



**BetterGROW**

EPA Licence No. 5487

*Environmental Management*  
**POLLUTION INCIDENT  
RESPONSE MANAGEMENT PLAN  
PIRMP**

48 Industry Road, Vineyard NSW 2765

**1<sup>st</sup> Issue August 2012  
2<sup>nd</sup> Issue April 2013  
3<sup>rd</sup> Issue November 2013  
4<sup>th</sup> Issue Oct 2014  
5<sup>th</sup> Issue Oct 2016  
6<sup>th</sup> Issue Aug 2017  
7<sup>th</sup> Issue June 2018  
8<sup>th</sup> Issue Feb 2019  
9<sup>th</sup> Issue May 2020**

Bettergrow Pty Ltd

ABN 71 062 888 117

48 Industry Road VINEYARD NSW 2765 AUSTRALIA Tel: (02)4587-7852 Fax: (02)4577-2603

PO Box 945 WINDSOR NSW 2756

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

REQUIRED INFORMATION	PAGE	CONTENTS DOCUMENT REFERENCE
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 10	Accidents / Emergencies and Incidents. Incident report and investigation. Weekly site inspections. Tool box talks.
Inventory of potential hazards.	11	Hazard Register.
Maximum quantity of any pollutant stored and location.	12 to 14	Chemical Register.
Description of safety equipment used to minimise or contain during an event.	14	Spill Kits / saw dust / bund containers.
Contact names responsible for activating plan, contacting authorities managing incident.	8	Accidents / Emergencies and Incidents. Contact sheet.
Contact detail for relative authorities.	9	Contacts sheet.
Details for dealing with transport incidents.	10	Road Transport- What to do in an emergency.
Arrangements to minimise harm for site staff.	5 to 9 17 & 18	Accidents / Emergencies and incidents. Toolbox meetings. Training and competency register.
Detailed maps of site.	22	Site map.
Description of identifying risks. Early warnings. Updates.	15	Weekly site inspections.
Staff Training.	16	Training and competency register.
Incidents on site.	20 to 21	Incident Report Form.

## PIRMP / Bettergrow – Vineyard – May 2020

Main Hazards to Human Health or the Environment	Likelihood	Events to increase likelihood	Impacts to Neighbouring Sites	Pre-emptive Action to Minimise Risk
<b>DUST</b>	High	Strong Winds	Medium	Water cart / sprinkler system to minimise dust
STORM WATER RUN OFF	Medium	Heavy Rain Tank overflow	Low Low	Stormwater Management Plan
<b>WATER TANKS EXTERNAL TO BUILDING</b>	Low	Over Flow	Low	Dedicated tanker
<b>HYDRAULIC LEAK ON EQUIPMENT</b>	Low	Damage to hose (inspect before start up)	Low	Spill kits to be provided to machines
<b>DIESEL STORAGE TANK</b>	Low	Damage to bund wall	Low	Install bollards
<b>UNDERGROUND TANKS</b>	Low	Heavy Rain	Low	Dedicated tanker
<b>CENTRIFUGE AREA</b>	Low	Heavy Rain Tank overflow	Low	Bund area
<b>DRILL MUD RECEIVAL PIT</b>	Low	Pump Failure	Low	High level alarms Depth indicator
<b>POLISHED WATER TANKS</b>	Low	Tank Rupture / Overflow	Low	High level alarms
<b>WELDING GAS</b>	Low	Isolated Storage	Low	Maintenance – Safety Checks
<b>CHEMICALS ON SITE</b>	Low	Spill	Low	
<b>MATERIALS STORED ON RACKING</b>	Low	Impact	Low	Stand 15 metres away from operating forklift
<b>HYDRAULIC OIL</b>	Medium	While Pumping	Low	Level ground / check hand pump
<b>GENERATOR NOISE</b>	Low	While running	Low	Ear plugs near machine
<b>EXTERNAL MATERIAL BUNKERS</b>	Low	Heavy Rain	Low	Stormwater Management Plan
<b>FORKLIFT GAS</b>	Low	Impact	Low	Secure storage
<b>ELECTRICITY POLES</b>	Low	Impact	Medium	Exclusion zone / bollards

