

# **Multiquip Quarries**

ABN: 44 101 930 714

## **Hydrocarbon Spill Pollution Incident Response Procedure (PIRP 1)**

for the

## **Ardmore Park Quarry**

### Document Control

<b>Document Title</b>	Hydrocarbon Spill Pollution Incident Response Procedure			
<b>Document Owner</b>	General Manager			
<b>Revision</b>	<b>Issue Date</b>	<b>Originator</b>	<b>Reviewed</b>	<b>Approved</b>
Version 1	16 October 2014	Alex Irwin	Jason Mikosic	18 October 2014
Version 2				
Version 3				
<b>Next Review Due</b>	1 November 2015			



## **CONTENTS**

---

<b>1.</b>	<b>INTRODUCTION.....</b>	<b>1</b>
<b>2.</b>	<b>OBJECTIVE.....</b>	<b>1</b>
<b>3.</b>	<b>INCIDENT RESPONSE .....</b>	<b>1</b>
3.1	INTRODUCTION .....	1
3.2	INITIAL RESPONSE STAGE.....	1
3.3	CONTROL AND CONTAINMENT STAGE .....	2
3.4	FIRST NOTIFICATION STAGE .....	3
3.5	CLEAN UP PHASE.....	3
3.6	SECOND NOTIFICATION STAGE .....	3
3.7	INCIDENT REVIEW AND FOLLOW UP STAGE .....	4
<b>4.</b>	<b>RESPONSIBILITIES AND ACCOUNTABILITY .....</b>	<b>4</b>

### **ATTACHMENTS**

Attachment 1	Spill Report Form .....	9
Attachment 2	Incident Response Checklist.....	13

### **TABLES**

Table 1	Accountabilities and Responsibilities .....	4
---------	---	---



This page has intentionally been left blank



## **1. INTRODUCTION**

This Pollution Incident Response Procedure (“the Procedure”) has been developed:

- i) for inclusion in the Ardmore Park Quarry Pollution Incident Response Management Plan (“the Plan”); and
- ii) to satisfy statutory requirements for incident response management (of Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act)).

## **2. OBJECTIVE**

The objectives of the Procedure are to:

- ensure efficient, effective and uniform response to a pollution incident at the Ardmore Park Quarry in the event of a spill or leak of diesel, oil or other hydrocarbon containing material on the mine site; and
- ensure notification and management of the incident complies with Part 5.7A of the POEO Act and conditions of Environment Protection Licence (EPL) 20020.

## **3. INCIDENT RESPONSE**

### **3.1 Introduction**

Incident response is categorised into seven separate stages. The seven stages, referenced against the pollution incident response phases of the Plan, are, as follows.

- |   |   |                |   |                |   |                 |
|---|---|----------------|---|----------------|---|-----------------|
| i) Initial Response Stage.                | } | Call Out Phase | } | Clean Up Phase | } | Shut Down Phase |
| ii) Notification Stage.                   |   |                |   |                |   |                 |
| iii) Control and Containment Stage.       |   |                |   |                |   |                 |
| iv) First Notification Stage.             |   |                |   |                |   |                 |
| v) Clean Up Stage.                        |   |                |   |                |   |                 |
| vi) Second Notification Stage.            |   |                |   |                |   |                 |
| vii) Incident Review and Follow Up Stage. |   |                |   |                |   |                 |

The following provides the specific steps to be followed and responsible/accountable personnel for each stage.



### 3.2 Initial Response Stage

Step	Action	Responsible Personnel
1	Alert personnel of the spill or leak.	All
2	Immediately notify direct supervisor, General Superintendent (GS) or General Manager (GM). Provide the following. <ul style="list-style-type: none"> <li>• site of the spill/leak;</li> <li>• time of identification;</li> <li>• source of the spill/leak;</li> <li>• volume (approximate) of the spill/leak;</li> <li>• whether the spill/leak has ceased or is ongoing; and</li> <li>• occurrence of any other noted hazards, e.g. fire.</li> </ul>	All
3	(If not already informed), inform the GM.	GS
4	Establish, based on the site and source of the spill, the risk to the workforce posed by the incident. <ul style="list-style-type: none"> <li>• If high risk, e.g. occurrence or potential for fire, emergency services will be alerted.</li> <li>• If low risk, proceed immediately to Control and Containment Stage.</li> </ul>	GS
All = All inducted personnel and visitors      GS = General Superintendent      GM = General Manager Op = Operator		

### 3.3 Control and Containment Stage

Step	Action	Responsible Personnel
1	Identify the source of the spill / leak and isolate or stabilise to prevent further spill or leak.	All
2	Construct temporary earthen bunds around the affected area(s) to prevent ingress of runoff and/or egress from the affected area.	GS/Op
3	(If spilled material has already discharged) identify the receiving land and define the affected area (using flagging tape or equivalent markers).	GS
4	(Once the spill is controlled and contained) Determine whether the spill / leak represents a notifiable incident. A Notifiable Incident is one in which "material harm to the environment is caused". "Material harm to the environment" is defined in accordance with Clause 147 of the POEO Act as when: <ul style="list-style-type: none"> <li>• <i>the incident involves actual or potential harm to the health and safety of human beings or ecosystems that is not trivial; or</i></li> <li>• <i>it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10 000.</i></li> </ul>	GM
5	Inspect the source of the spill / leak containment bund to confirm the spill is contained and controlled.	GS
6	(Once controlled and contained) Proceed immediately to Notification Stage (1).	
All = All inducted personnel and visitors      GS = General Superintendent      GM = General Manager Op = Operator		

