KEMBLAWARRA

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

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1.0 PURPOSE

South Coast Equipment Pty Ltd (SCE) holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for SCE Processing & SCE Recycling located at 277 Shellharbour Road, Port Kembla NSW 2505. As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test, and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2009.

NOTE: This plan must be developed in accordance with the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2009.

Licensees should also refer to the EPA's Guideline: Pollution incident response management plans.

2.0 DEFINITIONS

Pollution Incident - an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

Material Harm - involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or 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).

3.0 REFERENCES

- Protection of the Environment Operations Act 1997
- Protection of the Environment Operations Regulation (General) 2009
- Environmental Guidelines: preparation of pollution incident response management plans (NSW EPA 2020).
- EPA PIRMP template for premises-based licensees and mobile plant licensees

4.0 ENVIRONMENTAL PROTECTION LICENCE (EPL) DETAILS

Name of licensee (including ABN): South Coast Equipment Pty Ltd

EPL number: 1265

Premises name and address: SCE Processing & SCE Recycling, Lot 1 Shellharbour Road, Port Kembla NSW 2505.
LOT 1 DP 25910, PART LOT 2 DP 561366

Company or business contact details - Name: Craig Ford
Position or title: Divisional Manager
Business hours contact number: 0417 188 065
After hours contact number: 0417 188 065
Email: cford@sce-aust.com

Website address: https://www.sce-aust.com/

Scheduled activity / activities on EPL: Resource recovery

Fee-based activity/activities on EPL: Recovery of general waste (Scale – any general waste recovered)

5.0 POLLUTION INCIDENT – PERSON/S RESPONSIBLE

PIRMP activation / Notifying relevant authorities / Managing response to pollution incident –

Name of person responsible: Craig Ford
Position or title: Divisional Manager
Business hours contact number: 0417 188 065
After hours contact number: 0417 188 065
Email: cford@sce-aust.com

The following table outlines the other personnel responsible for the site that can be contacted 24/7:

Title	Name	Contact
Divisional Manager	Craig Ford	0417 188 065
Logistics & Sales Manager	Michael Villanti	0413 742 812
Managing Director	Michael Aubin	0413 742 814
Group Manager HSE & Compliance	Cameron Hall	0413 742 801

The Weighbridge may also be contacted during site operation hours:

Title	Name	Contact
Weighbridge	Lisa Seitaridis	02 4274 9077

6.0 NOTIFICATION OF RELEVANT AUTHORITIES

Relevant authorities to be notified in the case of a pollution incident that causes or threatens to cause material harm to the environment include:

Emergency services - Police, Fire, Ambulance:	000
Emergency services - Fire and Rescue NSW:	1300 729 579
EPA:	131 555
Nearest public health unit - Wollongong Hospital:	02 4221 6700
Safework NSW:	131 050
Local authority – Wollongong council:	02 4227 7111

Depending on the pollution incident, the following organisations or agencies may require notification:

Sydney Water:	132 090
Department of Planning, Industry and Environment:	1300 305 695
Roads and Maritime Services:	132 701

7.0 NOTIFICATION AND COMMUNICATION WITH NEIGHBOURS AND THE LOCAL COMMUNITY

Owners or occupiers of premises in the vicinity of the licensed premises include:

Snare Fabrication:	02 4274 1312
Industrial Galvanizers:	02 4275 8888
Dean Industries:	02 4276 1599
Best Sheds:	02 4678 7777

The Operations Manager will assess the severity of the incident with regard to the impact on neighbouring properties, this includes considering:

- Does the pollution incident have the potential to affect one or more neighbouring properties?
- How will it affect them (including long and short-term effects)?
- What actions need to be taken by the neighbouring properties to protect them from harm?

The Operations Manager, or their delegate, will contact neighbouring properties via phone or face to face with an early warning immediately if the neighbouring property is directly affected by the incident and/or needs to complete actions to ensure the safety of their premises and any persons on their premises. The Operations Manager, or their delegate, will provide regular updates to the directly affected neighbouring properties via phone or face to face and once the incident has been contained, the 'all clear' will be communicated to them.

The Operations Manager, or their delegate, will contact neighbouring properties not directly affected by the incident via phone or face to face within 2 hours of the incident occurring.

The Operations Manager, or their delegate, will contact the neighbouring properties with follow up communications either face to face or via phone calls or face to advise them of the conclusions of the incident investigation, including root cause and corrective actions to ensure the incident does not occur again. The follow up communication will be made once the incident investigation has been completed or sooner if information needs to be relayed urgently.

If any specific information is required to be provided to the community so it can minimise the risk of harm, this information will be provided to the community via the company website and social media platforms.

8.0 DESCRIPTION AND LIKELIHOOD OF HAZARDS

SCE Processing & SCE Recycling is not a classified hazardous facility, however, there are substances and activities undertaken on the site that if not controlled adequately could pose a risk to the environment and/or human health. The site risk register (*KEM-REG-RIS-001- Risk Register*) provides a description of the hazards to human health or the environment associated with the activity to which the licence relates. The current environmental risk register, which makes up a part of the site risk register is shown in *Table 2* below.