Bettergrow Pty Ltd

ABN 71 062 888 117

48 Industry Road VINEYARD NSW 2765 AUSTRALIA Tel: (02)4587-7852 Fax: (02)4577-2603

PO Box 945 WINDSOR NSW 2756

## 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. Some first aid kits contain booklets which can be used as a register and most newsagents also stock registers. Speak to your worker's compensation insurance company if you need more information on how to document accidents or injuries.

If you employ workers you are also required to have documented 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.

You are also required to keep 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:

All internal tanks banded to 110 % of their maximum capacity.  
 High level warning alarms fitted to internal tanks and centrifuge feed tank.  
 Shut off valves fitted to all tanks.  
 Fence erected around external dam.  
 Lifesaving Ring located near water receiving pit.  
 Hay bales located on storm water exit points.

### 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: 131 555
6. The Ministry of Health (via the local public Health unit): 02 9391 9000
7. Notify Work Cover: 13 10 50
8. The local authority (Council) if environmental harm: 02 4560 4444
9. Fire and Rescue: 1300 729 579
10. Michael Stewart – Bettergrow: 0432 165 376
11. Neale Hogarth – Bettergrow: 0498 692 443
12. Andrew Hogarth – Bettergrow: 0449 631 210
13. Neil Schembri – Bettergrow: 0419 636 088
14. Brett Hawkins – Bettergrow: 0459 369 000

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.

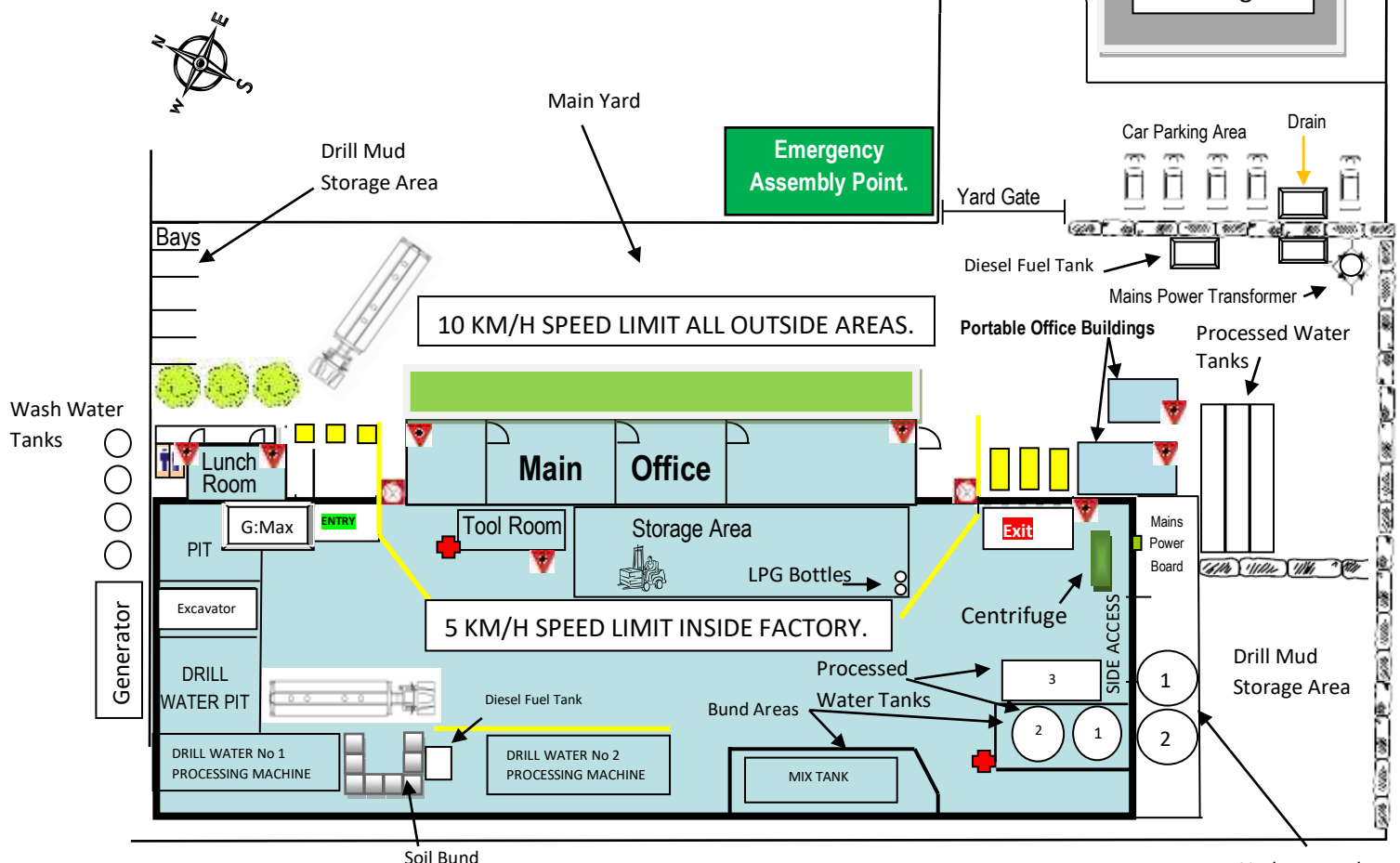
The report and recommendations are to be completed by the OH&S person by way of the Incident Report and Investigation form supplied by the company.

