



BetterGROW

Environmental Management

**POLLUTION INCIDENT
RESPONSE MANAGEMENT PLAN
PIRMPs**

EPA Licence Number 12529

**1st Issue Review August 2012
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Bettergrow Pty Ltd

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HAZARDS REGISTER
ACCIDENTS, EMERGENCY & POLLUTION INCIDENTS
CONTACTS
POTENTIAL POLLUTANTS REGISTER
SITE SAFETY PLAN
WEEKLY SITE INSPECTION CHECKLIST
TRAINING & COMPETENCY REGISTER
TOOLBOX MEETING MINUTES
RISKS & HAZARD IDENTIFICATION & CONTROL PLAN (Development of SWMS)
INCIDENT REPORT AND INVESTIGATION SP-11
MAP WORK AREA

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Description of Hazards to Human health and environment	4	Hazard Register
Likelihood of hazards occurring and conditions that could increase likelihood	4	Hazard Register
Pre-emptive actions to minimise or prevent harm	5 to 9	Accidents / Emergencies and Incidents. Incident report and investigation. Weekly site inspections. Tool box talks
Maximum quantity of any pollutant stored and location	13	Potential Pollutants Register
Contact names responsible for activating plan, contacting authorities managing incident	8 & 9	Accidents / Emergencies and Incidents. Contact sheet
Road Transport	10	What to do in an Emergency
Description of safety equipment used to minimise or contain during an event	-	Factory self bundled
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Description of identifying risks. Early warnings. Waste chemicals	12-13	Weekly site inspections.
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Arrangements to minimise harm for site staff	5 to 9 14 to 18	Accidents / Emergencies and incidents. Toolbox meetings. Training and competency register
Details of mechanisms to provide early warnings and updates to neighbouring sites	20	Map
Detailed map/s of site Entry exit	21	Site map Entry exit
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Hazard Register				
Main Hazards to Human Health or the Environment	Likelihood	Events to increase likelihood	Impacts to neighbouring sites	Pre emptive action to minimise risk
DUST Back yard hardstand	High	Strong Winds	Medium	Water cart/ sprinkler system to minimise dust
STORMWATER RUN OFF	Medium	Heavy Rain Tank overflow	Low Medium	Keep storm water pits clean
WATER TANKS EXTERNAL TO BUILDING	Low	NA	Low	
OILY WATER BAY (OUT SIDE OF BUILDING)	Medium	Heavy rain	Low	Covered roof area
HYDRAULIC LEAK ON EQUIPMENT	Low	Wear and tear	Low	Regular check up on start-up list
DIESEL STORAGE TANK	Low	NA	Low	Install bollards
WEIGHBRIDGE		Rain	Low	Install platform
PROCESSING AREA	Low	Tank overflow	Low	Bund area
RECEIVAL PIT	Low	Pump Failure	Low	High level alarms Depth indicator
TANKS 1 TO 4	Low	Tank Rupture/ Overflow	Low	High level alarms
WELDING GAS	Low	Isolated Storage	Medium	
CHEMICALS ON SITE	Low	Spill	Low	Keep register
MATERIALS STORED ON RACKING	Low	Impact	Low	Correct loading of racks
HYDRAULIC OIL	Medium	While Pumping	Low	Level Ground / Check hand pump
MACHINE NOISE	Low	While running	Low	Ear plugs near machine
FORKLIFT GAS	Low	Impact	Low	Secure storage
ELECTRICITY POLES	Low	Impact	Medium	Exclusion zone

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Incident Accidents / Emergencies & Pollution incident

1st Response

Bettergrow - Kelso

Accidents, Emergency and Pollution Incidents.

A Register of Injuries and Pollution Incidents on-site and a record of all injuries sustained by any workers is to be maintained. Even minor injuries or pollution incidents need to be recorded see injury register form WHS-IF 01.

Bettergrow Return to Work (RTW) program, setting out the policies and procedures for managing employees who suffer a work-related injury or illness. Work Cover has developed a standard RTW program suitable for small employers. This can be downloaded from their website. See Bettergrow WH&S Management Plan section 12 injury management

Supplied is a *Type B* first aid kit on-site at all times and advise your workers of its location. Below is a brief summary of what the first aid kit needs to contain. For a full description of these items, refer to the *OHS Regulation 2001*.

