

Ardmore Park Quarry Project

# Pollution Incident Response Management Plan



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## Document history

Document version	Prepared by	Month and Year
PIRMP 1	RWC and Company	October 2014
PIRMP 2	Multiquip	August 2017
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# 1. Introduction

## 1 Project background

The Ardmore Park Quarry (the quarry) is a sand and basalt rock quarry located in the Southern Tablelands of NSW. The quarry is located approximately 30km south-east of the town of Goulburn and 270km south-west of Sydney (Figure 1). The quarry is owned and operated by Multiquip Quarries (Multiquip).

The quarry received approval from the NSW Minister for Planning in September 2009 under Part 3A of the *Environmental Planning and Assessment Act*. The quarry principally operates under Project Approval 07\_155 (the approval) and Environmental Protection License 13213 (the license).

The quarry produces sand and basalt products for use in the manufacturing of ready-mix concrete, road construction and landscaping supplies. Quarry products are transported from site by road, to customers in Sydney, Canberra and the south coast of NSW. The principal transport route for the project includes a section of Oallen Ford Road, the length of Jerrara Road and a 2km long private bypass road that circumvents the village of Bungonia to the west.

The permitted hours of quarry and transport operations are summarized in Table 1.

Table 1: Approved operating hours

Activity	Permissible Hours
Construction	7am-6pm Monday-Friday 8am-1pm Saturday At no time Sunday/public holidays
Quarrying	7am-6pm Monday-Friday 7am-1pm Saturday At no time Sunday/public holidays
Product loading and transport	5am-6pm Monday-Friday 6am-1pm Saturday At no time Sunday/public holidays
Activity	Permissible Hours

## About this document

This Pollution Incident Response Management Plan (the Plan) has been prepared by Multiquip to satisfy the requirements of Section 153A of the *Protection of the Environment Operations Act 1997* (POEO Act). The POEO Act requires all licensees to prepare and maintain Pollution Incident Response Management Plans for each premises issued with an Environmental Protection License (EPL).

This Plan describes the project site, hazards and pollutants relevant to the project and the emergency response and notification procedures to be implemented by Multiquip in the event that a pollution event occurs on the quarry site. It additionally outlines the roles and responsibilities of Multiquip staff officers and the conditions under which the Plan is to be implemented, updated and reviewed.

## 2. Requirements

### 2. Legal requirements

The Plan has been prepared to satisfy the requirement of Part 5.7A of the POEO Act and the POEO (General) Regulation 2009. Part 5.7A of the POEO Act requires that the following information be provided within the Plan:

- 1) The Plan must include the information required by Section 153C of the POEO Act, namely:
  - a) the procedures to be followed in notifying a pollution incident to:
    - i) neighboring land owners or occupiers, and
    - ii) the local authority(ies) for the area affected, or potentially affected, by the pollution, and
    - iii) any other persons or authorities as required by Section 148(8) of the POEO Act:
  - b) a detailed description of the action to be taken, immediately after a pollution incident, to reduce or control any pollution;
  - c) the procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made; and
  - d) the specific requirements of Clause 98C of the POEO(G) Reg.
- 2) The Plan must be kept at the Quarry.
- 3) The Licensee must test the Plan in accordance with Clause 98E of the POEO(G) Reg.
- 4) The Plan must be immediately implemented should a pollution incident occur such that material harm to the environment is caused or threatened.

In order that the specific requirements of Clause 98C of the POEO(G) Reg are addressed, this Plan has been prepared in accordance with the guideline *Preparation of Pollution Incident Response Management Plans* developed by the EPA.

