

**EUCHAREENA ROAD
ORGANICS RECOVERY FACILITY**

**EMERGENCY PROCEDURES
&
POLLUTION INCIDENT
RESPONSE MANAGEMENT
PLAN (PIRMP)**

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1.0 INTRODUCTION

These guidelines have been developed to assist management and personnel in the event of an emergency within the Organics Recovery Facility (ORF). As stated they are only guidelines and given the myriad of events that could result in an emergency within the facility, may need to be modified to suit the situation.

In the event of an emergency, the relevant emergency service responsible to control the situation may implement their own procedures.

The ORF is located within the Orange City Council Waste Management Facility on Euchareena Road, Molong, which comprises of a landfill operated by Orange City Council. The ORF is located in the south western corner of the facility and is controlled by JR Richards & Sons.

2.0 NOTIFICATION OF SIGNIFICANT INCIDENTS

In the event of an incident listed below a Head Office Senior Manager must be notified as soon as practicable. Where an environmental incident listed below occurs, a Head Office Senior Manager must be notified immediately.

In the event of an incident listed below a Head Office Senior Manager must be notified immediately.

SERIOUS INCIDENT - GENERAL

- Fire to plant or equipment
- Injury to persons requiring hospitalisation

ENVIRONMENTAL INCIDENT

- All environmental incidents where external agencies are involved (Police, Fire Service, etc).
- Overflow of water/leachate from the storage dams.
- Fire in stockpile

ENVIRONMENTAL INCIDENT – NOTIFICATION TO ORANGE CITY COUNCIL

- All environmental incidents where external agencies are involved (Police, Fire Service, etc)
- Overflow of water/leachate from the storage dams.
- Fire in stockpile

SENIOR MANAGEMENT

Compliance Manager	Associate Director	Contracts Administrator
Craig Shelton	Robert Marlow	Greg Turner

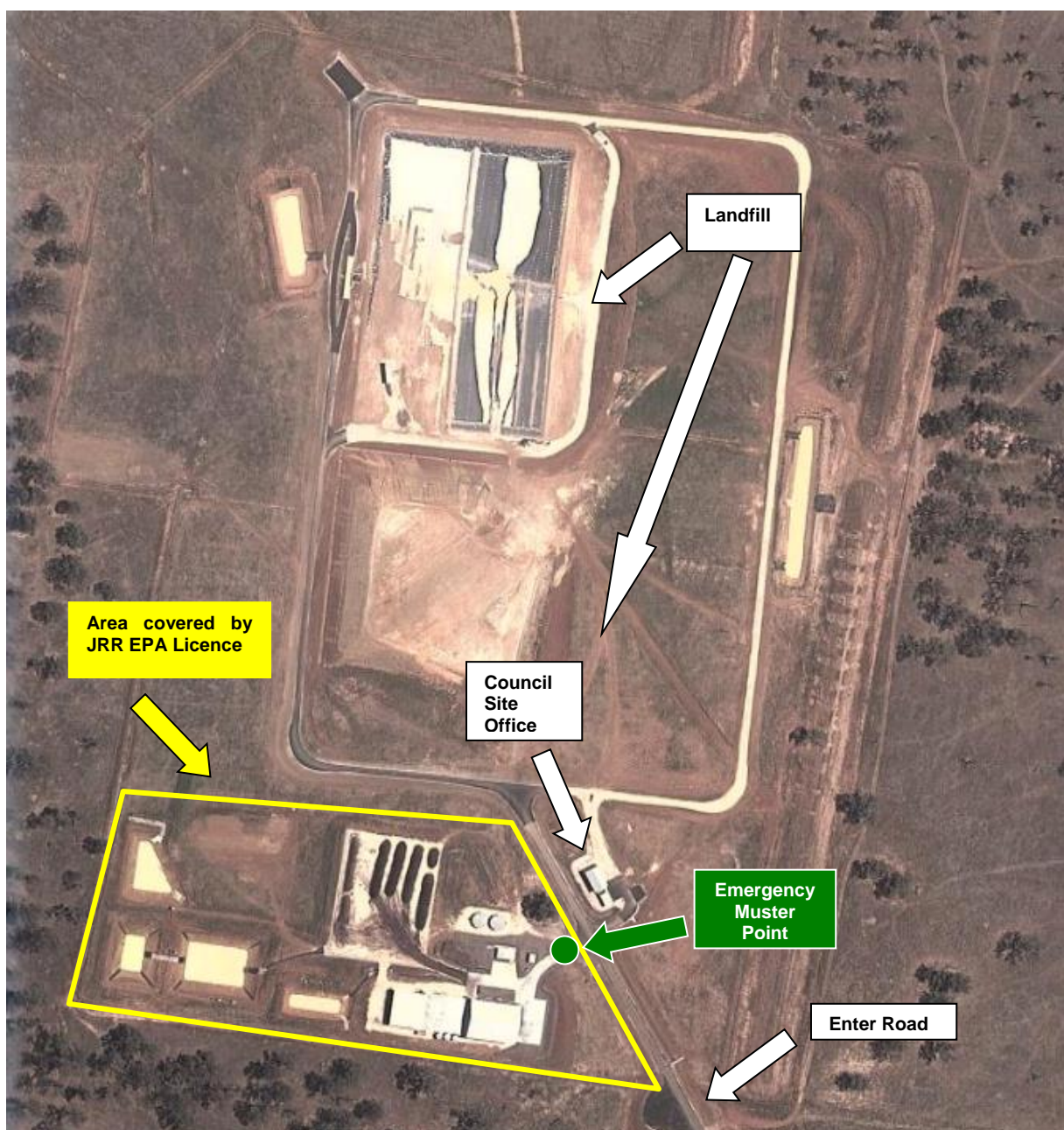
Refer to JR Richards & Sons contacts list on the intranet or your depots emergency contacts list for numbers

