



POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

10 Davis Rd Wetherill Park

Purpose:

To ensure Halgan Liquid Waste operates in an environmentally responsible manner and with due diligence. To remain current with changes in Acts and Regulations, provide the necessary instructions, training and reporting framework for environmental management, incident response and Work Health and Safety.

Authority and Responsibility:

Directors have the authority and responsibility for ensuring that Halgan Liquid Waste acts with due diligence in;

- training all employees with the requirements of this procedure
- ensuring the necessary resources are allocated to remain compliant with this procedure
- monitoring all environmental incident data
- maintaining record data
- communication and reporting to relevant authorities
- media reporting

Environmental Incidents:

Include, but are not limited to:

- events or circumstances that are notifiable (see definition below), or which may result in the receiving of a warning, infringement notice or other penalty from a regulator;
- leaks, spills or releases of any substance (other than clean water) into water, air or land;
- explosion, and/or fire at Halgan liquid Waste site, or any other work site caused by or involving the services of Halgan Liquid Waste or employees.

A notifiable incident is defined as an incident that must be reported to the NSW Environment Protection Authority pursuant to the Protection of the Environment Operations Act 1997.

A notifiable incident is one that causes material harm to the environment.

More specifically, the incident:

- involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; and/or,
- results in actual or potential loss or property damage in excess of \$10,000, including the costs and expenses that would be incurred in taking all reasonable and practical measures to prevent, mitigate or remediate harm to the environment.




Protocol for Industry Notification of Pollution Incidents:

If the incident presents an immediate threat to human health or property, contact MUST be made to 000 in the 1st instance.

Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the **first responders**. They are responsible for controlling and containing incidents.

Immediately after calling Emergency Services the driver/operator must contact Halgan Management.

If the incident **does not** require action by the 1st responders, or a call to 000, the relevant authorities are to be contacted in the following order. The 24-hour hotline for each authority is given when available:

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local council) –
- the EPA, if it is not the ARA – phone Environment Line on 131 555
- the Ministry of Health via the local Public Health Unit – see www.health.nsw.gov.au/publichealth/infectious/phus.asp 
- the WorkCover Authority – phone 13 10 50
- the local authority if this is not the ARA
- Fire and Rescue NSW – phone 1300 729 579.

The appropriate contact for the relevant local authority and Public Health Unit will vary. All necessary contact numbers should be found in advance and stored for immediate access should a pollution incident need to be notified. These contact numbers should also be identified in the Pollution Incident Response Management Plan prepared for the premises.

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by WorkCover.

Halgan Liquid Waste Onsite Contacts:

<u>Name</u>	<u>Position</u>	<u>Contact Numbers</u>
Kerry Hall	Director	0414 230 552
Danny Conlon	CEO	0418 407 686
Zahra Kheraluwala	Operations	0431 365 475
Glenn Horne	Operations	0402 307 343

EMERGENCY POLLUTION RESPONSE PROCEDURE:

Initial response by the driver / operator on site is to:

- Without putting one's self in danger, make the area safe
- If required and safe to do so, provide assistance to any injured persons;
- If a liquid spill, isolate and stop leakage if possible.
- Locate and Isolate drains if possible.
- Notify Halgan Liquid management immediately.
- Notify site manager/supervisor;
- Await further instructions

If adequate resources are not available to contain material released in a pollution incident and it threatens public health, property or the environment, Fire and Rescue NSW, NSW Police and the NSW Ambulance Service should be contacted for emergency assistance - phone 000.

Incident Categories:

All incidents MUST be reported immediately.

Halgan Liquid Waste class environmental incidents into the following categories:

- Category 1** - Short term or minor incident with minimal or no effect on the environment.
Eg. A small spill easily cleaned up by operator.
A report must be filled out and given to the Operations Manager upon returning to the depot or at end of day with drivers Log Sheet.
- **Category 2** - A moderate incident that requires extensive Company resource management to rectify with potential medium term harm to environment or public safety, or causes public complaint.
- **Category 3** – A Major incident that can cause measurable environmental harm, with long term impacts, requiring emergency services assistance, or community concerns requiring significant rectification measures. Incidents that require assistance beyond the companies resources



Incident Reporting:

All environmental incidents must be reported to the Halgan Liquid Waste immediately.

The following information will be provided and assessed for response.

1. Name and contact details
2. Location of incident
3. Time of incident
4. Nature of incident

Management will assess the information on a risk basis and take the appropriate steps for the category requirements.

- **Category 1**
Internal reporting to Operations Manager via incident form.
- **Category 2 and 3 Incidents**
Report to Halgan Liquid Waste
Halgan Liquid Waste Management to manage and report to:
Environment Protection Authority via Pollution Hotline 131555
Upon assessment of potential to manage incident if life, property or environment are under threat of harm:
Local Council (Fairfield City Council) 9725 0222
Fire & Rescue 1300 729 579
Police 000
Sydney Water 132 090 (24 hours)
WorkCover 131050

Notification to Neighboring Industries and Properties:

- In a category 2 or 3 event where pollution may result in damage or harm to the neighboring businesses or properties they must be notified immediately.
Should an emergency evacuation be necessary a copy of this PIRMP must be taken to the Evacuation Assembly Point and all notifications are to be undertaken by mobile phone from that point.