### **3. Maps**



Figure 1: General Site Layout

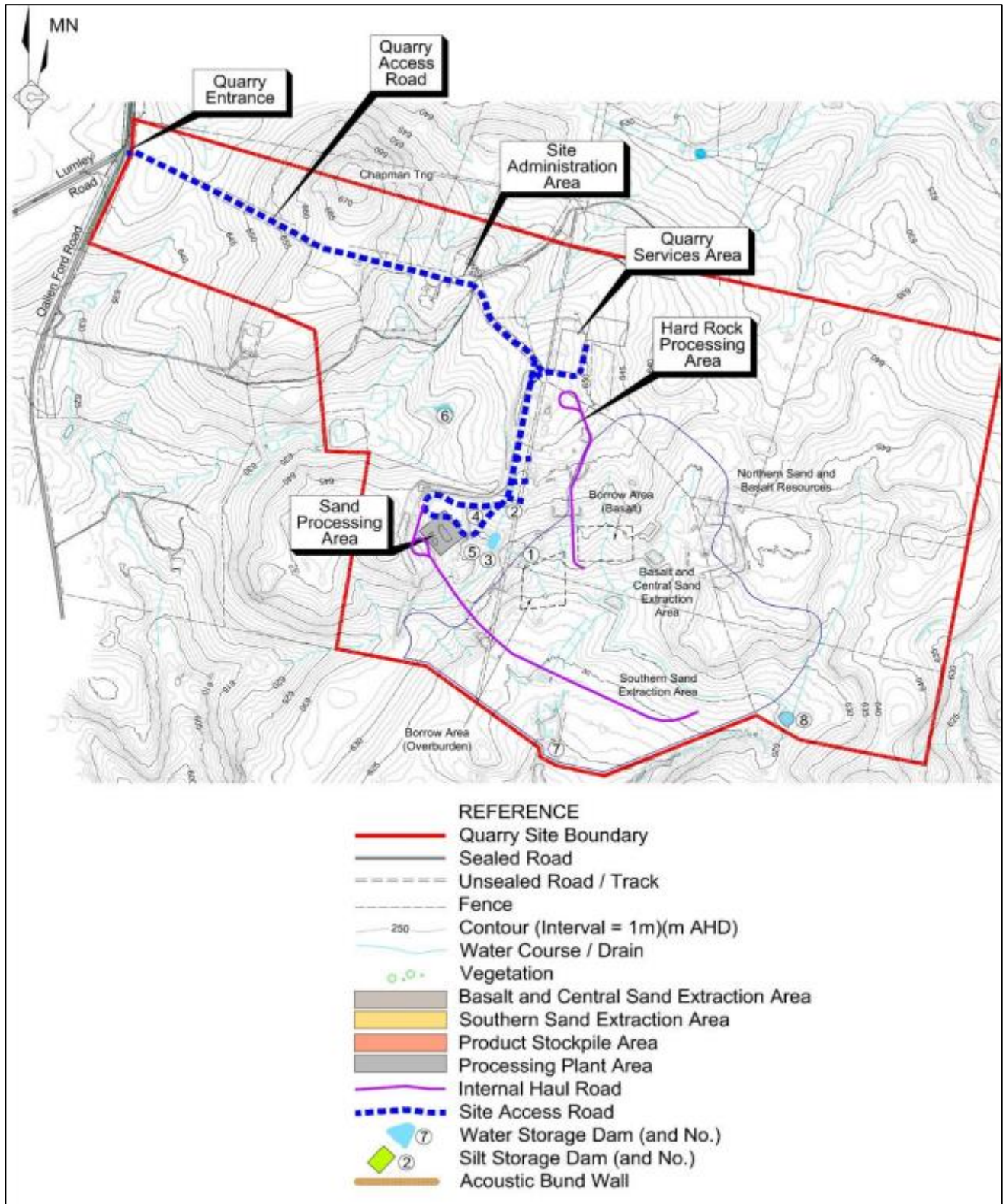


Figure 2: Local Land Ownership

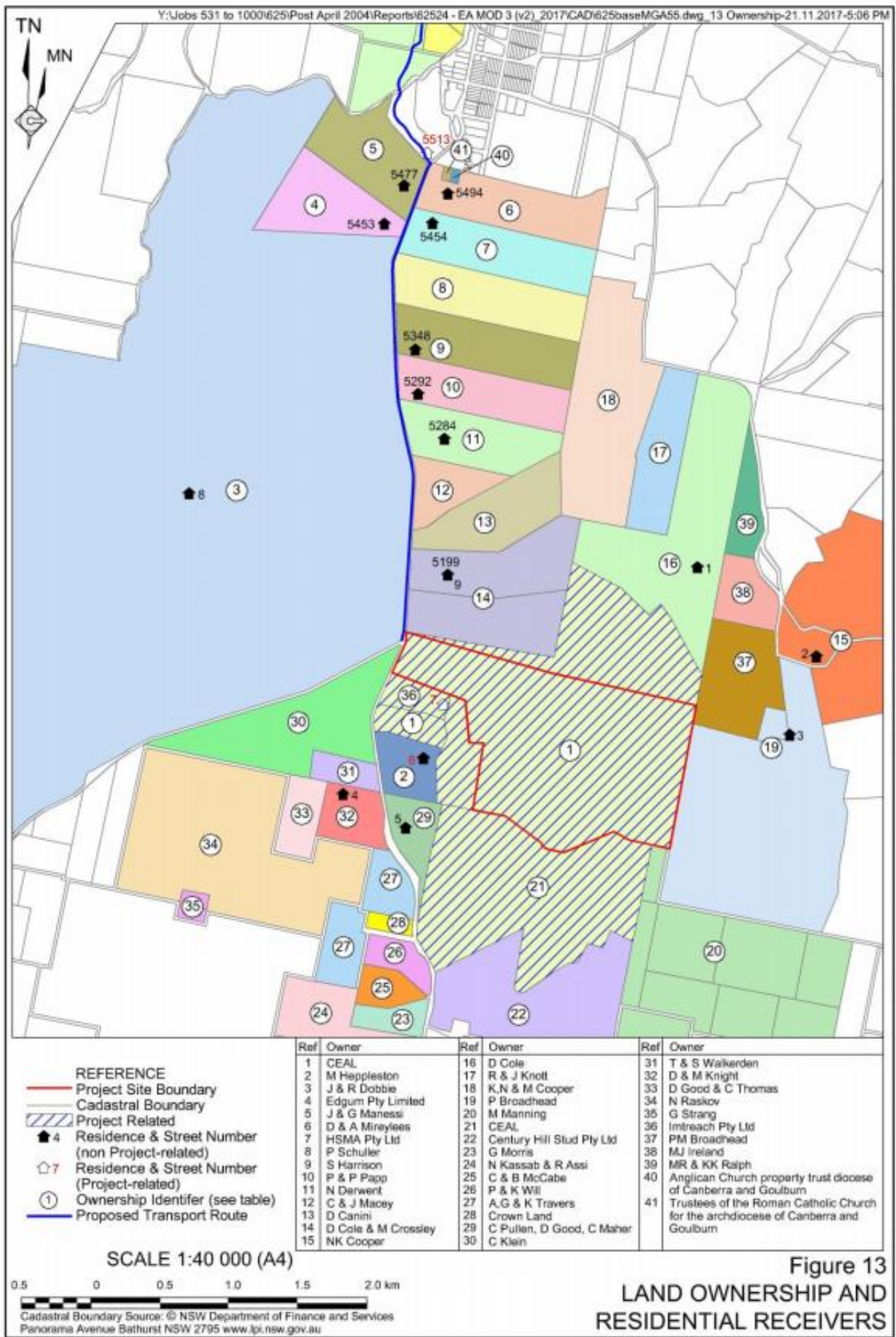


Figure 13  
LAND OWNERSHIP AND  
RESIDENTIAL RECEIVERS



## 4. Plan management

### Contact details

Table 2 identifies the names, position titles and 24-hour contact details of those key individuals who are responsible for activating the plans and managing the response, authorizing the notification of relevant authorities, and managing the response to a pollution incident.

Table 2: Management contact details

Name	Position	Mobile Number	Responsibilities
Jason Mikosic	General Manager	0419 019 833	Distribution and enforcement of the PIRMP. Escalation from stand-by to call-out phase (Section 6.1). Notification of stakeholders (Section 6.2).
Stephen Wall	Quarry Manager	0418 255 535	Assumes role of GM if unavailable. Implementation of the Incident Response Procedures (Section 6.3). Management of site evacuation (refer to Section 6.4). Coordination of incident response efforts on site.

## 5. Objectives

Table 3 presents the objectives and key performance outcomes nominated by Multiquip for the Plan.

