

# Pollution Incident Response Management Plan

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in respect of  
**Cedar Point Basalt Quarry**  
Lot 12 DP 582916 and Lot 1 DP 366036 at Edenville Road, in the Parish of Stratheden

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Prepared by:  
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environmental planning

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## 1 Purpose and Objectives

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This Pollution Incident Response Management Plan (PIRIMP) has been prepared by Stephen Fletcher and Associates on behalf of Graeme's Concrete PTY LTD in respect of Lot 12 DP 582916 and Lot 1 DP 366036 at Edenville Road, in the Parish of Stratheden. The PIRIMP addresses the requirements of the Protection of the Environment Operations Act 1997 (POEO ACT), specifically Part 5.7A of the Act, and to ensure compliance with in accordance with the Environmental Guidelines: Preparation of pollution incident response management plans (2012).

This plan outlines the classification, testing, reporting and management requirements of an environmental pollution incident.

The objectives of this PRIMP are:

- To ensure that in the event of a significant environmental pollution incident that it is properly and efficiently communicated to all relevant statutory authorities, groups and individuals;
- To prevent, mitigate and effect controls covering any environmental incident, and
- To ensure the plan is maintained, tested and communicated to all Graeme's Concrete PTY LTD employees, contractors and sub-contractors.

## 2 Scope

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This management plan has been prepared to ensure the method in which pollution incidents are reported, managed and communicated to statutory authorities and the general public is compliant with the requirements of the POEO Act. This management plan applies to all Graeme's Concrete PTY LTD and employees, contractors and sub-contractors working in all areas of quarry operations.

## 3 Referenced Documents

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In preparing this plan the following documents were referenced:

- Protection of the Environment Operations Act 1997
- Environmental Guidelines: Preparation of Pollution Incident Response Management Plans (2012)
- Licensees must keep the plan at the premises to which the environment protection license relates (section 153D, POEO Act).
- Licensees must test the plan in accordance with the POEO(G) Regulation (clause

98E) 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 (section 153F, POEO Act)

## 4 Definitions

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The following definitions have been adopted within this report:

### **Pollution Incident:**

A *pollution incident* means an incident or set of circumstances during or as a consequence of which there is or 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.

**Notification of a pollution incident** is required if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

- a) Harm to the environment is material if:
  - i. It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
  - ii. It 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 described by the regulations), and
- b) Loss includes the reasonable costs and expenses that could be incurred in taking all reasonable and practical measures to prevent, mitigate or make good harm to the environment.

**Graham's Concrete PTY LTD** is required to report pollution incidents immediately to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the local council and Police. **As identified in Section 6 of this document.**



## 5.0 Cedar Point Location – Kyogle Shire NSW

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## 6.0 Government Agency Contact Details

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The owner or Quarry manager will follow the site Emergency Response Plan - Emergency Plans when making decisions regarding the contacting of Emergency Services. Any **Pollution Incident should be reported immediately by the duty Production manager or delegate as required by the POEO Act once it has been determined that there is a risk of 'material harm to the environment'**.

It is the responsibility of the Duty Environmental Officer to activate the Pollution Incident Response Management Plan and notify agencies accordingly.

- The notification shall include:
- Time, date and duration of the incident;
- A description of the cause of the incident;

- Any effect or harm to the environment as a result of the incident;
- Measures taken to minimise or mitigate the effect and prevent a recurrence.

Table 1: Government and emergency services contact to report pollution event

AGENCY	TELEPHONE NUMBERS
The Environment Protection Authority	EPA Hotline 13155
Workcover	WorkCover Hotline 131050
Kyogle Shire Council	02 6632611 After hours 0266266800
Kyogle District Hospital	0266321522
Kyogle Police	02 66321444
Rural Fire Brigade	000
Ambulance	000

### **Emergency Call to Emergency Services - Fire and Rescue, Police, Ambulance – 000\***

## **7.0 Hazards and Risk Management**

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The level of risk and likelihood is to be reviewed for each potential hazard.

- Identify the site specific hazards that may result in a pollution control incident occurring;
- Assess the likelihood of an incident occurring as a result of a particular hazard;
- Assess the likely degree of impact if an incident occurs, and
- Outline preventative management actions to be implemented in order to control, minimize or avoid impacts.

**Note: A risk assessment and hazard matrix is included in the document in Appendix 2 Part ‘C’:**

## **8.0 Response Action Plan**

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The following identifies the objectives, targets, strategies, monitoring and corrective actions for identified potential environmental impacts. It is the responsibility of the Production Manager or delegate to ensure the effective implementation of the actions contained within Table 2.

**Table 2: Quarry operations, management and Environmental Plan Framework**

Potential Impact	Objective	Target	Strategies	Monitoring	Corrective Action
<b>Noise</b>	Minimise the potential for noise nuisance to the four sensitive receptors residents of the locality	<p>1. Compliance with all noise control measures as recommended by Ambience Audio services noise report dated</p> <p>3. buffer planting on constructed sound mound will be on the southern boundary of the site and adjacent to a 6m corridor for movement of vehicles and/or plant or noise mitigation measures</p> <p>4. No noise complaints received</p>	<p>1. Implement all acoustic treatments and noise management recommendations of the Ambience Audio Services report</p> <p>3. Comply with all noise requirements of conditions 10, 16 a &amp; e,22,23,27,33,35b,36, 37,38,39,40 and 68 of the development consent</p> <p>4. Maintain all vehicles exhaust systems as per manufacturers standards</p> <p>5. Restrict quarrying activities to within approved hours as per condition 37 of the consent</p>	<p>1. Production manager to monitor and ensure compliance at all times</p> <p>2. Within 120 days of commencement of operations the noise generated by the operation must be assessed by a noise assessment professional</p> <p>3. Record of all complaints received to be kept</p>	<p>1. Works to cease in event of breach</p> <p>2. Compliance with any amended noise control requirements as recommended by noise assessment professional</p>

<b>Blasting</b>	Minimise the potential for impact on the four residents in the area.	Comply with the EPA blast pressure Ground Vibration and amelioration measures and Blast Impact Assessment (April 2012)	Implement all acoustic treatments and noise management recommendations of the Ambience Audio Services report and 3. Comply with all noise requirements of conditions 31,32, 33,34 & 35	1. Monitoring blasts from the four receptor residences for peak particle velocity and blast over pressure 2. Written notification to residents within 1000 mts of the quarry and notice of one week to Council prior to closure as per condition 32 of the consent. 3. Monitor noise air blast over pressure & ground vibration by licensed drilling and blasting contractors. 4. Monitor flying rock from blast	1. No further blasts if conditions are breached and 2. Mitigation of areas of breach, advice to Council and operation assessment by professional to address any conditions of the consent nos. 31,32,33,34 and 35
<b>Potential Impact</b>	<b>Objective</b>	<b>Target</b>	<b>Strategies</b>	<b>Monitoring</b>	<b>Corrective Action</b>
<b>Dust and Air Pollution</b>	To mitigate off site dust problems	No off site dust drift	Stockpiles of material on quarry flood dampened with water sprinklers. Any unsealed access tracks and roads kept damp with water truck.	Monitor moisture levels on-site, visual inspection, weather conditions check heat and wind. Check routine watering timing is implemented.	If dust drift is detected review dust mitigation options and implementation and increase as required.
<b>Water and Waste</b>	To manage any onsite water (stormwater ) and any waste	Effective onsite management of runoff and disposal of any waste.	Potable water bought onto site. Provide bins for day to day waste and recycling bin for comingled waste to be removed	Regular inspections for any litter or other waste e.g. wrappers, empty bottles and cans.  Regular inspections of silt fences and stormwater ponds	If litter is identified quarry staff and contractors be advised to dispose of litter as per site managers instructions.



