



# **Pollution Incident Response Management Plan**

## ***Wyrallah Road Waste Facility & Lismore Recycling & Recovery Centre***

**December 2023**

Document Control

<b>Date</b>	<b>Details</b>	<b>Reviewed by</b>
November 2020	Revision	Compliance Team (LL/EW)
December 2021	Update staff details, first aid officers & map.	Compliance Team (EB/SS)
May 2022	Update staff details and first aid officers.	Compliance Team (EB/EW)
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December 2023	Update Emergency contacts and staff roles	Compliance Team (EB) KR

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# Pollution Incident Response Management Plan

## Purpose

Lismore City Council holds an Environment Protection Licence (EPL) with the NSW Environment Protection Authority (EPA) for Wyrallah Road Waste Facility and Lismore Recycling & Recovery Centre (the Facility).

As per the *Protection of the Environment Operations Act 1997* (POEO Act), the holder of an EPL must prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying on the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

This Pollution Incident Response Management Plan (PIRMP) sets out the response to a potential pollution incident situation at the site and;

1. To control or limit any effect that a pollution incident may have on or off site.
2. To facilitate a response and to provide such assistance on site as is appropriate to the situation.
3. To ensure that all vital information is communicated to relevant and external authorities as soon as possible. This may also include all owners and occupiers of premises (including private residences) near the Facility.
4. To facilitate the reorganisation and recovery operations so that normal operations can be resumed as soon as practicable.
5. To provide relevant training so that a high level of preparedness can be continually maintained.
6. To provide a basis for the revision of pollution procedures.
7. To comply with the requirements introduced by the Protection of the Environment Legislation Amendment Act 2014 (POELA Act).

Access to this plan is available at the Facility and is obtainable on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan.

This plan is available either on a publicly accessible website or by providing a copy of the plan to any person who makes a written request.

This plan has been developed in accordance with the *Protection of the Environment Operations (POEO) Act, Regulations* and EPL conditions (O4 Emergency response).

## Roles and Responsibilities

Waste and Resource Recovery Operations Manager is responsible for:

- The effectiveness and accuracy of the PIRMP, procedures and relevant emergency documentation
- Staff training in emergency preparedness relating to pollution incidents
- Compliance with frequency of evacuation exercises
- Post-emergency / exercise review
- Immediately responding to any pollution incident situation
- Ascertaining the nature of the incident and determining appropriate actions
- Ensuring the appropriate Emergency services have been notified
- Ensuring that appropriate senior management are kept updated on the situation
- Co-ordinating post-incident recovery strategies
- Maintenance of staff training, emergency information lists and related plant and equipment necessary for evacuation compliance

Waste Operations Coordinator is responsible for:

- The effectiveness and accuracy of the PIRMP, procedures and relevant emergency documentation
- Co-ordination of evacuation exercises
- Post-emergency / exercise review
- Immediately responding to any pollution incident situation
- Ascertaining the nature of the incident and determining appropriate actions
- Ensuring the appropriate Emergency services have been notified
- Co-ordinating the deployment of staff and any internal specialist resources
- Where safe to do so take steps to contain or control the hazard
- Maintenance of staff training, emergency information lists and related plant and equipment necessary for evacuation compliance

Staff / Employees are responsible for:

- Attendance of any pollution incident training
- Following instructions given in the event of a pollution incident
- Co-operating with Management / Emergency personnel in the event of a pollution incident
- When safe to do so take steps to contain or control the hazard
- Report all pollution incidents to Waste & Recovery Operations Manager or delegate and/or Workplace Health and Safety Officer

**Approved by:** Stefanie Stanley

**Signature:** .....

**Title:** Waste and Resource Recovery Operations Manager **Date:**            /    / 2023

## Site Details

### Environmental Protection Licences (EPL 5880 & EPL 13128)

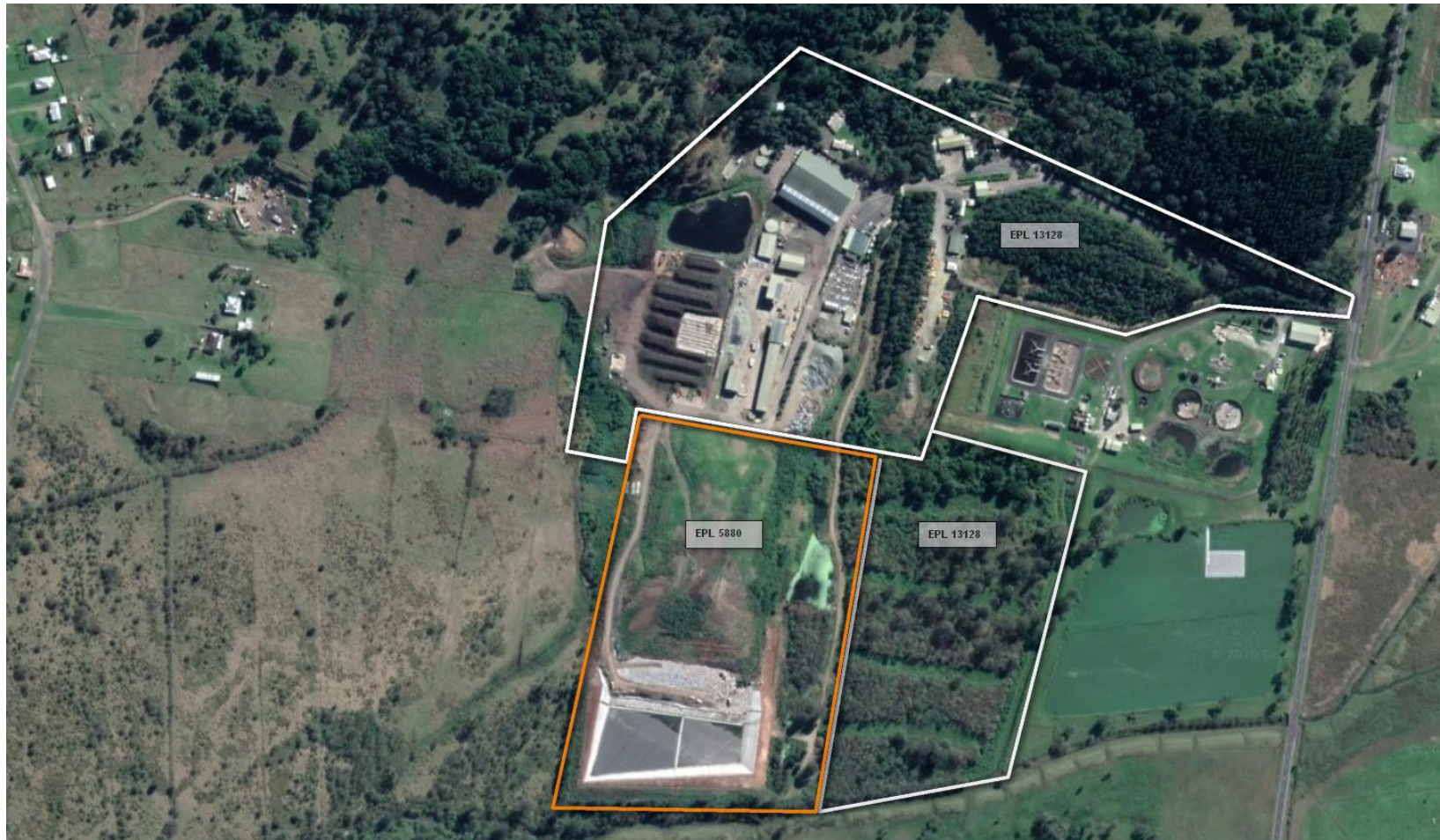
<b>Licensee:</b>	Lismore City Council ABN: 60 080 932 837 <a href="http://www.lismore.nsw.gov.au">www.lismore.nsw.gov.au</a>
<b>EPL 5880</b> Wyrallah Road Waste Facility	<b>Scheduled activities</b> - Waste disposal (application to land) <b>Fee based activities</b> - Waste disposal (application to land)
<b>EPL 13128</b> Lismore Recycling & Recovery Centre	<b>Scheduled activities</b> – Composting Resource recovery Waste processing (non-thermal treatment) Waste storage <b>Fee based activities</b> – Recovery of general waste Composting Non-thermal treatment of general waste Waste storage – other types of waste
<b>Premises address:</b>	313 Wyrallah Road, East Lismore NSW 2480
<b>Business contact:</b>	Stefanie Stanley (Waste and Resource Recovery Operations Manager) 0428 346 622 <a href="mailto:Stefanie.stanley@lismore.nsw.gov.au">Stefanie.stanley@lismore.nsw.gov.au</a>
<b>License contact:</b>	Eleisha Went (Manager of Operational Compliance) 0427 828 315 <a href="mailto:Eleisha.went@lismore.nsw.gov.au">Eleisha.went@lismore.nsw.gov.au</a>