The likelihood of any such hazards occurring, including consideration of any conditions or events that could, or would, increase that likelihood are assessed in accordance with the *SCE Recycling Environmental Matrix* shown in *Table 1* below.

Potential incidents identified include:

Air - Escape of significant dust or smoke to atmosphere
Water - Escape of significant sediment, oil, grease, fuel off site to a watercourse
Land - Escape of significant sediment, oil, grease, fuel off site to land

The EPA environmental risk level of the site is 1. The controlled nature and permitted operation of the site currently presents a low risk. Risk assessments have determined the following residual risks for the identified potential pollution incidents:

Air - Low
Water - Low
Land - Low

Table 1: SCE Processing and SCE Recycling Environmental Matrix

		High likely is it to be that bad?			
		E - Very likely Could happen any time	F - Likely Could happen sometime	G - Unlikely Could happen but very rarely	H - Very unlikely Could happen, but probably never will
How severe are consequences?	A - Permanent Environmental Damage on Community &/or Breach Client Environmental Licence Condition	1	1	2	3
	B - Permanent Environmental Damage Localised	1	2	3	4
	C - Environmental Damage leaving damage up to 12 months	2	3	4	5
	D - No damage or Environmental Impact, but cleaned up - No Scars	3	4	5	6

Risk Level	
High	1
Medium	2-3
Low	4
Very Low	5-6

Table 2. SCE Recycling and SCE Processing Environmental Risk Register (KEM-REG-RIS-001- Risk Register)

Hazard Reference	Aspect of Business That May Adversely Impact the Environment and/or Harm Persons	Adverse Impact on the Environment and/or Persons	Uncontrolled			Controls Required to Eliminate or Reduce the Environmental Impact or Harm to Persons	Controlled			Emergency Response - In the event that controls fail	LAWWN	Functions Responsible
			Conse-quence	Likeli-hood	Risk Rating		Conse-quence	Likeli-hood	Risk Rating			
ERR-KW-01	Spillage of product on roads – client property or public property	Potential impact to adjacent habitats or waterways Loss of control may lead to a Non Conformance for SCE or client Material on roads could cause vehicle accidents and injury to persons involved	C	E	2	Tail gates of trucks regularly inspected Mud locks fitted to tailgates where necessary Supervision of areas and materials to monitor operations and risk of spillage Trucks not overloaded Loads secured and covered No loading of unsuitable truck bodies	C	H	5	Drivers trained to notify Supervisor immediately of any spillage Spillage cleaned up immediately under guidance of SCE Recycling Supervisor or client Daily inspection checklist and audits	Land - Water - Air	SCE Recycling Manager
ERR-KW-02	Dust and material driven off site caused by SCE Recycling trucks Fugitive Air Emissions	Contamination to air Potential impact to adjacent habitats or waterways Loss of control may lead to a breach to SCE Recycling Environmental Licence or client May lead to injury to person/s if inhaled i.e. lung damage, respiratory issues	C	E	2	Water cart used to suppress dust when and when required Water sprays used on stockpile areas where required Road sweeper used to clean up dust on sealed roads when required All trucks to use truck wheel wash when exiting site Activities which have the potential to generate dust have been identified Audits and inspections Review incident reports Equipment fit for purpose Training system in place All significant dust emissions are reported Respiratory PPE available on site and personnel trained in use Personnel on site encouraged to wear PPE during any dusty events when outside cabs of machines Personnel Health Monitoring Personnel Occupational Hygiene Monitoring	C	G	4	Drivers and operators trained to inform Supervisor of any significant dust and spillages Drivers report all spillages to supervisor Supervisor contains and cleans up spillages immediately Daily inspection checklist and audits Operators trained in use of water cart and stockpile management	Land - Air - Water	SCE Recycling Manager
ERR-KW-03	Bulk oil and fuel storage area for new and used tanks and drums	Potential for spill and ground contamination of surrounding area, potential to cause injury to persons that come into contact with spillage	C	G	4	Fully bunded area Drums stored on bunded pallets Area fully under cover Secure storage. Drainage inspected regularly Risk assessment of all oils/grease etc SDSs Appropriate PPE provided to personnel involved in spill clean up Personnel trained in spill response Refer to SDS of product if any injuries occur due to substance	C	H	5	Personnel trained in spill response Spill equipment positioned in storage container Fuel area bunded and maintained	Land - Water	SCE Recycling Manager

