

Bungendore Resource Recovery Facility – Pollution Incident Response Management Plan

Revision History

Revision	Revision Comments	Author	Approver	Approval Date
0	Original	Brendan Belcher	Gordon Cunningham	14/08/2019

Ref: Doc Set ID 354982

Bungendore RRF PIRMP

Purpose

Queanbeyan-Palerang Regional Council (QPRC) holds an Environment Protection Licence with the NSW Environment Protection Authority for the Bungendore Resource Recovery Facility. 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 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 on the activity must **immediately** implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan must be kept at the Bungendore Resource Recovery Facility, or where the activity takes place in the case of mobile plant licences, and be made available on request by an authorised NSW Environment Protection Officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publically available website, or if there is no such website, by providing a copy of the plan to any person who make a written request. The section of the plan which are required to be publically 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:

- NSW EPA's *Environmental Guidelines: Pollution Incident Response Management Plans*; and
- The *Protection of the Environment Operations Act 1997*; and
- The *Protection of the Environment Operations (General) Regulation 2009*

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Environment Protection Licence Details		Pollution Incident – Person(s) responsible	
Name of Licensee	Queanbeyan-Palerang Regional Council	Plan Activation	<u>Primary</u> Andrew McLeod Team Leader, Central Waste <u>Secondary</u> Site staff
EPL Number	21023	Notifying Relevant Authorities	<u>Primary</u> Shane O’Shea Program Coordinator – Waste Operations [REDACTED] <u>Secondary</u> Gordon Cunningham Service Manager, Utilities [REDACTED]
Premises name and address	Bungendore Resource Recovery Facility 210 Tarago Road Bungendore NSW 2621	Managing Response to Pollution Incident	<u>Primary</u> Shane O’Shea Program Coordinator – Waste Operations [REDACTED] <u>Secondary</u> Gordon Cunningham Service Manager, Utilities [REDACTED]
Company contact details	Gordon Cunningham Service Manager, Utilities [REDACTED]		
Scheduled Activity	Composting Waste Storage		
Fee based activity	Composting Waste storage – other types of waste Waste storage – waste tyres		

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Incident Notification		
<p><u>Notification of relevant authorities</u> The following must be notified of any incident that causes or threatens to cause material harm to the environment.</p> <p>If notification is made, notification must be made to ALL listed authorities.</p>	Emergency Services	000
	EPA Environment Line	131 555
	NSW Health	02 9391 9000
	Safework NSW	131 050
	Council WHS/HSEQ Officer	Leon Hayward [REDACTED]
	Council Service Manager, Natural Landscapes and Health	Natasha Abbott [REDACTED]
Local Authority	Queanbeyan-Palerang Regional Council	1300 735 025
Local community and neighbours notification and communication procedures	<p><u>Immediate Neighbours</u> Door knock of impacted properties Follow up correspondence</p> <p><u>General Community Alert</u> Council Facebook Notification via Council Communications Team</p>	

Description and Likelihood of Hazards	
<u>Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates</u>	See attached risk assessment
<u>Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood</u>	See attached risk assessment

Pre-emptive actions to be taken	
<u>Provide detailed descriptions of the actions 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</u>	<ul style="list-style-type: none"> • No smoking on site • Screening of incoming loads • Appropriate separation and storage of materials • Pro-active management of waste volumes to minimise risk of environmental incident • All leachate diverted to leachate ponds

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Inventory of Pollutants			
Provide an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates Identify the maximum quantity of any pollutant/s that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates			
Pollutant	Max Quantity	Location	Comments
Waste oil	8000L	Eastern hardstand	Large metal bund for oil collection delivered by residents
Tyres	Approximately 500 at any time	Eastern hardstand	
Residual Waste	Approximately 100t at any time	Waste push-pit	
Paints – Water based Paints – Oil based Non-motor Oil	9000kg	CRC Building	CRC
Household Batteries	150kg	CRC Building	CRC
Aerosols	250L	CRC Building	CRC
Corrosive Acid	250L	CRC Building	CRC
Corrosive Alkaline	250L	CRC Building	CRC
Flammable Liquid	250L	CRC Building	CRC
Oxidising Agent	250L	CRC Building	CRC
Toxic Materials	250L	CRC Building	CRC

Safety Equipment	
Describe the safety equipment or other devices that are used to minimise the risk to human health or the environment and to contain or control a pollution incident	
<p>The following safety equipment is located on site:</p> <ul style="list-style-type: none"> • 2 x spill kits – CRC Shed • 2 x fire hose reels – Waste Pushpit • 8 x fire extinguishers – Various locations • 2 x safety showers – CRC Shed/Waste Pushpit • 2 x first aid kits – Lunchroom/Gatehouse 	