Table 3: Objectives and performance goals

Objectives	Key Performance Outcomes
Minimise and control the risk of a pollution incident at the Quarry by identifying hazards, calculating risks and the developing pre-emptive measures and action plans to minimise and manage those risks.	All identified preventative, management and mitigation measures implemented.
Ensure that the Plan is properly implemented by trained staff, identifying persons responsible for implementing it.	All persons responsible for implementation of the Plan have been identified and arrangements for the review, testing, evaluation and maintenance of the Plan developed.
Ensure that the Plan is regularly tested for accuracy, currency and suitability.	Arrangements for the review, testing, evaluation and maintenance of the Plan implemented.
Ensure comprehensive and timely communication about a pollution incident to staff at the Quarry, the Environment Protection Authority (EPA), other relevant authorities and	All warning systems for people at the Quarry, the relevant agencies and the public implemented in the event of a pollution

## 6. Potential hazards

### 6.1 Description of hazards

A hazard is any source, situation or condition of potential damage, harm or adverse health effects on someone, something or the environment under certain conditions. A pollution hazard relates to the source, situation or condition in which spillage, leakage or emission of a hazardous material or other contaminant causes harm or adverse effects (to individuals as health effects, to organisations as property or equipment losses, or to the environment).

Multiquip has completed an environmental risk review to identify the potential pollution hazards currently present at the Quarry, the relevant sources, situations or conditions that would result in pollution and the existing (pre-emptive) controls that are in place to reduce the likelihood of a pollution incident. The principal hazards on site relate to the storage and handling of both fuel on site and agricultural chemicals (e.g. pesticides).

### 6.2 Pre-emptive actions

The pre-emptive mitigation and management measures that have been implemented to prevent the occurrence of, or minimise the impact of pollution incidents include:

- Staff training in spill and incident response;
- Securing of potential pollutants in bunded storage facilities;
- Limiting the volume of potential pollutants stored on site;
- Ensuring that spill control and clean up equipment is available and well maintained.

### 6.3 Pollution Inventory

Table 4 provides a preliminary inventory of chemicals and potential pollutants that will be stored and utilised at the quarry. For each substance, Table 4 further presents a hazard classification, describes a method of delivery and describes where on site the substance will be stored. This inventory will be regularly updated as new chemicals of potential pollutants are used or stored quarry.

Table 4: Pollutant Inventory

Substance	Classification	Delivery Method	Storage Location
Diesel	Hazardous	Road, under license	Self-bunded tank adjacent to truck washout (60,000L tank).
Hydraulic oil and lubricants	Hazardous	Road, under license	Bunded pallets in the maintenance area
Glyphosate based Herbicide	Hazardous	Domestic supply	Storage shed and site residences

## 6.4 Safety equipment and procedures

This Section identifies the safety equipment and procedures that will be used or implemented to minimise the risks to human health or the environment and to contain or control a pollution incident if required.

Safety equipment and procedures:

- 60, 000L, internally bunded diesel storage tank: constructed and maintained in accordance with Australian Standards.
- Bunded storage pallets for the storage of potentially substances within the site workshop such as waste oil.
- Spill kits: containing spill socks, pads and pillows (for perimeter containment); coveralls, gloves, safety goggles and glasses (for safe work); and disposable bags (for removing waste). Maintained within fuel shed, light quarry vehicles, mechanics shed and sand extraction lay down area.
- Personal Protective Equipment: requirements are identified and enforced.
- Pollution Incident Response Procedures (PIRP): prepared and implemented for identified hazards and potential incidents.
- Job Safety Analysis (JSAs): are prepared for potentially hazardous activities.
- Inductions: are held for new employees and includes instructions as to safe work practices when using or managing hazardous chemicals and potential pollutants.
- Material Safety Data Sheets (MSDS): are retained with the chemicals and within a Hazardous Materials Register. A copy of the register is maintained in the site office.

# 7. Pollution incident management

## 7.1 Key responsibilities

In the event of a pollution incident, the response will be managed in accordance with the following five phases:

- Alert Phase: Monitor any incident with the potential to result in pollution.
- Stand by Phase: Prepare to implement the appropriate pollution incident response procedure should the incident escalate and trigger as a notifiable pollution incident.
- Call Out Phase: Activate the relevant notification (Section 6.2) and incident response procedures (Section 6.3).
- Clean Up Phase: Clean-up any residual contamination / stabilisation of soil materials once the area is declared safe.
- Stand Down Phase: Incident response completed. Implement a de-briefing and review of the implementation of the notification (Section 6.2) and incident response procedures (Section 6.3).

