

# Kyogle Plant Pollution Incident Response Management Plan (PIRMP)

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Pentarch Forestry

13056 Summerland Way  
KYOGLÉ NSW 2474

Lots 2 and 3, DP537648  
EPL 906

Revised 15.01.2025 - Version 4

Local Authority  
**KYOGLÉ COUNCIL**



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# Overview

This document has been prepared in consultation with the EPA Publication *“Preparation of pollution incident response management plans”* and in accordance with Part 5.7A of the Protection of the Environment Operations Act and the Protection of the Environment Operations (General) Regulation 2009.

## Definition of ‘pollution incident’

Pollution incident *means an incident of 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 circumstance involving only the emission of any noise.*

**[EPA Publication: Preparation of pollution incident response management plans]**

The Pentarch Kyogle timber Mill is located in a rural area; 3.4km south of the township of Kyogle. The site is bordered by a cemetery to the north with rural pastures and rural dwellings to the east, south and west. The site is zoned industrial.

The site predominantly produces flooring from green sawn hardwood that is received from the Pentarch green mill supply chain and other independent sawmills. The key operational processes are:

- **Treatment Plant** - Timber is treated with ACQ Type D and Permethrin within a pressurised cylinder which is located within a bunded and roofed facility. The treated timber is air dried over sealed and roofed surfaces until drip dried. (min24hrs) in preparation of being transferred to a number of timber stacks throughout the site.
- **Timber drying area and Board Plant** - the pre-driers, kilns and board plant are situated around the centre of the site.
- **Sawdust Furnace** - Sawdust is utilised as furnace fuel which provides heat for the kilns. Ash from the furnace is collected in 205L drums in preparation for off-site disposal by a certified waste contractor.
- **Timber Stacks** - Timber is air dried in a number of stacks which are predominantly located in the southern portion of the Site. Air emissions are tested on an annual program.

A sedimentation dam is located in the north east corner of the Site. Works have included de-silting and increasing the dam capacity. Channel drains on the eastern perimeter are funnelled to this drain. When levels reach a certain height, water is pumped out and irrigated onto grassed areas within the bunded area.

# Neighbours

**Site Tenant** - the Pentarch house adjacent to the plant (southern side) is vacant

## Western Boundary

- Name/s redacted for confidentiality
- Name/s redacted for confidentiality

## Southern Boundary

- Name/s redacted for confidentiality
- Name/s redacted for confidentiality

## Eastern Boundary

- Name/s redacted for confidentiality

# Responsibilities

Michael Thomas	Plant Manager	02 6632 1866	0407 600 227
Greg Ninness	Regional HSE Manager	02 6581 9024	0401 895 073

# Training

- All Staff shall receive a Site Induction
- All visitors shall receive a Site Induction and will be escorted throughout the Site by an Inducted person / employee
- All staff must be trained in Emergency Spill Response
- All staff must be trained in Emergency Response Procedures
- All relevant staff must be trained in the safe use of Dangerous Goods and Hazardous Substances including appropriate PPE
- All relevant staff must receive training on Environmental matters

# Testing of this Plan

- The Plant Manager will be the person responsible for implementing, reviewing, testing and updating the Plan.
- The Plan will be tested within one (1) month of an environmental incident or annually if no incidents occur within that time period.
- A documented drill will be carried out, listing what the proposed emergency was, how staff reacted to the emergency, what actions were carried out and what lessons were learned.

# Incident Notification

Following an environmental incident resulting in Material Harm, the following five (5) Authorities MUST be notified in the following order:

1	If there is a threat to human health or property	Fire and Rescue NSW	000
2	The appropriate Regulatory Authority (ARA)	Kyogle Council After Hours	02 6632 1611 02 6626 6800
3	The Environmental Protection Authority if it is not the ARA	The EPA Environment Line	131 555
4	Ministry of Health	Lismore Public Health Unit Infectious Disease Environmental Health	02 6620 7585 0439 882 572 0428 882 805
5	The State Workcover Authority	SafeWork NSW	131 050

A written report will be submitted to the relevant authorities within seven days of a notifiable incident.

**Material Harm** - Harm to the environment is material if:

- It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations) and
- Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

This Plan will be kept on site and also within the company's database. The whole plan will be available to an authorised officer on request and to any person responsible for implementing the Plan. The Plan, excluding any personal information will be publicly available to any person who makes a written request for it.



Action Test Records		
<b>Plan Test Date:</b> 21 <sup>st</sup> November 2013	<b>Action Tested:</b> Incident 4; Loss of oil/solvents, packaged goods.	<b>Comments:</b> All recommendations implemented.
<b>Plan Test Date:</b> 27 <sup>th</sup> November 2014	<b>Action Tested:</b> Incident 1; Catastrophic failure of diesel tank.	<b>Comments:</b> All recommendations implemented.
Environmental Awareness Training 5 <sup>TH</sup> /6 <sup>TH</sup> October 2016	<b>Greg Ninness</b> – Regional HSE Manager NSW/ACT	<b>Comments:</b> Completed