Hazard Reference	Aspect of Business That May Adversely Impact the Environment and/or Harm Persons	Adverse Impact on the Environment and/or Persons	Uncontrolled			Controls Required to Eliminate or Reduce the Environmental Impact or Harm to Persons	Controlled			Emergency Response - In the event that controls fail	LAWWN	Functions Responsible
			Conse-quence	Likeli-hood	Risk Rating		Conse-quence	Likeli-hood	Risk Rating			
ERR-KW-04	Disposal Of Waste Material And Product. 1. Oil 2. Oil Filters 3. Tyres 4. Batteries 5. Coolant And Oily Water 6. Parts Cleaning Waste 7. Ferrous And Non Ferrous Scrap	Potential to contaminate the local environment. Potential breach to SCE Recycling Environmental Licence. Potential to cause injury to persons that come into contact with waste material and product.	B	F	2	1. Oil is collected and contained disposed of by Maintenance Contractor 2. Used oil filters collected/disposed of by Maintenance Contractor 3. Old and worn tyres are disposed of through supplier 4. Used batteries are collected/disposed of by Maintenance Contractor 5. Waste Coolant and Oily Water is collected and contained disposed of by Maintenance Contractor 6. Parts are cleaned over a drum. Waste is collected and of by Maintenance Contractor 7. Waste Metal is Collected and disposed of in Scrap metal bins Contractor Management Systems Personnel trained in spill response Appropriate PPE provided to personnel involved in spill clean up Refer to SDS of product if any injuries occur due to substance	B	H	4	Personnel trained in spill response. Spill equipment positioned in yard and sign posted	Land - Water - Waste	SCE Recycling Manager
ERR-KW-05	Refuelling and General Servicing Activities In SCE Recycling Yard, Plant serviced and refuelled in Yard and workshop	Oil or Diesel Spill Ground contamination of surrounding area Drain run-off into waterway Potential to cause injury to persons that come into contact with oil or diesel.	A	G	2	Cut-off pumps fitted to diesel re-fuellers Refuelling SWP Fuel Spill SWP Personnel trained in spill response Appropriate PPE provided to personnel involved in spill clean up Notify appropriate authorities if oil or diesel has spilled into waterway Refer to SDS of product if any injuries occur due to substance	D	F	4	Spill kit on site Personnel trained in spill response	Land - Water	SCE Recycling Manager
ERR-KW-06	Oil or fuel spillage	Oil or Diesel Spill Ground contamination of surrounding area Drain run-off into waterway Potential to cause injury to persons that come into contact with oil or diesel.	A	G	2	Maintenance of equipment Correct Storage of oils - spill pallets Bunded are around fuel tanks Personnel trained in spill response Appropriate PPE provided to personnel involved in spill clean up Notify appropriate authorities if oil or diesel has spilled into waterway Refer to SDS of product if any injuries occur due to substance	D	F	4	Spill kit fitted in storage container	Land - Air - Water	SCE Recycling Manager
ERR-KW-07	Dust Emissions from SCE Recycling Yard	Contamination to air May lead to injury to person/s if inhaled i.e. lung damage, respiratory issues	D	F	4	Daily environmental inspection checklist of yard Water cart and road sweeper used when required to suppress dust Yard is regularly graded as required Dust/Water sprays used on stockpile and yard Sprays on Crushing plants Respiratory PPE available on site and personnel trained in use Personnel on site encouraged to wear PPE during any dusty events when outside cabs of machines Personnel Health Monitoring Personnel Occupational Hygiene Monitoring	D	H	6	Reporting procedures in place Procedure includes response requirements	Air	SCE Recycling Manager

Hazard Reference	Aspect of Business That May Adversely Impact the Environment and/or Harm Persons	Adverse Impact on the Environment and/or Persons	Uncontrolled			Controls Required to Eliminate or Reduce the Environmental Impact or Harm to Persons	Controlled			Emergency Response - In the event that controls fail	LAW/WN	Functions Responsible
			Conse-quence	Likely-hood	Risk Rating		Conse-quence	Likely-hood	Risk Rating			
ERR-KW-08	Emissions from SCE Recycling plant	Pollution to air. May effect person/s health if inhaled i.e. lung damage, respiratory issues	D	F	4	Maintenance of equipment as per OEM recommendations. Fuel usage monitored by maintenance manager. Report when visual emissions are present. Respiratory PPE available on site and personnel trained in use. Personnel Occupational Hygiene Monitoring	D	H	6	Defect reporting procedures in place. Procedure includes response requirements.	Air	SCE Recycling & Maintenance Managers
ERR-KW-09	Asbestos in loads of incoming waste	Contamination to stockpile. Potential to contaminate air/ground of surrounding area. Loss of control may lead to a Non-Conformance for customer and/or SCE Potential for injury to person/s if inhaled i.e. May cause lung disease, including asbestosis, lung cancer and	D	F	4	Personnel trained in Asbestos awareness and safety inspect incoming loads of waste. Every Incoming load of waste inspected first at weighbridge and secondary at tip and spread area once unloaded and spread. Regular auditing of yard and stockpiles to detect any Asbestos contamination. Quarantine and testing of any suspected material. Asbestos Management Plan and Procedure SS.SE.5.01 Respiratory PPE available on site and personnel trained in appropriate use. Asbestos Management Kit available. Condition monitoring for Airbourne dust and Asbestos.	D	G	5	Asbestos Management Plan and Procedure KEM-PRO-TRN-001 - includes reporting and response procedures.	Land - Air	SCE Recycling Manager
ERR-KW-10	Fire i.e. at site, at neighbouring facility, bushfire etc.	Contamination to air i.e. smoke and pollutants burning, contamination to ground i.e. injury to humans i.e. breathing in smoke and pollutants could lead to respiratory issues, coming into contact with fire could lead to burns or death, pollutants could enter water ways through smoke or fire fighting water run off.	B	F	2	Site Emergency Plan. Site Evacuation Procedure. Trained personnel to fight small fires using Extinguishers and hose reels. Remove combustible materials from impact of fire where possible. Isolate energy sources where possible.	B	G	3	Personnel trained in fire fighting KEM-PRO-ERP-001-Emergency Plan	Land - Air	SCE Recycling Manager
ERR-KW-11	Flash Flooding	Contamination to waterways from materiasl stored oniste, persons injured i.e. drowning	C	F	3	Site Emergency Plan Site Evacuation Procedure Evacuation Procedure Bunds to contain material onsite & prevent washaway. Where possible and safe to do so, relocate any equipment to an area that they will not be effected by the flood i.e. high ground	C	G	4	KEM-PRO-ERP-001-Emergency Plan	Water-Land	SCE Recycling Manager