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).****The emergency evacuation signal is:****3 short bursts of the signal horn.****Please do the following when you hear the signal horn:**

1. Stop what you are doing
2. Shut down your machine if it is safe to do so
3. Take the safest route to the Emergency Assembly Point
4. Assist and advise people along the way to do the same
5. Have your name marked of assembly point list by management
6. Wait at the Emergency Assembly Point until directed otherwise by management or emergency services

**Do not go in search of other personnel unless instructed.****Contacts:**Bettergrow (Office): **4587 7852**Bettergrow (Compliance): **0449 631 210**Emergency Services (Fire, Police, Ambulance): **000**Windsor Police - 13 Mileham St, Windsor: **4560 6999**Windsor Fire Station - 1 Anderson Place, South Windsor: **4577 3182**Hawkesbury Hospital - Corner Day and Macquarie St, Windsor: **4560 5555**Endeavour Energy: **13 10 03**

**Legend:** Carbon dioxide (CO<sub>2</sub>) fire extinguisher. Fire Hose. First Aid Kit. Toilets.



**CONTACTS**

<b>Bettergrow Office</b>	02 4587 7852
<b>Bettergrow Fax</b>	02 4577 2603
<b>Address</b>	48 Industry Rd, VINEYARD NSW 2765
<b>Fire / Police / Ambulance</b>	000
<b>Work Cover</b>	13 10 50
<b>Windsor Council</b>	02 4560 4444
<b>EPA</b>	131 555
<b>Work Cover</b>	13 10 50
<b>RMS (Traffic / Road Conditions)</b>	131 700
<b>Neale Hogarth</b>	0498 692 443
<b>Andrew Hogarth</b>	0449 631 210
<b>Michael Stewart</b>	0432 165 376

## **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 occurs, contact the EPA on: 131 555.
- Remove all material used in spill clean-up. Dispose of correctly.