### 3.4 Notification Stage (1)

Step	Action	Responsible Personnel
1	Contact the relevant emergency services (if not already completed as part of Initial Response and a risk to human health and safety remains).	GS
2	(Immediately following containment and control of the spill / leak) Contact the Environmental Protection Agency (EPA) on 131 555 explaining the site, source, nature and approximately/estimated volume of the spill, areas affected and actions taken to control and/or contain the spill/leak.	GM
3	Follow any subsequent instructions provided by the EPA.	GS / All
4	(If spilled or leaking material has, or has the potential to enter land off the mine site) notify the relevant landowner immediately.	GS / GM
5	Once Notification Stage (1) is complete, proceed to Clean Up Stage.	
All = All inducted personnel and visitors      GS = General Superintendent      GM = General Manager Op = Operator		

### 3.5 Clean Up Stage

Step	Action	Responsible Personnel
1	Excavate the area of spill to a depth of at least 250mm and load to trucks.	Op
2	Manage the excavated material either by: <ul style="list-style-type: none"> <li>• Transfer to a licensed waste management facility; or</li> <li>• Placement within a 'land farming' zone of the mine site.</li> </ul> Land farming zones are to be identified on quarry plans and segregated from local drainage.	GS
3	(If the spill has discharged beyond the boundary of designated areas of disturbance) Flush the affected area with fresh water at least 10 times the volume of the spill to dilute contamination.	GS
4	Following completion of the Clean Up Stage, proceed to Notification Stage (2).	
All = All inducted personnel and visitors      GS = General Superintendent      GM = General Manager Op = Operator		

### 3.6 Notification Stage (2)

Step	Action	Responsible Personnel
1	Complete Spill Response Form ( <b>Attachment 1</b> ) nominating the site, source, type and size of the incident, actions taken to control, contain and clean up the spill and any further actions to be taken.	All/GS
2	Review and sign-off on the Spill Response Form prepared by the first responder or direct supervisor for despatch to the EPA and other authorities.	GS
3	Send the report to the EPA, Goulburn Mulwaree Council and other authorities as relevant to the incident.	GM
4	Retains a copy of the Spill Response Form on file for at least four years.	GM
5	Following completion of Notification Stage (2) proceed to the Incident Review and Follow Up Stage.	
All = All inducted personnel and visitors      GS = General Superintendent      GM = General Manager Op = Operator		



### 3.7 Incident Review and Follow Up Stage

Step	Action	Responsible Personnel
1	Complete Incident Response Checklist (see <b>Attachment 2</b> )	GS
2	(Within 14 days of the incident) Convene a debriefing of the relevant personnel to identify the root cause of the incident, effectiveness of incident response and improvements required.	GS
3	Present the findings of the debriefing to the GM for review of recommendations.	GS
4	Update the procedure in accordance with the approved recommendations of the debriefing.	GM
All = All inducted personnel and visitors      GS = General Superintendent      GM = General Manager Op = Operator		

## 4. RESPONSIBILITIES AND ACCOUNTABILITY

**Table 1** summarises the key responsibilities and accountabilities of all site personnel. This table is also included as a checklist for completion following each incident (refer to **Attachment 2**) which would be completed by the Site Supervisor at the conclusion of the incident.

**Table 1**  
**Accountabilities and Responsibilities**

Page 1 of 2

Position	Responsibility(ies)
All	<ul style="list-style-type: none"> <li>Immediately alert direct supervisor, GS or GM of the spill or leak.</li> </ul>
	<ul style="list-style-type: none"> <li>Record relevant details of the spill or leak and provide to direct supervisor, GS or GM.</li> </ul>
	<ul style="list-style-type: none"> <li>Notify other personnel of the spill or leak and evacuate in accordance with the site evacuation plan.</li> </ul>
	<ul style="list-style-type: none"> <li>Complete (or provide relevant information for the completion of) Spill Report Form.</li> </ul>
Operator	<ul style="list-style-type: none"> <li>Implement initial spill containment.</li> </ul>
	<ul style="list-style-type: none"> <li>Operate under instruction from GS.</li> </ul>
	<ul style="list-style-type: none"> <li>Attend incident debriefing.</li> </ul>
General Superintendent	<ul style="list-style-type: none"> <li>Notify the GM of the spill or leak.</li> </ul>
	<ul style="list-style-type: none"> <li>Assess the risk posed by the spill or leak and determine whether emergency services to be called or Control and Containment Stage instigated.</li> </ul>
	<ul style="list-style-type: none"> <li>Investigate and identify the source of the spill or leak (if safe to do so).</li> </ul>
	<ul style="list-style-type: none"> <li>Manage the control and containment of the spill or leak.</li> </ul>
	<ul style="list-style-type: none"> <li>Implement any instructions provided by the EPA relating to incident management.</li> </ul>
	<ul style="list-style-type: none"> <li>Inspect the affected area following implementation of control and containment measures to confirm these are adequate.</li> </ul>
	<ul style="list-style-type: none"> <li>Review Spill Response Form and provide to GM.</li> </ul>
	<ul style="list-style-type: none"> <li>Complete Incident Response Checklist.</li> </ul>
	<ul style="list-style-type: none"> <li>Convene an incident debriefing session.</li> </ul>
	<ul style="list-style-type: none"> <li>Attend incident debriefing to identify the root cause of the incident, effectiveness of incident response and improvements required.</li> </ul>
	<ul style="list-style-type: none"> <li>Prepare a report to the GM with recommendations for improvements.</li> </ul>



