



North-West
Recycling
Centre

**Pollution Incident
Response Management Plan**

<i>Document Version</i>	<i>001</i>	<i>September 2015</i>
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<i>Revision Date</i>	<i>27th august 2024</i>	
<i>Document Version</i>	<i>006</i>	<i>27th august 2024</i>
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Pollution Incident Response Management Plan

Purpose and Scope

The Pollution Incident Response Management Plan has been developed to comply with the requirements introduced by the Protection of the Environment Legislation Amendment Act 2011 (POELA Act).

The purpose is to

- a) Minimize the environmental impacts arising on site due to the activities for which the site is licensed.
- b) Ensure comprehensive and timely communication about a pollution incident to staff at the site, Environment Protection Authority and other relevant authorities specified in the Act.
- c) Ensure timely notification to those sensitive receivers who may be affected by the impacts of a pollution incident.
- d) Ensure the Plan is properly implemented, regularly monitored and tested.

The Plan addresses the requirements as stated in the Protection of the Environment Operations Act 1997 section 153A and applies to Northwest Recycling Centre (NRC), 132 Burfitt Road, Riverstone, license number 11620.

The following scheduled activities are permitted to be carried out on site:

Scheduled Activity: **Composting**

Notification Protocol

Authorised to Activate Pollution Incident Response	David Murphy
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An Environmental Incident Investigation Report will be completed by NRC in the event of any major environmental incident .

The Site Manager will be informed **immediately** in the event of the above. The WHS Partner will be advised and be a part of the Incident Investigation Report. A copy is to be provided to the relevant authorities or client as required.

An Environmental Incident Investigation Report can be found in Appendix 1.

Key Personnel to implement immediately upon becoming aware of an incident	
In incident threatens human health or property	Call 000 Fire & Rescue NSW, NSW Police, NSW Ambulance Services
Environment Protection Agency (EPA)	131 555
Department of Health via local Public Health Unit	Penrith Office 4734 2022, Afterhours 4734 200 (Westmead Hospital) ask for public health officer on call.
Workcover Authority	131 050

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Local Council/ARA	Blacktown Council 02 53006000
Other Important Contacts	

Site Management

The following outlines the various key personnel to contact in the event of an emergency. A site map can be found in Appendix 1.

David Murphy	Director	0417 236 123
Daniel Jackson	Site Manager	0472800351

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 substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set up circumstances in which a substance has been placed or disposed of on premises, but 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 Protection of the Environment Operations Act (1997). It does not include the emission of odour or noise only.

- 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.

It is a requirement to report pollution incidents immediately to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and Blacktown Council.

Pollution Incident Response Management Plan

Potential Hazards

Hazard		
Air	Dust Emissions	
Fire	Greenwaste	
Water	Leachate	
	Storage of Chemicals	
	Fuel	
Odour		
Waste	Greenwaste	
	Recyclables	Metals
		Containers
	Waste	General
Noise	Plant and Equipment	

Description and likelihood of Hazards

Air

Dust is the main airborne emission from the site, however, indicators suggest that emissions from the site are not expected to be excessive in the day to day operations of the facility. However, day to day risks reduced through the following:

Mitigation of Risk

- a. All plant and vehicles operated have installed pollution minimization devices, maintained and repaired so that the devices comply with prescribed standards or maximum permissible concentrations of emissions.

In certain circumstances, such as high winds, dust from vehicles and stockpiles could cause a potential pollution incident. In the event of high wind, NRC will mitigate any potential dust emissions by:

Mitigation of Risk

- b. All Plant and equipment will reduce speed of movement.
- c. Stockpiles will be wetted down to reduce the movement of dust.
- d. A water cart will be available on site to wet down stockpiles and raw materials

It is noted that NRC have not received any complaints relating to air emissions in the preceding 12 months.

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Fire

Prevention of fire is crucial to mitigating any pollution risk. Green waste is received at the site and stockpiled before size reducing and then processing.