3.0 POLLUTION INCIDENT RESPONSE MANAGEMENT

JR Richards & Sons hold the EPA Licence for the processing of organic waste at the facility. The management of pollution incidents resulting from activities covered by this licence is addressed within this manual and the procedures are available within the company's intranet. These procedures are:

Managers are to refer to procedure WP-QA-506 "Reporting Environmental Incidents" for further details.

4.0 SITE MAP



5.0 EMERGENCY EVACUATION – MUSTER POINT

In the event of an emergency the alarm will be activated and persons are to make their way in a safe and orderly manner to the Muster Point located at the entry gate to the ORF, across from the Council site office. Persons must remain at the Muster Point until instructed by the Regional Manager or next senior to return to duties or leave the site.



**EMERGENCY
MUSTER
POINT**

6.0 POTENTIAL HAZARDS AND LIKELIHOOD

The facility is designed to convert shredded organic material into compost by means of treating raw organic waste in a tunnel system which is heated and irrigated. Once the organics are removed from the tunnels it is left to sit on a pad until the process is complete. There are no chemicals used in the process, it does not admit hazardous fumes, vapours or mist and it is not hazardous to humans or fauna.

Given the nature of the process, leachate is released during heating and maturing and an organic odour may emit during the process and according to varying weather conditions. There are three potential hazards which can be identified as a result of this process which may have an impact on the environment being, release leachate into the environment, odours and fire in stockpiles.

Uncontrolled Release of Leachate from holding ponds – LOW RISK

Hazard:

Leachate being held within the storage dams exceeds holding capacity overtopping the dam wall or dams wall rupture.

Control:

The site has three leachate dams and one stormwater holding dam, leachate can be transferred between these dams to prevent overflow. Once dam levels reach 80%, leachate is pumped out and transported to a licensed treatment facility. If in the event the above controls fail, earth bunds can be contracted within the footprint of the facility, capturing the overflow.

Likelihood:

The mean rainfall for the area is just over 700mm annually (ref BOM). Given dams are maintained at minimum levels along with a very small catchment area, the likelihood of dams becoming full and overflowing prior to controls being set in place is very low.