## Site Description

The Facility is operated by Northern Rivers Waste (NRW) which is a commercial entity owned by Lismore City Council and is located at 313 Wyrallah Road, East Lismore approximately six (6) kilometres from the Lismore CBD. The site neighbours the East Lismore Sewerage Treatment Plant and other agricultural properties.

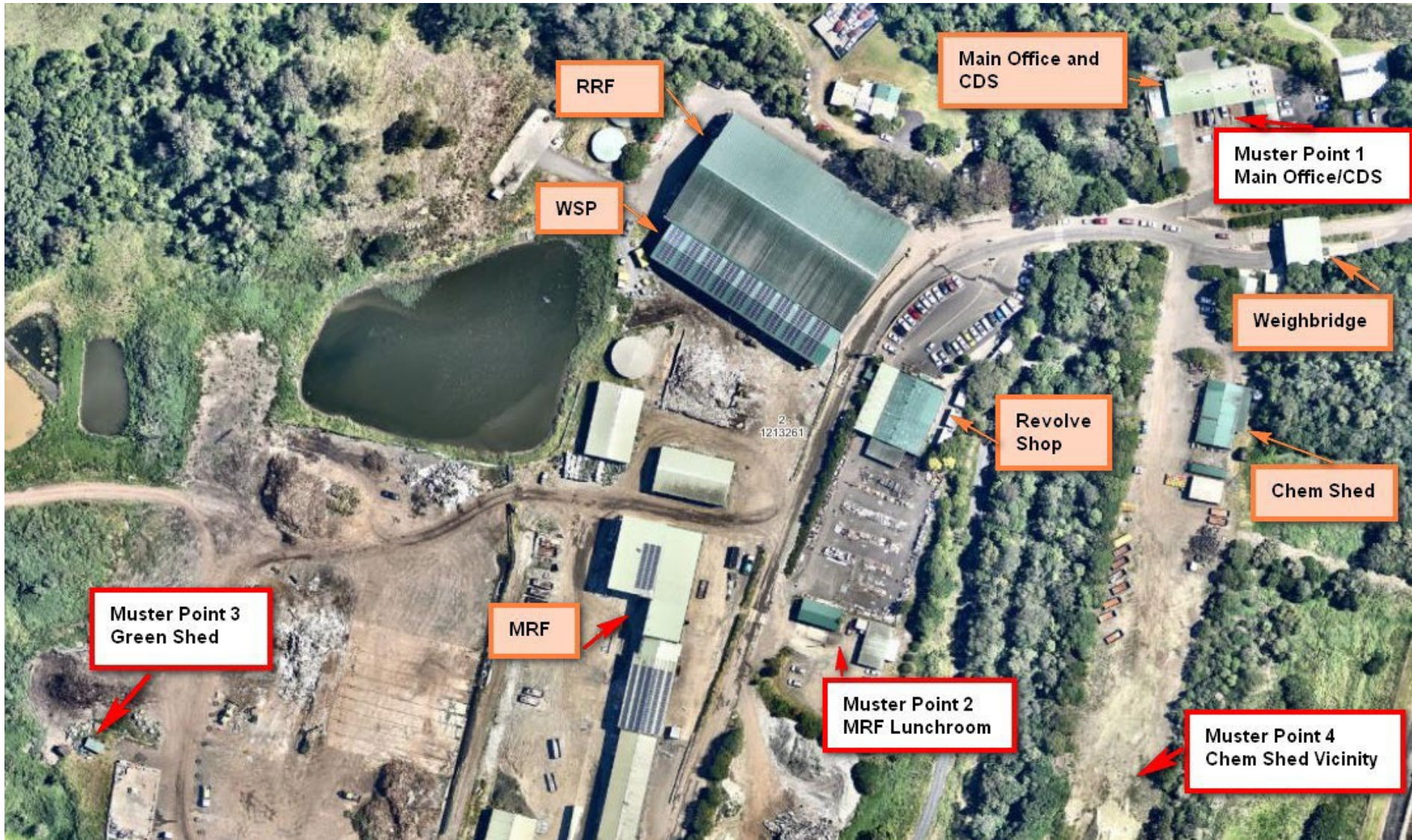
Figure 1. Site map of EPL Boundaries



White outline: Lismore Recycling and Recovery Centre – EPL 13128  
Orange outline: Wyrallah Road Waste Facility - EPL 5880



Figure 2. Emergency Assembly Area



## Emergency Assembly Areas

In the event of an evacuation, persons should assemble at the nearest safe Emergency Assembly area. Refer to map for nearest location:

1. Main office
2. MRF Lunchroom
3. Green shed

## Emergency and First Aid Officers

If First Aid assistance is required contact the relevant First Aid Attendant on UHF channel 9 or send for assistance through a staff member.

