS FOR AUTHORITIES UNDER S148 OF THE POEO ACT

EPA	**131 555**
Ministry of Health	**02 9391 9000**
WorkCover Authority	**13 10 50**
Fire & Rescue NSW	**02 9265 2999**

4.5 Agreements with Emergency Service Agencies

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This Emergency Preparedness and Response Plan has been approved by Operational Commander Rob Lindsay of the NSW Fire Brigades – Newcastle Control Centre on the 26th November 2002.

In the event of a fire to which the Fire Brigade is called, the first response station will be West Wallsend. If a response is not possible from West Wallsend, personnel will be sent from the Minmi station. Both of these stations are operated on a part-time basis and the response time for these stations is approximately 7-9 minutes. The nearest full-time station is Cardiff and the response time from there is approximately 7-9 minutes also.

A copy of this Emergency Preparedness and Response Plan has been provided to the following Fire Brigade stations:

- Newcastle Control – 44 Union St, Newcastle NSW (Ph: 02 4927 2508)
- Cardiff – 18 Taylor St, Cardiff NSW (Ph: 02 4954 9111)
- West Wallsend – Withers St, West Wallsend NSW (Ph: 02 4953 2922)
- Minmi – Woodford St, Minmi NSW (Ph: 02 4955 1754)

4.6 Environmental Incident Reporting

Environmental Incident Reports are available for use and must be completed for the following incidents:

- Fire
- Oil spill (drum/maintenance)
- Explosion (gas bottles)
- Chemical spills (brake fluid)

Blank and completed Environmental Incident Reports are maintained within the Environmental Incident Report Forms Tab at the back of the EMP Manual folder that is kept in the Environmental Management Program Manager's office.

4.7 Media Contact / Release

C & R Tyre Recycling has determined those spokespersons within the company who are authorised to speak with the media and other outside audiences. All C & R Tyre Recycling staff and agencies/ consultants employed by this company must abide by this directive and have been trained accordingly. Below is a list of individuals who are authorised to speak to the media and other outside audiences:

1. Collin Harvey – Manager
2. Rod Crowhurst – Operations Manager

All other staff are not to provide any comment to the media but should instead refer them to the appropriate spokesperson. If you receive a media call request you should simply state you are not the appropriate person to comment and refer the inquiry to your either of the above mentioned personnel.

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5. REVIEW

5.1 Emergency Preparedness & Response Review

The Emergency Preparedness & Response Plan and accompanying Emergency Preparedness & Response Procedures Manual are to be reviewed during the annual EPT meeting, which occurs within 60 days after the end of each EPA Licence reporting period (i.e. between 30th August and 30th October).

The objectives of the review will:

- ensure that the Emergency Preparedness and Response Plan and accompanying procedures remain viable and effective for the activities, products and services on the site;
- ensure that training sessions are conducted, as appropriate, to maintain the knowledge and skills of staff and EPT members;
- ensure that the administrative requirements of the Emergency Preparedness and Response Plan are maintained (e.g. training records); and
- ensure that emergency equipment maintenance is carried out according to the Emergency Preparedness and Response Plan.

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6. RECORDS

6.1 Emergency Equipment Testing and Maintenance

Fire Equipment

Fire extinguishers receive a six monthly maintenance that is carried out by:

Allpipe Engineering and Fire Protection Pty Ltd
97 – 33 Glenwood Drive, Thornton NSW
Ph: 02 4964 1700
Fax: 02 4964 1701
Mobile: 0438 641 700 or 0438 641 701

Records of this maintenance are kept in the Manager's office.

Spill Kit

The spill kit contents are checked during the monthly Environmental Housekeeping Checklists, and the Chief Warden (Collin Harvey - Manager), Area Warden (Rod Crowhurst – Operations Manager) or the Warden (Steve Dutmer - EMP Manager) must be notified of any missing equipment upon completion of the checklist. The spill kit was purchased, and replacement contents can be obtained (when needed), from:

Lou Porcu – Absorbent Sales
PPI Services
6/6 Carbine Close, Wallsend NSW
Ph: 02 4950 2023
Fax: 02 4950 2169

The completed Environmental Housekeeping Checklists are kept in the Environmental Management Program folder in the Environmental Management Program Manager's office.

Evacuation Alarm

The evacuation alarm is periodically tested by Rod Crowhurst – Operations Manager. Maintenance of the alarm is carried out by on-site personnel.

6.2 Emergency Response Drills

Spill response and fire/evacuation drills are carried out periodically at the site. Environmental and Emergency Response Training records are maintained within Section 3.2 – Training, Awareness and Competence of the EMP Manual folder that is kept in the Environmental Management Program Manager's office. Section 3.2a – Environmental Training Inventory lists the training conducted at the site, including oil spill and evacuation drills.

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