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

PIRMP / Bettergrow – Vineyard – May 2020

**HAZARD REGISTER**

<b>Project:</b>	<b>Bettergrow</b>	<b>Site Location:</b>	<b>48 Industry Road, Vineyard NSW 2765</b>		
PRODUCT NAME	LOCATION	QUANTITY	PRODUCT LABELLED?	SDS	CLASSIFIED AS HAZARDOUS IN THE SDS?
			YES / NO	YES / NO	YES / NO
Diesel Storage Tank	Shed – North West	5,000 litres	Yes	Yes	Yes
Diesel Storage Tank 2	Main Yard – South East	13,000 litres	Yes	Yes	Yes
Processed Water Tank 1	Shed – South	20,000 litres	No	No	No
Processed Water Tank 2	Shed – South	20,000 litres	No	No	No
Processed Water Tank 3	Shed – South	40,000 litres	No	No	No
Wash water Tanks X 4	External – North / Shed	4 x 16,000 litres	No	No	No
Drilling Mud Receivable Pit	Shed – North	150m3	No	No	No
First Water Pit	Shed – North	200m3	No	No	No
Underground Processed Water Tanks 1 & 2	Shed – South	25,000 litres	Confined Space	No	No
Ground Processed Water Tanks 1, 2 & 3	Yard – South	3 x 70,000 litres	Confined Space	No	No

Bettergrow Pty Ltd

ABN 71 062 888 117

48 Industry Road VINEYARD NSW 2765 AUSTRALIA Tel: (02)4587-7852 Fax: (02)4577-2603

PO Box 945 WINDSOR NSW 2756

<b>Site:</b>	Bettergrow - 48 Industry Road, Vineyard	<b>Person Responsible:</b>	Michael Stewart.			
	<b>CHEMICAL REGISTER</b>					
<b>Register date:</b>	May 2020					
ID	Product Name	Location	Quantity	Product Labelled	MSDS	Classified as Hazardous in the MSDS?
				Yes / No	Yes / No	Yes / No
1	Oxygen Bottles (Coregas)	On Trolley	1 Cylinders	Yes	Yes	Yes
2	Vacuum Pump Oil 68	Pallet racking	205 Litres	Yes	Yes	No
3	LPG Cylinders Forklift	Pallet racking	6x24kg Cylinders	Yes	Yes	Yes
4	Defoamer	Container	50 Litres	Yes	Yes	No
5	MaxiFloX Preparation 860	Centrifuge bay	20kg bags(Pallet)	Yes	Yes	No
6	Liquid Poly now not used	Centrifuge bay	205 Litres	Yes	Yes	No
7	Round Up	Container	20 Litres	Yes	Yes	Yes
8	Hydrated Lime	Pallet racking	45kg	Yes	Yes	Yes
9	Diesel (Soy Diesel)	Bunded area	5000 Litres	Yes	Yes	Yes
10	Sulphuric Acid now not used	Centrifuge bay	16 Litres	Yes	Yes	Yes
11	Coagulant	Centrifuge bay	40 Litres	Yes	Yes	No
12	Acetylene (Coregas)	On Trolley	1 Cylinder	Yes	Yes	Yes
13	AW Hydraulic Oil ISO46	Pallet racking	1 x 205 litres	Yes	Yes	No
14	Gypsum (Richgro)	End Mix Tank	20kg bags(Pallet)	Yes	Yes	No
15	Gear oil Mobil 600 XP	Container	20 Litre	Yes	Yes	No
16	Coolant (Cat) ELC	Container	20 Litre	Yes	Yes	Yes