Any injured people who can be moved safely should be taken to the nearest assembly area (whichever is more appropriate) for treatment. Those people who are trapped or unable to be removed immediately must be protected and given first aid on the spot (providing this does not expose first aiders to personal risk).



## Emergency and First Aid Equipment

The listed equipment shall comply with the relevant Australian Standards and be appropriately signposted and maintained. Relevant employees shall be trained in the use of the equipment. This training shall be both by verbal instruction and practical demonstration.

The training is compulsory and shall be conducted for all relevant employees as required.

All fire-fighting equipment shall be checked and serviced annually. This will involve both internal inspections as well as external tests conducted by approved experts. Fire-fighting equipment will not be used for any purpose other than the one it was intended for. Abuse of the equipment will lead to disciplinary procedures.



Equipment locations:

<b>Fire Equipment</b>	
Fire Extinguishers	1 x Donga 1 1 x Donga 3 1 x Education Centre 2 x Chem shed 4 x RRF 1 x Revolve shop 1 x MRF lunchroom 1 x Weighbridge 1 x Pound All plant & equipment
Fire Hoses	1 x CDS bulk sorter area – near Main office 2 x RRF 1 x Revolve shop

<b>First Aid Equipment</b>	
Eye Wash Shower	1 x RRF 1 x Chemical Shed 1 x MRF (1 extra at Northern end MRF)
First Aid Kit	Main office Weighbridge Crib Rom RRF Revolve Shop MRF
Defibrillator	1 x RRF 1 x Main office

<b>PPE equipment</b>	
Chemical gloves	10 x RRF cupboard and lock up cage
Protective gloves	30 x RRF cupboard and lock up cage
Eye protection	20 x RRF cupboard and lock up cage
Dust mask	20 x RRF cupboard and lock up cage
Ventilator mask	3 x RRF cupboard and lock up cage
Disposable overalls	12 x RRF cupboard and lock up cage

Pollution Management Equipment	
Spill Kit	2 x RRF 2 x Chemical Shed
Safety data sheets	Hazardous waste store [REDACTED] [REDACTED]
Water tank trailer (1,000L)	1 x Onsite Landfill

### Warning and Communication System

Radios are available in all plant, vehicles and in the weighbridge at all times for open communication via **UHF CHANNEL 9**. Mobile phones or hand-held radios are used to verbally communicate with staff.

A siren is situated in the main office and the MRF. In the event of a failure of the siren warning system, messages may be relayed via UHF, mobile phone or light vehicle.

### Pollutant Inventory

The Facility operations involve waste disposal, composting, resource recovery, waste processing and waste storage activities. As a result, a variety of substances are stored and used onsite on a regular basis. A full inventory list of substances has been provided below.

Each Monday staff log into EPA website using the Council owned ipad (in weighbridge) and enter quantities and categories of chemicals that have been brought into the RRF shed during the week. Once quantity levels reach 70%, the database triggers a notification to Toxfree for collection from the site.

The Cleanaway driver (previously Tox free) once loaded, confirms the details of all chemicals collected. The truck driver then fills out the 'inventory' form, as both percentages and quantities. This is to match format for EPA records and portal requirements. Copies are provided for driver and the RRF – this is filed in the Administration office with the weighbridge docket. The weighbridge outgoing movement is recorded as "Hazardous Waste Outgoing".

A Standard Operating Procedure for carting chemicals from the RRF shed for CRC storage at the Chem shed (held in TRIM **ED20/29490**)

<b>Chemical Inventory used on site (maximum quantities at peak times)</b>					
<b>Trade name/ Substance</b>	<b>Solid, liquid, gas or powder</b>	<b>Maximum amount</b>	<b>Location marked on map</b>	<b>Type of containment</b>	<b>Relevant health and environmental properties</b>
Diesel	Liquid	2500 litre	Behind RRF	RRF shed	See ChemAlert SDS – at RRF
Engine coolant	Liquid	1 x 15 litre	RRF	RRF Shed	See ChemAlert SDS – at RRF
Degreaser	Liquid	1 x 20 litre	RRF	RRF Shed	See ChemAlert SDS – at RRF
Coolant	Liquid	1 x 6 litre	MRF	MRF shed	See ChemAlert SDS – at MRF
Window cleaner	Liquid	2 x 20 litre	MRF	MRF shed	See ChemAlert SDS – at MRF
Hydraulic oil	Liquid	4 x 20 litre	Green Shed	Green Shed	See ChemAlert SDS – at Green Shed
Transmission oil	Liquid	1 x 20 litre	Green Shed	Green Shed	See ChemAlert SDS – at Green Shed
Grease	Liquid	2 x 20 litre 24 x 450g	Green Shed	Green Shed	See ChemAlert SDS – at Green Shed
Engine oil	Liquid	3 x 20 litre	Green Shed	Green Shed	See ChemAlert SDS – at Green Shed
Gear oil	Liquid	1 x 20 litre	Green Shed	Green Shed	See ChemAlert SDS – at Green Shed
Coolant	Liquid	1 x 20 litre	Green Shed	Green Shed	See ChemAlert SDS – at Green Shed
Degreaser	Liquid	1 x 5 litre	Green Shed	Green Shed	See ChemAlert SDS – at Green Shed
Engine coolant	Liquid	1 x 5 litre	Green Shed	Green Shed	See ChemAlert SDS – at Green Shed
Mineral Turpentine	Liquid	1 x 4 litre	Revolve Shop	Revolve Shop	See ChemAlert SDS – Revolve Shop
Unleaded fuel	Liquid	2 x 20 litre 1 x 10 litre 2 x 5 litre	Botanic Garden shed	Botanic Garden shed	See ChemAlert SDS – at Botanic Garden
Motor oil	Liquid	1x 1 litre 1 x 3 litre 5 5 litre	Botanic Garden shed	Botanic Garden shed	See ChemAlert SDS – at Botanic Garden
Paint	Liquid	2 x 20 litre 2 x 8.5 litre 3 x 4 litre	Botanic Garden shed	Botanic Garden shed	See ChemAlert SDS – at Botanic Garden
Pesticide	Liquid	1 x 20 litre 1 x 1 litre	Botanic Garden shed	Botanic Garden shed	See ChemAlert SDS – at Botanic Garden
Diesel	Liquid	1 x 990 litre	Leachate treatment near RRF	Leachate treatment near RRF	See ChemAlert SDS – Leachate treatment near rear of RRF
Truck wash	Liquid	11 x 20 litre	Truck wash shed	Truck wash shed	See ChemAlert SDS – Truck wash shed