Odour for release – LOW RISK

Hazard:

Odour admitting from production and storage of organic material.

Control:

Irrigation of stockpiles and filtration of air generated during the processing stage.

Likelihood:

The likelihood of an odour coming from the processing stage is very low given the air released is processed through a filtration system. Stockpiles are irrigated regularly which suppresses the generation of odours.

Fire in Stockpiles – LOW RISK

Hazard:

Spontaneous combustion of stockpiles.

Control:

Daily temperature monitoring of product, irrigation of stockpiles and the regular rotation of the product.

Likelihood:

The likelihood of a fire within a stockpile is low given the product is turned regularly therefore releasing any build-up of heat within the product. Daily temperature readings identify hot spots alerting staff to the potential of fire.

7.0 LEACHATE POND ESCAPE MANAGEMENT PROCEDURE

Uncontrolled release

The ponds are inspected daily for integrity, and levels with leachate transferred between ponds to ensure the levels are maintained preventing overflow. As required, leachate is pumped from the ponds onto the transpiration area, which in turn reduces pond levels.

In the event of an overflow or rupture of a pond, the ORF Supervisor is to advise the Landfill Supervisor of the event.

The ORF Supervisor is to transfer the remaining leachate from the overflowing or ruptured pond into the remaining two ponds, to a level which stops the escape of further leachate.

In the event of a ruptured wall where leachate cannot be fully transferred to other ponds stopping the flow, the ORF Supervisor is to attempt to stem the flow of leachate by placing VENM (Virgin Excavated Natural Material) into the ruptured area of the wall, where possible the use of sandbags can be utilised.

If the ruptured wall cannot be repaired or there is too much runoff for the dams to hold, leachate will be pumped out using vacuum trucks and transported to licensed premises for processing. In the event pumping of leachate does not control the flow, a containment wall is to be constructed using VENM on the low side of the facility preventing runoff from site.

8.0 ODOUR MANAGEMENT

Odour

The waste contains no chemicals therefore odour released is not of a health concern, however the smell could be a nuisance to neighbours within close proximity.

The location of the facility's closest neighbours is 2.1km to the North, 1.3km to the South, 900m to the East and 3.9km to the West. Given the distance from neighbours it is anticipated the likelihood of odours becoming a hindrance would be extremely low.

Management processes to minimise odours if a complaint is received would include wetting down and covering stockpiles, increasing the filtration material used in the bio-filters and remove product from site.

9.0 STOCKPILE FIRE MANAGEMENT

Stockpiles are rotated regularly as part of the processing procedure. In the event a stockpile was to be observed admitting smoke, that section of the stockpile would be removed by heavy machinery and hosed down.

10.0 NOTIFICATION PROCESS FOR PIRMP

Notification Process

In the event of an uncontrolled environmental event onsite has occurred, the Regional Manager is to notify a Senior Head Office Manager who will in turn notify all relevant government departments. The Regional Manager will ensure controls are set in place to manage the event and arrange and oversee a door-knock of neighbours within the immediate area, advising them of the nature of the event and what actions have and are being set in place to control the event.

On completion of notifying all neighbours, the Regional Manager shall document the time the notification process commenced and was completed in the diary and inform the Senior Manager – Head Office of completion.

11.0 EMERGENCY CONTACTS

11.1 Emergency Services

Fire 000

Police 000

Ambulance 000

Other services refer to site emergency contact list

11.2 JR Richards Contacts

Refer to site Emergency Contacts List

11.3 Medical Practitioners (Doctors)

Refer to site Emergency Contacts List

11.4 Local Government Emergency Services

Local Government Contact Details are available via the JR Richards & Sons Intranet or through the general Internet or by calling directory assistance 1234

11.5 Environmental Incidents

In the event of an environmental incident resulting in harm or damage to the environmental (land, water, air) or injury to persons (resulting from the environmental incident) numerous government departments must be immediately contacted. This is to be undertaken by a Senior Manager from Head Office who's contact details are listed on the site Emergency Contacts lists.