Bettergrow Pty Ltd

ABN 71 062 888 117

48 Industry Road VINEYARD NSW 2765 AUSTRALIA Tel: (02)4587-7852 Fax: (02)4577-2603

PO Box 945 WINDSOR NSW 2756

ID	Product Name	Location	Quantity	Product Labelled	SDS	Classified as Hazardous in the SDS?
	<b>CHEMICAL REGISTER</b>			<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
17	Castrol RX Mono DD40	Container	20 litre	Yes	Yes	No
18	Truck Wash (Blue Heeler)	Container	20 litre	Yes	Yes	No
19	Glitz Glass Cleaner	Container	5 litre	Yes	Yes	No
20	Concrete sealer (Slat N Stone)	Container	5 litre	Yes	Yes	No
21	Grease Monkey	Container	5 x 500 ml bottles	Yes	Yes	No
22	Touch Up aerosol (headland)	Container	350g x 1	Yes	Yes	Yes
23	Squirts aerosol (bright green)	Container	350g x 1	Yes	Yes	Yes
24	Dy-Mark (spray & mark)	Container	350g x 3	Yes	Yes	Yes
25	Septone Etch Primer	Container	400g x 1	Yes	Yes	Yes
26	Dulux Quick Dry (heritage red)	Container	325g x 1	Yes	Yes	Yes
27	Galmet (Hammered metal finish)	Container	350g x 2	Yes	Yes	Yes
28	Polyfilla (expanding foam)	Container	390g x 3	Yes	Yes	Yes
29	Red Lith (tak grease)	Container	450g x 8	Yes	Yes	No
30	Blaster PB (penetrating lube)	Container	311g x 6	Yes	Yes	Yes
31	Devcon Stop Sieze (nickel)	Container	500g x 1	Yes	Yes	Yes
32	Rocol RTD Spray	Container	300g x 1	Yes	Yes	Yes
33	Sikaflex-Pro (sealant)	Container	310g x 6	Yes	Yes	Yes

Bettergrow Pty Ltd

ABN 71 062 888 117

48 Industry Road VINEYARD NSW 2765 AUSTRALIA Tel: (02)4587-7852 Fax: (02)4577-2603

PO Box 945 WINDSOR NSW 2756

ID	Product Name	Location	Quantity	Product Labelled	SDS	Classified as Hazardous in the SDS?
	<b>CHEMICAL REGISTER</b>			<b>Yes / No</b>	<b>Yes / No</b>	<b>Yes / No</b>
35	WD 40	Container	400g x 2	Yes	Yes	Yes
36	Vinidex Priming Fluid (red)	Container	500 ml x 2	Yes	Yes	Yes
37	Vinidex Type N solvent cement	Container	500 ml x 2	Yes	Yes	Yes
38	Liquid Nails fast grab x 2	Container	420g x 3	Yes	Yes	No
39	Christys pipe thread sealant	Container	100 ml x 1	Yes	Yes	Yes
40	Diggers brush & roller restorer	Container	500 ml x 1	Yes	Yes	Yes
41	Fleetguard PG(pre-mix coolant)	Container	20 litres	Yes	Yes	No
42	Energol GR-XP 220(gear oil)	Bund Area	20 litres	Yes	Yes	No
43	Mobil 2 stroke oil	Container	1 litre	Yes	Yes	Yes
44	Durobond epoxy thinner	Container	10 litres	Yes	Yes	Yes
45	Kenco degreaser	Container	5 litres	Yes	Yes	Yes
46	Turbo builders bog	Container	1 kg	Yes	Yes	Yes

**Pre-emptive:**

**Spill Kits and / or saw dust to be used on oil spills and oil drum to sit on top of bund containers.**

**Vineyard Site Example**

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
- Soil, sludge and other waste materials kept within their designated areas
- Hand and power tools in good working order; and fixed machines well maintained and working normally
- General housekeeping adequate; dust minimised; rubbish bins emptied regularly
- Lighting adequate in passageways, thoroughfares and main work areas
- Fire extinguishers and hose reels well maintained and easily accessible; entrances and exits clear

<b>Office buildings</b>	<b>Good</b>	<b>Action required / action taken</b>
Main office		
Lunch room and adjoining rooms		
Toilet block and side passage Potential Pollutant Register		

<b>Shed</b>	<b>Good</b>	<b>Action required / action taken</b>
Muddy water pit and entranceway		
Main shed area & equipment		
Rear storage area		
Clear and free access for trucks		
Tool room & First Aid		

<b>Outside areas</b>	<b>Good</b>	<b>Action required / action taken</b>
Truck parking area and RHS fence		
Yard gate and car park		
Storage bays and latticed area		
Main driveway and front gate		
Compound and silt pond		

