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PORT MACQUARIE AQUEOUS WASTE TREATMENT PLANT

Pollution Incident Response Management Plan

**Issue 5
MAY 2020**

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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 Aqueous Waste Treatment Plant. 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 notified 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 Aqueous Waste Treatment Plant (AWTP) is located within the old Port Macquarie Landfill site on Kingfisher Road Port Macquarie which comprises of a transfer station, offices and workshop operated by Port Macquarie – Hasting Council and the Aqueous Waste Treatment Plant operated by JR Richards & Sons

The AWTP is situated in the north western corner of the site and comprises of two transfer tanks, six holding tanks and two treatment tanks. All tanks are within a bund.

2.0 NOTIFICATION OF SIGNIFICANT INCIDENTS

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

ENVIRONMENTAL INCIDENT

- All environmental incidents where external agencies are involved (Police, Fire Service, etc).
- Spillage from the Aqueous Waste Plant resulting in waste escaping the bunded area.

ENVIRONMENTAL INCIDENT – NOTIFICATION TO PMHC

- All environmental incidents where external agencies are involved (Police, Fire Service, etc)
- Spillage from the Aqueous Waste Plant resulting in waste escaping the bunded area.

SENIOR MANAGEMENT

Compliance Manager Craig Shelton	Associate Director Robert Marlow	Contracts Administrator Greg Turner
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Refer to JR Richards & Sons contacts list on the intranet or your depots emergency contacts list for numbers

3.0

SITE MAP



4.0

EMERGENCY EVACUATION – MUSTER POINT

In the event of an emergency the alarm will be activated and persons are to make their way safely and orderly to the Muster Point located in the car park across from the Administration building. Person 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**

5.0 POTENTIAL HAZARDS AND LIKELIHOOD

The facility is designed to separate liquid grease trap waste into a substance acceptable for disposal to sewage and bio-waste used in pasture improvement or disposal at licensed facility. There are no chemicals used at the facility, the substance does not admit hazardous fumes, vapour or mist and it is not hazardous to humans or fauna.

Given the nature of the substance there are two potential hazards which can be identified being, release to environment for bund and odours.

Failure of single tank – LOW RISK

Hazard:

The liquid held within the tank would be released into the bunded area.

Control:

The bund is designed to retain the contents of the largest tanks in the event of an uncontrolled release.

Likelihood:

Tanks are inspected monthly as part of the site Health, Safety & Environmental Plan. All concerns and non-conformances are placed in the depot action plan for actioning. Periodic thickness testing is conducted of all tanks to ensure their structural integrity. Therefore any concerns with the integrity of the tanks should be identified prior to any uncontrolled release.

Failure of multiple tanks (more than two tanks) – MEDIUM RISK

Hazard:

The liquid would flow from the bund into the sites stormwater retention system.

Control:

The liquid would be contained within the sites stormwater retention system and collected using vacuum tankers.

Likelihood:

Tanks are inspected monthly as part of the site Health, Safety & Environmental Plan. All concerns and non-conformances are placed in the depot action plan for actioning. Periodic thickness testing is conducted of all tanks to ensure their structural integrity. Therefore any concerns with the integrity of the tanks should be identified prior to any uncontrolled release.

Odour for release – LOW RISK

Hazard:

Uncontrolled release of large quantity of liquid resulting in high levels and odour.

Control:

Remove liquid using onsite vacuum tankers.

Likelihood:

Tanks are inspected monthly as part of the site Health, Safety & Environmental Plan. All concerns and non-conformances are placed in the depot action plan for actioning. Periodic thickness testing is conducted of all tanks to ensure their structural integrity. Therefore any concerns with the integrity of the tanks should be identified prior to any uncontrolled release resulting in odours being admitted.

6.0 NEIGHBOUR NOTIFICATION

Uncontrolled release

The site is located within a hollow with stormwater being collected onsite and stored in a dam prior to release into the Council sewage system. All uncontrolled releases which escape the bund will be contained onsite therefore having no impact on neighbours.

Odours

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

Neighbours are located 200 metres to the North, 700 metres to the East, 400 metres to the South and 400 metres to the West. Given the distance from neighbours including the site is within a hollow it is believed the only neighbour that may require notification will be those located to the north of the facility along Kingfisher Road.

Notification Process

Once an uncontrolled release has been identified and relevant company and government department notified the Depot Manager under instruction from the Senior Manager – Head Office will arrange and oversee a door knock of neighbour along Kingfisher Road advising them of the nature of the odour and what actions are being taken to control the situation.