Type B First Aid Kit:

- 🌿 Band-aids and adhesive and non-adhesive dressing tape
- 🌿 Gauze bandages, triangular bandages, wound dressings and swabs
- 🌿 Plastic bags for amputated parts: small, medium and large
- 🌿 Eye pads & eyewash solution
- 🌿 Disposable gloves
- 🌿 Rescue blanket
- 🌿 Safety pins, scissors and tweezers
- 🌿 Work Cover approved first aid guide

Pre-emptive actions:

Take 5 before starting work and assess working area and conditions.

All personnel to stay 20 metres away from tipping truck.

All personnel to stay 10 metres away from working loader.

Trucks and loaders to be fitted with reversing beepers and flashing lights.

All personnel on site to wear PPE as per induction and Work method statement.

All personnel to be fully inducted to Bettergrow site induction.

Watch out for your work mates at all times.

On-Site Emergencies: Most workplaces have on site policies covering emergency situations and evacuation procedures. In these instances, you will be given instruction in what to do in case of emergency when you receive your on-site induction training.

However, the following outline is a useful checklist in the absence of a specific worksite policy.

1. RAISE THE ALARM:

The first action in any emergency is to raise the alarm, so that professional help can arrive quickly on the scene. You can raise the alarm by telephone, two-way radio, activating a siren or alarm, or alerting people in the immediate vicinity.

When reporting an emergency, remain calm and provide the following information:

- 📍 Your name & location
- 📍 The location of the emergency
- 📍 The number of people injured and type of injuries sustained
- 📍 Or – the type of incident
- 📍 Assistance requires; such as ambulance or fire brigade
- 📍 Any hazards that might exist; such as toxic fumes or spilt chemicals
- 📍 A contact phone number

2. PROTECT LIFE:

After raising the alarm, the second action should be to assist any injured workers. The degree of assistance you can offer, of course, will depend on your level of first aid knowledge and the degree of danger present, both to yourself and to others.

3. LIMIT THE IMPACT OR SPREAD:

The third step is to assess the situation and if it is safe to do so, take action to reduce the spread of the incident, such as by using an extinguisher to bring a fire under control. Once again, your level of involvement must be weighed up against the potential dangers present.

Incidents:

If a *serious accident or pollution incident* occurs on-site, you are required by law to report the matter to Work Cover as well as to your insurer.

A serious accident or pollution incident is where:

- There has been a fatality
- There has been a serious injury or illness, such as when a person:
- Is placed on life support
- Loses consciousness
- Is trapped in machinery or a confined space
- Has serious burns
- There is an immediate threat due to major machine or building damage
- Actual or material harm to the health and safety of human beings or to the ecosystem and environment.

Non-conformance to be issued see system procedure SP-7

Corrective and preventive action also to be issued if required see system procedure SP-8

In the event of a serious accident or incident the following actions are to be implemented. After identifying the incident, isolating the area, Bettergrow management will advise if the Emergency Services and Agencies are to be contacted.

1. Notify the appropriate Bettergrow management as per the list below.
2. Isolate the area and ensure all immediate personnel are aware of the issue.
3. Call 000 if the accident or incident presents an immediate threat to human health or property.
4. The appropriate regulatory authority (ARA) for the activity under the POEO Act (EPA or local council)
5. The EPA if environmental harm – Pollution Incident Notification Hotline (131555)
6. The Ministry of Health (via the local public Health unit)
7. Notify Work Cover on 13 10 50
8. Road incident RMS 131 700
9. The local authority (council) if environmental harm
10. Police / Fire and Rescue or Ambulance (000)
11. Alisa Gordon (Bettergrow) 0422 446 642

Staff is to assist all attending Emergency services where possible.



The Bettergrow site is to be isolated from the street by closing the front gate. A Bettergrow staff member is to be present at the gate at all times to allow emergency services onto site.

Bettergrow staff are not to provide comment to anyone other than the regulatory authorities attending site.

Following actions to remedy the incident, a full report is to be completed by the site OH&S person identifying the cause of the incident and recommendations to ensure that there is no reoccurrence or similar issues.

The report and recommendations are to be completed by the OH&S person by way of the Incident Report and Investigation form supplied by the company.

Management is to finalise the report and sign off within 2 weeks after the incident. The incident and report are to be filed for future reference.

-  Non-conformance to be issued see system procedure SP-7
-  Corrective and preventive action also to be issued if required see system procedure SP-8

Emergency contact list for the site (Put on Notice Board)

Fire / Ambulance / Police	000
Bettergrow Office	02 4587 7852
Emergency evacuation address	11 Whyalla Circuit Kelso NSW 2795 Across the road
Work Cover (Bettergrow management to make this call)	13 10 50
RMS Traffic incidents / road conditions reporting	131 700
EPA (Bettergrow management to make this call)	131 555
Alisa Gordon Bettergrow	0422 446 642
Andrew Hogarth Bettergrow	0449 631 210

1.1 Incident procedure

If an incident occurs at the workplace the procedure is:

Immediately notify the Contract administrator

Do not interfere with the scene of the incident unless required to make safe or render assistance

In the event of a spill contain and is safe to do so clean and remove

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- There has been a serious injury or illness, such as when a person:
- Is placed on life support
- Loses consciousness
- Is trapped in machinery or a confined space
- Has serious burns
- There is an immediate threat due to major machine or building damage
- Actual or material harm to the health and safety of human beings or to the ecosystem and environment.
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1st response**Site /Transport/Farm site Emergency****Pollution Incident Response Management Plan****1. Call 000 if accident or incident has cause or could cause threat to human life or property**

NSW Police Fire and Ambulance must be notified as 1st response to major incidents and will be responsible for controlling and containing incidents

2. Emergency contact numbers for Pollution incident

You must contact the appropriate authorities for pollution incident or Spills

CONTACTS

Bettergrow Office	02 6334 4432
Address	11 Whyalla Circuit Kelso
Police / Fire / Ambulance	000
Work Cover (Bettergrow management to make this call)	13 10 50
RMS Traffic incidents / road conditions reporting	131 700
EPA (Bettergrow management to make this call)	131 555
Alisa Gordon Bettergrow	0422 446 642
Neale Hogarth Bettergrow	0498 692 443
Andrew Hogarth Bettergrow	0449 631 210

Road Transport - Waste material for beneficial reuse

What to do in an Emergency!

In the event of an incident or accident the following actions are to be followed by the drivers of Bettergrow vehicles.

Accident

- You must stop if you are involved in an accident.
- Stay calm. Switch off the ignition and activate hazard lights
- Check to see if anyone is injured, and assist where necessary. Keep yourself and others out of harm's way.
- Dial 000 if there are personal injuries
- Do not admit liability or blame yourself publicly.
- Contact Bettergrow management.
- Police must be notified if there is personal injury or damage to property or livestock if the owners are not present
- Exchange details with the other driver

Spill

- Attempt to position the vehicle to minimise environmental harm (If safe to do so)
- Attempt to stop the spill. Use the spill kit supplied
- Contact Bettergrow management.
- Contact RMS if road crew needed for clean up
- If a major spill contact the EPA on 131555
- Remove all material used in spill clean-up. Dispose of correctly, this will be completed by RMS road crew & mechanical clean up method to be used **import sand or saw dust** to dry up any moisture and sprinkle on road (Supply crew manager with SDS if applicable)

**** An Incident report MUST be completed as soon as the driver reports back to the office.**

Bettergrow QA

None-conformance report and corrective action Report to be completed by Management MSM Clauses 5.17 & 5.18 Procedures SP7 and SP8 form NC01-Rev 0 & CAR 01- Rev 0