Managers are to refer to procedure "Reporting Environmental Incidents" for further details.

12.0 EMERGENCY WARDENS

The Emergency Warden for each site is the JR Richards Site Manager. In the absence of a Warden the next most senior person shall assume charge of the situation.

	Emergency Wardens	Assistant Wardens
ORF	ORF Supervisor	ORF Loader Operator

12.1 Responsibilities

Emergency Warden /s

- ♦ take control of the emergency situation and call emergency services if required
- ♦ coordinate the required response (evacuate, fight fire, contain spills, etc)
- ♦ communicate with other Wardens (if applicable)
- ♦ ensure all personnel are accounted for
- ♦ communicate with personnel within their area
- ♦ check work areas are clear of personnel

13.0 EVACUATION

13.1 Emergency Wardens Instructions

If an evacuation is required the Warden shall assume all responsibilities for the evacuation procedures.

Evacuation should be carried out as planned below:

- a. Upon notification of an incident assess the severity of the emergency.
- b. Active the Emergency Horn, Alarm or Siren.
- c. The following is the form the evacuation announcement should take.

**"There is an emergency located at (give location)
All staff and visitors are to evacuate immediately and assemble at
(name assembly area). Evacuation should be via (tell which exit to use)
This is not a drill".**

Repeat Twice.

- d. Notify the fire brigade, police and ambulance "000" of the emergency if required.
- e. At the Emergency Muster Area, account for all personnel and visitors.
- f. Contact the Site Manager and Tuncurry Office and advice of the Emergency.
- g. Notify surrounding businesses of the possible risk.
- h. Liaise with the police, fire brigade and ambulance.
- i. Once the all clear has been given by emergency services authorise employees to resume work if safe to do so or arrange other duties.
- j. Report details of incident on report form.

13.2 Employees and Visitors

On hearing an evacuation notice and/or warning (siren, horn, etc)

- a. Follow instructions given by Warden
- b. Turn off all power tools, plant or equipment you may be using.
- c. If safe to do so collect personal items.
- d. If a warden is not available, still evacuate work area in an orderly manner.
- e. Do not walk through the area of the emergency (fire, spill, etc).
- f. After exiting work area, move directly to the designated assembly area.
- g. Do not leave the assembly area until you have been instructed to do so by your manager.
- h. Do not re-enter the workplace until you have been given the all clear by your Manager.

14.0 EMERGENCY MANAGEMENT EQUIPMENT

To assist in the management of emergency situations, various tools are available at sites and on items of plant and equipment to help control the event. These items include:

Sites:

Emergency manuals
Hydrocarbon spill kits
Chemical spill kits
Bulk absorbent material
Fire extinguishers
Fire hose reels
Fire hydrants
Fire pumps
Emergency showers and eye stations

Emergency horns
First Aid Kits
Barricades
Shovels and booms
Earth moving equipment
Mobile and fixed telephones
Two –way radios
Bunding
sand bags

Vehicles:

Hydrocarbon spill kits
Bulk absorbent material
Fire extinguishers
Emergency tri-angles

Shovels and boom
Earth moving equipment
Mobile telephone
Two –way radios
Mobile garbage bins

15.0 FIRE EMERGENCY – GENERAL

If you discover a Fire in your work area

- a. Raise the alarm using air horn, siren or shouting to notify all.
- b. If warden present follow their instructions.
- c. If possible switch off all power to equipment and plant which will be affected by the fire.
- d. If not safe to extinguish fire evacuate area and move safely to assembly area.
- e. If required call 000 fire service.
- f. Render first aid if required.

If the fire is small attempt to extinguish the fire with an appropriate fire extinguisher and/or fire hose.