## PIRMP / Bettergrow – Vineyard – May 2020

Staff Training & Competency Register

EMPLOYEE NAME	Company Induction	Pollution Incident Response Management Plan	Site Orientation & Induction	JCB Telehandler	Forklift	G-Max	Heavy Combination	Excavator	First Aid Certificate	Del 1500	Del 750	Mix Tank	Centrifuge	Classification of Drillers Mud
<b>REQUIRED FOR THIS JOB (Y/N)</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
Neil Schembri	Y	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Susan Hogarth	Y	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kim Hogarth	Y	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Michael Stewart	Y	Y	Y	Y	Y	Y	NA	Y	Y	Y	Y	Y	Y	Y
Neale Hogarth	Y	Y	Y	N/A	N/A	Y	N/A	Y	N/A	Y	Y	Y	Y	Y
Andrew Hogarth	Y	Y	Y	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Glenn Davies	Y	Y	Y	Y	N/A	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A
Brett Hawkins	Y	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Emanuel Sultana	Y	Y	Y	Y	N/A	Y	N/A	Y	N/A	Y	Y	Y	N/A	Y
Reece Robertson	Y	Y	Y	Y	N/A	Y	N/A	Y	N/A	Y	Y	Y	Y	Y
Nick Rossman	Y	Y	Y	Y	Y	Y	N/A	Y	N/A	Y	Y	Y	Y	Y
Chris Mangold	Y	Y	Y	Y	N/A	Y	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A
Les Watson	Y	Y	Y	Y	N/A	Y	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A
Scott Green	Y	Y	Y	Y	N/A	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A
Steve Parday	Y	Y	Y	Y	N/A	N/A	Y	Y	N/A	N/A	N/A	N/A	N/A	N/A
Scott Coyle	Y	Y	Y											
Michael Coyle	Y	Y	Y											

Bettergrow Pty Ltd

ABN 71 062 888 117

48 Industry Road VINEYARD NSW 2765 AUSTRALIA Tel: (02)4587-7852 Fax: (02)4577-2603

PO Box 945 WINDSOR NSW 2756



PIRMP / Bettergrow – Vineyard – May 2020

## TOOLBOX Example.

Workplace: Bettergrow		Vineyard Drill Mud		Date: 26/05/2020	
Supervisor / Presenter:		Michael Stewart			
PERSONS PRESENT					
PRINT NAME	SIGNATURE	PRINT NAME	SIGNATURE		
Michael Stewart		Scott Coyle			
Bill Sultana		Michael Coyle			
Reece Robertson		Nick Rossman			
TOPICS:					
1		Updated Procedures EC & PH. Factory flow chart.			
2		Accepting Loads & Delivery Dockets (Yellow).			
3		Classification of Loads.			
4		Excavator and G-Max Operation. Staggered rosters.			
5		Site Safety Map & Assembly Point - What to do in an Emergency.			
6		Water Cart.			
PRESENTER					
COMMENTS:					
1. Please review the factory flow chart and operator responsibilities sheet.					
2. Ensure every incoming load has completed a hand-written delivery docket. There is no excuse for a docket not being completed, i.e. a Bettergrow staff member must attend every incoming load and first ask the driver to present the yellow Bettergrow delivery docket issued by Kim (or a staff member when book is not in the factory). This must happen first, even before a sample is taken. Also, a staff member must issue the dockets, the drivers are not permitted to write their own dockets when the book is in the factory as too many details such as date, rego, location or drivers signature are being missed when it is left to them filling it in themselves.					
3. Classification of Loads - Please review procedure. This procedure is the most important procedure to protect Bettergrow from accepting contaminated loads entering our receival pit. Steps 1, 2 & 3 must be followed on every load - <b>NO EXCEPTIONS</b> - so as above, a driver must be attended to by a Bettergrow employee when they arrive at our facility and not proceed to perform any action of emptying or sampling until after this time.					
4. G:Max machine is a very important addition to our facility and we need to keep this running with material being fed into it at all times while machine is running. So during morning tea and lunch we will need to stagger staff during these times so the machine is being fed and not left running empty. Mick will work out a staggered roster during morning tea and lunch - this will also facilitate servicing truck drivers at these times as again, no driver can unload until they are attended to by a Bettergrow staff member.					
5. Safety Site Map has been updated, please review and read procedures on map plus take note of the location of fire extinguishers and emergency evacuation point and contact numbers.					
6. Water cart is important for EPA compliance for dust suppression. Entire site to be monitored and worked regularly or as needed. Please do not let water cart spray against any vehicles in car parking area at any time.					