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Communicating with neighbours and the local community	
Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on	
<ul style="list-style-type: none"> In the event of emergency requiring notification to adjoining owners, the Program Coordinator will make contact via phone or door-knocking 	
Develop any specific information that could be provided to the community so it can minimise the risk harm	
<ul style="list-style-type: none"> Given the low number of affected properties, no information is considered necessary In higher risk events (e.g. waste/tyre fire), emergency services will be in control of public messages and Council will publish their messages 	

Minimising harm to persons on the premises	
Identify the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on	
<ul style="list-style-type: none"> See attached risk assessment 	
Develop any specific information that could be provided to the community so it can minimise the risk harm	
<ul style="list-style-type: none"> Given the low number of affected properties, no information is considered necessary In higher risk events (e.g. waste/tyre fire), emergency services will be in control of public messages and Council will publish their messages 	

Maps	
Provide a detailed map showing	
<ul style="list-style-type: none"> Location of the premises Surrounding area that is likely to be affected by a pollution incident Location of potential pollutants on the premises Location of any stormwater drains on the premises 	
It is also recommended that the position of any discharge points or any other useful information be included on the maps, and that any important details on the map are labelled	
See attachment	

Actions to be taken during or immediately after a pollution incident	
Pollution control action	In the event of pollution incident, the following will occur: <ul style="list-style-type: none"> Site staff identify the incident and enact this PIRMP Site staff make area safe and evacuate area as necessary Site staff make contact with Program Coordinator or Service Manager Program Coordinator/Service Manager determine if incident needs to be notified to relevant authorities Program Coordinator/Service Manager notify adjoining properties as necessary Program Coordinator/Service Manager notify communications section as necessary

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	<ul style="list-style-type: none"> Site staff and Program Coordinator undertake corrective actions as necessary <p>See also "PIRMP on a Page" (attached)</p>
Coordinating persons	<p><u>Primary</u> Shane O'Shea Program Coordinator – Waste Operations [REDACTED]</p> <p><u>Secondary</u> Gordon Cunningham Service Manager, Utilities [REDACTED]</p>

Staff Training	
Identify the nature and objectives of the any staff training program in relation to this plan	
<ul style="list-style-type: none"> Asbestos Awareness Corporate HSEQ First Aid Forklift ticket CRC Management (including spill response) Landfill and Transfer Station Operator Workshop 	

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Testing and Updating the PIRMP

It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident:

- Detail the manner in which the plan is to be tested and maintained to ensure that the information included in the plan is accurate and up to date and the plan is capable of being implemented in a workable and effective manner
- Detail how the testing is documented and recorded (this must include the testing dates and the names of all staff members who carried out the testing)
- Detail the dates on which the plan is updated

PIRMP Testing Details

<u>Date Tested</u>	<u>Tested By</u> (to include the names of all people involved in testing)	<u>Details of Test</u> (e.g. nature of the test, involvement of other agencies) Note: testing must cover all components of the plan.	<u>Finding of test including issues identified</u>	<u>Next scheduled testing date</u> (must be within 12 months from the current test)

PIRMP Update Details

<u>Date Occurred</u>	<u>Reason for update</u> (to include the names of all people involved in testing)	<u>Details of Update</u> (e.g. nature of the test, involvement of other agencies) Note: testing must cover all components of the plan.	<u>Date the updated version uploaded to website (if applicable)</u>	<u>Date of completion</u>

Bungendore RRF PIRMP

Attachments

Attachment 1 - Risk assessment

Attachment 2 – Site Map

Attachment 3 – PIRMP on a Page

Risk register C17198187

Business unit/activity/project name:

Prepared by:

Date: Dec-17

Approved by:

Date:

Next reviewed scheduled for:



Risk ID/number	Description (WHS Ref: work activity)
	Field operations

Handling, storing and using chemicals

Field and office based operations

IDENTIFY

Sources of hazard and risk description

- a)
- b)
- c)
- d)
- e)
- f)

Impacts on (Portfolio/Council)

- i)
- ii)
- iii)
- iv)
- v)
- vi)

- a) Hazardous chemicals / risk of inhalation, skin penetration, ingestion
- b)
- c)
- d)
- e)