16.0 FIRE ORGANICS STOCKPILE

If you discover a Fire in the Organics Stockpile

- Assess the nature of the fire.
 - ♦ Which pile is fire located in and area covered by fire
 - ♦ Type of material burning (screened or unscreened)
 - Immediately notify Head Office (Tuncurry) Management of the situation who in turn will advise Local Council in accordance with contractual requirements.
 - If possible the fire should be extinguished using onsite equipment.
 - ♦ Using fire hoses water stockpile
 - ♦ Using front end loader, pull the stockpile apart allowing access to fire.
 - If the fire is threatening property and unable to be managed with onsite control measures.
 - ♦ Contact Fire Brigade
 - ♦ Notify all persons within the area
 - ♦ Evacuate to emergency evacuation area if required
 - ♦ Prevent persons from entering area
 - Ensure all waste removed in the process of extinguishing the fire is stored in a manner that prevents harm to the environment.
 - Investigate cause of fire and complete incident / accident reporting form.
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17.0 FIRE – WILDFIRE (BUSHFIRE)

If you discover a Wildfire (Bush Fire) in the area adjacent to the depot

- a. Assess the nature of the fire.
 - ♦ Where the fire is located and area covered by fire
 - ♦ Type of vegetation it is burning in. .
 - ♦ The direction the fire is travelling.
- b. Advise all site personnel of the fire and monitor.
- c. If you are located within a Landfill immediately notify the Landfill Supervisor. The Landfill Supervisor is responsible to contact emergency services. If not within a Landfill contact Depot Manager
- d. Notify Head Office (Tuncurry) Management of the fire.
- e. Confirm emergency services have been contacted.
- f. Ensure the area around the perimeter of the site is clear of waste and combustible items.
- g. If necessary wet down all grass and vegetation around the perimeter.
- h. Move all stored product from the perimeter to a safe location within the site.
- i. Monitor the fire and if advised by Emergency Services, Council Staff or Depot Manager evacuate.

18.0 BOMB THREAT

If you receive a bomb threat in your work area

- a. Endeavour to obtain as much information as possible about the threat
(a check list is provided)
 - ◆ Type of bomb
 - ◆ Where is it located
 - ◆ Why is it placed there
 - ◆ When is it set to explode
 - ◆ What does it look like
 - ◆ What is the callers name
- b. Tell your warden or your supervisor
 - ◆ Any available information
 - ◆ Do not create panic by telling others
- c. If asked to evacuate, take all personal effects with you and advise warden of any suspicious item or objects in your work area.

IF A BOMB OR SUSPICIOUS OBJECT IS FOUND

- a. do not touch it – clear the area
- b. advise the manager &/or supervisor immediately
- c. advise the warden
- d. prevent others from going into the area near the bomb
- e. your warden will advise you of any further action you should take

OUTSIDE NORMAL BUSINESS HOURS

- a. call police and give them available information
- b. warn others in the area
- c. evacuate the work area

19.0 MEDICAL EMERGENCIES

19.1 Emergency First Aid Procedures

- a. Assess the situation
- b. Determine the course of action necessary
- c. Qualified first aiders should administer first aid to injured persons. If not qualified assist where possible.
- d. IF THERE ARE NO QUALIFIED FIRST AIDERS AVAILABLE DO WHAT YOU CAN CPR, STOP BLEEDING, ETC.
- e. Do not move injured persons unless they are in a life-threatening situation.
- f. Contact relevant authority i.e. Ambulance, Fire Brigade
- g. Provide access to and from the emergency site

This information is not intended to replace first aid training and is included as a guide only.

IF YOU ARE UNSURE, GET HELP.