ERR-KW-12	Site wide electrical failure	Unable to process material correctly Unable to suppress dust Unable to access PIRMP in an emergency Unable to call Emergency contacts	C	F	3	Hard copy of Site Emergency Plan and PIRMP available at Weighbridge. Works to cease in event of site wide electrical failure if necessary. In case of electrical failure, contact electrical company Self Operating Plant Diesel Watercart Mobile Phones Weight gauges on loader and trucks.	C	H	5	KEM-PRO-ERP-001-Emergency Plan	Land - Air	SCE Recycling Manager	12	Emergency Procedure	N/A
ERR-KW-13	Heavy vehicle movement	Dust Noise Collision with structures & stockpiles Collision with other vehicles Collision with pedestrians causing significant injury/death Leakage of substances from heavy vehicle i.e. fuel, oil etc. Injury to persons due to dust or noise.	C	E	2	Traffic Management Plan Heavy vehicles to operate away from storage areas. Site speed limit Watercart watering down haul roads. Trained personnel operating vehicles. Dust and Noise complaints investigated Positive communication via UHF Radar detection and reverse cameras in loaders. Pedestrian and heavy vehicle segregation. Vehcile pre-start inspections.	C	G	4	Reporting procedures in place. Personnel trained in spill response. Spill equipment positioned in yard and sign posted. Traffic Management Plan. KEM-PRO-ERP-001-Emergency Plan	Land-Air	SCE Recycling Manager	12	Emergency Procedure Traffic Management Plan	N/A
ERR-KW-14	Stockpile Slump	Injury to persons due to stockpile engulfment, environmental degradation and damage to infrastructure	C	F	3	Stockpile inspections Stockpiles placed on stable ground 6m maximum stockpile height Segregation of stockpiles. Stockpile Height Monitored and Managed Materials Handling Procedures Minimal Undercutting	C	G	4	KEM-PRO-ERP-001-Emergency Plan BMA014 Daily Environmental Checklist	Land-Air	SCE Recycling Manager	12	Emergency Procedure	N/A

9.0 PRE-EMPTIVE ACTIONS TAKEN

The following pre-emptive actions are to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises:

Dust event –

- Cobblestone entrance road that reduces generation of fines on surface
- A mobile water tanker with a cannon is used to supress unsealed roads, and stockpiles on a regular basis.
- Stockpile dust is controlled with water sprinklers
- All crushing and screening plant have water sprays to mitigate dust emissions
- A suction road sweeper is scheduled (Min 2/week) to clean entry and exit roadways on a regular basis to manage any wheel drag out onto sealed roadways.
- A truck wheel wash and heavy cobble arrangement is used for all Trucks to travel through prior to exiting site.
- Dust is monitored via the Daily site inspection checklist
- Audits and observations by operational personnel

Sediment Run Off –

- Captive material bunds (high walls) around site boundary
- The fall of the land is designed such that all water is directed to the dish drains
- Former drainage pipe leading to side infiltration trench is capped off
- All water used in the truck wash bay is recycled and used for dust suppression on site
- Site entrance Hardstand area of site's driveway is wholly demarcated ~150m from material stockpiles through raised elevations
- Audits and observations

Oil, Grease & Fuel Systems –

- All oiling, greasing, and fuelling of plant and equipment is carried out on site in accordance with the relevant safe work procedure
- Appropriate concrete bunding for bulk storage
- Sealed pavement in the refuelling area to capture any potential spills while refuelling machinery
- Three portable 240L Hazchem kits are located per site map
- Audits and observations

Asbestos in Loads of Incoming Waste –

- Personnel trained in Asbestos Management Plan and Procedure (KEM-PRO-TRN-001)
- Inspections of incoming waste loads completed by trained personnel
- Regular training of personnel
- Audits and observations
- No asbestos allowed on site
- Asbestos management kit located in the watercart. This kit contains a face mask, disposable gloves and PVA spray solution. Disposable coveralls are also available for use in the PPE storage cabinet.