Mitigation of risk:

- a. Monitoring of equipment and fuels for risk of combustion shall be undertaken through continual visual inspections.
- b. Monitoring of product stockpiles to reduce the risk of smoldering from internal combustion due to heat generated from fossil fuel decomposition.
- c. Appropriate fire management controls, including trained personnel and firefighting equipment shall be available in case of an emergency.
- d. Mains supply potable water is available at various locations around the site as well as a 8000lt water cart

In the event of a fire NRC's emergency plan will be activated. (Appendix 1)

Odour

The site has not identified odour as a potential risk.

Water

NRC is located on a flood plain and is identified on Blacktown City Council sensitive zones map. The nearest sensitive water receiver has been identified 101-500m with a low potential for risk due to the surface pathway being well vegetated, bunding around the site and a 10 meter grassed zone.

No apparent risks to groundwater quality have been identified as being associated with this site. At present the risk to surface water quality is minimal. Regular turning of windrows contribute to the management of leachate.

Mitigation of Risk:

In the event of any identified discharge to waters NRC will:

- a. Contain the flow and close the discharge point.
- b. Notify the relevant authorities
- c. Put in place a suitable water remediation plan

Leachate can be generated from the green waste areas.

Mitigation of Risk:

- a. Sediment control and a 10 metre grassed barrier reduce the incident of discharge to waters. It is noted that leachate discharging to waters is a low risk at the site. Spills kits are available on site.

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Noise

NRC shall undertake plant risk assessments, including noise management, as a part of their commitment to providing a compliant work environment.

Mitigation of Risk

- a) 4 metre earth barrier reducing the impact of noise emission from the site to the nearest sensitive receiver.

Hazardous or Dangerous Goods

Goods	Use	Description	Amount	Mitigation
Automotive Diesel Fuel	Fuel for vehicles	Hazardous substance, non-dangerous good	32,000l	Fuel tank is double skinned. Jersey barriers surround tank
Regular Unleaded Petrol	Fuel for equipment	Hazardous substance; dangerous good	20l	Chemicals stored appropriately in a bunded area to contain spills. Spill kits available
Apparent Glyphosate 450 Herbicide	Weed Management	Hazardous substance; non-dangerous good	20l	Herbicide to be stored appropriately in a bunded area to contain spills. Spill kits available

Safety Data Sheets (SDS) can be located in Appendix 4.

Inventory of Safety Equipment

Safety Equipment	
Personal Protective Equipment	As per WHS guidelines
Fire Extinguishers	Located at the fuel tank, workshop, Office and plant equipment
Spill Kit	Located at the fuel tank

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Communications

Communicating with neighbors and the local community is an important element in managing the response to any incident. NRC will consider the type of pollution incident that has occurred or is likely to occur and determine the best practice in communicating the event. Early warnings and regular updates to the residents within 500m of the site will be undertaken in the management of any pollution incident.

Communication methods will include:

- a. Telephone or door knocking of local residents
- b. Notification on North West Recycling's website.
- c. Via letterbox drop

Training of Staff

All staff at NRC will be inducted to the site before being allowed to commence work. An integral part of this training will be for environmental and emergency management. Emergency evaluation plans and contacts will be displayed at the site.

The General Manager will ensure all employees are advised on the procedures to follow in the event of an emergency or pollution incident. Toolbox meetings will regularly convey updated information required for the management of the site.