- i) dermatitis
- ii) chemical burns
- iii) respiratory illness
- iv) cancers

- a) Disrespectful behaviours/ repeated and prolonged exposure from workers and or customers
- b) Prolonged and intensive metal or physical activity
- c) Exposure to biological sources (customer contact)
- d) Operating computer workstations - ergonomic risks
- e) Operating electrical equipment
- i) psychological effects from work related stress exposures
- ii) work related fatigue
- iii) flu, hepatitis
- iv) muscular-skeletal issues
- v) electric shock/ risk of electrocution

ASSESS		
Inherent risk assessment	Preventative actions	
Likelihood	Consequences	Rating
		(

Controls acting on hazard and sources of risk -
 WHS Ref: hierarchy of controls- Eliminate **(E)**,
 Isolate **(I)**, Substitute **(S)**, Engineering control
(EC), administration **(A)**

Type

(S) Where possible substitute chemical used for less hazardous chemical
(A) Safe system of work followed (SSOW). Refer to safety data sheet for specified PPE. Follow work activity SOPS includes PPE requirements
Code of Practice Reference: Managing risks of hazardous chemicals in the workplace - Safework NSW April 2016

(A) QPRC Fatigue management Directive, Respectful Behaviour Directive and related processes, Health program – flu vax, Immunisation for identified work exposures, Workstation assessments, Health monitoring processes, WHS Managing Electrical Risk process (includes: Testing and tagging processes). **Code of Practice References:** Hazardous Manual tasks - Safework NSW September 2016, Managing the work environment and facilities - Safework NSW December 2011, Managing electrical risks in the workplace - Safework NSW September 2016.

CONTROL

Detection and response actions

Effectiveness Responsible Controls acting on consequences

Type

Effectiveness Responsible

Residual risk assessment

Likelihood	Consequence Rating	Notes: Risk manager Control review
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Data and calculation section to be hidden.

Likelihood ratings	<table border="0"> <tr> <th>Rating</th> <th>Score</th> </tr> <tr> <td>Almost certain</td> <td>5</td> </tr> <tr> <td>Likely</td> <td>4</td> </tr> <tr> <td>Possible</td> <td>3</td> </tr> <tr> <td>Unlikely</td> <td>2</td> </tr> <tr> <td>Rare</td> <td>1</td> </tr> </table>	Rating	Score	Almost certain	5	Likely	4	Possible	3	Unlikely	2	Rare	1	Consequence rating	<table border="0"> <tr> <th>Rating</th> <th>Score</th> </tr> <tr> <td>Very high</td> <td>5</td> </tr> <tr> <td>High</td> <td>4</td> </tr> <tr> <td>Medium</td> <td>3</td> </tr> <tr> <td>Low</td> <td>2</td> </tr> <tr> <td>Very low</td> <td>1</td> </tr> </table>	Rating	Score	Very high	5	High	4	Medium	3	Low	2	Very low	1
Rating	Score																										
Almost certain	5																										
Likely	4																										
Possible	3																										
Unlikely	2																										
Rare	1																										
Rating	Score																										
Very high	5																										
High	4																										
Medium	3																										
Low	2																										
Very low	1																										
Inherent risk		Residual risk																									

Likelihood	Consequence	Score	Rating	Likelihood	Consequence	Score	Rating
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Control types