Land Management-

- Improved site flora with the planting of Casuarina trees along sites Southern boundary
- Lantana and Bitou bush control program around the site boundary

10.0 INVENTORY OF POLLUTANTS

Pollutant	Use	Maximum Quantity Amount
Ash	Resource recovery	150 000 tonnes
Coal Washery Reject	Resource recovery	150 000 tonnes
Cement Fibre Board	Resource recovery	150 000 tonnes
Excavated Natural Material	Resource recovery	150 000 tonnes
Electric Arc Ladle Slag	Resource recovery	150 000 tonnes
Sand	Resource recovery	150 000 tonnes
Rail Ballast	Resource recovery	150 000 tonnes
Virgin excavated natural Material	Resource recovery	150 000 tonnes
Building and demolition waste	Resource recovery	150 000 tonnes
Asphalt waste (including asphalt resulting from road construction and waterproofing works)	Resource recovery	150 000 tonnes
Glass	Resource recovery	150 000 tonnes
Electric Arc Furnace Slag	Resource recovery	150 000 tonnes
Granulated Blast Furnace Slag	Resource recovery	150 000 tonnes
Basic Oxygen Steel Slag	Resource recovery	150 000 tonnes
Wood Waste	Resource recovery	150 000 tonnes
Cured concrete waste from a batch plant	Resource recovery	150 000 tonnes
Soils	Resource recovery	150 000 tonnes
Diesel	Mobile and Stationary Equipment Fuel	8500 litres
Engine Oil	Machine Maintenance	200 litres
Hydraulic Oil	Machine Maintenance	600 litres
Grease	Machine Maintenance	180 kg
Scrap Metal	Resource recovery	150 000 tonnes
Green Waste	Banned from site	Not allowed on site, however there is a potential for it to enter site in a contaminated load
Asbestos	Banned from site	Not allowed on site, however there is a potential for it to enter site in a contaminated load

A folder of SDS' for all hazardous or dangerous substances on site can be found in the workshop area and office.

11.0 SAFETY EQUIPMENT

Safety Inventory	Quantity	Location/s
Large Spill Kit	1	Near Diesel Tank
Portable Spill Kit	2	Inbound and Outbound Weighbridge
Fire Extinguishers	40	Office, Crib Room, Workshop, All Mobile Plant
Asbestos Management Kit	1	Watercart
Disposable Coveralls	Min 4	Office PPE cabinet

PPE is supplied to all personnel and additional PPE is located in the office. Plant and equipment are available to create additional bunding in the event of significant sediment runoff or a fuel spill using material available on site. Any material used for bunding will be assessed in accordance with the Waste Classification Guideline for appropriate disposal. The Asbestos Management kit contains a face mask, disposable gloves and PVA spray solution.

12.0 MINIMISING HARM TO PERSONS ON THE PREMISES PRIOR TO, DURING AND DIRECTLY FOLLOWING AN INCIDENT

In order to minimise the risk of harm to any people who will be on the premises or who are likely to be on the premises should an incident occur, the following is completed/in place:

- Site evacuation procedures in place and personnel are trained in site evacuation procedures (as outlined in *KEM-PRO-ERP-001- Emergency Plan*) through site inductions, annual evacuation drills, toolbox talks, review of the *KEM-PRO-ERP-001- Emergency Plan*,
- Emergency Assembly areas are in place and clearly advertised to site personnel through the site induction, signage, toolbox talks, annual evacuation drills,
- Audible warning alarms (calling an Emergency over the site UHF) are in place and tested during the annual emergency drill. What to do after hearing the warning is outlined in the site induction, the site emergency procedure and toolbox talks,
- Pollution Incident Response Management Plan is in place and personnel are trained in the PIRMP through annual PIRMP drills, the site induction, toolbox talks, review of the PIRMP, review of the work instruction *KEM-WIN-TRN-016 - Emergency & Pollution Incident Procedures*,
- SCE employees are not to complete works on site until they have been inducted on the PIRMP and Emergency requirements,
- Fully stocked and regularly checked spill kits,
- Personal Protective Equipment (PPE),
- Bunded and appropriately stored chemicals,
- Risk assessments for tasks in the form of work procedures, SWMS, JSAs, Take 2s etc.,
- Regular training in tasks, procedures etc. including materials handling and storage, use of PPE, hazard identification etc.
- Safety Data Sheets (MSDS),
- Supervision,
- Safety Observations,
- Dust suppression i.e., watercart, sprinklers,
- Corrective actions identified and implemented for all hazards, incidents and near misses on site,
- Site inspections,
- All incidents area investigated,
- Areas are cordoned off during an incident to stop unauthorised access,
- Hard copies of the PIRMP and Emergency Procedures are available in the weighbridge office.