Staff Training:

Staff training, for emergency procedures which include, Fire, Evacuation, Spills and Pollution Incidents are to be carried out at least once per annum.

A record of training is to be kept on file in personnel files, secured in the office.

SITE DETAILS

Premises Details
HALGAN PTY LIMITED
10 DAVIS ROAD
WETHERILL PARK
NSW 2164
LOT 603 DP 260618





ENVIRONMENT MANAGEMENT PROCEDURE

Transportation of Liquid Waste

Halgan Liquid Waste maintains its fleet in accordance with all statutory regulations and is currently maintained by the vehicle manufacturer which is an MTA approved facilities. All vehicles are cleaned and operated in an environmentally friendly manner. This pertains to the

- Prior to daily transport operations the driver is to undertake a “Pre Start” inspection of the vehicle. Pre Start books are to be kept in the vehicle at all times.
- No vehicle is to be used if there are identified problems that make the vehicle not roadworthy.
- All repairs are to be completed by a qualified mechanic (or suitably qualified person dependent on the repair)
- If required upon arriving at site, the driver will report to the site office or contact person to laise with them regarding the site-specific instructions. And, if necessary, undergo any required induction training for the safe completion of their work.
- Whilst on site Halgan Liquid Waste drivers will comply with all site specific WHS regulations.
- Within a site all vehicles will be driven in a safe and proper manner according to site regulations.
- All due diligence will be taken to ensure that during connection and disconnection of hoses and fittings there is no spillage leading to contamination of the area.
- Halgan Liquid Waste vehicles comply with State Transport requirements and comply with all regulatory requirements.
- Halgan Liquid Waste employees will be aware of other workers or general public in the vicinity and act in a professional manner to ensure their comfort and safety is maintained whenever possible.
- Upon completion of their work Halgan Liquid Waste employees will fill out the necessary documentation, recording the task undertaken by site, volume removed and where required, notation of time spent on location.
- When leaving the site (if required), the employees will again report to the site office or contact, and present documentation for signing and leave a copy of service docket or invoice with clientele.

Grease Trap Treatment

- Prior to accepting any waste for treatment the following must occur:
 - Receival pump to be operated to ensure full function
 - Receival tanks to be inspected and checked to ensure empty
 - Storage tank levels to be checked via PLC screen
 - All plumbing to be inspected for leaks
 - Operation of DAF inspected.
 - Chemical storage inspected

- During receives the following must occur
 - All vehicles entering the facility must be a “dedicated” grease trap vehicle
 - Vehicles must be registered with Sydney Water (Sydney services)
 - Vehicles must have a QR2 capability
 - All drivers must be inducted to site
 - Vehicles will only unload in designated area
 - Operator only to use site pumps during unloading system
 - All waste will be via onsite flow meter and a docket provided to the driver (optional)
 - Once the vehicle is empty the operator will remove the hose.
 - Drivers will be instructed to exit the site via the Elizabeth St exit and turn left only to eliminate traffic issues
 - Operator to check the solids screen and removed material as and when required

- Transfer of received material
 - Once the vehicle has exited the site the operator is to immediately isolate the receipt tank
 - Prior to transfer the operator is to check the information screen to ensure the tank to be used is empty or capable of receiving the waste volume and open the valves ready for transfer.
 - The operator is to then commence the transfer via the transfer pump.
 - Once the waste is transferred to valve is to be closed
 - The operator then checks the receipt tank ensuring it is ready for another load.

- Processing
 - Waste Transfer
 - All process tanks are timed to allow a minimum of 4 hours settling to comply with the EPA Treated Grease Trap Exemption.
 - All tanks are to be monitored via the PLC screen.
 - Once the waste settled the operator is to transfer the settled water to the pretreatment tank.
 - Once the settled water is transferred the operator then transfers the remaining waste to the sludge holding tank.

- End of Day
 - Inspection of water discharge to sewer
 - Isolation of all valves
 - Isolation of all pumps
 - External site inspection to check on odour scrubber effectiveness



ENVIRONMENTAL INCIDENT REPORT FORM

This form is to be completed by the Halgan Liquid Waste driver or representative in attendance at the environmental incident. The completed form is to be forwarded to Halgan liquid Waste as soon as practicable or within 24 hours of the incident.

Incident Type	
Environmental Incident	<input type="checkbox"/> Environmental Complaint

Employee Details
Name:

Incident Location
Yes <input type="checkbox"/>
Address where Incident occurred:
Street: Suburb:
Nearest X Street:

Incident Details	
Date of Incident:	Time of Incident:
Type of Pollutant: eg (Grease Trap Waste, Odour etc.)	
Estimated Quantity/Volume:	
Details of Incident: How/Why and steps taken to minimise effect and rectify.	
Note: Attach separate sheet if insufficient space.	

Notification of Incident (To be completed by Halgan Liquid Waste)			
EPA Pollution Hotline	Yes / No	NSW Fire Service (Hazmat)	Yes /No
Local Council	Yes / No	Other:	

Incident Attended By:
