



Glenella Operations Pollution Incident Response Management Plan

**Pebble, Sand and Hard Rock
Quarry 483 Battery Road
COWRA NSW 2582**

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1.0 Introduction

Glenella Quarry is a pebble, sand and hard rock deposit located on 483 Battery Road, Cowra NSW 2794.



This document outlines the quarry PIRMP as part of the amendments to the Protection of the Environment Act 1997 {section 153C of the POEO Act and the POEO(G) Regulations}.

Should a pollution incident occur at the Glenella Quarry, it is considered highly unlikely that an environmental impact would extend beyond the property due to the distance from the boundary where the possible causes could originate from.

This Pollution Incident Response Management Plan {PIRMP} provides details of the processes which are in place in the event of a pollution incident at the Glenella Quarry site to ensure comprehensive and timely communication about the pollution incident is provided to;

- Relevant company staff
- Fire & Rescue NSW - 000 {first notification}.
- Environment Protection Authority - 131 555 (Option 1)
- NSW Resources Regulator - 1 300 814 609 (Option 1)
- Health NSW {nearest public health unit}.
- Work Cover Authority - 131 050 (Option 2)
- Cowra Shire Council Environmental section – 02 6340 2040
- Hilltops Council (Boorowa Office) – 1300 445 586
After hours emergency only - 0428 851 083

Further, the PIRMP will minimise and control the risk of a pollution incident by identifying

- risks and developing planned actions to minimise and manage those risks.
- ensure the PIRMP is implemented by trained staff
- identifying persons responsible for implementing it
- ensuring that the PIRMP is regularly tested for accuracy, currency and suitability.

COPIES OF THIS PLAN ARE AVAILABLE AT THE ADMINISTRATION OFFICE OF GLENELLA QUARRY, THE WORKSHOP AND ON OUR WEBSITE www.glenellaquarry.com

2.0 Regulatory Requirements

When the Plan Applies:

The operation of the Glenella Quarry site must comply with the:

- Work Health and Safety Act {Mines} 2013
- Work Health and Safety Regulations {Mines} 2014
- Protection of the Environment Operations Act 1997 {POEO Act}
- Environment Protection Licence No. 20632

Part 5.7A of the POEO Act requires that:

- All holders of Environment Protection Licences {EPLs} must prepare a PIRMP.
- Licensees must keep the plan, in hard copy format, at the premises to which the EPL relates.
- Licensees must test the plan; and
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the plan.

This Plan must be implemented if a pollution incident occurs at any complex within the Glenella Quarry site. A pollution incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

A pollution incident is required to be notified if there is a risk of 'material harm to the environment'

3.0 Authority & Indemnity

During an emergency situation the responsible emergency response personnel have authority to issue instructions to evacuate all persons from the site and or at-risk areas. Such instructions are to be adhered to at all time by employees and visitors. These personnel shall be indemnified against civil liability resulting from practice or emergency evacuations of a site where personnel act in good faith and in the course of their duties. The site evacuation procedure is in the Emergency Control plan located in the PCP folder in the site office and on the system.

4.0 Description and Likelihood of Hazards

There is a very low risk of hazards to human health or the environment associated with the activities that are undertaken at the Glenella Quarry located at 483 Battery Road, Cowra NSW.

The primary reason for a low risk assessment scoring in regard to pollution risk associated with hazardous materials on site (such as chemicals, waste materials, waste water or gases) is due to very limited stocks of potential contaminants being stored/held on site at any given time.

The Hazardous Substance Register and corresponding SDS documents are kept in the office at the quarry. All hazardous substances brought on site - including subcontractor's - are

stored, handled and transported in a manner that meets relevant legislative requirements and minimises the risks associated with the substance. No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current SDS. All hazardous substances and dangerous goods are stored in the original containers with the label intact at all times.

Further to the above, our location is reasonably isolated and therefore not in close proximity to sensitive environments such as a densely populated areas, schools, hospitals, major waterways or bodies of water.

The workshop may have the potential to cause minor pollution impacts through the escape of oils stored within the workshop or fuel spillage from a vehicle undergoing mechanical repairs.

Diesel is held in a bunded 20,000 litre above ground tank located to limit contamination to ground water or nearby properties in the case of a spillage event.

The main hazards associated with the activities undertaken at the Glenella Quarry site that have the potential to affect human health or the environment, are:

<u>Hazard</u>	<u>Likelihood</u>	<u>Factors increasing likelihood</u>
Injuries to persons from vehicles on site	Medium	Maneuvering heavy plant & vehicles on site Unauthorised persons on site
Injuries to persons from falls on site, including falls from plant or vehicles	Medium	Operating and maintenance of plant & vehicle on site Unauthorised persons on site
Fuel spills during vehicle maintenance and fuel delivery with the potential to contaminate land and/or water	Medium/High	Maintenance operations, fuel deliveries, damage to storage facilities
Oil spills during vehicle maintenance potential contamination of land and/or water	Medium/High	Maintenance operations, deliveries to site, damage to storage facilities
Fires	High	Refueling

5.0 Pre-emptive Actions

Pre-emptive actions to minimise or prevent any risk of harm to human health or the environment include:

<u>Hazard</u>	<u>Pre-emptive action/s to minimise risk</u>

<p>Injuries to persons from vehicles and plant maneuvering on site</p>	<ul style="list-style-type: none"> • Workers and visitor induction warning of maneuvering vehicles. • Visitors should remain in the presence of a Company representative • If unauthorised persons are found on site, persons should be escorted from the site. • High visibility clothing to be worn at all times. • Keep non-essential personnel clear of work areas. • Machinery to be equipped with reversing alarms, revolving flashing light and roll over protection system (if required). • Plant operator must ensure ignition is turned off and hand brake engaged. • Vehicle to be parked on flat surface if possible. • Bucket of excavator/ loader must be placed on the ground. • Before approaching plant, personnel shall wave hands in the air to gain the operator's attention.
	<ul style="list-style-type: none"> • Personnel shall maintain eye contact with the operator when approaching and ensure operator has lowered the bucket and placed the machine in "idle" mode before approaching.
<p>Injuries to persons from falls on site, including falls from plant</p>	<ul style="list-style-type: none"> • Maintain barriers and access controls to prevent unauthorised access. • Ensure adequate warning signage at dangerous locations. • If unauthorised persons are found on site, persons should be escorted from the site. • Periodic site inspections when site unoccupied. • Site to be kept clear of materials & debris. • Workers to wear approved footwear. • Workers shall be aware of uneven surfaces and proceed with care. • Workers should maintain 3-point contact when accessing plant. • Use access equipment, i.e. boom lift where possible whilst working on machinery • Maintain sound footing whilst working at heights on machinery

<p>Fuel spills during vehicle maintenance and fuel delivery with the potential to contaminate land and/or water</p>	<ul style="list-style-type: none"> • Vehicle/plant maintenance shall be carried out in the designated areas. • Maintain fuel storage bunding wall in good condition. • Fuels and lubricants to be stored in designated areas. • Maintain clean and organised work areas to help prevent accidents. • Maintain vehicles and plant in accordance with manufacturer's specifications. • Regularly inspected and maintained spill kit shall be located in close proximity to storage area on site. • Personnel shall be trained in use of spill kits.
<p>Fires in vehicles</p>	<ul style="list-style-type: none"> • Refueling shall be carried out with engine stopped and at designated bowser area • Fuels and lubricants shall only be transported in approved containers. • Maintain clean and organised work areas to help prevent accidents. • Fire extinguishers shall be carried in plant.

6.0 Inventory of pollutants

<u>Pollutants</u>	<u>Quantity</u>
Diesel Fuel	20000Litres
Oils	1000Litres
Waste Oil	1000Litres
Lubricants	200kg
Gases	Oxy, LPG, argon (Welding quantities)
Adhesive	Less than 1Litre

7.0 Safety Equipment

Safety equipment for use on site includes: Also referenced in Site Map.

<u>Equipment</u>	<u>Location</u>
Spill Kit	Workshop
Fire Extinguisher	Located in all buildings and carried in all vehicles and plant
Bunding	Diesel fuel storage is bunded

8.0 Personal Protective Equipment (PPE)

As a basic minimum all employees of Glenella Quarry shall wear issued protective clothing, approved safety boots, high visibility clothing and or a high visibility safety vest. The wearing of other approved PPE such as hearing protection, safety goggles, sun protection etc. shall be worn in accordance with company policy.

Employees have available all forms of PPE and are required to use appropriate equipment when handling any contaminates or potentially health altering products

9.0 Communications

9.1 Contact Details

If a pollution incident occurs, the following shall be contacted in the order listed.

- 1) Call: Company Office: {02} 6345 4253
Michael Howe Mob: 0488 138 880
- 2) Call: 000 - if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW, Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.
- 3) Call: Environment Protection Authority {option 1} 131 555
- 4) Call: SafeWork NSW {option 2} 13 10 50
- 5) Call: NSW Resources Regulator {option 1} 1300 814 609
- 6) Call: Cowra Shire Council Environment section - {02} 6340 2040
- 7) Call: Hilltops Council {Boorowa Office} - 1300 445 586
After hours emergency only - 0428 851 083

The relevant site Manager will assume responsibility for responding to the incident, including contacting other responsible agencies.

[The law requires that this contact process should be initiated immediately after a pollution incident occurs.](#)

9.2 Communicating with Neighbours and the Local Community

There are no immediate neighbours adjacent to the quarry that would be placed at immediate risk with the nearest neighbour approximately several kilometres from the Glenella office and workshop area.

In the event of a pollution incident occurring at the quarry, Glenella Management will arrange for direct contact with the owners and occupiers of nearby properties who could potentially be affected by an incident.

Advice to be provided to neighbours shall include:

- Air Pollution incident - persons in the affected area should close windows and doors

- and remain inside for the duration of the incident or instructed to vacate.
- Likelihood of explosion - persons to evacuate the area and keep clear of Glenella site.
- Contaminated water runoff - persons should avoid using or entering water in downstream waterways

10.0 Actions to be Taken During or Immediately After a Pollution Incident

- Address the immediate cause of the incident.
- Identify any injured persons, ensure their immediate safety and render first aid.
- Commence contact process set out above.
- Cooperate with emergency services attending the site.
- Responsible manager to assume control.
- Responsible manager to record incident and develop and implement incident response plan.
- Responsible manager to develop communications with supervisors and staff
- Conduct a thorough risk assessment and compile a written incident report with any findings, including identification of any future measures that need to be taken to ensure leak or spillage events do not occur again; or at the very least minimized.

Further to the above the handling of any hazardous materials is outlined in the relevant section of the Glenella Quarry Emergency Control Plan 14.25 Hazardous Substance Actions.

11.0 Minimising Harm to Persons on the Premises

The risk of harm to persons on the premises shall be minimised by implementing the preventive actions set out above. Further detail can be found under Sections 8-Hazards & Section 14. PCP-Emergency Control Plan of the Glenella Quarry Mines Safety Management Plan.

12.0 Site Evacuation

The emergency assemble area is located. and shall be complied with in accordance with Glenella's Emergency Response Plan. In case of an evacuation the Supervisor shall notify all persons on site to evacuate the site. Persons shall not leave the assembly point until instructed to do so by the Supervisor. Any need to evacuate shall be recorded in the Glenella Accident/Incident report. The site evacuation procedure is in the Emergency Control plan located in the PCP folder in the site office and on the system.

13.0 Staff Training

Each staff member has read and undertaken they understand the Mines Safety Management Plan as well as their role in the safe operation of the quarry. Further to this, regular toolbox meetings and risk assessments are conducted to ensure that plans are up-to-date and adhered to. Emergency Drills are conducted every 12 months as part of the Emergency Response training on both accident & environmental incidents.

Any new employee is inducted and given a copy of the Mine Safety Management Plan to read, and sign off, that they have been given a copy to read, understand and agree to adhere to the requirements set out in the Plan.

14.0 Site Induction

Visitors are required to sign in and out when entering and exiting the quarry. They are also given a brief induction that outlines required behavior in the event of an emergency situation whilst they are on site.



New transporters are given an induction that outlines safety protocol while in the quarry as well as emergency situation procedures.

15.0 Testing the Plan

PIRMPs must be tested routinely at least once every 12 months. This testing is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date, and that the plan is capable of being implemented in a workable and effective manner.

This plan shall be routinely tested by:

- Conducting an incident response and evaluation drill at the site based on a possible incident scenario.
- Simulating the communications process required as part of the incident response, including the roles of Glenella staff off site.

A written evaluation of these tests shall be undertaken, and records of these evaluations shall be retained by Glenella Quarry management.

PIRMP amended by Amy Vidmar and reviewed by Michael Howe: September 2020 V2.0