**Table 1 (Cont'd)**  
**Accountabilities and Responsibilities**

Page 2 of 2

<b>Position</b>	<b>Responsibility(ies)</b>
General Manager	<ul style="list-style-type: none"><li>• Determine whether the spill or leak represents a "Notifiable Incident".</li></ul>
	<ul style="list-style-type: none"><li>• Complete appropriate notifications (in accordance with the Procedure and Plan).</li></ul>
	<ul style="list-style-type: none"><li>• Ensure instructions provided by the EPA relating to incident management are provided to GS.</li></ul>
	<ul style="list-style-type: none"><li>• Review Spill Response Form and for despatch to the EPA, Council and other authorities as relevant.</li></ul>
	<ul style="list-style-type: none"><li>• Update this Procedure and other procedures based on approved recommendations.</li></ul>
	<ul style="list-style-type: none"><li>• Retain a copy of incident report for at least 4 years.</li></ul>



This page has intentionally been left blank



# Attachments

Total number of pages including blank pages = 8

Attachment 1	Spill Report Form
Attachment 2	Incident Response Checklist



This page has intentionally been left blank

# Attachment 1

## Spill Report Form

(Number of pages including blank pages = 4)



This page has intentionally been left blank



## Spill Report

General Information	
Name: _____	Department: _____
Time of Incident: _____	Date: _____
Duration of Incident: _____	Location of Incident: _____
Estimated Quantity of Material Spilt	Type of Material Spilt
How Did the Spill Occur (Include Cause of Spill if Known)	
How was the Spill Contained	
Were all Contaminated Materials Removed and Stored Correctly (Provide Details)	
What Steps Have Been Taken to Prevent This From Happening Again?	



This page has intentionally been left blank





# **Attachment 2**

## **Incident Response Checklist**

(Number of pages including blank pages = 4)

This page has intentionally been left blank



### Incident Response Checklist

Page 1 of 2

Position	Responsibility(ies)	Complete	Comment
All	<ul style="list-style-type: none"> <li>Immediately alert direct supervisor, GS or GM of the spill or leak.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Record relevant details of the spill or leak and provide to direct supervisor, GS or GM.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Notify other personnel of the spill or leak and evacuate in accordance with the site evacuation plan.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Complete (or provide relevant information for the completion of) Spill Report Form.</li> </ul>	<input type="checkbox"/>	
Operator	<ul style="list-style-type: none"> <li>Implement initial spill containment.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Operate under instruction from GS.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Attend incident debriefing.</li> </ul>	<input type="checkbox"/>	
General Superintendent	<ul style="list-style-type: none"> <li>Notify the GM of the spill or leak.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Assess the risk posed by the spill or leak and determine whether emergency services to be called or Control and Containment Stage instigated.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Investigate and identify the source of the spill or leak (if safe to do so).</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Manage the control and containment of the spill or leak.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Implement any instructions provided by the EPA relating to incident management.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Inspect the affected area following implementation of control and containment measures to confirm these are adequate.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Review Spill Response Form and provide to GM.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Complete Incident Response Checklist.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Convene an incident debriefing session.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Attend incident debriefing to identify the root cause of the incident, effectiveness of incident response and improvements required.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Prepare a report to the GM with recommendations for improvements.</li> </ul>	<input type="checkbox"/>	

### Incident Response Checklist (Cont'd)

Page 2 of 2

Position	Responsibility(ies)	Complete	Comment
General Manager	<ul style="list-style-type: none"> <li>Determine whether the spill or leak represents a "Notifiable Incident".</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Complete appropriate notifications (in accordance with the Procedure and Plan).</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Ensure instructions provided by the EPA relating to incident management are provided to GS.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Review Spill Response Form and for despatch to the EPA, Council and other authorities as relevant.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Update this Procedure and other procedures based on approved recommendations.</li> </ul>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> <li>Retain a copy of incident report for at least 4 years.</li> </ul>	<input type="checkbox"/>	
Checklist completed by: _____		Date: _____	
Checklist approved by: _____		Date: _____	