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

7.0 EMERGENCY CONTACTS

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 Senior Management from Head Office. The contact details for these persons are listed on the site Emergency Contacts lists.

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

7.1 JR Richards Contacts

Refer to site Emergency Contacts List

8.0 SITE FACILITIES

8.1 Electrical Isolation

The electrical isolation points are located:

SITE	TYPE	LOCATION
Plant	Switch	Workshop western wall

8.2 Fire Fighting Equipment

- Fire extinguishers are located within the facility and sign posted
- Fire hose reels are located within the facility and on the external walls of buildings.
- Fire hydrants are located

8.3 Spill Control Kits

Spill kits are located in the following areas:

- Aqueous Waste Plant

A bulk supply of absorbent material is stored within the workshop store area

8.4 Items of Plant & Equipment

Plant & Equipment listed below may be used to control a emergency onsite, these items may not be at the facility at the time of the incident but within the local area.

- Vacuum tankers
- Absorbent material
- Street sweeper

8.5 Items of Personnel Protective Equipment

The following PPE is available onsite.

- PVC gloves
- Aprons
- Face shields
- PVC suits
- Respiratory protection

9.0 TREATMENT PLANT EMERGENCY

9.1 Site Stormwater Retention System

In the event of a catastrophic incident resulting in loss of liquid waste from the facilities bunding system the substance would flow through the sites stormwater system where it will be collected in a catchment dam to the east of the yard. This dam is designed to catch all stormwater and leachate from the site where it is recirculated through an irrigation system over the old landfill those retaining all liquid onsite.

9.2 Hose / Pipe Rapture

In the event of a hose or pipe rupturing during waste transfer the following guideline is to be followed.

- a. Turn off pump.
- b. Turn off all taps and valves
- c. Hose down spillage into drainage system and pump into tank using serviceable pipe/hose.

9.3 Vacuum Tank Rapture

In the event of a Vacuum Tank rupturing (these are the tanks the waste is first pump into from the pumpout truck) the following guidelines are to be followed:

- a. Stop pump.
- b. Close off all valves.
- c. To remove waste from Vacuum Tank open valve on bottom of tank and transfer waste to trommel and into pump pit. Pump waste to relevant storage tank/s

9.4 Storage Tank Rapture

In the event of a Storage Tank rapture (these are the 6 large tanks on the western side of the plant) the following guidelines are to be followed.

- a. Stop pump (if pumping waste into tank).
- b. Close off all valves.
- c. Connect transfer hose to outlet pipe on side of tank.
- d. Review the tank storage whiteboard to find a storage tank which can hold the waste from the ruptured tank.
- e. Run outlet hose to transfer pit below trommel.
- f. Transfer waste from ruptured tank to suitable storage tank.

NOTE: Do not transfer waste to Treatment Tank unless suitable to do so.

9.5 Treatment Tank Rapture

In the event of the Treatment Tank rupturing (this is the large tank on the eastern side of the plant) the following guidelines are to be followed.

- a. Stop pump (if pumping waste into tank).
- b. Close off all valves.
- c. Connect transfer hose to outlet pipe on side of tank.
- d. Review the tank storage whiteboard to find a holding tank which can hold the waste from the ruptured tank.
- e. Run outlet hose to transfer pit below trommel.
- f. Transfer waste from the ruptured tank to suitable storage tank.
- g. Only transfer the waste from the tank to below rupture, do not empty tank if not required.
- h. Clean area by hosing waste into pit and transferring to storage tanks

9.6 Escape of liquid waste into site stormwater system

- a. Notify Council emergency contact and advice of escape.
- b. Where possible bund off stormwater drains to prevent further liquid entering system.
- c. Inspect stormwater catchment dam to ensure the system is operating correctly.
- d. Place absorbent soxs over dam to catch and soak up substance/liquid.

9.7 General Information

- a. No waste is to be pumped into sewage system.
- b. The bund has the capacity to hold the total of 3 storage tanks.
- c. If the bund is unable to hold the waste the manager is to arrange for the contract waste collector to come to site with a tanker large enough to hold the amount of waste. Contact our Liquid waste department to arrange emergency vacuum tankers for site.
- d. If all storage tanks are full check whiteboard and procedure WP-OP-501 to see if any waste can be transferred from storage tank to treatment tank. This will enable spilt waste to be pumped into a storage tank.

10.0 SITE CLEAN UP

Following an aqueous waste spill the site is to be cleaned by hosing down the site with onsite facilities and collecting on run-off with a vacuum tanker which is then transferred back into the facility or transported to a licensed facility.