<b>Plan Test Date:</b> 9 <sup>th</sup> December 2015	<b>Action Tested:</b> Incident 7; Mobile plant, hydraulic hose or fuel tank failure	<b>Comments:</b> All recommendations implemented.
<b>Plan Test Date:</b> 25 <sup>th</sup> January 2017	<b>Action Tested:</b> Incident 4; Loss of oil/solvents, packaged goods	<b>Comments:</b> All recommendations implemented.
<b>Plan Test Date:</b> 8 <sup>th</sup> October 2018	<b>Action Tested</b> Incident 12; Loss of oil from Kiln pipe lines	<b>Comments:</b> All recommendations implemented
<b>Plan Test Date:</b> 3rd December 2019	<b>Action Tested</b> Incident 4 - Loss of oil/solvents, packaged goods	<b>Comments:</b> All recommendations implemented
<b>Plan Test Date:</b> 13th February 2020	<b>Action Tested</b> Incident 7; Mobile plant, hydraulic hose or fuel tank failure	<b>Comments</b> Dealt with swiftly and correctly - no corrective actions
<b>Plan Test Date:</b> 8 <sup>th</sup> August 2020	<b>Action Tested:</b> Incident 12: Loss of oil from Kiln pipe lines	<b>Comments</b> All recommendations implemented
<b>Plan Test Date:</b> 8 <sup>th</sup> March 2021	<b>Action Tested:</b> Incident 9: Ruptured fuel tank (in the carpark) Small diesel spill from leaking tank on truck in GY	<b>Comments</b> Dealt with appropriately and swiftly – no corrective action
<b>Environmental Training</b>	<b>Training delivery – Greg Ninness</b>	<b>Comments</b> Training completed End of 2022
<b>Plan Test Date:</b> 22 January 2023	<b>Action Tested:</b> Incident No. 4 – Loss of oil/solvents, packaged goods	<b>Comments</b> Dealt with appropriately and swiftly – no corrective actions
<b>Plan Test Date:</b> 28 November 2023	<b>Action Tested:</b> Incident No. 8 - Mobile plant, hydraulic hose or fuel tank failure	<b>Comments</b> Dealt with appropriately and swiftly – no corrective actions
<b>Plan Test Date:</b> 23 August 2024	<b>Action Tested:</b> Incident No. 12 – Loss of oil from kiln pipeline	<b>Comments</b> Dealt with appropriately and swiftly – no corrective actions

# PIRMP Site Assessment Sheet

LIST OF POLLUTING SUBSTANCES STORAGES / USES AT SITE INITIAL ASSESSMENT (all chemicals listed in this sheet are to be subjected to a risk assessment)							
SITE NAME: <b>Pentarch Timber Kyogle</b>				Responsible Person <b>Michael Thomas</b>		Date 12 August 2020	
CHEMICALS (raw materials and products which can cause pollution)							
Name / Description	MSDS	Amount Stored	Location of Storage	Map reference	Need for early warning	Current Controls	See Risk Ass and PIRMP Response Action
Diesel	Class 3	9000 ltrs	Diesel Shed	Ref No. 1	N/A	Bunding PMP Training Spill Kits Inductions	Incident # 1-3
Oils	Class 3	Packaged goods up to 1000 ltrs	Diesel Shed	Ref No. 1	N/A	Bunding PMP Training Spill Kits Inductions	Incident # 4
Paint & Chemicals	Class 3	Packaged goods up to 500 ltrs	Workshop	Ref No. 2	N/A	Bunding PMP Training Spill Kits Inductions	Incident # 4
MATERIALS (eg: stockpiles, silos, bulk solids etc)							
Air Dry Yard	N/A	Variable	Dedicated on Site	Ref No. 3	Fire & Rescue	Emergency fire equipment Maintain manageable levels Security	Incident # 5
Finished Goods Storage	N/A	Variable	Dedicated on Site	Ref No. 4	Fire & Rescue	Emergency fire equipment Maintain manageable levels Security	Incident # 5
Residue waste (shavings bin)	NA	Variable	Dedicated on Site	Ref No. 5	Fire & Rescue	Emergency fire equipment Maintain manageable levels Security	Incident # 5



**LIST OF POLLUTING SUBSTANCES STORAGES / USES AT SITE INITIAL ASSESSMENT**  
**(all chemicals listed in this sheet are to be subjected to a risk assessment)**

SITE NAME: **Pentarch Timber Kyogle**

Responsible Person  
**Michael Thomas**

Date  
 12 August 2020

**AQUEOUS (eg; Dams, wastewater tanks, other water storage area)**

Name / Description	MSDS	Amount Stored	Location of Storage	Map reference	Need for early warning	Current Controls	See Risk Ass and PIRMP Response Action
Residue Dam No. 1 (Tannin)	N/A	Variable	North east boundary	Ref No. 6	N/A	Continue to irrigate during windy hot days to maintain levels of dam.  Ensure pumps are maintained through MEX Maintenance system	Incident # 6

**SUBSTANCES IN PROCESSES (Substances which could be emitted from operational processes - eg: Treatment or Vehicles)**

Mobile Plant Dedicated to Site	Class 3	Up to 4 MP	Dedicated to Site	N/A	N/A	Spill kits Pre-start /PMP Training	Incident # 7
Mobile Plant Contracted	Class 3	Variable	Dedicated to Site	N/A	N/A	Spill Kits Pre-start Training Inductions	Incident # 8
Car Parking up to 20 Vehicles	Class 3	Variable	Site Office	Ref No. 7	N/A	Spill Kits Training	Incident #9
Traffic areas (dust, chem. Leaks & loss)	Class 3	N/A	Dedicated on Site	N/A	N/A	Training Water cart	Incident #10
Heat Exchanger	Class 3	2000 ltrs	Kilns	Ref No. 8	N/A	Bunding/PMP Training Spill Kits Inductions	Incident #11
Kilns	Class 3	Variable	Kilns	Ref No. 9	N/A	Bunding/PMP Training Spill Kits Inductions	Incident #12
Treatment		Variable	Treatment Tank	Ref No. 10		Bunding/PMP Training Spill Kits Inductions	Incident #13

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<sup>1</sup> Early warnings relate to informing neighbours who may be affected by the emission of this substance. If this substance is of a type and quantity which may reach neighbours then early warning assessment of actions is required to be undertaken

**EXTERNAL COMMUNICATIONS - IMPACT ON NEIGHBOURS ASSESSMENT - EARLY WARNINGS**

SITE NAME: <b>Pentarch Timber Kyogle</b>		RESPONSIBLE PERSON <b>Michael Thomas</b>		DATE 12 August 2020
Uncontrolled release of dam water	Land	Yes - Cemetery and farmland adjoin area surrounding dam	Phone	Face to face meeting with adjoining neighbours
Dust	Air	Yes - minimal due to location and number of neighbours	Phone	Face to face meeting with adjoining neighbours
Uncontrolled release into storm water drains	Waterway	No - uncontrolled release could be contained in drainage system as it exits property		