Category	Process/system
	Mangement review
	Independent review

Control effectiveness

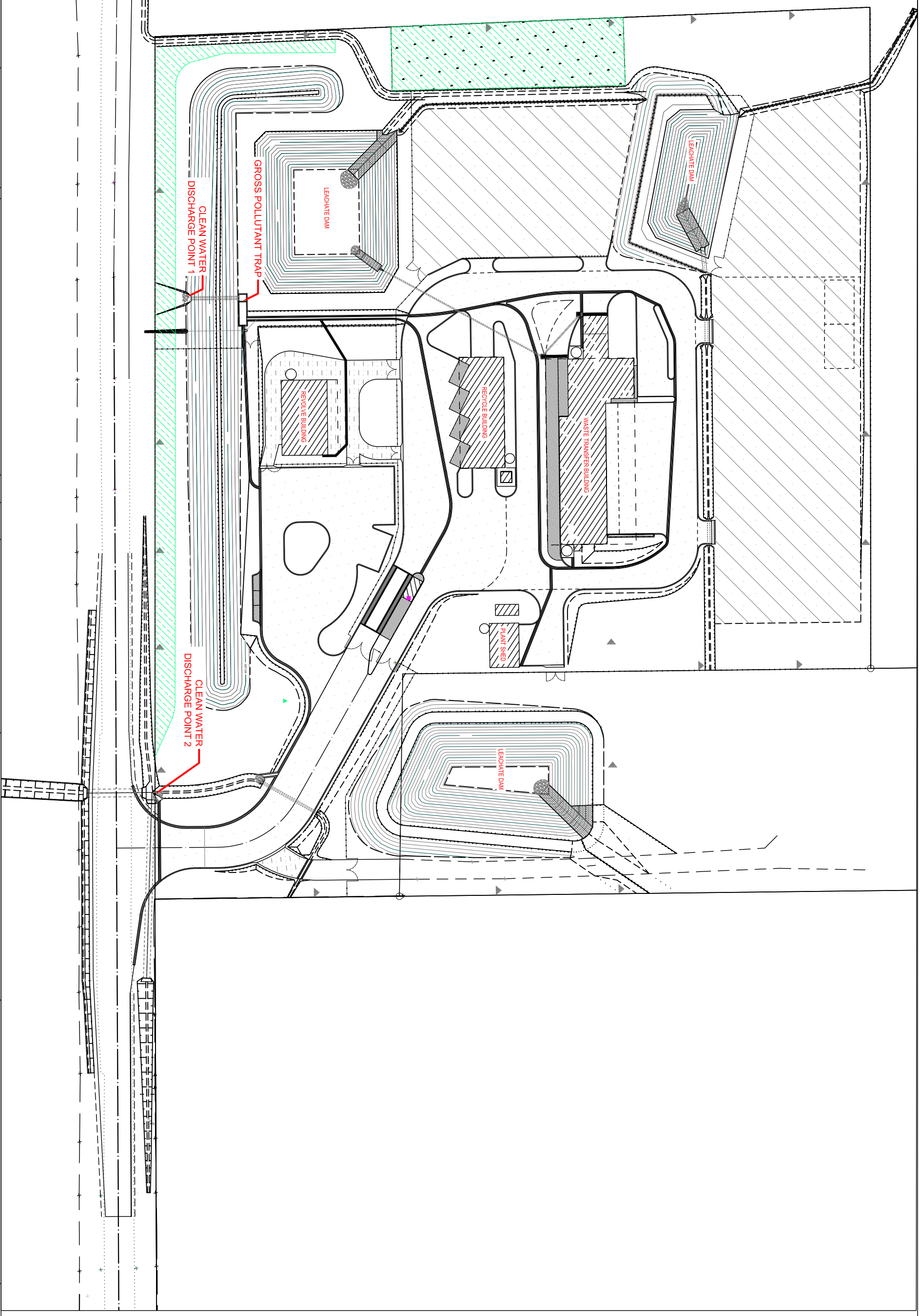
Very effective

Mostly effective

Reasonably effective

Somewhat effective

Not effective



SCALE (AS SHOWN)		SURVEYED		NB		DATE	
1 : 1000 @ A3		03/07					
DRAWN		DESIGNED		PJM		DATE	
LOCAL		PJM		08/12			
CHECKED		PJM		DATE		11/12	
M.G.A.		PJM		DATE		12/12	