12.1 Evacuation Procedure during a pollution incident

Should a pollution incident require evacuation, the Chief Warden (or their delegate) shall call the Evacuation over the UHF radio channel 15 and instruct personnel to proceed to the assembly area. Then the following should occur (as per the *KEM-PRO-ERP-001- Emergency Plan*):

- All personnel will follow instructions to evacuate immediately, all operations are to cease (if safe to do so),
- All personnel are to stay calm and evacuate to the assembly area in an orderly manner unless they are requested by the Chief Warden or their delegate to stay and assist with the clean-up of the pollution incident (if safe to do so). When assisting with the clean-up of the pollution incident, this PIRMP should be followed, and any necessary PPE should be worn. SDS of any chemicals should be obtained and referred to,
- All Wardens are to wear a red helmet and a hi-vis vest during an emergency to enable them to be easily identified,
- First Aid Officers are to aid the injured persons and assist them (if safe to do so and instructed to do so by the Chief Warden or their delegate),
- The Chief Warden (or their delegate) will contact emergency services where necessary,
- The Chief Warden (or their delegate) will send someone to the front gate to meet the Emergency services and direct them to the Emergency,
- If you are at the office and it is safe to do so, take the onsite Contractor and Visitor register and take it to the assembly area, ensure you inform the Chief Warden that you have done this. If no one is in the office to take the onsite contractor and visitor register, the Chief Warden (or their delegate) will collect this,
- The Chief Warden (or their delegate) will walk through all safe areas of site (including amenities blocks) directing persons to the appropriate assembly area for headcount. If a delegate has completed the walk through, they must report the result of the check to the Chief Warden.
- The Chief Warden (or their delegate) will take headcount,
- All personnel are to ensure their name has been taken and placed on the register at the assembly area,
- Personnel are not to leave the assembly area unless authorised to do so,
- Upon the arrival of emergency services, the Chief Warden (or their delegate) will advise them of the situation and any missing personnel,
- No personnel are to return to the evacuated building or area until the Chief Warden gives the "All Clear".

In the event of the release of hazardous materials, persons are to proceed up wind of the release. If the assembly area is downwind of the release the Chief Warden (or their delegate) is to relocate all persons to a safer location.

13.0 MAPS

The site needs to provide a detailed map (or set of maps) showing the:

- Location of the premises to which the licence relates
- Surrounding area likely to be affected by a pollution incident
  (Distances to nearest Residence-391m / School-623m / Waterway (Lake at 720m), (Ocean at 641m) however stormwater cannot travel this direction.
- Location of potential pollutants on the premises
- Location of any stormwater drains on the premises.

Refer to *attachment 1* for map.

14.0 ACTIONS TO BE TAKEN DURING OR IMMEDIATELY AFTER AN INCIDENT

1. *Communicate the hazard*

Immediately notify others working in the area, the Chief Warden, and the Operations Manager of the hazard via the UHF radio, as per the *KEM-PRO-ERP-001- Emergency Plan*. Provide early notification to neighbouring properties, if necessary.

If the situation warrants it, evacuate the area as per the *KEM-PRO-ERP-001- Emergency Plan*.

If necessary, call emergency services. When calling emergency services, be sure to inform them which material was spilled and the quantity, so that first responders will be ready to address the situation. Send someone to the front gate to direct the emergency services to the incident.

Ensure that anyone who is injured or has been contaminated is removed from the immediate area and taken to a safe place.

Communication of the emergency to notify all personnel of the situation, as well as any updates throughout and following the situation will be completed over site UHF channel 15 where possible.

Communication will be provided to personnel and neighbouring properties throughout the incident (especially to provide controls that need to be implemented by them to ensure their safety) and following the incident to give the 'all clear'.

2. *Control the hazard*

If a spill occurs identify the source and assess whether it can be controlled (stopped) in a safe manner. If safe to do so, take immediate steps to stop the leakage and/ or control the spill. This may involve putting small leaking containers into large containers or bins, turning off appropriate valves, putting containers back to their upright position, putting lids on, isolate feed lines, plug leaks etc.

The SDS of the material must be referred to assess how to manage the spill, including what PPE should be worn when dealing with the material.

If the spill involves asbestos, the Asbestos Management Plan and Procedure (*KEM-WIN-TRN-001 - Asbestos Management*) must be followed, which involves obtaining the Asbestos Management Kit prior to any involvement with the asbestos.

If asbestos is present or suspected to be present, works in that area must be ceased.

If asbestos is present or suspected from an incoming waste load, trained personnel will instruct the driver to remain in their truck and not leave the site. If the driver has left site, they are to be notified by the Operations Manager to return to collect the potentially contaminated waste.