**TABLE 1: Consequence - Choose ONE**

Level	Descriptor	What is the worst credible outcome?
1	Incidental	<p><b>Health</b> - Illness or effect with limited or no impact on ability to function - no treatment necessary.</p> <p><b>Safety</b> - Injury that does not require any treatment</p> <p><b>Environment</b> - No discernible impact on or measurable impairment of habitat, species or natural environment (air, water, land)</p> <p><b>Property Damage:</b> Very minor damage akin to 'fair wear and tear' - not requiring rectification for ongoing use</p> <p><b>Regulatory</b> - No risk of penalising actions and any intervention is limited to a non-binding observation.</p> <p><b>Community / Reputation</b> - Isolated complaint from a local individual.</p> <p><b>Quality:</b> Minor Incident with no resulting impact on the customer</p>
2	Minor	<p><b>Health</b> - Mild illness or health effect and/or some functional impairment that needs some treatment but is usually easily managed, medically.</p> <p><b>Safety</b> - Injuries requiring competent first aid, treatment by a medical professional or as a hospital outpatient and typically no time lost (ie. FAIs and most MTIs).</p> <p><b>Environment</b> - Localised and measurable short-term impact on habitat, species or natural environment.</p> <p><b>Property Damage:</b> Minor damage which does not impede serviceability but requires repair.</p> <p><b>Regulatory</b> - Risk of penalising action unlikely and any intervention is limited to a field report (or similar).</p> <p><b>Community / Reputation</b> - Risk of penalising action unlikely and any intervention is limited to a field report (or similar).</p> <p><b>Quality:</b> A customer complaint or incident resulting in a potential or actual claim (or rework) under AUD5K (eg. credit note or product reject)</p>
3	Moderate	<p><b>Health</b> - Illness or significant adverse health effect needing a high level of medical treatment or management.</p> <p><b>Safety</b> - One or more injuries that are serious enough to result in lost time, non-permanent disabling injuries or an injury that may require non-emergency hospitalisation as an inpatient.</p> <p><b>Environment</b> - Localised and measurable medium-term impact on habitat, species or natural environment.</p> <p><b>Property Damage:</b> Moderate damage requiring repairs before equipment can return to full service. Light Vehicle could be written off and HV/HME sustains enough damage to be unusable but able to be economically repaired.</p> <p><b>Regulatory</b> - Formal intervention eg. Issuing an Improvement Notice at a site but unlikely to escalate if complied with.</p> <p><b>Community / Reputation</b> - Coordinated community concern at a local level and limited local media coverage.</p> <p><b>Quality:</b> Incident that results in a potential or actual claim (or rework) of up to AUD100K and can be resolved internally (ie. without external expert support).</p>
4	Major	<p><b>Health</b> - Illness or chronic exposure resulting in significant life-impacting effects.</p> <p><b>Safety</b> - Serious injuries, requiring immediate emergency hospital treatment as an inpatient, resulting in significant permanent disabling injury eg. reduced mobility, loss of fingers or extended temporary impairment an/or extended hospitalisation. Serious/dangerous incident/occurrence (as per regulatory reporting definition).</p> <p><b>Environment</b> - Extensive and measurable medium-term impact on habitat,</p>

		<p>species, or natural environment.</p> <p><b>Property Damage:</b> Major damage to capital infrastructure - equipment inoperable or made unsafe for use requiring replacement or major overhaul. Shut-down of smaller site may be necessary, or HV/HME written off.</p> <p><b>Regulatory</b> - Formal, higher level intervention (eg. prohibition notice) at a site and risk of other interventions at other sites. Material risk of regulatory investigation or prosecution.</p> <p><b>Community / Reputation</b> - Community alarm at a regional level and adverse and longer running local/regional media coverage.</p> <p><b>Quality:</b> Incident that results in a potential or actual claim (or rework) in excess of AUD100K and that generally requires external engineering or legal support.</p>
5	Severe	<p><b>Health</b> - Severe illness or chronic exposure resulting in fatality or significant life-shortening effects.</p> <p><b>Safety</b> - Fatality or life threatening injuries, or resulting in substantial life changing permanent disability eg. blindness, loss of hand(s), limbs or use of limbs.</p> <p><b>Environment</b> - Destruction of important populations of habitat, species, or natural environment.</p> <p><b>Property Damage:</b> Severe damage to capital infrastructure - multiple equipment requiring replacement or requiring a shutdown and overhaul of a major site.</p> <p><b>Regulatory</b> - Significant prosecution action, including risk to Company officers.</p> <p><b>Community / Reputation</b> - Widespread community unrest and/or adverse national/international media coverage.</p> <p><b>Quality:</b> Incident that may result in significant erosion of sharemarket value or loss of reputation.</p>

**Note** \*: Events which have or could result in Level 4 or 5 health and safety consequences are further categorised as a 'Serious Harm Event' for reporting and management process.