Table 5 presents the responsibilities of the workforce in the implementation of these five phases. It is noted that the General Manager or the Quarry Manager may nominate a delegated supervisor to manage the incident response. The delegated supervisor, if required, would be nominated during the alert phase.

Table 5: Staff Responsibilities

Role	Phase	Responsibilities
General Manager	General	<ul style="list-style-type: none"> <li>• Ensure adequate resources are available to enable implementation of the Plan.</li> <li>• Ensure Plan evaluation and continual improvement is implemented.</li> <li>• Ensure appropriate personnel training and awareness programs are implemented.</li> <li>• Ensure that the Plan is reviewed and tested every 12 months.</li> <li>• Ensure a hard copy of the Plan is retained on site.</li> </ul>
	Alert	<ul style="list-style-type: none"> <li>• Determine need for the appointment of a delegated supervisor to respond to the incident.</li> <li>• Inspect site of potential pollution incident (or delegate to General Superintendent).</li> <li>• Ensure available resources are available to implement the Plan, e.g. mobile equipment, water supply, personnel.</li> <li>• Maintain communication with the General Superintendent for the incident management to ensure progression between incident phases is appropriate.</li> </ul>
	Stand by	<ul style="list-style-type: none"> <li>• Advise appropriate personnel of the incident.</li> <li>• Advise personnel to be on stand by for implementation of incident management (notification, response management and/or clean up procedures).</li> </ul>



Table 5: Staff Responsibilities

Quarry Manager	Call out	<ul style="list-style-type: none"> <li>• Determine if the event is a 'Notifiable Incident', i.e. likely to result in 'material harm to the environmental' (refer to Dictionary, p. ix).</li> <li>• Approve the activation of the relevant notification (Section 6.2) and response management (Section 6.3) procedures of the Plan.</li> <li>• Ensure that perimeters are established and access to the site is controlled.</li> <li>• Maintain communication with the General Superintendent or delegated supervisor of the incident and coordinate activities and resources.</li> <li>• Determine the priority of actions of employees until agencies and emergency services arrive.</li> <li>• Approve the implementation of additional or escalated response measures on advisement from the delegated supervisor of the incident.</li> </ul>
	Clean up	<ul style="list-style-type: none"> <li>• Ensure adequate resources are available to undertake clean-up.</li> <li>• Inspect and provide confirmation that the affected area is safe.</li> </ul>
	Stand down	<ul style="list-style-type: none"> <li>• Ensure Incident Report Form completed and actioned.</li> <li>• Give direction for a de-briefing and review of the notification, response management and evacuation procedures of the PIRMP.</li> </ul>
	General	<ul style="list-style-type: none"> <li>• In the absence of the Managing Director, assume or delegate responsibilities.</li> </ul>
	Alert	<ul style="list-style-type: none"> <li>• As soon as aware, advise the General Manager of a pollution incident.</li> </ul>
	Stand by	<ul style="list-style-type: none"> <li>• Monitor the identified incident.</li> <li>• Under delegation by the General Manager, advise appropriate site personnel of the incident.</li> </ul>
	Call out	<ul style="list-style-type: none"> <li>• If not initiated by plant operators, initiate incident response.</li> <li>• Complete the appropriate notification (see Section 6.2).</li> <li>• Approve additional response management procedures of the Plan of relevant Pollution Incident Response Plan (PIRP) (refer to Appendices)</li> <li>• Monitor the response to the incident and provide advice to the General Manager on the escalation of response as required.</li> <li>• Provide owners and occupiers of land updates of any incidents affecting their land as required (see Section 6.2).</li> </ul>