# Pollution Management

## Preventative Actions

Several pre-emptive actions have been put into place to assist in preventing pollution incidents from occurring and to assist in the management of pollution incidents. These include:

- Dedicated environmental compliance and safety resources;
- Compliance with relevant environmental licences and approvals to monitor and prevent pollution;
- Adequate and maintained infrastructure and equipment to prevent potential pollution incidents e.g. chemical storage;
- Safe work method statements (SWMS)
- Development, use and updating of Safe Operating Procedures and control plans to prevent incidents;
- Ensuring all staff have been issued and wear appropriate personal protective equipment; and
- Ensuring all staff are trained in operational procedures relevant to their work area and that they are familiar with the PIRMP in the event of it being executed.
- Fire alarms for alerting people on premises when an incident occurs
- First aid kits, Spill kits and Sprinkler systems
- Preventing pollution of water by leachate and sediment –  
Following measures applied for early detection;
  - Groundwater monitoring program
  - Groundwater assessment program
  - Leachate monitoring
  - Surface water monitoring
- Air
  - Detecting landfill gas, ongoing methane monitoring
  - Fires – Fire extinguishers have been installed in all buildings and plant items to assist with firefighting if required.
  - Water trailer – 1,000 litre water tank trailer is located at the landfill for the control of fires in stockpile areas
  - Asbestos – SWMS are in place and staff are trained in what action is to be taken if suspected asbestos is dropped off in the Resource Recovery Facility. A specific clean up and shut down procedure has been created.
- Bunding – The storage shed at the landfill has bunding to contain oil and chemical spills.

## Staff Training

All staff are to be trained and competent in key functional areas. The currency of training is to be monitored and maintained by Waste Management (Waste and Resource Recovery Operations Manager and/or Manager Operational Compliance) [REDACTED].

Records of training currency will be maintained by Council's People Services department. Training programs will be undertaken as required to address expired training certificates and to address identified knowledge gaps.

Specific site related training includes:

- Drum-muster inspection training
- First aid
- First-attack fire fighting
- Spill kits
- Asbestos (awareness, handling and supervising)



All staff are trained in Lismore City Council general and site-specific Safe Work Method Statements. Daily toolbox meetings are undertaken for waste disposal staff and toolbox meetings for collection staff are undertaken where possible.

All employees at the Facility will be trained in regard to the Pollution Incident Response Plan (PIRMP) and its application.

The PIRMP will be tested annually. This event will be utilised to demonstrate readiness and refine response to a specific scenario with test details being recorded on the *PIRMP Test template* in TRIM (██████████). De-briefing after the training event will allow for further staff consultation, procedural refinement, response improvements and required PIRMP revision.

## Pollution Hazard Assessment

Types of pollution incidents and environmental hazards that could arise at the Facility include but are not limited to; water pollution, air pollution and pollution as a result of unexpected chemical spill onsite. Some of the foreseeable hazards include:

- Fire
- Airborne contaminants (Dust, Fumes & Gas)
- Fuel / Chemical spills
- Sediment laden stormwater run off
- Natural disaster events e.g. earthquake, flood, dust storm, bushfire

The likelihood of some of the above pollution incidents occurring is extremely low due to compliance with imposed conditions on the Environment Protection Licence (EPL) conditions imposed on the premises.

Based on the activities that occur onsite the severity of any pollution incident should be ranked on the extent to which a pollution hazard poses to humans and the environment. **Table 1** is used to rank the risk associated with any particular hazard.

*Table 1. Ranking of Pollution Incident.*

Table 1 is used to score the risk associated with any particular hazard.

Description of the pollution event	Severity Score
Pollution could affect only the immediate vicinity	1
Pollution could affect the environment and others within the site	2
Pollution could affect the surrounding environment and surrounding neighbours	3

### **Low Risk Incident (1)**

If the severity score is 1, it is a localised low risk incident. The Waste and Resource Recovery Operations Manager or delegate is to manage response and assign appropriately trained staff or contractors to combat the incident. If considered necessary, the area is to be cordoned off with hi-visibility markers and signage.

### **Medium Risk Incident (2)**

If the severity score is 2, the incident requires localised evacuation of the affected area. The Waste and Resource Recovery Operations Manager or delegate is to announce over radio and/or mobile phones that an evacuation procedure is in place and to assemble at the Emergency Assembly area:

- All staff on site must follow the evacuation procedure and direct any contractors or visitors to the Emergency Assembly area;
- The Facility is to be cordoned off with hi-visibility markers and signage to restrict entry (if considered necessary);
- Where safe to do so the Waste and Resource Recovery Operations Manager or delegate may direct the weighbridge operator to return to the weighbridge to restrict entry to the site and to provide information to any queries.

### **High Risk Incident (3)**

Where the severity score is 3, the incident requires site evacuation and consultation with Compliance Unit and Management:

- The Waste and Resource Recovery Operations Manager or delegate is to initiate the evacuation procedure on site
- All staff on site must follow the evacuation procedure and direct any contractors or visitors to the Emergency Assembly area at the front gate;
- Emergency services/relevant stakeholders to be engaged
- On directions of the Waste and Resource Recovery Operations Manager or delegate, Emergency Services or a staff member will be directed to contact all residences with the potential to be exposed to the pollution incident
- Where safe to do so the Waste and Resource Recovery Operations Manager or delegate may direct the weighbridge operator to return to the weighbridge to restrict entry to the site and to provide information to any queries
- The Waste and Resource Recovery Operations Manager or appropriate Council representative is to notify Relevant Authorities within 24 hours.

*Table 2. Specific Hazards, Mitigation Measures and Pollution Response Incident.*

Identifies a list of foreseeable hazards that could occur on this site as a result of regular operating procedures.