NEVER PUT YOURSELF IN A DANGEROUS SITUATION

19.2 Qualified First Aiders

A list of site First Aiders will be available beside each first aid kit

19.3. First Aid Box Locations

The First Aid Kits are located within offices and all vehicles. Within buildings they are identified by the green and white information sign displayed below:

FIRST AID KIT LOCATION SIGN



20.0 BURNS

Management of a Burns Patient

- a. Stop the burning - smother the flames.
 - b. Danger, Response, Airways, Breathing and Circulation.
 - c. Maintain breathing and ensure clear airway.
 - d. Cool the burn to normal body temperature with water. Pour clean cool water over burn for 15 minutes.
 - e. Examine the body for other injuries.
 - f. Remove anything that may trap the heat in, eg clothing (do not tear burnt clothing away which as adhered to skin - cut around it).
 - g. Cover the burn with something clean (Sheet or towel).
 - h. All for assistance (Ambulance) or is safe transport patient to hospital as soon as possible.
-
-

21.0 CONTACT WITH POISONS

- a. Assess the nature of the poisoning.
 - ◆ Digested, spilt on skin, in eyes or ears, breathed in, etc.
 - ◆ Type of chemical involved.
 - ◆ Quantity of chemical involved.
- b. Obtain MSDS for chemical
- c. Refer to First Aid of MSDS and follow instructions
- d. Contact Poisons Information Centre 13 11 26

22.0 SECURITY, TRESPASSERS/PROTESTORS

- a. Assess the situation
 - b. Contact JRR Management
 - c. Relevant authorities to be contacted by JRR management or other responsible person.
 - d. Personnel must not place themselves in danger.
 - e. Where possible record details of persons involved eg clothing worn, colour of hair, height, build, what was said, nationality and vehicles involved.
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23.0 EARTHQUAKE

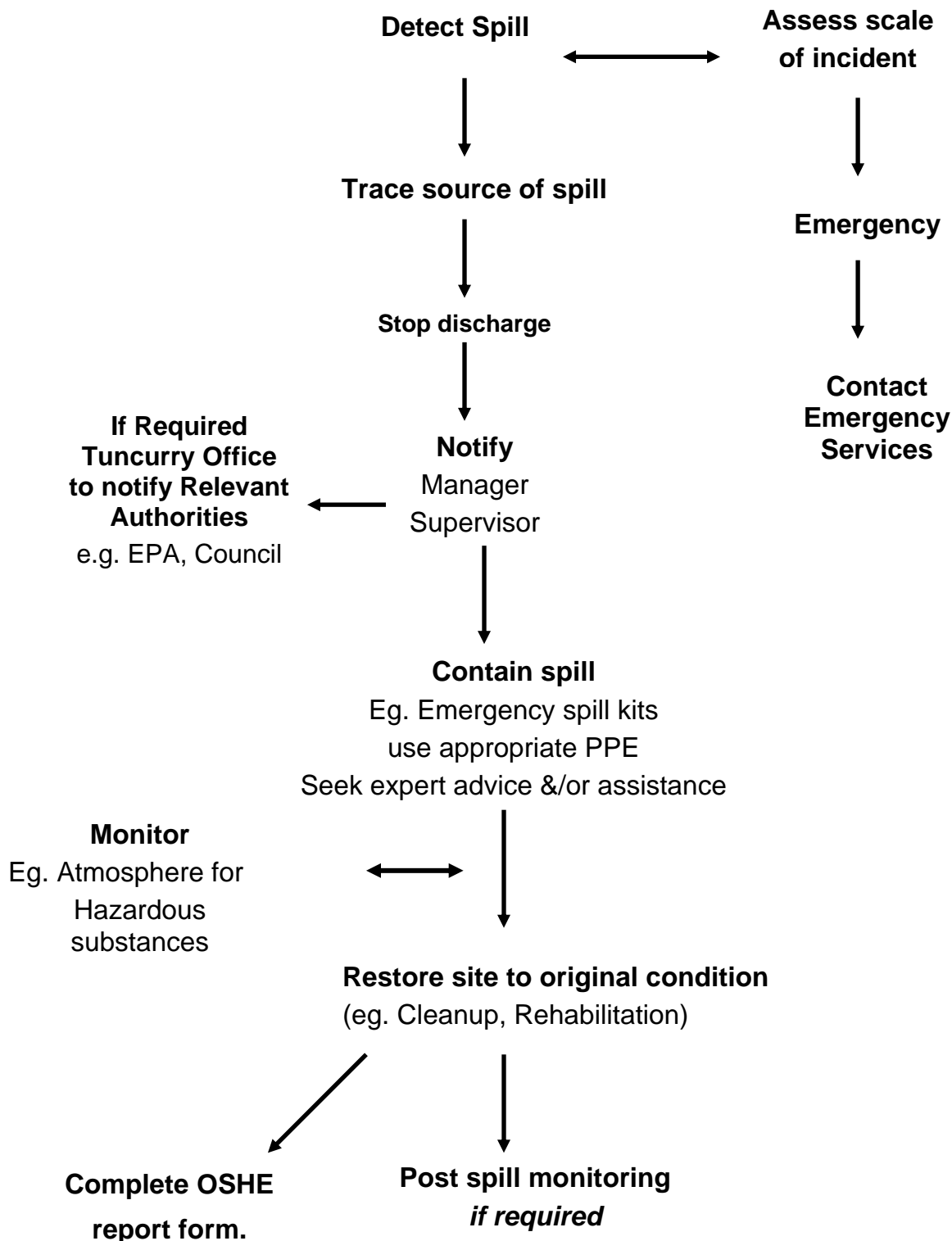
- 1. Do not evacuate buildings
 - ◆ The Warden will check that exit routes are safe
- 2. Stay away from windows and glass areas. "Shelter under bench, desk or doorframes".
- 3. Do not create naked flames– Matches, cigarette, lighters etc. These can cause an explosion if flammable fumes from damaged containers or gas mains are present.
- 4. If asked to evacuate, take all personal effects with you move directly to the Emergency Muster Area.
 - ◆ Stay clear of buildings, power lines, poles or trees.
 - ◆ The main danger is from falling objects.