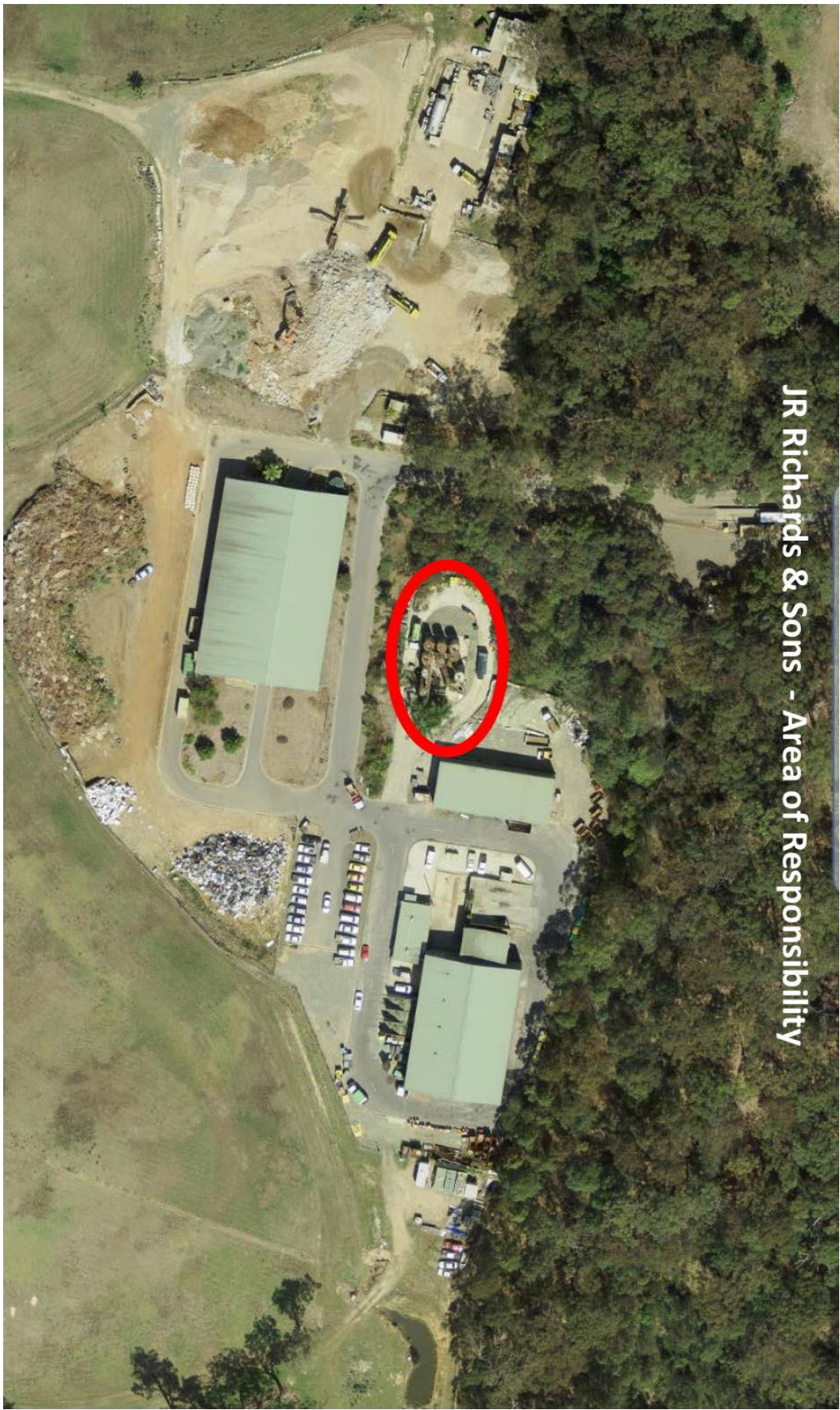
11.0 POST INCIDENT REVIEW

Following an incident a formal review meeting is to be held chaired by the Compliance Manager with site management and wardens. During this meeting the processes undertaken to notify, control and clean-up the event shall be examined taking into account timeframes, notification processes, control actions and services engaged and clean-up activities. During this review each element will be looked at to ascertain if the process could have been undertaken in a more timely manner and more suitable actions could have been employed.

12.0 TRAINING AND REVIEW

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.

APPENDIX 1. AREA OF RESPONSIBILITY



JR Richards & Sons - Area of Responsibility