Table 5: Staff Responsibilities

	Clean up	<ul style="list-style-type: none"> <li>Under delegation from the General Manager, direct the incident clean-up of the incident and assess and identify when the affected area(s) is/are safe.</li> </ul>
	Stand down	<ul style="list-style-type: none"> <li>Review Incident Report Form and ensure completed correctly.</li> <li>Coordinate and manage de-briefing and review as directed by the General Manager.</li> </ul>
All Personnel	General	<ul style="list-style-type: none"> <li>Ensure incident training is undertaken and responsibilities understood.</li> </ul>
	Alert	<ul style="list-style-type: none"> <li>As soon as aware, advise the General Superintendent of a pollution incident.</li> <li>Instigate initial spill response, e.g. use of spill containment materials from spill kit, turn off source of leak, as necessary to control and spill.</li> </ul>
	Stand by	<ul style="list-style-type: none"> <li>Follow instructions provided by the General Superintendent or delegated supervisor of the incident.</li> </ul>
	Call out/clean up	<ul style="list-style-type: none"> <li>Implement spill response procedures.</li> <li>Evacuate the site if instructed.</li> <li>Undertake response under instruction from the General Superintendent or the delegated supervisor of the incident.</li> </ul>
	Stand down	<ul style="list-style-type: none"> <li>Complete and submit an Incident Report Form.</li> <li>Attend incident de-briefing and review as directed by the General Superintendent.</li> </ul>

## 8. Incident notification

### 8.1 Notifiable incidents

During the Call-out phase, the General Manager, Quarry Manager or delegated supervisor is required to determine whether the incident classifies as a notifiable i.e. an incident likely to result in “material environmental harm”.

“Material Environmental Harm” is defined by Clause 147 of the Protection of the Environment Operations Act 1997 as harm which:

- Involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or
- Results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations).

Any incident related to a breach of containment of the three pollution hazards identified in Section 5.1 and Table 3 will be considered notifiable, unless further justification can be provided. The judgement of the Quarry Manager will be applied for other incidents.

### 8.2 Notification protocol

Table 6 presents the notification protocol, developed with reference to “Protocol for industry notification of pollution incidents,” to be followed in the event that a notifiable pollution incident occurs.

Table 6: Notifications

Trigger	Agency	Timing	Contact Details
An incident that presents an immediate threat to human health or property.	Fire and Rescue NSW/NSW Police/NSW Ambulance Service	Immediately	000
An incident that does not require an initial combat agency or following initial contact with emergency services.	Environmental Protection Authority	Immediately or following contact with emergency services	131 555
	Ministry of Health		02 9391 900 (Sydney Office) 02 4827 3111 (Goulburn Base Hospital) 02 6080 8900 (After Hours) Ask for Public Health Officer on call
	Worksafe NSW		13 10 50

Table 6: Notifications

	Goulburn Mulwaree Council	8:30am - 4:30pm: 02 4823 4444 After Hours: 02 4822 1080
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Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by WorkSafe NSW.

Table 7 identifies the neighbouring land holders and notification protocol to be followed in the event that a notifiable pollution incident occurs. Note: the personal and home phone numbers of neighbours have been redacted in this version of the PIRMP as it will be posted publicly on the Multiquip company website.

Table 7 – Neighbour Contact Details

Reference	Name	Lot/DP	Contact
1	Mr and Mrs Dobbie	3/775839	Call home phone number
14 & 18	Mr Cole	1/1012650 1/846549	Call home phone number
17	Mr Cole	2/846549	Call home phone number
19-21	Mr Cooper	1/997166 2/997166 2/84966	Call home phone number
22	Mr Manning	1/982411	Call home phone number
40	Mr and Mrs Thomas	2/852175	Call home phone number
47	Mr. Heppelston	21/1001312	Call home phone number

## 8.3 Notification procedure

The notification procedure is as follows:

- If pollutant has, or has the potential to impact either directly or indirectly on property, call to advise of incident and alert as to any potential hazards or impacts on livestock or water supply.
- Nominate incident response in place and any associated hazards. Nominate schedule for implementation of incident response and clean-up.
- Following completion of incident clean up and stand down phases, contact the land owner to confirm incident has been resolved. Request feedback on incident management.
- Provide advice on request as to any procedural improvements relevant to the incident.

## 8.4 Incident response procedures

This PIRP is a 'live' document in that it is subject to continual review and will be updated as required to ensure that response to pollution incidents are continually improved. Current and previous versions of the Plan are stored on the Multiquip company server. Current versions of the Plan are available on both the Multiquip Quarries website ([www.mqquarry.com.au/media/](http://www.mqquarry.com.au/media/)) and as a physical hard copy in the Ardmore Park site office.