TABLE 2: Likelihood - Choose ONE		
Level	Descriptor	How likely is it that the outcome (from Table 1) will occur
1	Rare	The consequence is not expected in the Company / has never been heard of in the Industry.
2	Unlikely	The consequence is possible in the Company / may have occurred in the Industry.
3	Possible	The consequence is possible at a Company workplace at some time in the future (next 10 years) / has happened in the Company in the past (10 years) / occurs (yearly) within the Industry.
4	Likely	The event is probably at a site/local level in the near future (next few years)/occurs within the Company more than once a year.
5	Almost Certain	The event is expected to occur several times a year at a site / local level

**TABLE 3: Risk Ranking Matrix**

	Consequence				
Likelihood	Incidental (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Almost Certain (5)	M	H	E	E	E
Likely (4)	M	M	H	E	E
Possible (3)	L	M	H	H	E
Unlikely (2)	L	L	M	H	H
Rare (1)	L	L	L	M	M

**TABLE 4: Hierarchy of Controls**

Control	Example of Description
<b>Elimination</b>	Is there a need to use the plant, process, product or substance that created the risk?
<b>Substitution</b>	Can the hazardous item or product be substituted with another item that has less risk?
<b>Isolation</b>	Can the hazard or product be isolated from the person?
<b>Engineering</b>	Can the risk be minimised by redesigning the plant, substance, product or process?
<b>Administrative / Behavioural</b>	Examples include job rotation, SOPS, training, signage, supervision, inspections
<b>Personal Protective Equipment</b>	This is the least desirable method, which must only be used in combination with other controls or if other controls are not suitable. Employees issued with PPE must have it fitted correctly and be trained in its use and maintenance.

**TABLE 5: Priority for Action**

Control	Action
<b>E - Extreme Risk</b>	<b>Intolerable Risk</b> - Stop immediately and seek specialist advice. Immediate risk reduction required. Risk reduction plan must be developed, approved by Divisional Management and then action plan implemented.

<b>H - High Risk</b>	<b>Intolerable Risk</b> - Additional risk reduction action required. If no further action can be reasonably taken, Divisional management approval must be sought to continue the activity.
<b>M - Medium Risk</b>	<b>Tolerable Risk</b> - Designated controls and monitoring systems for controls must be in place.
<b>L - Low Risk</b>	<b>Tolerable Risk</b> - Manage risk in accordance with routine procedures and monitor accordingly.

# Risk Assessment on Potential Impacts

## HAZARD and LIKELIHOOD RISK ASSESSMENT AND CORRECTIVE CONTROL MEASURES

SITE NAME: Pentarch Timber Kyogle  
 RESPONSIBLE PERSON: Michael Thomas  
 REVIEW DATE: 08.03.2021

DIESEL			
<b>Description of Hazard / Incident leading to Hazard</b>	<b>Incident #1</b> Catastrophic failure of one/both tanks 4.5KL above ground tanks	<b>Incident #2</b> Loss of diesel outside bund during refuelling / fuelling operations	<b>Incident #3</b> Loss of fuel within bunded area with leading or open drain valve
<b>Level of Impact</b>	Low	Low	Low
<b>Likelihood</b>	Unlikely	Unlikely	Unlikely
<b>Risk</b>	Low	Low	Low
<b>Impact on Neighbours</b>	N/A	N/A	N/A
<b>Control Measures Corrective Action Coverage under other Plans</b>	<p><b>Consequence is Low -</b> Failure resulting in loss of all or substantial volume of tanks would be captured entirely by existing bund and no release to soil or water.</p> <p><b>Likelihood - Unlikely:</b> Due to location within bund, damage to tanks is unlikely to occur from external equipment. In addition tanks are maintained in good structural integrity with low risk of failure through corrosion.</p>	<p><b>Consequence is Low -</b> Failure resulting in loss of all or substantial volume of tanks would be captured entirely by existing bund and no release to soil.</p> <p><b>Likelihood - Unlikely:</b> Due to location within the bund an incident while re-fuelling and fuelling is unlikely to occur. In addition, hoses and refuelling equipment are maintained in good working order with low risk of failure.</p>	<p><b>Consequence is Low -</b> Failure resulting in loss of all or substantial volume of tanks would be captured entirely by existing bund and no release to soil.</p> <p><b>Likelihood - Unlikely -</b> Drain valve in addition to hoses and refuelling equipment are maintained in good working order with low risk of failure. The drain valve is locked at all times.</p>
<b>Responsible Person</b>	As per PIRMP action plan	As per PIRMP action plan	As per PIRMP action plan
<b>Action Date</b>	As determined	As determined	As determined

Description of Hazard / Incident leading to Hazard	<b>Incident #4</b> Loss of <b>oils, solvents inside bund</b> during delivery and or use
Level of Impact	Minor
Likelihood	Unlikely
Risk	Low
Impact on Neighbours	N/A
Control Measures Corrective Action Coverage under other Plans	<b>Consequence :( Low):</b> Failure resulting in loss of oils/solvents from packaged goods would be captured entirely by existing bund and no release to soil or water. <b>Likelihood :( Unlikely):</b> Due to location within the bund delivery & use is unlikely to occur. In addition, hoses and decanting equipment are maintained in good structural integrity with low risk of failure.
Responsible Person	As per PIRMP action plan
Action Date	As determined

## AIR DRIED, FINISHED GOODS & WASTE RESIDUE

Description of Hazard / Incident leading to Hazard	<b>Incident #5</b> Fire
Level of Impact	<b>MAJOR</b>
Likelihood	Unlikely
Risk	Medium
Impact on Neighbours	Y
Control Measures Corrective Action Coverage under other Plans	<b>Consequence: (Major):</b> Fire from stock piles causing loss off assets creating substantial smoke around the area.] <b>Likelihood :( Unlikely):</b> Stockpiles are maintained to a manageable level along with emergency equipment maintained on a monthly basis. Security monitors site activities 24hrs a day.
Responsible Person	As per PIRMP action plan
Action Date	As determined