3. *Contain the hazard*

Do everything you can to contain the spilled material in as small an area as possible to keep it from spreading. After protecting human health, the main priority is to prevent the material from discharging off site.

Liquid spills can often be contained by spreading absorbent materials such as compressed fibre board, fine sand, vermiculite, or clay over the whole spill. In other cases, a shovel or power equipment can be

used to construct a dam. No matter how small the spill, it is important to stop it flowing into any body of water, including stormwater drains.

Barriers should be utilised around the perimeter of the spill i.e., absorbent booms, absorbent socks/snakes, compressed fibre board, sand, soil, or any other absorbent object, to prevent the emission spreading.

When an emission is on a hard surface, absorbent granules or sand should be used.

Drysorb (absorbent granules) and absorbent socks/ snakes are available in the spill kits around site. Compressed fibre board, sand and soil is available in the stockpiles on site. Note, if sand is to be used, it may have to be replaced regularly until the spill is cleaned up due to its poor absorbency. Compressed fibre board, which is readily available on site, it has a much higher absorbency rate than sand and should be utilised where drysorb, absorbent socks/ snakes are not adequate.

For large spills, use a loader to construct earth bunds around spill or use sandbags. Spread compressed fibre board, sand, or soil on ground to soak up fuel, oil or chemical.

If discharge enters waterway and mixes with water, isolate it by booms.

If asbestos is present or suspected to be present, trained personnel will water down the contaminated area and spray it with a PVA and water solution (Available in the Asbestos Management Kit).

The area of the spill will be cordoned off to prevent unauthorised access.

If the hazard of concern is dust emission, the sprinklers should be turned on the sources that are emitting the dust and the water cart is to be utilised. If water suppression fails, operations cease until the dust can be minimised to an acceptable level.

4. *Clean up the hazard*

All appropriate PPE must be worn during the clean-up process.

Where appropriate, spread absorbent material over the contaminated area. Once absorbed, place this material in a drum or other suitable container lined with a heavy-duty plastic bag (available within the site spill kits) and dispose of at the appropriate waste facilities.

Where soil has been contaminated by a severe spill, remove the contaminated soil, and dispose of it at am appropriate disposal site. Cover the area with at least 5 cm of lime, and then with fresh topsoil. Where minor spills result in soil contamination, activated charcoal applied immediately to the contaminated site should be utilised to reduce soil contamination and subsequent plant damage.

All contaminated materials (including sand, absorbent materials, soil etc.) and PPE will be bagged and disposed of in accordance with legislation at the appropriate waste facilities. Be sure to wash your hands and any other areas that may have come in contact with the materials thoroughly. If your clothing can be safely decontaminated and cleaned, follow the appropriate steps. Otherwise, dispose of the clothing.

Asbestos present or suspected from incoming waste load will be reloaded into the truck that brought the waste to site, ensuring that no material is left on site.

Asbestos present or suspected during crushing operations will be disposed of in accordance with regulations and further investigations will be completed to determine how the material entered site.

5. *Report the hazard*

Contact the relevant authorities as per Section 4 of this Procedure.

As well as contacting relevant authorities, the Operations Manager must contact the Divisional Manager and the HSEC Coordinator.

6. *Investigations and review*

The event must be investigated in terms of cause and effect to determine root causes, develop controls to prevent it occurring again and to communicate key findings with personnel. During the investigation, the response to the incident should be reviewed to determine if it was in line with this PIRMP.

The EPA may perform their own investigations.

The site is to be preserved until all investigations are complete.

The effectiveness of this PIRMP will be tested annually and one month after reportable pollution incidents.

15.0 STAFF TRAINING, TESTING AND UPDATING THE PIRMP

This plan will be tested and updated on an annual basis and within one month of a pollution incident. The plan will be tested through reviews, desktop assessments and drills and will be recorded on the Pollution Incident Response Test Checklist (*KEM-PRO-ERP-001B - Emergency Drill Planning & Evaluation Form*).

A copy of training records and reviews of the PIRMP are recorded in the HSEQ database.

Desktop assessments require site personnel responsible for testing the plan, to select a scenario from the Environmental Risk Register (table 2) and ensure that all the required controls for the scenario are in place. During the desktop assessment environmental control and PPE equipment supplies should be inspected to ensure that they are functional and that there are enough materials to ensure that emissions relating to the scenario can be controlled effectively and safely.

Annual PIRMP drills will be documented and signed off by the personnel members involved. These records will be maintained on site.

All staff will be trained in the PIRMP annually in the form of a Toolbox Talk and records will be maintained on site.

All staff will review this plan annually and will be inducted minimum 3-yearly which includes important elements of the PIRMP and SCE's environmental obligations. Each staff member will sign off on these documents as proof of training and these documents will be maintained within their staff training records.

More senior staff onsite will be prepared for roles that they may fill if management is offsite at time of incident including more in depth PIRMP training.