Auditing

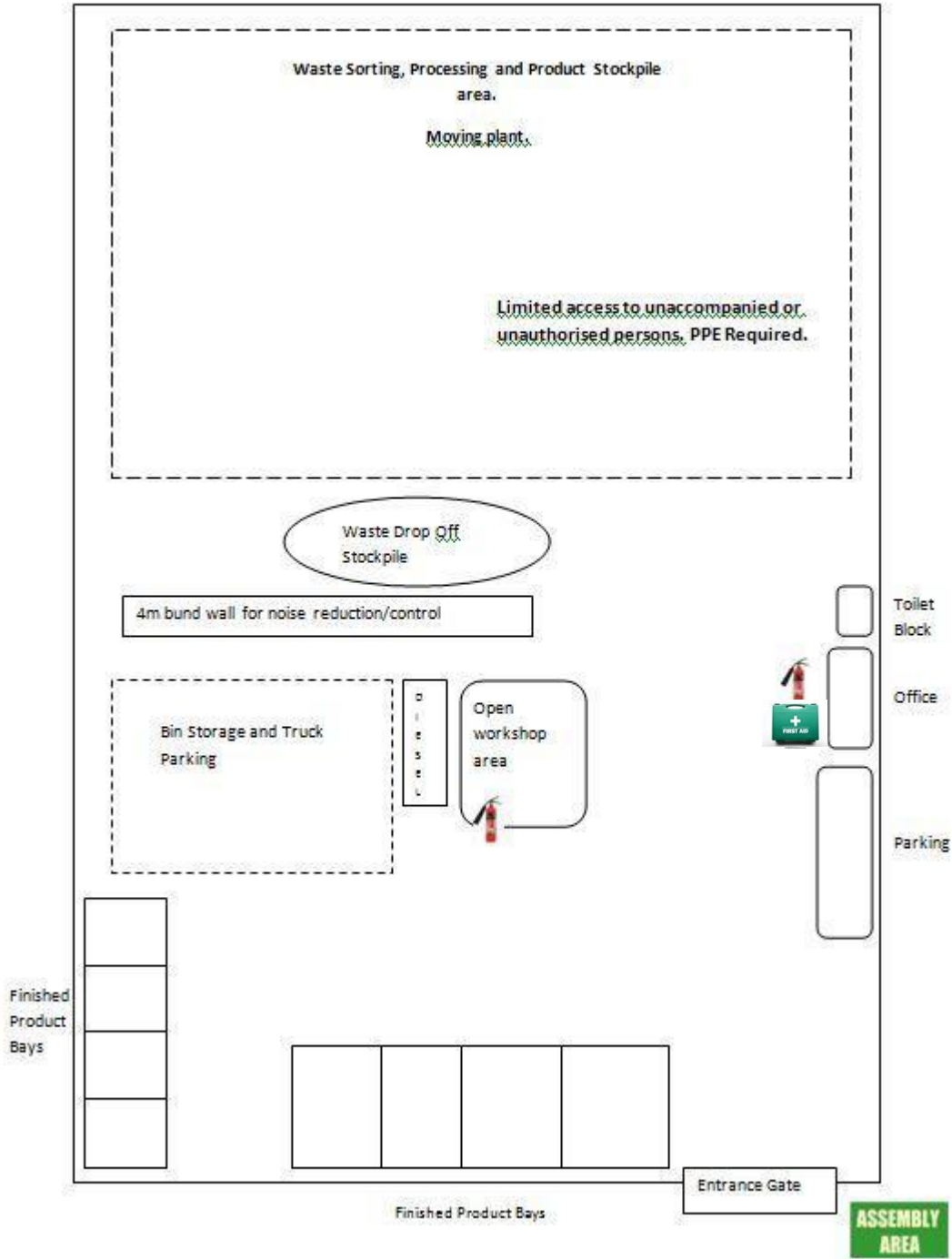
The Pollution Incident Response Management Plan is to be reviewed every 12 months to ensure its continual suitability. The testing of the plan will be carried out in such a manner as to ensure that the information included is accurate and up to date. NRC will ensure that the plan is capable of being implemented in a workable and effective manner.

In the event of a pollution incident, the plan will be reviewed within 1 month.

Appendix

Pollution Incident Response Management Plan

Site Plan



Appendix 2

Environmental Incident Investigation Report

An Environmental Incident Investigation Report will be completed by NRC in the event of any major environmental incident .

The Site Manager will be informed **immediately** in the event of the above. The WHS Partner will be advised and be a part of the Incident Investigation Report. A copy is to be provided to the relevant authorities or client as required.

Class of Incident		Reported	
<input type="checkbox"/> Spill or Leak <input type="checkbox"/> Vegetation or Fauna <input type="checkbox"/> Dust & Air Pollution <input type="checkbox"/> Heritage or Relic <input type="checkbox"/> Injury <input type="checkbox"/> Other.....		Yes <input type="checkbox"/> No <input type="checkbox"/> Details:	
		Further Action Required	
		<input type="checkbox"/> Report to Authorities <input type="checkbox"/> Other:	
Details of Incident			
Date of Incident		Time of Incident	am <input type="checkbox"/> pm <input type="checkbox"/>
Witness Name		Witness Contact	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of any damage?			