## RESIDUE DAMS

<b>Description of Hazard / Incident leading to Hazard</b>	<b>Incident #6</b> Catastrophic failure of one or more tannin dams releasing large volumes of tannin water into on-site and off-site water courses (i.e creeks, rivers)
<b>Level of Impact</b>	<b>LOW</b>
<b>Likelihood</b>	Unlikely
<b>Risk</b>	<b>Medium</b>
<b>Impact on Neighbours</b>	Y
<b>Control Measures Corrective Action Coverage under other Plans</b>	<p><b>Consequence: (Low):</b> Catastrophic failure of tannin dam is likely to result in off-site impacts to water courses which would predominantly reduce water quality over a short period of time. As such, impact to the environment/human health is not considered to be significant.</p> <p><b>Likelihood: (Unlikely):</b> Dam is frequently monitored and inspected for levels and integrity.</p> <p>Risk Assessment = Moderate Vs Unlikely = L (2)</p> <p><b>Note:</b> For PIRMP purposes overflow events during extreme wet weather will be reported under POEO Licence obligations and not Immediate Reporting.</p>
<b>Responsible Person</b>	<b>As per PIRMP action plan</b>
<b>Action Date</b>	<b>As determined</b>

## MOBILE PLANT

<b>Description of Hazard / Incident leading to Hazard</b>	<b>Incident #7</b> Mobile plant, hydraulic hose or fuel tank failure.
<b>Level of Impact</b>	<b>LOW</b>
<b>Likelihood</b>	Unlikely
<b>Risk</b>	<b>LOW</b>
<b>Impact on Neighbours</b>	N
<b>Control Measures Corrective Action Coverage under other Plans</b>	<p><b>Consequence: (Low):</b> Failure from fuel tank or hydraulic hoses would be maintained to a small localised area on site.</p> <p><b>Likelihood: (Unlikely):</b> Hose or fuel tank failure from mobile plant would be minimal as pre start and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintained and available in various areas.</p>
<b>Responsible Person</b>	<b>As per PIRMP action plan</b>
<b>Action Date</b>	<b>As determined</b>

## MOBILE PLANT / CONTRACTOR / VISITOR

<b>Description of Hazard / Incident leading to Hazard</b>	<b>Incident #8</b> Mobile plant, hydraulic hose or fuel tank failure.
<b>Level of Impact</b>	<b>LOW</b>
<b>Likelihood</b>	Unlikely
<b>Risk</b>	<b>LOW</b>
<b>Impact on Neighbours</b>	N
<b>Control Measures Corrective Action Coverage under other Plans</b>	<p><b>Consequence: (Low):</b> Failure from fuel tank or hydraulic hoses would be maintained to a small localised area on site.</p> <p><b>Likelihood: (Unlikely):</b> Hose or fuel tank failure from mobile plant would be minimal as pre start and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintained and available in various areas.. Inductions for all contractors demonstrating their accountabilities and responsibilities for reporting environmental incidents.</p>
<b>Responsible Person</b>	<b>As per PIRMP action plan</b>
<b>Action Date</b>	<b>As determined</b>

## CAR PARK

<b>Description of Hazard / Incident leading to Hazard</b>	<b>Incident #9</b> Ruptured fuel tank
<b>Level of Impact</b>	<b>MODERATE</b>
<b>Likelihood</b>	Unlikely
<b>Risk</b>	<b>LOW</b>
<b>Impact on Neighbours</b>	N
<b>Control Measures Corrective Action Coverage under other Plans</b>	<p><b>Consequence: (Low):</b> Failure from fuel tank would be maintained to a small localised area on site.</p> <p><b>Likelihood :( Less likely):</b> Hose or fuel tank failure from mobile plant would be minimal as prestart and regular maintenance programs are in place to capture and prevent such occurrences. Spills kits also maintained and available in various areas</p>
<b>Responsible Person</b>	<b>As per PIRMP action plan</b>
<b>Action Date</b>	<b>As determined</b>

## TRAFFIC AREAS (Dust)

<b>Description of Hazard / Incident leading to Hazard</b>	<b>Incident #10</b> Surface dust from mobile plant
<b>Level of Impact</b>	<b>LOW</b>
<b>Likelihood</b>	Unlikely
<b>Risk</b>	<b>LOW</b>
<b>Impact on Neighbours</b>	Y
<b>Control Measures Corrective Action Coverage under other Plans</b>	<b>Consequence: (Low):</b> Dust created from continuous mobile plant operations across site. <b>Likelihood: (Unlikely):</b> A fully maintained water cart will be utilised in high wind conditions.
<b>Responsible Person</b>	As per PIRMP action plan
<b>Action Date</b>	As determined

## HEAT EXCHANGER

<b>Description of Hazard / Incident leading to Hazard</b>	<b>Incident #11</b> Catastrophic Failure of bag house
<b>Level of Impact</b>	<b>MAJOR</b>
<b>Likelihood</b>	Unlikely
<b>Risk</b>	<b>MEDIUM</b>
<b>Impact on Neighbours</b>	Y
<b>Control Measures Corrective Action Coverage under other Plans</b>	<b>Consequence: (Low):</b> Dust created from catastrophic failure of bag house operations across site <b>Likelihood :(less likely):</b> A preventative maintenance system kept on site ensuring regular checks are carried out for integrity
<b>Responsible Person</b>	As per PIRMP action plan
<b>Action Date</b>	As determined

## KILNS (OIL)

Description of Hazard / Incident leading to Hazard	<b>Incident #12</b> Catastrophic failure of kilns pipes carrying oil
Level of Impact	<b>MAJOR</b>
Likelihood	Unlikely
Risk	<b>MEDIUM</b>
Impact on Neighbours	N
Control Measures Corrective Action Coverage under other Plans	<b>Consequence :( Major):</b> Failure resulting in loss of oils from pipes would be captured on site but with potential to escape bunded areas  <b>Likelihood :( Unlikely):</b> Pipes carrying oil are frequently monitored and inspected for levels and integrity. Early warning alarms installed to alert "Low Oil Levels"
Responsible Person	As per PIRMP action plan
Action Date	As determined

