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**CLARENCE
MATERIAL RECOVERY FACILITY**

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

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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 Material Recovery Facility (MRF). 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 MRF is located within the Clarence Valley Council Waste Management Facility on 704 Armidale Road, Grafton, which comprises of a landfill operated by Clarence Valley Council. The MRF is located in the North Eastern 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 product, plant or equipment
- Injury to persons requiring hospitalisation

ENVIRONMENTAL INCIDENT

- All environmental incidents where external agencies are involved (Police, Fire Service, etc.).
- Chemical spillage
- Fire in stockpile

ENVIRONMENTAL INCIDENT – NOTIFICATION TO CLARENCE VALLEY 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

PolyTrade	Associate Director	Contracts Administrator
Colin Tsang	Robert Marlow	Greg Turner

Refer to PolyTrade & JR Richards & Sons contacts list on the depots emergency contacts list.

3.0 POLLUTION INCIDENT RESPONSE MANAGEMENT

JR Richards & Sons hold the EPA Licence for the sorting of recyclable material 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:

SBMP-13.01-04 Environmental Incident Management 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.



6.0 POTENTIAL HAZARDS AND LIKELIHOOD

The facility is designed to separate recyclables from the Clarence Valley Council domestic kerbside collections that are undertaken by JR Richards & Sons.

There are a number of aspects of the MRF operation which have the potential to become an environmental incident. These are listed below:

6.1 Fire in Recycling - Likelihood of event: Med

Control:

Recycling is sorted on the day of delivery therefore leaving no product in the MRF removing the likelihood of a fire.

The MRF is fitted with a fire detection monitoring system to alarm occupants of an outbreak of fire.

The MRF is fitted with firefighting hoses and extinguishers which are maintenance in compliance with the Australian Standard

Likelihood:

Systems and procedures in place to mitigate and control risk.

6.2 Fire in Stockpiles - Likelihood of event: Low

Control:

Stockpile product is stored in the open environment, away from buildings and infrastructure preventing the spread of fire.

The product is compacted during the baling process therefore reducing the likelihood of fire spreading to the interior of the product.

Firefighting equipment to control and extinguish stockpile fires is available onsite.

Likelihood:

Stockpile management in place to ensure product is routinely dispatched

No product stored against any fixed structure

6.3 Chemical Spillage - Likelihood of event: Low

Control:

Collected chemicals: The content of recycling MGB's is monitored during collection by the waste collection vehicle operator through camera within the hopper of the compactor. If the operator believe they may have collected a chemical they will stop and contact their supervisor and the product will be removed therefore reducing the likelihood of chemicals being delivered to the MRF.

Likelihood:

Stored Chemical: All chemicals stored at the MRF are within banded pallets which will contain 110% of the largest container stored.

7.0 NOTIFICATION PROCESS FOR PIRMP

NOTIFICATION PROCESS

In the event of an uncontrolled environmental event onsite, the Regional Manager is to notify a Senior Head Office Manager who will notify all relevant government departments. The Regional Manager will ensure controls are set in place to manage the event, 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.

8.0 EMERGENCY CONTACTS

8.1 EMERGENCY SERVICES

Fire **000**

Police **000**

Ambulance **000**

Other services refer to site emergency contact list

8.2 JR Richards Contacts

Refer to site Emergency Contacts List

8.3 Medical Practitioners (Doctors)

Refer to site Emergency Contacts List

8.4 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

8.5 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, the contact details are listed on the site Emergency Contacts lists.

Managers are to refer to SBMP-13.01-04 Environmental Incident Management for further details.

9.0 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
MRF	MRF Supervisor	MRF Loader Operator

9.1 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

10.0 EVACUATION

10.1 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.

<p>“There is an emergency located at <i>(give location)</i> All staff and visitors are to evacuate immediately and assemble at <i>(name assembly area)</i>. Evacuation should be via <i>(tell which exit to use)</i>”</p>
--

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.

10.2 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.

11.0 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	Emergency horns
Hydrocarbon spill kits	First Aid Kits
Chemical spill kits	Barricades
Bulk absorbent material	Shovels and booms
Fire extinguishers	Earth moving equipment
Fire hose reels	Mobile and fixed telephones
Fire hydrants	Two –way radios
Fire pumps	Bunding
Emergency showers and eye stations	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

12.0 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.

13.0 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.

14.0 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 caller's 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

15.0 MEDICAL EMERGENCIES

15.1 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.

IF THERE ARE NO QUALIFIED FIRST AIDERS AVAILABLE DO WHAT YOU CAN CPR, STOP BLEEDING, ETC.

- d. Do not move injured persons unless they are in a life-threatening situation.
- e. Contact relevant authority i.e. Ambulance, Fire Brigade
- f. 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

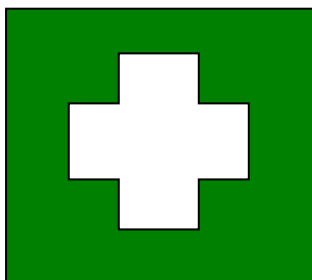
15.2 Qualified First Aiders

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

15.3 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



16.0 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, e.g. 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.