			<p>weekly to council refuse facility. Silt fences erected to prevent run off onto neighbouring properties.</p> <p>Erection of bund at the top of rock face to direct clean storm water into retention ponds.</p>	to identify any repairs and maintenance required.	If silt fences are damaged or pond walls eroded repairs to be implemented as a priority.
<b>Bulk earthworks</b>	To strip and stockpile soil overburden in areas away from the quarry	To locate stockpiles in areas to assist in reducing noises	Once stockpiles are in place seed with grass seed to control dust and reduce runoff.	Regular inspections following rainfall to identify any erosion and wash off from stockpiles.	If damage is identified the eroded material is to be reinstated and damage to the stockpile is to be repaired using turf or other soil stabilisation methods.
<b>Imported material Conditions</b>	Manage the type and amount of imported materials in line with Conditions 62 & 63	Control all approved imported materials in line with consent conditions of Council	Identify any material that maybe required in the management of the quarry and provide request and samples to Council for approval.	Should imported material be approved soil management provisions as per erosion control or dust control be implemented.	If imported material are approved any and all erosion control be implemented and dust if any treated as per management plan (sprinklers etc)
<b>Monitoring of Quarry Operations</b>	To monitor all operations and activities associated	Accurate and detailed records to be kept of sales, Work health safety; training and	Administrative processes such as filing systems, electronic records stored and backed	Regular audits to be implemented of filing and records systems to ensure effective management of electronic and meta data.	Should flaws be identified in areas of quarry operations then a full review of any failures and the quality control process reviewed to

	with quarry works.	pollution risk management	up. An electronic copy of records to be stored remotely from the site in case of failure of computer system of fire or theft.		address below standard operations.
<b>Heavy Haulage</b>	To comply with the conditions of consent 71,72,73, &74	No breaches of consent conditions and effective risk management.	Haulage to comply with noise mitigation, dust management and load security preventing spills. Also traffic and warning signage. Haulage to be conducted within the hours from 7.30 am to 4.00 pm Monday to Friday).	All traffic/haulage movements to be documented and haulage trucks to be regularly inspected and maintained as fit for purpose. Contractor check list to be completed prior to engagement.	Should an accident or any breaches of the traffic management plan occur then Council is to be advised and police and emergency services if a traffic accident.  A full review of traffic management to address identified poor practice or negligence.
<b>Fuels and Chemicals</b>	Manage and control any fuels or chemicals used in quarry operations	No incidents with fuels or chemicals	All fuels and chemical to be bought on site be stored to manufactures instructions and approved containers	Chemical spraying to control weeds is to be as per vegetation management plan and manufactures instructions for use. Risk assessments to be filled in prior to spraying. Any refuelling is to be undertaken from fuels imported in regulation containers and removed from site at the end of the days operations.	If any spillage of fuels of lubricants or other liquid in daily operations then designated <u>spill clean-up kits</u> are to be used to manage the incident and an incident report noted and filed.
<b>Work Health Safety</b>	To provide a safe work environment	No incidents or accidents in	In line with the Work Health Safety management plan	Monthly meetings to document operations and incident reporting, Tool Box	All incidents are important minor or serious any trends in incidents reported are to be

	for the quarry staff and contractors	quarry operations	produce safe work management statements, risk assessments, incident reports and monthly reports. Conduct Tool Box meetings, consult with staff on safety and pollution risks and provide training as required to do their work including manual Handling.	meetings daily to consult and identify potential threats of improvements in work activities.	investigated and action taken to reduce risk.

## 8.0 Safety Equipment Available or Stored On Site

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- Appropriate Personal Protective Equipment (PPE) for all cleaning operations and any chemicals used on site.
- Spill kits are to be located in all workshops and areas where herbicides are stored
- Earth moving equipment for the creation of earth bunds or clean up in the event of a spill

### 8.1 Communication and site monitoring

The following forms or communication are required for quarry operations.

- Mobile phone .....
- Weekly Tool Box meeting .....
- Monthly Safety meetings.....

Daily and weekly site inspections to assess site condition and potential pollution risks. It is the responsibility of the production manager to monitor the condition of the erosion and sediment control works. Specifically silt fences, erosion control bunds and the like, and the sediment basins are to be inspected following a storm event. Other monitoring includes:

- Condition of on-site machinery and equipment (fuel leakage)
- Condition of herbicide applicator equipment to prevent leakage and spillage
- Dry windy weather conditions producing dust

## 9 Notification of Adjoining Land Owners

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The Quarry manager, owner or delegate shall notify adjoining land owners by telephone in the event of a pollution incident where it is considered there may be impacts to the health and wellbeing of adjoining landowners or environmental impacts to their land.