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Injured Person/s (if applicable)			
Name			
Address			
Date of Birth			
Occupation		Employer	
Referred/transferred to			

Action Taken to Fix Incident	
Details	

Recommended Preventive Action	
Details	

Completed By			
Name		Position	
Signature		Date	

Appendix 3

Emergency Plan

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INTRODUCTION

An emergency at NRC can develop from a number of causes: fire, flood, bomb threat, earthquake, hazardous substance or dangerous goods leakage or explosion.

This Emergency Plan design was based on Australian Standard AS 3745, which sets out minimum standards in the approach to planning and management of emergency situations.

The basic instructions for advising of an emergency and the conduct of authorized officers during an emergency will not vary for any Northwest Recycling Centre facility.

Authority and Indemnity

During emergency situations or exercises, Nominated Warden personnel shall have absolute authority to issue instructions to evacuate all persons from buildings and / or areas. Such instructions are to be adhered to at all times by all employees and visitors. These personnel shall be indemnified against civil liability resulting from practice or emergency evacuation of a business or establishment where personnel act in good faith and in the course of their duties.

BUILDING EMERGENCY RESPONSE PERSONNEL

Emergency Personnel	Name	Internal Number	Mobile
Warden	Daniel Jackson		0472800351
First Aid Officer	Liam Ryan		0402816761

EMERGENCY EVACUATION

If you are told to Evacuate an area or building by the Warden or other authorized person you must:

1. Follow the directions of your Warden
2. Assist others as directed
3. When evacuation is to proceed, the Warden will:
 - Give clear directions to go to specific assembly point
 - Note the identity of your colleagues
4. Maintain visual contact with one another
5. Do not move from the assembly point until authorized by the Warden.
6. Under no circumstances is anyone to re-enter the building until the position is declared safe by the relevant external authority or Warden

IN THE EVENT OF FIRE

1. Telephone 000 State the exact location and details of the fire.
2. Advise Warden and others nearby
3. Try to extinguish the fire with the correct equipment, if you are trained to do so.
“Do not take unnecessary risks”
4. Warden to activate “sprinkler system” to reduce combustibility of products, where it is safe to do so.
5. Stay calm **DO NOT** shout FIRE
6. Warden to direct all employees to exit the building and go to the Assembly Area.

IN THE EVENT OF FLOOD

1. The Yard Supervisor is to be in regular contact with the NRC Manager or the emergency service authorities if the situation arises.
2. The Yard Supervisor is to monitor the yard situation and any threat that has the potential to cause harm or damage to any stakeholders.
3. The water levels are also to be monitored to ensure no vehicles or plant is to be exposed to damage from a build-up of water around the yard.
4. The yard entrance and exit is to be carefully monitored to prevent a sudden closing of Burfitt Rd preventing a safe and timely escape should the need arise.
5. The Yard Supervisor is to ensure that no persons, employees, clients or customers will be put into any harm and is to close the yard should a threat of flooding occur.
6. All perishable materials are to be either relocated outside of the yard or placed on higher ground.

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7. Hazardous substances or dangerous Goods are to be either moved to higher ground or relocated away from the yard and threat of flood.
8. Where hazardous substances are in bunds, the bunds are to be checked and emptied as required to maintain the designed volume product to be held in the bund.
9. The Yard Supervisor is to ensure that no persons, employees, clients or customers will, be put into any harm and is to close the yard should a threat of flooding occur.

IN THE EVENT OF A PHONE/ BOMB THREAT

Northwest Recycling Centre treats all threats seriously and will direct serious issues to the relevant authorities.

1. ABOVE ALL:

KEEP CALM AND DO NOT ALARM EMPLOYEES

2. IF THREAT IS BY TELEPHONE:

- Prolong call - keep person talking and ask:
 - * Location of Bomb
 - * Time Set to Explode

- Record information for Police as well as any other relevant information as shown on the Phone Threat Checklist

3. REPORT CALL TO YARD MANAGER: David Murphy

4. BASIC RULES:

- Treat as genuine
- Record exact information (using checklist if possible)

5. EVACUATION:

- Any bags / articles brought into facility on entry should be taken out upon evacuation if the items are close at hand.
- No person is to re-enter the building or another area after they have been advised to go to the Assembly Area.
- Wardens are to report breaches of directions from Wardens or Emergency personnel or Authorities by personnel.