17.0 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.
 - ◆ Quality on chemical involved.
 - b. Obtain SDS for chemical
 - c. Refer to First Aid of SDS and follow instructions
 - d. Contact Poisons Information Centre 13 11 26
-
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18.0 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 e.g. clothing worn, colour of hair, height, build, what was said, nationality and vehicles involved.

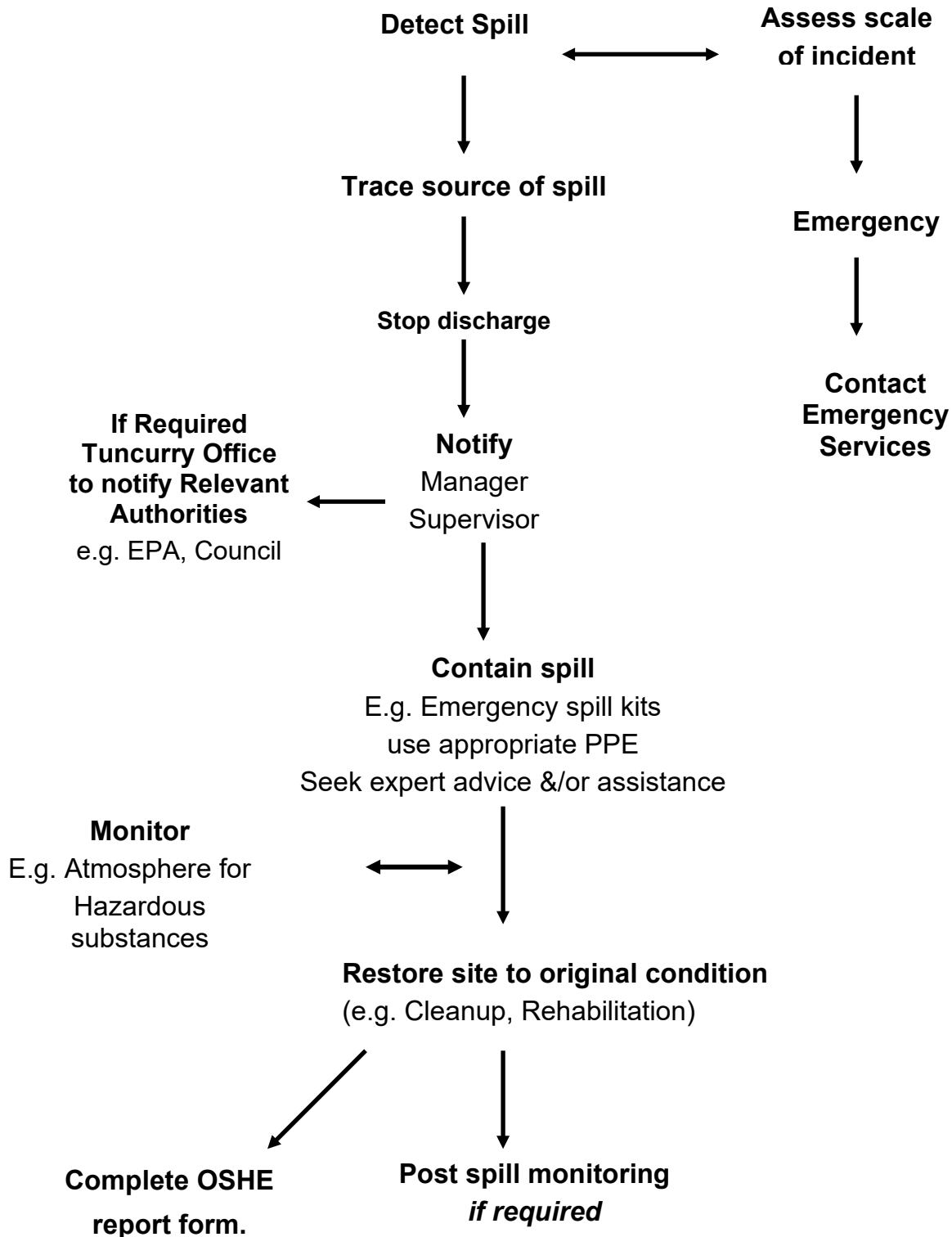
19.0 EARTHQUAKE

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.

20.0 SPILL CONTINGENCY PLAN



WARNING

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

21.0 MOTOR VEHICLE ACCIDENT

Where any person has suffered injury:

- a. Call Ambulance, Police and Fire Brigade
- b. Check for dangerous situation e.g. 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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22.0 TRAINING AND DRILLS

All employees are to be trained in the sites emergency procedures, 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) e.g. 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".	