**** An Incident report MUST be completed as soon as the driver reports back to the office.**

Hazardous Material Register /SDS

Project:	Bettergrow		Site Location:	11 Whyalla Circuit Kelso		
Work commenced on (date):	Ongoing		Work due for completion on (date):	Ongoing		
PRODUCT NAME	LOCATION	QUANTITY (Litres)	PRODUCT LABELLED?	MSDS	CLASSIFIED AS HAZARDOUS IN THE SDS?	
			YES / NO	YES / NO	YES / NO	
Oily Storage Tank 1	Storage and processing shed	30000	NO	NO	NO	
Oily Storage Tank 2	Storage and processing shed	28000	NO	NO	NO	
Oily Mix Tank 1	Storage and processing shed	22000	NO	NO	NO	
Oily Mix Tank 2	Storage and processing shed	22000	NO	NO	NO	
Tallow 1	Storage and processing shed	80000	NO	NO	NO	
Tallow 2	Storage and processing shed	80000	NO	NO	NO	
Treated GTW Storage 1	Storage and processing shed	60000	NO	NO	NO	
FFW (Emergency) Storage 2	Storage and processing shed	60000	NO	NO	NO	
Blend tank 1 Grease trap	Storage and processing shed	25000	NO	NO	NO	
Blend tank 2 Grease trap	Storage and processing shed	25000	NO	NO	NO	
Blend tank 3 Grease trap	Storage and processing shed	28000	NO	NO	NO	
Blend tank 4 Grease trap	Storage and processing shed	25000	NO	NO	NO	
Anti Freeze Tank	Storage and processing shed	20000	NO	NO	NO	

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Vac 1 Tank	Storage and processing shed	30000	NO	NO	NO
Vac 2 Tank	Storage and processing shed	30000	NO	NO	NO
Open pond receiving pit	Storage and processing shed	2000	NO	NO	NO
<u>Chemicals on site listed below</u>					
AEA286 (liquid cationic polyacrylamide)	Storage and processing shed	80 litres	YES	YES	Yes minor
Premier one(Truck Wash BL10-B)	Workshop	1x 25 litres	YES	YES	Not Hazardous
Big Tex(water-soluble alkine solvent)	Storage and processing shed	1x 25 litre	YES	YES	Yes minor
Hydrated Lime	Storage and processing shed	50 x 20 kg bags	YES	YES	HAZARDOUS

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Kelso**WEEKLY Site & Machine inspection checklist Water Tank Pumps & Hoses**

Inspect each section and either tick *Good* or detail the *Action required* to rectify any problems found. If the problem can be rectified on the spot, carry out the *Action taken* and document what you have done. If the incident cannot be rectified immediately a Safety Hazard/Incident report is to be completed.

The site inspection sheet **MUST** be filed in the Incident Response Management Plan file.

Safety criteria will include:

- Walkways and thoroughfares clear and free of trip hazards; and hoses and leads fixed in position or put away
- Fire extinguishers well maintained and easily accessible

Date _____

Compound	Good	M	T	W	T	F	S	Action to be Taken
Site office & amenities								
Stormwater								
Odour control								
Compound General access in /out								
Weighbridge								
Spill station								
Toilet block and side passage Potential Pollutant Register								
Shut of Valves factory check for leaks								
Fire Extinguisher's								
PPE being worn								
Start up being Completed all Machines								

Please note the above is a visual check and a basic outline of this machine if you notice any other problem or potential problem please note in space below.

Name		Signature		Date	
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1. General Waste

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Visually check waste bins to ensure they only contain appropriate waste and are not overfull, place bins on the road for collection every Friday afternoon, and bring in on Monday mornings.

2. Waste sampling

- 2.1. Take and label and test daily samples as required.
- 2.2. Check load sampling and recording sheets for accuracy and completeness.
- 2.3. Dispatch any samples to the laboratory.
- 2.4. Check refrigerator is operating at the correct temperature range

3. Chemical and testing supplies

- 3.1. Check water treatment chemicals are stored correctly
- 3.2. Check volumes of water treatment chemicals and order if necessary
- 3.3. Check volumes of chemical test kits and strips e.g. pH, Ammonium and Nitrate and order if necessary.
- 3.4. Check number of sampling containers and order if necessary

4. PPE Gear

- 4.1. Check volumes of earplugs, gloves, eye protection and order if necessary.

5. MSDS

Ensure all containers liquid or powder stored on site have a MSDS if not list the product below and report to site manager to arrange one.