## ONSITE TREATMENT FACILITY

Description of Hazard / Incident leading to Hazard	<b>Incident #13</b> Catastrophic failure of door seal
Level of Impact	<b>MODERATE</b>
Likelihood	Unlikely
Risk	<b>Medium</b>
Impact on Neighbours	N
Control Measures Corrective Action Coverage under other Plans	<b>Consequence :( Moderate):</b> Failure resulting in loss of chemicals from treatment tank would be captured on site but possibly escape bunded areas.  <b>Likelihood :( Less likely):</b> Treatment tanks are frequently monitored and inspected for levels and integrity.
Responsible Person	As per PIRMP action plan
Action Date	As determined

# PIRMP Response Actions

INCIDENT NO. 1 - Catastrophic failure of diesel tank	
<b>Incident No. 1</b>	<b>Actions Required:</b> <ul style="list-style-type: none"> <li>- Contact all relevant people/departments (refer to Immediate Reporting Contact Sheet)</li> <li>- Ensure bunds are capturing full volume of diesel</li> <li>- Ensure bund integrity is sound throughout the entire period of incident (ie. periodic inspections)</li> <li>- Contact Darren Moreley <b>Cleanaway 0437 838 971</b></li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Ensure spill kit is available for any release from bund.</li> <li>- If any release from bund onto unsealed soil/surface water - Environmental Consultants are to be engaged to investigate and remediate contamination.</li> <li>- Repair/replace tanks</li> <li>- Refuel tanks</li> <li>- Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> <li>- Spill Kit Manager (Supervisor)</li> </ul> <i>Periodic inspections and update reporting of /Site and bund Michael Thomas</i>
<b>Scale of Incident</b>	<b>Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require speciality investigation/remediation.</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<b>INTERNAL:</b> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <b>EXTERNAL (mandatory)</b> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <b>EXTERNAL Non-mandatory: N/A</b>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of diesel and advise on required clean-up
<b>Reporting and re-preparedness</b>	See SOPs: <ul style="list-style-type: none"> <li>- Incident Investigation HSEQ-3-03</li> <li>- Emergency Planning and Response HSEQ-2-09</li> </ul>

## INCIDENT NO. 2 - Loss of fuel due to filling and refuelling from diesel tank

<b>Incident No. 2</b>	<p><b>Actions Required:</b></p> <ul style="list-style-type: none"> <li>- Contact all relevant people/departments (refer to Immediate Reporting Contact Sheet)</li> <li>- Ensure bunds are capturing full volume of diesel</li> <li>- Ensure bund integrity is sound throughout the entire period of incident (ie. periodic inspections)</li> <li>- Contact Darren Moreley <b>Cleanaway 0437 838 971</b></li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Ensure spill kit is available for any release from bund.</li> <li>- If any release from bund onto unsealed soil/surface water - Environmental Consultants are to be engaged to investigate and remediate contamination.</li> <li>- Repair/replace tanks</li> <li>- Refuel tanks</li> <li>- Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> <li>- Spill Kit Manager (Supervisor) <i>Periodic inspections and update reporting of /Site and bund Michael Thomas</i></li> </ul>
<b>Scale of Incident</b>	<b>Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require speciality investigation/remediation.</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<p><b>INTERNAL:</b></p> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <p><b>EXTERNAL (mandatory)</b></p> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <p><b>EXTERNAL Non-mandatory: N/A</b></p>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of diesel and advise on required clean-up
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>- Incident Investigation HSEQ-3-03</li> <li>- Emergency Planning and Response HSEQ-2-09</li> </ul>

## INCIDENT NO. 3 - Failure of drain valve on bund

<b>Incident No. 3</b>	<p><b>Actions Required:</b></p> <ul style="list-style-type: none"> <li>- Contact all relevant people/departments (refer to Immediate Reporting Contact Sheet)</li> <li>- Ensure bunds are capturing full volume of diesel</li> <li>- Ensure bund integrity is sound throughout the entire period of incident (ie. periodic inspections)</li> <li>- Contact Darren Moreley <b>Cleanaway 0437 838 971</b></li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Ensure spill kit is available for any release from bund.</li> <li>- If any release from bund onto unsealed soil/surface water - Environmental Consultants are to be engaged to investigate and remediate contamination.</li> <li>- Repair/replace tanks</li> <li>- Refuel tanks</li> <li>- Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> <li>- Spill Kit Manager (Supervisor)</li> </ul> <p style="text-align: right;"><i>Periodic inspections and update reporting of /Site and bund Michael Thomas</i></p>
<b>Scale of Incident</b>	<b>Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require speciality investigation/remediation.</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<p><b>INTERNAL:</b></p> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <p><b>EXTERNAL (mandatory)</b></p> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <p><b>EXTERNAL Non-mandatory: N/A</b></p>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of diesel and advise on required clean-up
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>- Incident Investigation HSEQ-3-03</li> <li>- Emergency Planning and Response HSEQ-2-09</li> </ul>

## INCIDENT NO. 4 - Loss of oil/solvents, packaged goods

<b>Incident No. 4</b>	<p><b>Actions Required:</b></p> <ul style="list-style-type: none"> <li>- Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>- Ensure bunds are capturing full volume of oil/solvents</li> <li>- Ensure bund integrity is sound throughout the entire period of incident (ie. periodic inspections)</li> <li>- Contact Darren Moreley <b>Cleanaway 0437 838 971</b></li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Ensure spill kit available for any release from bund</li> <li>- If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination</li> <li>- Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> <li>- Spill Kit Manager (Supervisor)</li> </ul> <p style="text-align: right;"><i>Periodic inspections and update reporting of /Site and bund Michael Thomas</i></p>
<b>Scale of Incident</b>	<b>Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require speciality investigation/remediation.</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<p><b>INTERNAL:</b></p> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <p><b>EXTERNAL (mandatory)</b></p> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <p><b>EXTERNAL Non-mandatory: N/A</b></p>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of diesel and advise on required clean-up
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>- Incident Investigation HSEQ-3-03</li> <li>- Emergency Planning and Response HSEQ-2-09</li> </ul>