## 8.5 Evacuation plan

The Quarry evacuation procedure is as follows:

- In an emergency evacuation situation, the Quarry Manager or delegated on-site safety officer will sound the evacuation alarm and alert all staff via radio of the emergency.
- Upon hearing the alarm, all personnel will proceed to the Emergency Assembly Point, located near the site weigh-bridge.
- Once mustered, all personnel are to await the instructions of either the Quarry Manager or emergency service personnel if present. Staff are to evacuate via motor vehicle from the main entrance of the quarry on Oallen Ford Road and muster at a site designated by either the Quarry Manager or emergency service personnel.

# 9. Evaluation and testing

## 9.1 Evaluation

During the "Stand Down" phase or within 14 days of the pollution incident response (including testing of the Plan) a debriefing of all relevant personnel will be undertaken to determine the lessons learned from the operation. The de-briefing will include a meeting with the relevant personnel involved in the incident to collate any statements, issues and views on any changes that could be implemented to improve emergency and incident response procedures within the PIRMP.

The General Manager or Quarry Manager will be responsible for the coordination of any de-briefing following a pollution response incidence. Staff will be instructed at a subsequent toolbox regarding any updates to emergency procedures or pollution incident responses. The Environmental Officer will be responsible for reviewing the PIRMP should changes be required.

## 9.2 Continual improvement

All information and comments compiled from the debriefing will be assessed and reviewed to determine the areas of improvement and the updating and implementation of new procedures to improve the outcomes of any pollution incident response for the quarry.

The general manager will be responsible for the approval of the recommended improvements and /or determining any required improvements.

All personnel will be responsible for the implementation of the recommended improvement and continual improvement in performance at the quarry.



## 9.3 Testing of Pollution Incident Response

This Plan will be tested at least once every 12 months to determine whether the Plan is accurate and up-to-date and is capable of being implemented in a workable and effective manner.

The Quarry Manager will be responsible for the testing of the PIRMP. Table 8 describes the previous tests of the PIRMP at the quarry.

Table 8: PIRMP Tests

Date	Description of Scenario	Comments
16/08/2018	Mock hydrocarbon spill at fuel tank during fuel cart refuelling.	Mock 200L spill cleaned up by staff on site. Test reported to the EPA via the Environment Hotline.
19/08/2020	Desktop exercise conducted with staff on the spill response and notification procedure to be followed in the event of a fuel spill on site. Readiness exercise included review of PIRMP, notification procedures and staff training regarding the purpose of the PIRMP and the circumstances under which it is activated. Test reported to the EPA via the Environment Hotline.	No obvious deficiencies in the reporting procedure listed in the PIRMP were identified. Additional spill kits to be installed in mobile site fuel cart.
6-10-21	Mock hydrocarbon spill at fuel tank during loader refuelling.	Mock 200L spill contained with oil sorb boom and kitty litter and cleaned up by on site staff. Test was reported to the EPA via the Environment Hotline.

Table 8: PIRMP Tests

Nov 22	Desktop exercise conducted with staff on the spill response and notification procedure to be followed in the event of a fuel spill on site. Readiness exercise included review of PIRMP, notification procedures and staff training regarding the purpose of the PIRMP and the circumstances under which it is activated. Test reported to the EPA via the Environment Hotline.	No obvious deficiencies in the reporting procedure listed in the PIRMP were identified. Additional Sulo bin spill kit purchased and located at green office.
26-10-23	Mock hydrocarbon spill at fuel tank during dump truck refuelling.	Mock 200L spill contained with oil sorb boom and kitty litter and cleaned up by on site staff.

## 9.4 Staff training

Training is to be provided to all personnel on an as needs basis. Specific training related to the Plan and implementation of emergency (incident response) procedures will include the need to report the intended use of any chemicals on site, such as herbicides, and awareness of how they could impact the environment and personal safety.

Pollution incident management, including roles and responsibilities when responding to an incident.

The quarry manager or their delegate will be responsible for ensuring the appropriate training is provided to staff. Instructions regarding incident reporting procedures will be included in the site induction and provided to staff periodically during training days and toolbox talks.

# 10. Plan review

Triggers for a review of this Plan include:

- Within one month of an actual incident in which the Plan is activated.
- In the event that deficiencies are identified with the Plan.
- Following changes to the roles and responsibilities of key management positions.
- Legislative or regulation changes.
- Every 12 months.

The quarry manager will be responsible for the Plan review. Reviews of the Plan do not necessarily require updates or additions to the Plan.