Site Hazard	Likelihood of hazard occurring	Consequence	Risk Ranking	Mitigating measures	Response if Pollution Incident
<b>Landfilling of waste</b> Chemical exposure Asbestos exposure Gas/odour exposure Hazardous waste exposure Fire potential resulting in hazardous smoke - <i>escalate if affecting offsite.</i> Excessive dust from landfill activities	Possible Possible Possible Possible Rare Possible	Minor Minor Minor Minor Major Minor	Low Low Low Low Low Low	<ul style="list-style-type: none"> <li>➤ Correct disposal of landfill products</li> <li>➤ Adequate daily cover in landfill cell</li> <li>➤ Staff training in chemical, asbestos and manual handling techniques</li> <li>➤ Training in hazardous waste, PPE</li> <li>➤ Constant monitoring of potential hazards</li> <li>➤ Staff to wear PPE when landfill activity creates dust</li> </ul>	1 1 1 1 2 1
<b>Leachate pollution</b> Break of pipe Blockage of pipe Overflow of dam (<235mm) Breach of dam wall Failure of containment system	Possible Possible Possible Possible Possible	Moderate Moderate Moderate Moderate Moderate	Medium Medium Medium Medium Medium	<ul style="list-style-type: none"> <li>➤ Regular inspection of pipes</li> <li>➤ Regular inspection of pipes</li> <li>➤ Monitoring of dam levels</li> <li>➤ Monitoring of dam levels</li> <li>➤ Regular maintenance, monitoring &amp; testing</li> </ul>	1 1 1 1 1
<b>Surface water runoff</b> Failure of containment dam Overflow of containment dam Flooding	Possible Possible Rare	Moderate Moderate Moderate	Medium Medium Low	<ul style="list-style-type: none"> <li>➤ Annual maintenance, inspections of dam walls and spillway</li> <li>➤ Monitoring of dam levels/markers</li> <li>➤ Sediment control measures</li> <li>➤ Visual inspections, observe weather conditions</li> </ul>	1 1 1
<b>Asbestos</b> Asbestos dust	Possible	Minor	Low	<ul style="list-style-type: none"> <li>➤ Declaration of asbestos at weighbridge</li> <li>➤ Triple wrapping of asbestos</li> <li>➤ Trained staff only to process asbestos</li> </ul>	1
<b>Methane gas</b> Gas explosion	Rare	Major	Low	<ul style="list-style-type: none"> <li>➤ No smoking on site</li> </ul>	2

*Table 2. Specific Hazards, Mitigation Measures and Pollution Response Incident.*

Identifies a list of foreseeable hazards that could occur on this site as a result of regular operating procedures.

Site Hazard	Likelihood of hazard occurring	Consequence	Risk Ranking	Mitigating measures	Response if Pollution Incident
				Methane monitoring on site (monthly)	
<b>Compost stockpiles</b> Controlled Combustion / fire resulting in non-hazardous smoke - <i>If uncontrolled fire escalate response accordingly</i>	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>➤ Temperature checks, stockpile management – SoP sprinklers &amp; charged fire suppression lines</li> </ul>	1
<b>Landfill Fire</b> Controlled fire resulting in non-hazardous smoke - <i>If uncontrolled fire escalate response accordingly</i>	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>➤ Stockpile management – SoP &amp; water cart</li> <li>➤ No smoking</li> </ul>	1
<b>Material Recovery Facility (MRF) &amp; Resource Recovery Facility (RRF)</b> Fire potential resulting in non-hazardous smoke - <i>If hazardous smoke or uncontrolled fire escalate response accordingly</i>	Rare	Major	Low	<ul style="list-style-type: none"> <li>➤ Stockpile management of MRF &amp; RRF material – SoP sprinklers &amp; charged fire suppression lines</li> </ul>	1
<b>Bushfire</b> - <i>If uncontrolled fire escalate response accordingly</i>	Rare	Major	Low	<ul style="list-style-type: none"> <li>➤ Regular inspections and surrounding vegetation management.</li> </ul>	2
<b>Chemical spill from storage area</b>	Possible	Minor	Low	<ul style="list-style-type: none"> <li>➤ Training in correct chemical storage and handling techniques, including PPE.</li> <li>➤ Correct location of Spill Kits.</li> </ul>	1

*Table 2. Specific Hazards, Mitigation Measures and Pollution Response Incident.*

Identifies a list of foreseeable hazards that could occur on this site as a result of regular operating procedures.

Site Hazard	Likelihood of hazard occurring	Consequence	Risk Ranking	Mitigating measures	Response if Pollution Incident
				<ul style="list-style-type: none"> <li>➤ Self-bunded chemical storage areas.</li> <li>➤ Training in use of Spill Kits.</li> <li>➤ Chem Alert</li> </ul>	

# Pollution Incident Response

## Response and Evacuation Plan Steps

In the event of a pollution incident or on discovery of a dangerous situation, reporting is to be done by the Waste and Resource Recovery Operations Manager (if unavailable the Site Supervisor)

1. Survey the scene for additional dangers before entering the area.
2. Move persons away from danger.
3. Contact the Waste and Resource Recovery Operations Manager or delegate
4. **Waste and Resource Recovery Operations Manager** delegate to contact relevant Emergency Services if required (i.e. ambulance / fire / police) and relevant Council divisions, including Compliance Unit and WHS unit (if required)
5. Contain the incident (fire, spill, contaminant) if safe and practical to do so.
6. Announce evacuation and contact neighbours if necessary, based on the severity (radio / verbal message in light vehicle around site).
7. Administer First Aid if required and safe to do so.
8. Signage on entry to site displaying open/closed
9. Preserve the scene if required until Emergency Services arrive.
10. Provide regular updates to staff and surrounding community
11. In consultation with relevant Council divisions (Operational Compliance) ensure required incident reporting to the EPA and any other relevant authorities is completed within 24 hours of the incident.

## Evacuation signal

Verbal instructions by calling “*EMERGENCY, EMERGENCY, EMERGENCY*” to evacuate over the radio system or directive issued by the Waste and Resource Recovery Operations Manager or delegate will constitute an evacuation signal.

The Waste and Resource Recovery Operations Manager or delegate will assess the situation, decide if emergency services need to attend the site, provide instructions for staff and the public.

The Weighbridge will be the point of contact to liaise with the incoming traffic on the status of the situation. Mobile phones or hand-held radios will be the method of contact.

In the event of a pollution incident the Operational Compliance unit is to be contacted.

Where a pollution event has the potential to have significant offsite impacts, communication with surrounding neighbours will be undertaken.

If Emergency Services attend the site once they have concluded their involvement, control of the affected area will be handed back to the Waste and Resource Recovery Operations Manager (via document sign off).

## Preservation of the Scene

In any pollution incident the Waste and Resource Recovery Operations Manager or delegate must ensure that all evidence relating to the incident is preserved and not interfered with and that any cleaning up, movement, repairs and so on are necessary to bring the site under control.

Prior approval by Emergency Services (and other regulatory agencies as identified e.g EPA, WHS investigating officers) is required before disturbing the scene.

### Clean up Procedures

When a pollution incident has been stabilised and any immediate threat to human health and the environment has been alleviated, clean-up of the polluting material will be required. The SDS that are available for some of the chemicals stored on site provides clean-up instructions. The environmental protection licences for the site specifies the waste that is allowed to be accepted. If the polluting material is not allowed to be accepted on site, it is to be disposed of by an appropriate contractor licensed to handle the material. If the waste is suitable to be disposed of on-site standard waste disposal practices will need to be maintained. The site will be cleaned up in a timely manner in consultation with the NSW EPA.