## INCIDENT NO. 5 - Fire in Finished Goods, Air Dried and Waste Residue

<b>Incident No. 5</b>	<b>Actions Required:</b> <ul style="list-style-type: none"> <li>- Contact all relevant people/departments (refer to Immediate Reporting Contact Sheet)</li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Environmental Consultants to be engaged to investigate and remediate contamination if required</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> <li>- Spill Kit Manager (Supervisor) <i>Periodic inspections and update reporting of /Site and bund Michael Thomas</i></li> </ul>
<b>Scale of Incident</b>	<b>Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require speciality investigation/remediation.</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<b>INTERNAL:</b> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <b>EXTERNAL (mandatory)</b> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <b>EXTERNAL Non-mandatory: N/A</b>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of diesel and advise on required clean-up
<b>Reporting and re-preparedness</b>	See SOPs: <ul style="list-style-type: none"> <li>- Incident Investigation HSEQ-3-03</li> <li>- Emergency Planning and Response HSEQ-2-09</li> </ul>

## INCIDENT NO. 6 - Failure of Tannin Dam

<b>Incident No. 6</b>	<p><b>Actions Required:</b></p> <ul style="list-style-type: none"> <li>- Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>- Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>- Contact local neighbours if going to be inundated by rise of water</li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- If any release from site onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination if any</li> <li>- Contact local contractor to rebuild dams immediately</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> <li>- Spill Kit Manager (Supervisor)</li> </ul> <p><i>Periodic inspections and update reporting of /Site and bund Michael Thomas</i></p>
<b>Scale of Incident</b>	<b>Catastrophic failure of one or more tannin dams are likely to result in off-site impacts to water courses which would predominantly reduce water quality over a short period of time. As such, impact to the environment/human health is not considered to be significant.</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<p><b>INTERNAL:</b></p> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <p><b>EXTERNAL (mandatory)</b></p> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <p><b>EXTERNAL Non-mandatory: N/A</b></p>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of diesel and advise on required clean-up
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>- Incident Investigation HSEQ-3-03</li> <li>- Emergency Planning and Response HSEQ-2-09</li> </ul>

## INCIDENT NO. 9 - Carpark / Fuel Tank Failure

<b>Incident No. 9</b>	<b>Actions Required:</b> <ul style="list-style-type: none"> <li>- Contractor/Visitor to notify site representative of issue immediately. (induction)</li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Ensure spill kit available for any release from mobile plant</li> <li>- If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately</li> <li>- Call service provider to inspect plant &amp; equipment</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Spill Kit Manager (Supervisor) <i>Periodic inspections and update reporting of /Site and bund Michael Thomas</i></li> </ul>
<b>Scale of Incident</b>	<b>Incident would be localised to the area with no external impact</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<b>INTERNAL:</b> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <b>EXTERNAL (mandatory)</b> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <b>EXTERNAL Non-mandatory: N/A</b>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of contaminant
<b>Reporting and re-preparedness</b>	See SOPs: <ul style="list-style-type: none"> <li>- Incident Investigation HSEQ-3-03</li> <li>- Emergency Planning and Response HSEQ-2-09</li> </ul>

## INCIDENT NO. 7 - Mobile Plant, Hydraulic Hose or Fuel Tank Failure

<b>Incident No. 7</b>	<b>Actions Required:</b> <ul style="list-style-type: none"> <li>- Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Ensure spill kit available for any release from mobile plant &amp; equipment</li> <li>- If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately</li> <li>- Call service provider to inspect plant &amp; equipment for serviceability</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> <li>- Spill Kit Manager (Supervisor) <i>Periodic inspections and update reporting of /Site and bund Michael Thomas</i></li> </ul>
<b>Scale of Incident</b>	<b>Incident would be localised to the area with no external impact</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<b>INTERNAL:</b> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <b>EXTERNAL (mandatory)</b> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <b>EXTERNAL Non-mandatory: N/A</b>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of diesel and advise on required clean-up
<b>Reporting and re-preparedness</b>	See SOPs: <ul style="list-style-type: none"> <li>- Incident Investigation HSEQ-3-03</li> <li>- Emergency Planning and Response HSEQ-2-09</li> </ul>

## INCIDENT NO. 8 - Mobile Plant, Hydraulic Hose or Fuel Tank Failure from Contractors or Visitors

<b>Incident No. 8</b>	<p><b>Actions Required:</b></p> <ul style="list-style-type: none"> <li>- Contractor/Visitor to notify site representative of issue immediately. (induction)</li> <li>- Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Ensure spill kit available for any release from mobile plant &amp; equipment</li> <li>- If any release from mobile plant onto unsealed soil/surface water is investigated and remediated immediately</li> <li>- Call service provider to inspect plant &amp; equipment for serviceability</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> <li>- Spill Kit Manager (Supervisor)</li> </ul> <p style="text-align: right;"><i>Periodic inspections and update reporting of /Site and bund Michael Thomas</i></p>
<b>Scale of Incident</b>	<b>Incident would be localised to the area with no external impact</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<p><b>INTERNAL:</b></p> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <p><b>EXTERNAL (mandatory)</b></p> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <p><b>EXTERNAL Non-mandatory: N/A</b></p>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of contaminant
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>- Incident Investigation HSEQ-3-03</li> <li>- Emergency Planning and Response HSEQ-2-09</li> </ul>

## INCIDENT NO. 10 - Dust from traffic areas

<b>Incident No. 10</b>	<p><b>Actions Required:</b></p> <ul style="list-style-type: none"> <li>- Employees, Contractor/Visitor to notify site representative of issue immediately. (induction)</li> <li>- Daily monitoring to be undertaken to capture whether and site conditions</li> <li>- Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>- Dust suppression activity to commence immediately on unsealed roads</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> </ul>
<b>Scale of Incident</b>	<b>Incident would be localised to the area with no external impact</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<p><b>INTERNAL:</b></p> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <p><b>EXTERNAL (mandatory)</b></p> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <p><b>EXTERNAL Non-mandatory: N/A</b></p>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of contaminant
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>- N/A</li> </ul>