OUTSIDE NORMAL BUSINESS HOURS

- 1. Stay away from windows and glass areas
- 2. Shelter under bench, desk or doorframes for protection from falling objects
- 3. Wait until the shaking stops and then evacuate in an orderly manner.

24.0

SPILL CONTINGENCY PLAN



WARNING

Substances may be hazardous. Refer to the relevant Safety Data Sheet or seek emergency advice before exposing yourself to hazards.

25.0 MOTOR VEHICLE ACCIDENT

Where any person has suffered injury:

- a. Call Ambulance, Police and Fire Brigade
- b. Check for dangerous situation eg live power lines, leaking fuel
- c. Keep patient's air way clear, stop bleeding
- d. Do not remove patient from vehicle unless in danger
- e. Notify Depot Manager of incident
- f. Head Office must be notified if vehicles are unserviceable following an incident.
- g. Police must be notified and event number obtained of all accidents where JR Richards are not at fault and there has been damage to third party vehicle or property.

If there are no injuries:

- a. Ensure area is made safe.
- b. Clean up any spills.

Exchange Information

- a. Show your licence, address and car details to other driver(s)
- b. Make no comment about liability or fault
- c. Record names, addresses and car numbers of any witnesses
- d. Complete accident documents in the glove box of company vehicle

NEVER ACCEPT OR ADMIT LIABILITY
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26.0 TRAINING AND DRILLS

All employees are to be trained in the sites emergency procedures with site emergency drills carried out annually and training and emergency drill forms completed. Pollution incident response plans must be tested every 12 months as per schedule on depot HSE&QA Plan by either conducting a practical drill or desk top review. These drills/reviews must also be documented on the emergency drill record form. Pollution incident response plans must be tested within one month of a pollution incident occurring in the course of an activity to which the licence relates to.