## Specific Incident Response Plans

### Fires

Landfill fire can cause impact on local air quality through odour and hazardous smoke. Fire can also spread outside the landfill, triggering a grass or bush fire. Fire prevention is as important as the development of efficient means of fighting it.

#### **Action to be taken in the event of a fire**

In the event of a fire, the safety of persons in the area is of primary importance and should be assessed prior to combating the incident. Evacuation and incident procedures should be followed. **Refer to Emergency Response Plan Procedure – Fire (██████████)**.

- The Waste and Resource Recovery Operations Manager or delegate will immediately contact the Emergency Services and local fire brigade if deemed necessary;
- Fire fighting shall be undertaken in association with the NSW Fire Brigade;
- Telephone: Emergency 000 and ask for NSW Rural Fire Brigade
- Secure the area involved in the fire;
- The source of the fire should be determined;
- Check the surrounding area for hazards such as fuel or other flammable substances. Where safe to do so, remove these away from the area;
- Treat smoke as toxic. Monitor the smoke plume and weather / wind changes;
- The fire should always be approached from the upwind side to prevent exposure to smoke and potentially hazardous fumes;
- Larger fires will be controlled using water and soil as appropriate. Regularly saturate the area to ensure that fire does not flare up;
- Notify and report to relevant stakeholders and authorities
- Monitor area for two days to ensure fire does not re-establish

### Reporting of fire incidents

EPL 13128 & 5880 requires that the licensee must extinguish fires at the premises as soon as possible. The license requires that the licensee must have in place and implement procedures to minimise the risk of fire at the premises. A fire is considered an incident and will need to be reported to the EPA as soon as practical.



## Flooding

There is the potential for flooding to occur on site. The following should be undertaken. These points should only be conducted if the area is safe to do so:

- Observe the weather conditions
- **Refer to Emergency Response Plan Procedure – Flood (ED23/19352)**
- Notify others onsite using a UHF radio or mobile phone should inrush of water or mud be observed
- Move to higher ground where possible
- If person/s become caught in flood water render assistance if safe to do so – DO NOT ENTER flood waters
- If person/s become caught in mud render assistance if safe to do so – DO NOT ENTER mud
- Call Emergency Services – Phone 000 for Fire Brigade or Ambulance as appropriate
- Do not leave the evacuation point until the Waste & Recovery Operations Manager or delegate gives permission to do so

## Leachate Overflow

Landfill leachate is generated by excess rainwater percolating through the waste layers in a landfill. The major potential environmental impacts related to landfill leachate are pollution of groundwater and surface water.

### Procedure

All runoff from the landfill area is treated as leachate. A spillage of leachate may arise due to the overtopping of the leachate storage dam due to heavy rain, broken leachate pumps, leachate drains or pipes. Also **refer to Emergency Response Plan Procedure – Leachate Dam Failure (██████████)**

### Leachate collection system failure

In the event of a leachate collection system failure, the system concerned is to be isolated, the leachate collected and removed, and the collection system emptied and repaired to eliminate the problem.

### Leachate pond overflow

In the event of the release of leachate from the leachate storage pond the following actions shall be taken by the Waste & Recovery Operations Manager, during or after identifying the pollution incident:

- Isolate the area and ensure there is no access
- Notify EPA
- Undertake water quality sampling in accordance with EPL requirements
- Arrange for tanker loads of leachate to be taken to sewage treatment plant if needed

### Groundwater Contamination

In the event of any identified contamination of groundwater the following steps will be taken:

- The Waste and Resource Recovery Operations Manager or Operational Compliance unit will inform the EPA within 24 hours of receipt of result of exceedance;
- Review results to determine if an adverse trend is developing, or whether the initial exceedance was an isolated incident;

- If a trend has been established which indicates deteriorating groundwater quality, then a suitable groundwater remediation action plan will be developed.

## Airborne Contaminants & Dust

There is a potential for airborne contaminants and dust to arise on site.

### **Action to be taken in the event of identified airborne contaminants or dust exceedances:**

In the event of identified Air borne contaminants the safety of persons in the area is of primary importance and should be assessed prior to combating the incident. Emergency Services should be contacted where there is any risk to the health and safety of workers. Evacuation and incident procedures should be followed if the release is high risk and unable to be contained and resolved by site staff.

In the event of a low risk airborne contaminant incident the Waste and Resource Recovery Operations Manager or delegate must:

- Secure the area and protect staff safety
- Undertake a risk assessment to determine potential impacts/risks from airborne contaminants
- Direct staff to isolate the source and shut down associated plant if suitable
- Ensure staff are capable and equipped to manage the incident response
- Notify relevant Council divisions
- Ensure incidents are reported as required to regulatory authorities (in consultation with Council Divisions)

Staff are to notify the Operational Compliance unit proactively on any foreseen dust issues.

Non-compliant deposited dust results are to be reported to the Regulator and corrective actions taken to mitigate any impacts, including review of:

- The area and operations to determine potential cause
- Water spray on unsealed roads
- Vehicle speed limits and plant operations
- Staff PPE and risk assessments
- Wetting down of uncovered stockpiles
- Weather conditions

Results of ongoing monitoring are to be reported to key personnel so that dust control and operational procedures can be reviewed and modified, if required.

## Significant Fuel / Chemical Spills

There is the potential for a fuel / chemical spill to occur on site. These points should only be conducted if the area is safe to do so.

### **Action to be taken in the event of a Fuel or Chemical Spill:**

- Risk assessment to be undertaken to determine high risk fuel or chemical spill to determine response.
  - If deemed high risk - First responder shall call: “**EMERGENCY, EMERGENCY, EMERGENCY**” on UHF radio and immediately notify the **Waste and Resource Recovery Operations Manager** or delegate.
  - If deemed low risk - identify the type of incident and fuel / chemical involved. This is a visual inspection. Only approach if safe to do so.  
The chemical may be detailed on the chemical product and Chemical Inventory on site;
- Staff are to wear appropriate PPE: the spill may not only be liquid but emit a gas or powder;
- Determine if the spill can be safely contained by staff on site and that it will not enter any waterways;
- Where no immediate safety hazard exists read the Safety Data Sheet (SDS) for the spill clean-up information;
- Where safe to do so isolate spilled material with spill kit, place material into hazardous waste storage bags located in spill kit using a square mouth shovel and clean all equipment used;
- For larger spills, where safe to do so, utilise on site machinery to clean up spill and place sand/dust to prevent liquid going into waterways;
- If the spill occurs on an unsealed surface, the initial response will be to stop the leak. The SDS should be read for safe handling of the chemical and no open sources of ignition should be in the area:
  - Use machinery to move contaminated soil into a banded stockpile and where practical move to a sealed surface
  - Send soil samples to laboratory for testing to determine if the material is suitable for disposal on site or at another site
  - A hazardous waste contractor may be called to dispose of the chemical waste
- Waste and Resource Recovery Operations Manager in consultation with Operational Compliance unit to notify EPA and other Relevant Authorities (as required) within 24 hours
- Waste and Resource Recovery Operations Manager to notify and report to relevant Council divisions - Incident Reporting Line on 1300 87 83 87 as soon as practicable

**Where the spill is too dangerous to contain:**

- Potential hazards include fire, explosion, toxic fumes, contact with hazardous chemicals;
- Evacuation and incident procedures should be followed;
- Emergency Services should be contacted where there is any risk to the health and safety of workers;
- Keep all staff and public away from spill.

**Where toxic fumes from spill are drifting over neighbouring properties:**

- Evacuation and incident procedures should be followed;
- Emergency Services should be contacted where there is any risk to the health and safety of workers;
- All staff on site must follow the evacuation procedure and direct any contractors or visitors to the Emergency Assembly area point;
- On direction from the Waste and Resource Recovery Operations Manager or delegate neighbouring residences with the potential to be exposed to the pollution incident will be notified.

### **Action to be taken in the event of an Oil Spill**

- Determine the nature, amount and location of the oil spill;
- Determine if the oil spill can be safely contained by staff on site and that it will not enter any waterways;
- Cease plant operation in the spill area;
- Arrange and install traffic control if required;
- Where safe to do so isolate spilled oil with spill kit, place material into hazardous waste storage bags located in spill kits using a square mouth shovel and clean all equipment used;
- For larger spills, where safe to do so, utilise on site machinery to place sand/dust to prevent liquid migration into waterways and to clean up spilled oil.

### **Surface Water Run Off**

- Determine source of contamination & take action to control the containment.
- Refer to Stormwater & Leachate Management Plan (SWLMP) in TRIM.

In the event of any identified contamination of groundwater the following steps will be taken:

- The EPA and Relevant Authorities will be informed within 24 hours of receipt of result of exceedance;
- Review results to determine if an adverse trend is developing, or whether the initial exceedance was an isolated incident;
- If a trend has been established which indicates deteriorating groundwater quality, then a suitable groundwater remediation action plan will be developed.

## Notification of Relevant Authorities

The Waste and Resource Recovery Operations Manager is responsible for contacting the authorities and reporting pollution incidents.

<b>Fire &amp; Rescue NSW (Lismore)</b>	<b>000 or 6690 6162</b>
<b>Rural Fire Service</b>	<b>6663 0000</b>
<b>Environment Protection Authority</b>	131 555
<b>Health NSW</b>	<b>Lismore Base Hospital 6621 8000 or 66240200</b> (after hours – 0428 882 805)  After hours – Infectious Disease 0439 882 752 After hours – Environmental Health 0428 882 805
<b>SafeWork NSW</b>	<b>131 050</b>
<b>Lismore City Council</b>	Incident reporting line 1300 87 83 87
<b>Rous Water</b>	02 6623 3800 (after hours - 02 6626 6955)
<b>Lismore Police</b>	02 6626 0599
<b>Local Land Services</b>	1300 795 299 or 6623 3900
<b>Roads &amp; Maritime Services</b>	13 22 13 (8:30am – 5pm Mon-Fri)
<b>Roads &amp; Maritime Services local office (ServiceNSW)</b>	13 77 88
<b>Essential Energy</b>	13 20 80
<b>Waste and Resource Recovery Operations Manager</b>	0428346622
<b>Waste Operations Coordinator</b>	[REDACTED]
<b>Weighbridge office</b>	6623 2009
<b>Manager Operational Compliance</b>	[REDACTED]
<b>UHF</b>	Channel 9

<b>Internal Contacts</b>	
Head of Water and Waste	0408 678 415
Waste and Resource Recovery Operations Manager	0428346622
Waste Operations Coordinator	██████████
Team Leader Sorting	██████████
Manager Operational Compliance	████████████████████
Team Leader Landfill	██████████
Customer Interactions Team Leader	██████████
Weighbridge Staff	6623 2009
<b>Radio</b>	
UHF	Channel 9

## Notification to Neighbours and the Local Community

The Facility is surrounded mainly by farmland to the west, north and south. The Facility joins the East Lismore Sewage Treatment Plant to the south east and is bordered by Wyrallah Road to the east.

The notification to local residents (when required) will only be done after consultation with relevant Council divisions (unless an immediate directive has been received from the Emergency services).

Two dwellings are located on the western boundary of the site. Details below.

One dwelling, Rous County Council & Richmond River Gun club is located on the eastern side of the main entrance.

When an incident occurs, site management will use the following methods to communicate to the on-site staff, neighbours and the local community. These include early warning signs and regular updates to owners and occupiers of neighbouring properties who may be affected by a pollution incident being notified.

The notification shall provide specific information to the neighbouring properties and local community so it can minimise the risk of harm. Information could include instructions to close windows and doors and remain inside for emissions of certain types of air pollutants, avoid the use of water in creeks or rivers affected, or likely to be affected by a pollutant discharge.

The severity of the incident will depend on what methods and the topographic area of communication.

- Strategic phone calls and/or Door knock – neighbours
- Lismore City Council Local Matters (online and hard copy)
- Lismore City Council social media pages and website [www.lismore.nsw.gov.au](http://www.lismore.nsw.gov.au)
- Northern Rivers Waste website [www.northernriverswaste.com.au](http://www.northernriverswaste.com.au)
- Local newspapers, radio and television

Neighbours contact list		
East Lismore STP	[REDACTED]	[REDACTED]
Eastern side [REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
Eastern side Rous County Council	ph: Business Hours – 6623 3800 Emergencies – 6626 6955	[REDACTED]
Eastern side: Richmond River Gun Club	[REDACTED] [REDACTED]	[REDACTED]
Western side: [REDACTED]	[REDACTED]	[REDACTED]
Western side:	[REDACTED] [REDACTED]	[REDACTED]

The extent of communication will depend on:

- **Air emissions** – type of pollutant, prevailing winds, height and magnitude of emission, location of any fall-out or off-site impacts, likelihood of pollutant reaching ground level and possible impacts to sensitive receptors.
- **Water discharge** – premises adjacent to creek or river and downstream users.

In the event of a pollution incident the following templates may be used to communicate directly with the neighbours and the community in general.



## **WARNING**

**DO NOT USE THE WATER IN [CREEK/RIVER]**

**[CREEK/RIVER] water is contaminated with [POLLUTANT NAME]**

[POLLUTANT NAME] was found in the [CREEK/RIVER] on [DATE]. This pollutant can make you sick and may result in death.

### **What should I do?**

- DO NOT USE THE WATER.
- Do not use the water for recreation or drinking or livestock or fishing.
- [POLLUTANT NAME] causes [SYMPTOMS/ISSUES].
- If you or someone you know exhibits any of these symptoms, immediately contact your health care provider.

In addition, please notify the Public Health department on 6621 8000

After hours (Environmental Health 0428 882 805).

### **What happened? What is being done?**

The [CREEK/RIVER] was contaminated with [POLLUTANT NAME]. We are working with law enforcement and the public health department to investigate/resolve this issue. We have tested the water in various parts of the [CREEK/RIVER] system to verify the extent of the contamination. We have implemented additional procedures to protect the system against further contamination.

Additional information will be provided 24 hours/day Lismore City Council's website

[www.lismore.nsw.gov.au](http://www.lismore.nsw.gov.au).

For more information, please contact [NAME] at [1300 87 83 87].

Please share this information with all the other people who use [CREEK/RIVER], especially those who may not have received this notice directly (for example, people in schools and businesses). You can do this by posting this notice in a public place or distributing copies by hand.

This notice is being sent to you by Lismore City Council. Date distributed: [DATE]

# WARNING

## Emission of Air Pollutant – POTENTIAL RISK

### An emission of [POLLUTANT] has occurred at the Wyrallah Road Landfill

[POLLUTANT NAME] was found in the air around the Wyrallah Road Landfill [TIME/DATE]. This pollutant can make you sick.

#### What should I do?

##### [DELETE IRRELEVANT]

- Close windows and doors and remain indoors until otherwise notified.
- Wash down outdoor areas that children might come into contact with.
- Wash hands with soap and running water for at least 10 seconds after working outside, before eating and before smoking.
- Restrict outside exposures, particularly for children.
- Do not consume home grown leafy vegetables.
- Root vegetables should be thoroughly washed and cooked.
- Do not drink water from rainwater tanks.
- Drain water from water tanks and containers around the yard.
- [POLLUTANT NAME] causes [SYMPTOMS/ISSUES].
- If you or someone you know exhibits any of these symptoms, immediately contact your health care provider.

In addition, please notify the Public Health department on 6621 8000

After hours (Environmental Health 0428 882 805).

#### What happened? What is being done?

The air above the Lismore Recycling and Recovery Centre in East Lismore was contaminated with [POLLUTANT NAME] following an incident. We are working with law enforcement and the public health department to investigate/resolve this issue. We have tested the air in various parts of local area to verify the extent of the contamination. We have implemented additional procedures to protect the system against further contamination.

Additional information will be provided 24 hours/day Lismore City Council's website [www.lismore.nsw.gov.au](http://www.lismore.nsw.gov.au)

For more information, please contact [NAME] at [1300 87 83 87].

Please share this information with all the other people especially those who may not have received this notice directly (for example, people in schools and businesses). You can do this by posting this notice in a public place or distributing copies by hand.

This notice is being sent to you by Lismore City Council. Date distributed: [DATE]

# Reporting a Pollution Incident

## Information to Report

When reporting a pollution incident, the following information should be included:

- Name of organisation
- Exact nature of the incident (any casualties?)
- Exact location
  - Wyrallah Road Waste Facility and Lismore Recycling and Recovery Centre
  - 313 Wyrallah Road, East Lismore NSW 2480
- Name of person reporting
- Contact number (where applicable)
- Reporting is to be done by the Waste and Resource Recovery Operations Manager or appropriate Council representative

No other person other than – **Head of Waste and Water** through the **Media Coordinator** can divulge information to the media.

Should any staff be approached by media representatives for comment, express the following authorised comment:

***“I am sorry, but I cannot make any statement at this time. The appropriate personnel are currently being briefed on the situation and will be available to talk to you shortly”.***

## Reporting Timeframes

The EPA and Relevant Authorities will be informed within 24 hours of an incident or exceedance of licence conditions. A detailed report must be submitted to the EPA within 7 days of the incident.

At the first practicable opportunity following the conclusion of a pollution incident and in any event no later than 48 hours after the incident, the Waste and Resource Recovery Operations Manager in consultation with Operational Compliance, will ensure a report detailing the incident is prepared for senior management.

Where monitoring values exceed guidelines the monitoring data will be available on Council's website.

## WHS Incident and Accident Reporting

The Facility has the highest commitment to the provision of a safe and healthy workplace.

However, if an injury is sustained to an employee, contactor or visitor as a result of a pollution incident, the following contingencies have been put into place.

- Trained and accredited First Aid Officers will be in the workplace. They shall be present on every shift. Names of the FAO are displayed in office, weighbridge, crib room and all work areas.
- First aid kits shall also be readily available in the office, weighbridge, crib room, RRF, Revolve Shop and MRF.
- All injuries shall be reported to your supervisor immediately and phoned in to Lismore City Council – ph: 1300 87 83 87 as soon as practicable.
- Reportable incidents shall be reported to the Relevant Authorities immediately, with an incident report following within 7 days.
- All injuries will also be investigated immediately, and corrective actions instigated in accordance with the Corporate “Incident Reporting and Investigation Procedure”.

## Testing and updating of the PIRMP

The PIRMP will be tested every 12 months and within 1 month of any pollution incident.

### Example

#### PIRMP testing details

Date tested	Tested by  (to include the names of all people involved in testing)	Details of test  (e.g. nature of the test, involvement of other agencies)  Note: Testing must cover all components of the plan.	Findings of test including issues identified	Next scheduled testing date (must be within 12 months from current test)
e.g. 24.02.18	Joan Smith, Environment Manager	Desktop simulation – chemical spill	Contact details, map and pollutant inventory out of date	24.02.19

#### PIRMP update details

Date update occurred	Reason for update  (e.g. address issues identified in testing, contact details / personnel have changed)	Details of updates  (nature of changes to PIRMP)	Date the updated version uploaded to website (if applicable)	Date of completion
e.g. 24.02.18	Outdated items identified in annual testing	Contact details, map and pollutant inventory updated	26.02.18	26.02.18

## Testing of the Wyrallah Road Waste Facility & Lismore Recycling and Recovery Centre PIRMP

<b>Date &amp; time tested:</b>	
<b>Tested by:</b> to include the names of all people involved in testing	[name] – [Title]
<b>Details of test:</b> e.g. nature of the test, involvement of other agencies etc. Testing must cover all components of the plan	
<b>Findings of test including issues identified:</b>	
<b>Next scheduled testing date</b> within 12 months	
<b>Name:</b>	<b>Title:</b>
<b>Signature:</b> .....	<b>Date:</b> .....