Bettergrow Pty Ltd

ABN 71 062 888 117

48 Industry Road VINEYARD NSW 2765 AUSTRALIA Tel: (02)4587-7852 Fax: (02)4577-2603

PO Box 945 WINDSOR NSW 2756

Date

**RISKS & HAZARD Identification and control plan (Development of SWMS) Part of Quality Control Plan.**

Risk Severity	Description of Consequence or Impact	Likelihood / Probability		
		Likely	Moderate	Unlikely
<b>H (1)</b> (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
<b>M (2)</b> (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
<b>L (3)</b> (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

Bettergrow Pty Ltd

ABN 71 062 888 117

48 Industry Road VINEYARD NSW 2765 AUSTRALIA Tel: (02)4587-7852 Fax: (02)4577-2603

PO Box 945 WINDSOR NSW 2756

**INCIDENT REPORT FORM**

Project:

Site Supervisor:

Date of incident:        /        /

Time of incident:                      am / pm

Issue : Hazard ☐Near Miss ☐Equipment Defect ☐Injury ☐Damage ☐

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).

Reported by:

Date: .....

Incident Report Page 20 and 21.

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

1. What was the 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 (e.g. 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: \_\_\_\_\_ Date: \_\_\_\_\_

**REVIEW:** Long-term action to be taken is:

Compliance Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Bettergrow.

[48 Industry Road, Vineyard NSW 2765](#)



Document	Version	Issue date
Management System Manual	Version 9	May 2020
<u>Safety Health and Environmental Work Method Statements</u>		
SWMS Drill Mud Plan - Vineyard	Version 3	May 2020
Environmental Management Plan	Version 5	Sep 2019
Safety & Environment Induction Manual	Version 7	Oct 2018
WHS Management Plan	Version 7	Dec 2018
<u>Safety Instructions</u>		
1. SI - SOP Biosolids Trailer	Version 2	May 2020
2. SI - SOP Excavator	Version 2	May 2020
3. SI - SOP Telehandler	Version 2	May 2020
4. SI - SOP Road Emergency / Contacts	Version 3	May 2020
5. SI – SOP Forklift	Version 2	May 2020
<u>Bettergrow Forms</u>		
1. PPE Register	Version 3	May 2020
2. Training and Competency Register	Version 2	May 2020
3. SP3 Form 1 - Competency Assessment Record	Version 2	May 2020
4. SP3 Form 2 - Toolbox Meeting Record	Version 2	May 2020
5. Chemical Register / SDS	Live Version	May 2020
6. Plant Form 3 - Electrical Equipment Register	Six Monthly	May 2020
7. Plant Form 4 - Supplier + Subcontractor QA	Version 2	May 2020
8. Plant Form 6 - Fire Extinguisher Register	Six Monthly	May 2020
9. WHS Form 1 - Site Safety Rules	Version 2	May 2020
10. WHS Form 2 - Injury and Emergency Procedure & Contacts	Version 2	May 2020
11. WHS Form 7 - Weekly Site Safety Checklist	Version 2	May 2020
12. WHS Form 10 - Monthly Safety Review Checklist	Version 2	May 2020
13. SP 7 Form - Non-conformance Report	Version 2	May 2020
14. SP 8 - Fix It Report	Version 2	May 2020
15. SP 8 - Corrective Action Register	Version 2	May 2020
16. WHS Form - Hazard Report	Version 2	May 2020
17. WHS Form 13 - Injuries Register	Version 2	May 2020
18. Incident / Injury Report Form	Version 2	May 2020



**BetterGROW**