PHONE THREAT CHECKLIST - Keep Calm

Name:

Signature:

Phone No.:

General questions to ask

1. What is it
2. When is the bomb going to explode OR When will the substance be released
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode? OR How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

Callers Voice

- Accent (specify)
- Any impediment (specify)
- Voice (loud, soft etc.)
- Speech (fast, slow etc.)
- Diction (clear, muffled etc.)
- Manner (calm, emotional etc.)
- Did you recognise the caller?
- If so, who do you think it is?
- Was the caller familiar with the area?

Threat language

- Well spoken
- Incoherent
- Irrational
- Taped
- Message read by caller
- Abusive
- Other

Chemical/ Biological Threat questions

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

Background Noises

- Street
- House
- Aircraft
- Voices
- Music
- Machinery
- Other
- Local call
- STD call

Bomb Threat Questions

1. What type of bomb is it?
2. What is in the bomb?
3. What will make the bomb explode?

Other

Gender of caller Male/ Female Estimated age

Call Taken

Date: Time: Duration:

Number Called

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Exact Wording of Threat	Notes
Action Report call immediately to Police (000), and the Warden/ Office Manager	

Use additional paper as required

IN THE EVENT OF ABUSIVE OR VIOLENT BEHAVIOUR

NRC will not tolerate abusive or violent behaviour and will report serious incidents to the authorities.

By phone:

- Stay calm and do not antagonize the caller or further encourage abuse.
- Take note of the person's name, company and record the number when the call has finished.
- Record the issues raised and the main reasons for the aggressive call, if possible.
- If abuse is too upsetting, the language is too abusive or obscene or there is a serious threat of physical assault, hang up and report the incident to the Manager.
- Discuss the incident with the Manager.
- Report incident to the Police if required.
- Make contact with another person, where possible.

In person.

- Where possible "stay calm", do not raise your voice.
- If physical violence is actual or very threatening – move slowly back and Call for Help.
- If person is shouting and threatening the company take note of the person's name, if given and the company i.e. a logo on a shirt.
- If the person is driving a vehicle note the type, colour and registration number
- Do not move toward the person or shout back.
- If possible without being seen or antagonizing the person – call 000
- When the situation has been defused or the person has left the premises the incident is to be reported to the NRC Director.
- Any physical injuries are to be assessed and medical treatment sought where necessary.
- Where the person that was abused is in shock or emotionally distraught, the Manager is to be contacted to discuss the person going home.
- Where the person is unable to drive the Manager is to ensure that the person is taken home safely and arrange for the person's car to be delivered to their home.
- An Incident Report Form is to be completed and an investigation is to be carried out.

IN THE EVENT OF A HOLD-UP

- 1. NOTE AND REPORT SUSPICIOUS PERSONS**
- 2. IF CONFRONTED, OBEY INTRUDERS INSTRUCTIONS**
- 3. OBSERVE CAREFULLY:**
 - ANY ARTICLES TOUCHED BY INTRUDER(S)
 - PHYSICAL DETAILS AND ATTIRE

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- POINTS WHICH MAY AID DESCRIPTION INCLUDING MANNERISMS AND WEAPONS
- DIRECTION THAT INTRUDERS LEAVE THE AREA

4. RECORD INFORMATION FOR POLICE

5. RING THE POLICE AND DAVID MURPHY AND PROVIDE DETAILS OF INCIDENT

IN THE EVENT OF AN EARTHQUAKE

1. Note time and length of Tremor or Quake
2. If quake is violent, prepare to evacuate
3. Check with employees to ensure all are OK.
4. First Aid person to treat any injuries and call Ambulance if necessary
5. Wait for all aftershocks to subside and gather personnel for a debrief.
6. Carry out an inspection of the building to assess any damage.
7. Fix minor damage and put items back on shelves etc.
8. Where serious damage is evident or suspected structural damage has occurred, contact authorities and wait for clearance to re-enter building.