EMERGENCY REPORT FORM

Time of Call:

Hrs:

Name of Caller:

Telephone Number / Radio Channel:

Type of Incident:

Location of Incident:

INCIDENT DETAILS

Exact Location of Incident:

Are Persons Injured: Yes / No

Number Injured:

Names of Patients:

Nature of Injury:

Is There a Threat of Fire: Yes / No

Type:

Is There a Threat of Explosion: Yes / No

Type:

Is There Threat from Chemicals: Yes / No

Type:

Additional Information:

Is Access Restricted: Yes / No


How:

Is all Information Correct: (Repeat to Caller)

Persons Responding:

Contact Number:

Action Taken:

BOMB THREAT CHECK LIST		
Person Completing Form:		Date:
(When message is complete, ask caller to repeat important details)		
Ask what time is the bomb set to explode:		
Ask where it is located:		
Ask what it looks like:		
Ask why he/she is doing this:		
Ask what his/her name is:		
Record time terminated:		
Don't hang up, leave line open and alert nearest Police Station on another line if possible		
ANY OTHER INFORMATION?		
SIEGE / HOSTAGE CHECK LIST		
Number of Victim(s):		
Name of Victim(s):		
If Names Unknown:		
Height:		
Sex:		
Age:		
Complexion:		
Number of Assailants?		
Description of Weapons:		
Description of Vehicles:		
Mood of Assailant(s) eg. Cool, Irrational, Nervous:		
Other information:		
Signed:		Date:

EVACUATION WARDENS CHECK-SHEET

Duties- Check for and advise personnel to evacuate to the Emergency Muster Area.

I t e m	Actions	Comments
1	Activate emergency evacuation alarm.	
2	Direct personnel to evacuate to Emergency Muster Area.	
3	Account for all personnel.	
4	Secure the Area. Do not let personnel re-enter buildings/depot.	
6	Record all actions on “Emergency Log Sheet”.	

EMERGENCY CONTACTS

EMERGENCY TYPE	SERVICE PROVIDER	CONTACT NUMBERS	NOTES
SECURITY & BOMB THREAT	Police	000	
FIRE, HAZARDOUS SUBSTANCE SPILL	Fire Brigade	000	Fire Services contacts Haz Mat Response Unit if specialists required
MEDICAL EMERGENCY	Ambulance	000	
POISONING	Poison Information Centre	13 11 26 24 Hrs Emergency	Have name of chemical ready and details of poisoning
MEDICAL TREATMENT (HOSPITAL)	Local Hospital	02 6392 3300	Malong Hospital King Street Malong NSW
MEDICAL TREATMENT (DOCTOR)	Local Doctor	05 6366 8003	Malong GP / Medical Centre 13 Gidley Street Malong
ELECTRICAL FAILURE OR ACCIDENT	Essential Energy	13 20 80 24 Hrs Emergency	If persons injured or property at risk call Police and Fire Service
STORM DAMAGE - LOCAL FLOODING	Local SES	13 25 00 24 Hrs Emergency	
BURST WATER MAIN	Cabonne Council	02 6392 3200	Details of problem and location

ENVIRONMENTAL INCIDENTS

POSITION	NAME	CONTACT NUMBER
Compliance Manager	Craig Shelton	0429 905357
Associated Director	Robert Marlow	0412 223 336
Contracts Administrator	Greg Turner	0408 299 499

DEPOT PHONE NUMBER:

02 6362 6353

CURRENT AS OF

6/03/14

Workplace Manager	Glynn Stewart	0429 626 353
Workplace Supervisor	Sean Pleasance	0419 626 353
Contract Manager	Greg Turner	0408 299 499
Fleet / Maintenance Manager	Rod Jones	0448 291 096
Safety & Environmental	Craig Shelton	0429 905 357
Media	Robert Marlow	0412 223 336
Government Departments	Craig Shelton	0429 905 357

Evac Contact numbers Form SWPF 0105 revision date: 28 Aug 2012

LEGEND

Exit Point
 Exit Route

Fire Extinguisher
 Fire Hose
 First Aid
 Material Safety Data Sheets
 Emergency Procedure Manual
 Emergency Eye Wash Station
 Fire Blanket

EMERGENCY ASSEMBLY AREA

Assembly Area
 FRONT ENTRY

EMERGENCY CONTACTS

Fire/Police/Ambulance: 000
Glynn Stewart: 0429 905 357
Sean Pleasance: 0419 626 353
JR Richards Head Office: 6555 7007