## INCIDENT NO. 11 - Dust from Baghouse Failure

<b>Incident No. 11</b>	<b>Actions Required:</b> <ul style="list-style-type: none"> <li>- Employees, Contractor/Visitor to notify site representative of issue immediately. (induction)</li> <li>- Daily monitoring to be undertaken to capture whether and site conditions</li> <li>- Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>- Repairs to be undertaken as soon as practicable</li> <li>- Dust suppression activity to commence immediately</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0407 600 227</b></li> <li>- Site Supervisor: <b>Rhys Frank 0401 897 793</b></li> </ul>
<b>Scale of Incident</b>	<b>Incident would be localised to the area with no external impact</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<b>INTERNAL:</b> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <b>EXTERNAL (mandatory)</b> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <b>EXTERNAL Non-mandatory: N/A</b>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of contaminant
<b>Reporting and re-preparedness</b>	See SOPs: <ul style="list-style-type: none"> <li>- N/A</li> </ul>

## INCIDENT NO. 12 - Loss of oil from Kiln pipe lines

<b>Incident No. 12</b>	<p><b>Actions Required:</b></p> <ul style="list-style-type: none"> <li>- Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>- Ensure bunds are capturing full volume of oil/solvents</li> <li>- Ensure bund integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>- Contact Darren Moreley <b>Cleanaway 0437 838 971</b></li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Ensure spill kit available for any release from bund</li> <li>- If any release from bund onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination.</li> <li>- Inspect bund for ongoing serviceability</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Call service provider <b>(Michael Thomas)</b></li> <li>- Site Supervisor <b>Rhys Frank 0401 897 793</b></li> <li>- Periodic inspections and update reporting off site and bund (Michael Thomas)</li> </ul>
<b>Scale of Incident</b>	<b>Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation / remediation.</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<p><b>INTERNAL:</b></p> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <p><b>EXTERNAL (mandatory)</b></p> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <p><b>EXTERNAL Non-mandatory: N/A</b></p>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of contaminant
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>- N/A</li> </ul>



## INCIDENT NO. 13 - Loss of Chemical from Treatment Facility

<b>Incident No. 13</b>	<p><b>Actions Required:</b></p> <ul style="list-style-type: none"> <li>- Contact all relevant people/department (refer to Immediate Reporting Contact Sheet)</li> <li>- Ensure tank &amp; area integrity is sound throughout the entire period of incident (i.e. periodic inspections)</li> <li>- Contact Darren Moreley <b>Cleanaway 0437 838 971</b></li> <li>- Area to be restricted to Incident Response Personnel</li> <li>- Ensure spill kit available for any release from area</li> <li>- If any release from area onto unsealed soil/surface water - Environmental Consultants to be engaged to investigate and remediate contamination.</li> <li>- Inspect transformer for ongoing serviceability</li> </ul>
<b>Alarm Raising</b>	<b>Any personnel involved or witnessing the incident to report to their immediate Supervisor and PIRMP actions are to be implemented.</b>
<b>Emergency Controller</b>	<ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Call service provider <b>(Michael Thomas)</b></li> <li>- Spill Kit Manager (Supervisor)</li> <li>- Periodic inspections and update reporting off site and bund (Michael Thomas)</li> </ul>
<b>Scale of Incident</b>	<b>Incident would be restricted to chemical storage area with minimal external impact. However, potential for bund overflow or failure may result in soil and surface water contamination that will require specialist investigation / remediation.</b>
<b>Evacuate</b>	Only if fire or explosion potential exists. Plant Manager and any advice provided by Fire & Rescue NSW as part of attendance after immediate notification.
<b>Communication</b>	<p><b>INTERNAL:</b></p> <ul style="list-style-type: none"> <li>- Plant Manager: <b>Michael Thomas 0401 895 027   0407 600 227</b></li> <li>- Regional HSE Manager: <b>Greg Ninness 0401 895 073</b></li> </ul> <p><b>EXTERNAL (mandatory)</b></p> <ul style="list-style-type: none"> <li>- Immediate Reporting Contact Sheet to be used</li> </ul> <p><b>EXTERNAL Non-mandatory: N/A</b></p>
<b>Rescuer / Respondent + Safety Checks</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Rescue + First Aid</b>	As per Site Emergency Plan or Fire & Rescue NSW as part of Immediate Reporting
<b>Clean Up / Waste Disposal</b>	Service Provider to dispose of contaminant
<b>Reporting and re-preparedness</b>	<p>See SOPs:</p> <ul style="list-style-type: none"> <li>- Incident Investigation GRP-OHS-052</li> <li>- Emergency Planning and Response GRP-OHS-053</li> </ul>

# Immediate Notification Report

## Purpose / Instructions for use

An Immediate Notification Report must be completed by the relevant HSE Site Representative for all Incidents and entered into RAPID Incident the same day.

## Incident Details

What Happened?

Date of Incident:

Time of Incident:

Region:

Business Unit:

Location:

Site Name:

Owner:

Responsible Leader:

## Risk Details

Actual Consequence:

Potential Consequence:

## Injury Details

Was Emergency Services Called?

Does the incident involve further  
Regulatory Action?

Was Someone Injured?

Was the person taken to hospital?

Injury Details (If Applicable)

## Regulatory Details

Was it Regulatory Reportable?

Has the incident been notified to  
the Regulator?

Regulator Name:

Notices Received

## Attachments

## REFERENCES

- AIR [AIR - Reporting to EPA](#)
- CHEMICAL [CHEMICAL - Reporting to EPA](#)
- ENVIRONMENTAL [ENVIRONMENTAL - Reporting to EPA](#)
- NOISE [NOISE - Reporting to EPA](#)
- WASTE & LITTER [WASTE & LITTER - Reporting to EPA](#)
- WATER [WATER - Reporting to EPA](#)