AMENDMENT		BY		DATE	

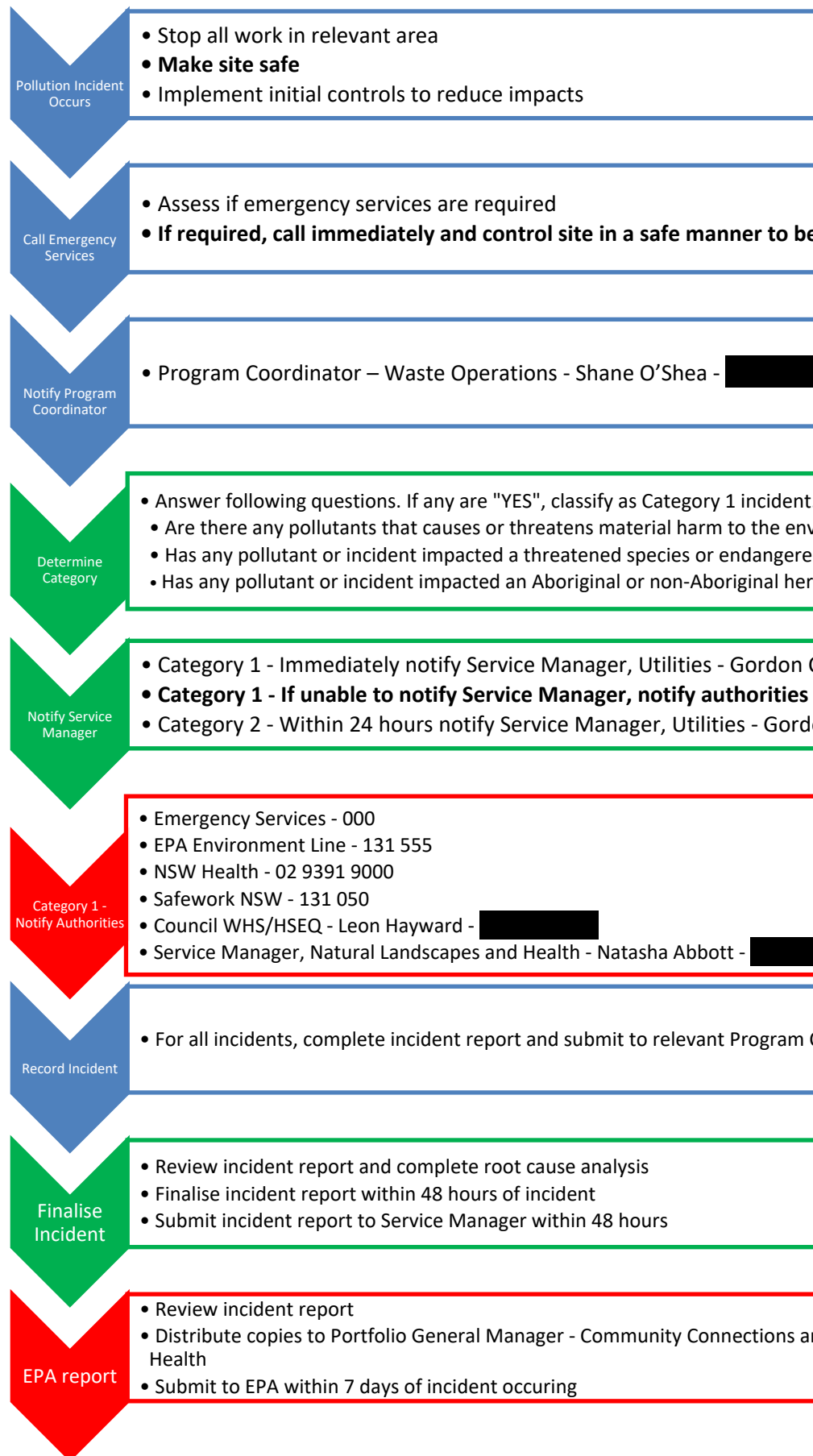
PALELANG COUNCIL
 10 MAJARA STREET
 BUNGENDORE, NSW, 2621
 TEL: 6238 8111 FAX: 6238 1290

PROJECT:
BUNGENDORE WASTE TRANSFER STATION

DRAWING FILE NO.		SHEET	
BUNGENDORE_DRAINAGE_PLAN.dwg			
TITLE:		REV.	
DRAINAGE PLAN			



BUNGENDORE RRF POLLUTION AND INCIDENT RESPONSE FORM



Pollution Incident Occurs

- Stop all work in relevant area
- **Make site safe**
- Implement initial controls to reduce impacts

Call Emergency Services

- Assess if emergency services are required
- **If required, call immediately and control site in a safe manner to be**

Notify Program Coordinator

- Program Coordinator – Waste Operations - Shane O’Shea - [REDACTED]

Determine Category

- Answer following questions. If any are "YES", classify as Category 1 incident
- Are there any pollutants that causes or threatens material harm to the env
- Has any pollutant or incident impacted a threatened species or endangere
- Has any pollutant or incident impacted an Aboriginal or non-Aboriginal her

Notify Service Manager

- Category 1 - Immediately notify Service Manager, Utilities - Gordon C
- **Category 1 - If unable to notify Service Manager, notify authorities**
- Category 2 - Within 24 hours notify Service Manager, Utilities - Gord

Category 1 - Notify Authorities

- Emergency Services - 000
- EPA Environment Line - 131 555
- NSW Health - 02 9391 9000
- Safework NSW - 131 050
- Council WHS/HSEQ - Leon Hayward - [REDACTED]
- Service Manager, Natural Landscapes and Health - Natasha Abbott - [REDACTED]

Record Incident

- For all incidents, complete incident report and submit to relevant Program C

Finalise Incident

- Review incident report and complete root cause analysis
- Finalise incident report within 48 hours of incident
- Submit incident report to Service Manager within 48 hours

EPA report

- Review incident report
- Distribute copies to Portfolio General Manager - Community Connections and Health
- Submit to EPA within 7 days of incident occurring

Blue – Site staff

Green – Program Coordinator

Red – Service Manager
Last Revision – 4 June 2019