Supplier of product, name of product amount of product and any contact numbers on the container

5.1 Once site manager supplies the relevant documentation add it to the MSDS register

Name: _____

Date: _____ to _____

Signed: _____

Training & Competency Register Kelso

EMPLOYEE NAME		Company Induction	1 st Response incident accident	Tractor/ Plough SWMS	Front End Loader Operation	Kelso Plant operation	Site Orientation & Induction	First aid Certificate	Forklift	Truck Licence								Other items Not listed
		BG	BG	BG	C	C	C	EX										
REQUIRED FOR THIS JOB (Y/N)		Y	Y	Y	Y	Y	Y											
Alisa		Y	Y			Y	Y											
Rob		Y	Y	Y	Y	Y	Y		Y	Y HR								
Bill		Y	Y	Y		Y				Y HC								
Theresa		Y					Y											
James		Y	Y	Y		Y	Y											

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[illegible]

Other Notes:

RISKS & HAZARD Identification and control plan (Development of SH&EMWMS) Part of Quality control Plan

Risk Severity	Description of consequence or impact	Likelihood/ Probability		
		Likely	Moderate	Unlikely
H (1) (High level of harm)	Potential death, Permanent disability (Long Term rehabilitation) Major structural failure / damage to Vehicle or site infrastructure. Off-site environmental discharge/ release not contained and significant Environmental long-term harm. Contract compliance breach (Prosecution) WorkCover / EPA / Police or courts	1-L	1-M	1-U
M (2) (Medium level of harm)	Potential temporary disability (Short Term rehabilitation) Minor structural failure/ damage to vehicles or site infrastructure On-site environmental discharge/ release contained, Minor remediation required, short-term environmental harm. Minor compliance breach (possible Fine) Non-conformance / Corrective action	2-L	2-M	2-U
L (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharges/ release immediately contained, Minor level clean up with no short-term environmental harm. Near miss or complaint / potential problem (Hazard Report) recommend fix	3-L	3-M	3-U

See contract WH&S for actual SH&EWMS specific to THIS SITE

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Project : jobname	Issue : Hazard <input type="checkbox"/>
Site Supervisor:	Near Miss <input type="checkbox"/>
Date of incident / /	Equipment Defect <input type="checkbox"/>
Time of incident am/pm	Injury <input type="checkbox"/>
	Damage <input type="checkbox"/>

What happened?

Where did it happen?

Why did it happen?

Name any witnesses?

Reported verbally to: _____ Date/time: _____

Name/Address of Person Injured:

Nature of Injury:

Treatment: ☐ First Aid, ☐ Doctor (name), ☐ Hospital (name),

Transport used: ☐ none, ☐ car driven by, ☐ taxi, ☐ ambulance.

Name/Address of Person Injured:

Nature of Injury:

Treatment: ☐ First Aid, ☐ Doctor (name), ☐ Hospital (name),

Transport used: ☐ none, ☐ car driven by, ☐ taxi, ☐ ambulance.

Describe any Damage to Property/Equipment etc (attach sketch or photo, if available):

Incident investigation report No:

Date:

Fill in this checklist to aid in identifying the cause(s) of the incident

1. What was the physical condition of the work area where the incident occurred?
2. Had appropriate precautions been taken to make the work area safe?
3. Was the work area unsafe because of an unanticipated problem?
4. Were workers wearing appropriate protective clothing?
5. Was the correct equipment being used?
6. Was equipment being used properly, with safety features effective?
7. Were workers following approved safe work procedures?
8. Were safe work procedures adequate?
9. Were workers adequately supervised?
10. Were workers suitably qualified and/or trained?
11. Were there any communication problems/misunderstandings?
12. Was work layout a contributing factor?
13. Were there any technical or mechanical failures of tools or equipment?
14. Was equipment defective (eg inadequate maintenance, in need of repair)?
15. Was poor housekeeping on site a contributing factor?
16. Was safety pre-planning adequate?
17. Other observations

SUMMARY:

Short-term measures to make the situation safe are:

Recommended Long-term actions to prevent recurrence of the incident are:

Non-conformance Reports (SP7) Corrective/preventive action notifications (SP8)

..... Service Co-ordinator..... Safety Rep(date)

REVIEW: Long-term action to be taken is:

Contracts Manager (date)



★ **REAR NEIGHBOUR:**
Bettergrow, Newcastle Place
Kelso NSW 2795

