

Multiquip Quarries

ABN: 44 101 930 714

Uncontrolled Stormwater Discharge Pollution Incident Response Procedure (PIRP 2)

for the

Ardmore Park Quarry

Document Control

Document Title	Uncontrolled Stormwater Discharge Pollution Incident Response Procedure			
Document Owner	Quarry Manager			
Revision	Issue Date	Originator	Reviewed	Approved
Version 1	16 October 2014	Alex Irwin	Jason Mikosic	18 October 2014
Version 2				
Version 3				
Next Review Due	1 November 2015			



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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 an uncontrolled discharge of stormwater; 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 or General Superintendent or (if neither available) General Manager. Provide the following. <ul style="list-style-type: none"> • site of the discharge; • time of identification; • source of the runoff; • volume or rate (approximate) of discharge; and • whether the discharge has ceased or is ongoing. 	All
3	(If not already informed), inform the General Manager.	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	Construct temporary earthen bunds to divert runoff away from discharge point and towards existing water storages on the quarry site.	GS/Op
2	Identify the receiving land and define the affected area (using flagging tape of equivalent markers).	GS
3	(Once the spill is controlled and contained) Determine whether the discharge 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"> • <i>the incident involves actual or potential harm to the health and safety of human beings or ecosystems that is not trivial; or</i> • <i>it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10 000.</i> 	GM
4	Inspect the containment bund to confirm further discharge from the quarry site is prevented.	GS
5	(Once the spill is controlled and contained) Proceed immediately to the Notification Stage (1).	GM
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).	GM
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.	GM / All
4	(If stormwater has the potential to enter land off the mine site) notify the relevant landowner immediately.	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	Collect sample of soil from the excavated / treated area and despatch to NATA accredited laboratory for analysis to confirm that there is no residual contamination.	Op
2	(If residual contamination remains) Seek specialist assistance from a soil scientist, contaminated lands expert or the EPA.	GS
3	Following completion of the Clean Up Stage, proceed to Notification Stage (2).	GM
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 Discharge Report Form (Appendix 1) 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.	GS
2	Review and sign-off on the Discharge Report Form prepared by the GS for despatch to the EPA and other authorities.	GM
3	Send the report to the EPA and other authorities as relevant to the incident.	GM
4	Retain a copy of the Discharge Report 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 Appendix 2)	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
5	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	• Immediately alert direct supervisor, GS or GM of the discharge.
	• Record relevant details of the discharge and provide to direct supervisor or General Superintendent.
	• Complete (or provide relevant information for the completion of) Spill Report Form.
Operator	• Implement initial spill/leak/discharge containment.
	• Operate under instruction from GS or GM.
	• Attend incident debriefing.
General Superintendent	• Notify the GM of the spill or leak.
	• Manage (under instruction from the EO) the control and containment of the spill or leak.
	• Assess the risk posed by the discharge determine whether emergency services to be called or Control and Containment Stage instigated.
	• Instruct on the construction of temporary earthen bunds to divert runoff away from discharge point and towards existing water storages on the quarry site.
	• Inspect the containment bund to confirm further discharge from the quarry site is prevented.
	• Instruct on the collection of soil sample from the affected area and despatch to NATA accredited laboratory for analysis to confirm that there is no residual contamination.
	• (If residual contamination remains) seek specialist assistance from a soil scientist, contaminated lands expert or the EPA.
	• Complete Spill Report Form.
• Complete Incident Response Checklist.	

Table 1 (Cont'd)
Accountabilities and Responsibilities

Position	Responsibility(ies)
General Superintendent (Cont'd)	<ul style="list-style-type: none"> • Convene a debriefing of the relevant personnel to identify the root cause of the incident, effectiveness of incident response and improvements required.
	<ul style="list-style-type: none"> • Prepare a report to the GM with recommendations for improvements.
General Manager	<ul style="list-style-type: none"> • Determine whether the discharge represents a notifiable incident.
	<ul style="list-style-type: none"> • Complete appropriate notifications (in accordance with the Procedure and Plan).
	<ul style="list-style-type: none"> • Ensure instructions provided by the EPA relating to incident management are provided to GS.
	<ul style="list-style-type: none"> • Review Spill Response Form and for despatch to the EPA, Council and other authorities as relevant.
	<ul style="list-style-type: none"> • Update the procedure in accordance with the approved recommendations of the debriefing.
	<ul style="list-style-type: none"> • Retain a copy of the Discharge Report Form on file for at least four years.



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Attachments

Total number of pages including blank pages = 8

Attachment 1	Spill Report Form
Attachment 2	Incident Response Checklist



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Attachment 1

Spill Report Form

(Number of pages including blank pages = 4)



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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?	



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Attachment 2

Incident Response Checklist

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Incident Response Checklist

Position	Responsibility(ies)	Complete	Comment
All (first responder)	<ul style="list-style-type: none"> Immediately alert direct supervisor, GS or GM of the discharge. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Record relevant details of the discharge and provide to direct supervisor or General Superintendent. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Complete (or provide relevant information for the completion of) Spill Report Form. 	<input type="checkbox"/>	
Operator	<ul style="list-style-type: none"> Implement initial spill containment. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Operate under instruction from GS. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Attend incident debriefing. 	<input type="checkbox"/>	
General Superintendent	<ul style="list-style-type: none"> Notify the GM of the spill or leak. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Manage (under instruction from the EO) the control and containment of the spill or leak. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Assess the risk posed by the discharge determine whether emergency services to be called or Control and Containment Stage instigated. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Instruct on the construction of temporary earthen bunds to divert runoff away from discharge point and towards existing water storages on the quarry site. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Inspect the containment bund to confirm further discharge from the quarry site is prevented. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Instruct on the collection of soil sample from the affected area and despatch to NATA accredited laboratory for analysis to confirm that there is no residual contamination. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> (If residual contamination remains) seek specialist assistance from a soil scientist, contaminated lands expert or the EPA. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Complete Spill Report Form. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Complete Incident Response Checklist. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Convene a debriefing of the relevant personnel to identify the root cause of the incident, effectiveness of incident response and improvements required. 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Prepare a report to the GM with recommendations for improvements. 	<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"> Convene an incident debriefing session. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Prepare a report to the SS with recommendations for improvements. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Update this Procedure and other procedures based on approved recommendations. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Determine whether the discharge represents a notifiable incident. 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Complete appropriate notifications (in accordance with the Procedure and Plan). 	<input type="checkbox"/>	
	<ul style="list-style-type: none"> Ensure instructions provided by the EPA relating to incident management are provided to GS. 	<input type="checkbox"/>	
Checklist completed by: _____		Date: _____	
Checklist approved by: _____		Date: _____	