16.0 RECORD RETENTION AND AVAILABILITY

A copy of all SCE Recycling and SCE Processing pollution incident response records will be recorded in the HSEQ database.

A hardcopy of this plan is available in the office to all personnel. It is also located on the SCE Website www.sce-aust.com. In addition, a copy will be produced to any EPA Inspector/Officer on request.

17.0 REVISION / TESTING HISTORY

Revision No.	Document Review Date	Revisions Detail	Carried Out By	Approved By
1	20/11/2013	Document created	MW – Ops Manager RM – HSE Superintendent	MW – Ops Manager
2	05/01/2015	Review as part of completing PIRMP drill	MW – Ops Manager RM – HSE Superintendent	MW – Ops Manager
3	15/02/2016	Review as part of completing PIRMP drill	MW – Ops Manager RM – HSE Superintendent	MW – Ops Manager
4	27/03/2017	Review as part of completing PIRMP drill	MW – Ops Manager RM – HSE Superintendent	MW – Ops Manager
5	20/02/2018	Review as part of completing PIRMP drill	MW – Ops Manager RM – HSE Superintendent	MW – Ops Manager
6	25/01/2019	Review as part of completing PIRMP drill	CB – Ops Manager GM – HSE Superintendent	CB – Ops Manager
7	27/05/2019	Changer PIRMP in line with EPA required actions and recommendations	CB – Ops Manager GM – HSE Superintendent	CB – Ops Manager
8	26/04/2020	Review as part of completing PIRMP drill	DVZ – Ops Manager GM – HSE Superintendent	DVZ – Ops Manager
9	8/4/2021	Review as part of completing PIRMP drill	JD – Ops Manager GM – HSE Superintendent	JD – Ops Manager
10	02/09/2021	Changed PIRMP in line with EPA required actions & recommendations, as well as EPA PIRMP template	JD – Ops Manager SB - HSEC Coordinator	JD – Ops Manager
11	10/11/2021	Updated Attachment 3 to include emergency equipment Added attachment 4 site water collection map	JD – Ops Manager SB - HSEC Coordinator	JD – Ops Manager
12	25/10/2022	Removed attachment 1 as KEM-PRO-ERP-001B - Emergency Drill Planning & Evaluation Form has replaced PIRMP drill report. Changed James Davies references to Joseph Burke	JB – Ops Manager SB - HSEC Coordinator	JB – Ops Manager
13	30/12/2022	Updated old document references, updated drill history	SB - HSEC Coordinator	SB - HSEC Coordinator
14	06/12/2023	Change Joseph Burke with reference to Craig Ford	MF-Senior WHS Advisor	CF-Ops
15	12/01/2024	Updated site map (Attachment 1), updated PIRMP drill history	SO - HSEC Coordinator	SO - HSEC Coordinator
16	22/03/2024	Updated map	SO - HSEC Coordinator	SO - HSEC Coordinator
17	21/03/2025	Included Lot 2 references per EPL updates. Additional Pre-emptive actions included.	CH – HSE Manager	CF-Ops
18	26/05/2026	Updated site contacts and PIRMP drill	SO – WHS Consultant	CF-Ops

18.0 PIRMP Drill History

Date	Conducted By	Drill Description	Learnings
25/02/2020	JD – Ops Manager GM – HSE Superintendent	Excessive dust leaving site	The PIRMP did not have current contact details internally and externally (neighbours)
06/04/2021	JD – Ops Manager GM – HSE Superintendent	Engine oil spill in workshop	Spill kits, bunded pallets & bunded storage areas available on site
02/12/2022	Mick Johnson – PEP Training	The spillage exercise was a spill of diesel in the rear yard	See *Kemblawarra - Emergency Drill Planning & Evaluation Form - December 2022* and *Kemblawarra - PEP Training Drill and Training Report - 02122022*
05/12/2023	Bernie Pilgrim – PEP Training	Mobile plant fire and evacuation	See *Kemblawarra Drill report 2023*
06/12/2023	Craig Ford	Oil spill in yard	Spill Kits, bunded storage areas available on site. If items in spill kits are used, they are to be replaced.
11/12/2024	Mick Johnson – PEP Training	Simulated fire involving a loader parked next to the fuel bay behind the rear shed. Contaminated fire water was contained using spillage kits.	The spill kits used for the drill were located inside the rear shed and took time to access as the rear roller door was closed.
19/11/2025	Bernie Pilgrim – PEP Training	Simulated fire in weighbridge security box which became out of control and required evacuation of the building and site. See *Kemblawarra Drill report 2025.*	See *Kemblawarra Drill report 2025.*

Attachment 1 Map: Lot 1 Shellharbour Road, Kemblawarra, and Surrounding Area

Attachment 2 Map: Water Collection at the Site

PERSONNEL DECLARATION

I have read, understand, and agree to comply with this Pollution Incident Response Management Plan for SCE Recycling at Kemblawarra. I am aware that this plan is available for my review at any time, and I will review it as required.

NAME	SIGNATURE	DATE