IN THE EVENT OF HIGH WINDS

During recent years a number of storms have produced winds high enough to cause damage to trees and buildings; presenting a danger to staff. These measures are designed to provide for a higher level of safety during these events.

During periods of high wind warning, staff are not to be exposed to an area where flying debris may cause injury.

The following procedures are provided for your safety and welfare at the workplace in periods of high wind warning:

NO WARNING – CAUGHT OUTSIDE DURING A WIND STORM AT WORK

1. Move to open areas away from trees and building lines. Trees and building areas are more dangerous due to the possibility of falling tree limbs and building roofs and tiles.
2. If safe, proceed to the nearest building and stay at ground floor level and away from windows and glassed areas.
3. Stay put until danger of flying debris has abated.

NO WARNING – CAUGHT INSIDE DURING A WIND STORM AT WORK

1. Close all doors and windows in your immediate vicinity. Turn off computers and other electrical items if time permits.
2. Close windows and blinds to minimize risks of flying glass should the window be struck by a flying object during the storm. Keep staff from looking out of windows.
3. If available, have torches or other battery powered lighting ready should the power fail.
4. Remain inside until the storm has passed.

SHORT NOTICE OF WIND STORM WHILE AT WORK

1. Building Wardens, Site Supervisors to take control.
2. Arrange for loose objects to be collected from outside building.
3. Arrange to have torches or other battery powered lighting ready should the power fail.
4. All staff to secure individual areas or rooms – close windows and pull blinds, turn off all electrical appliances and close doors.
5. Proceed to a safe area within your building, preferably at ground floor level and away from windows and glassed areas.
6. Remain inside until storm has passed.

ADVANCED WARNING OF WIND STORM WHILE AT WORK

1. Office Manager or Site Supervisor to arrange for any nominated areas to be secured or evacuated prior to the event and left secured.
2. Senior First Aid Officer to alerted and prepared. First Aid kits are to be readily available.
3. All staff to secure individual work areas –close windows and pull blinds, turn-off all electrical appliances, close doors and ensure any external loose items are secured
4. Staff to be ready to move to a safe area within their building, preferably at ground floor level and away from windows and glassed areas, when advised by Warden.
5. Remain inside until storm has passed.

ENVIRONMENTAL DAMAGE.

1. Yard Supervisor to monitor the disturbance of mulch piles during high wind events.
2. Where practical the Yard Supervisor is to wet down the dust to reduce the amount of dust blowing over the fence and into neighboring properties.
3. Supervisor to report severe winds and the dust being blow out of the yard to the Manager who can advise the EPO of the situation and what controls are being used to reduce any environmental damage.

SUMMARY SHEET

KEEP THIS NEAR YOU IN A PROMINENT PLACE

SITE EMERGENCY PLAN
132 Burfitt Rd Riverstone

THESE PROCEDURES ARE FOR 24 HOURS EACH DAY IN AN EMERGENCY

1. Immediately the emergency is known, phone Phone:
Police: **000**
Ambulance: **000**
Fire & Rescue NSW: **000**
2. Then contact **David Murphy: 0417 236 123**

**To ensure an orderly evacuation in any emergency, await directions from your Warden and give clear instructions to Visitors.
(only if it is safe to do so!)**

Your Wardens and emergency personnel are:

Building Warden	Daniel Jackson	0472800351
Site Manager	Daniel Jackson	0472800351
Nearest First Aid Officer	Iam Ryan	0402816761
Assembly Point for all Emergencies:	Entrance: Burfitt Rd.	

Date of Issue: 27/8/2024

SITE EMERGENCY PLAN
EMERGENCY EVACUATION CHECKLIST

Item	Comments and Time
Alarm activated	
Managers called (if required)	
Emergency Services called (if required)	
Wardens report – Level 2	
Wardens report – Level 1	
Note: include communication with staff	
Persons with disabilities accounted for	
Evacuation completed	
Emergency services arrived	

Comments (include any injuries, reports, names etc.):