## 10 Minimising Harm to Persons on the Premises

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The Quarry manager, owner or delegate shall notify adjoining land owners by telephone in the event of a pollution incident where it is considered there may be

impacts to the health and wellbeing of adjoining landowners or environmental impacts to their land.

As part of hazard identification a review of hazardous materials in the proposed operation at the Quarry site did not identify any chemicals and or large stores of combustible fuels or fertilisers. The production manager advised that any materials as listed in Table 3 below will be not stored on the site and brought in and out daily as required.

**Table 3: Hazardous Materials**

<b>Hazardous Material</b>	<b>Quantity Stored</b>	<b>Storage Location</b>
Lubrication Oil	0	Off site
Waste Oil	0	Off site
Oil Drums	0	Off site
Gas Tank	0	Off site
Glyphosate (Weedmaster Duo or similar)	0	Off site
Diesel Fuel	0	Off site

## **11 Training Plan, Testing and Review**

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- All staff, visitors and contractors coming on to site will be inducted and briefed on their responsibilities under this plan as part of site induction requirements (Appendix A) , with a copy of this plan to be maintained and accessible to all staff.
- Annual testing and review of this plan is to be undertaken, which would involve two components. The first component will involve a desktop review of the plan components to ensure all details are up to date and still relevant to site operations.

The second component will involve a practical exercise with all relevant site staff, in the form of a toolbox training exercise on the implementation of the response procedure.

- This plan will be tested and reviewed annually on an on-going basis, within 12 months of the latest approved revision date.



## Appendix 1 – Site Specific Induction training

**Site Specific WHS and Pollution Risk Induction training as outlined in WorkCover NSW Code of Practice – Work Health and Safety (mines) 2013, Induction Training for Work Health Safety (mines) Regulations 2014 –Section 4.3.4 must include at least the following topics:**

- A brief description of the job.
- A brief run through the Initial Risk Assessment.
- Location of known services (e.g. power, water, sewer, TELSTRA, gas etc.).
- Adjacent properties and residents to be considered (rural residents)
- Signage plan.
- Site safety Rules (misconduct, drugs and alcohol etc.)
- Traffic and Pedestrian Control Plan (haulage trucks etc.).
- Location of Amenities (toilets, lunchroom, first aid, water etc.).
- First Aid Officer.
- Location of rubbish bins.
- Location of parking areas.
- Restricted areas (truck turning, stockpiles etc).
- PPE required.
- Communications on site.
- Accident, emergency and evacuation procedures (including muster points etc.).
- Accident and incident reporting procedures.

**Appendix 2 – Incident Report Form for potential or actual pollution risk**

Graham’s Concrete Pty Ltd

Incident/Hazard Report Form and Risk assessment Matrix

**Part A: Incident / Hazard Details (to be completed by person reporting incident/hazard)**

**Notifications (relevant Staff/ contractors/ Emergency Services/Neighbors/Council)**

Production manager	<input type="checkbox"/> Y	<input type="checkbox"/> N/A	Date	By designation and signature
Name				
Delegate	<input type="checkbox"/> Y	<input type="checkbox"/> N/A	Date	By designation and signature
Name				
WHSO	<input type="checkbox"/> Y	<input type="checkbox"/> N/A	Date	By designation and signature
Name				
	<input type="checkbox"/> Y	<input type="checkbox"/> N/A	Date	By designation and signature
Name				

**EPA/ Emergency Services Reporting Requirements**

1. Notifiable incidents report to EPA immediately **(13155)** a
2. Notifiable incidents involving potential or actual pollution events

Reported by Production Manager		Date		Signature	

**Part B: Initial Pollution Investigation (to be completed by the Production Manager or delegate)**

Briefly describe what happened including a sequence of events and likely causes:


**Part C: Risk Assessment (to be completed by the relevant Supervisor/Manager)**



Assess risk associated with hazard / incident / near miss using risk matrix

Likelihood: \_\_\_\_\_ Consequence: \_\_\_\_\_

Risk Level: \_\_\_\_\_

Pollution Risk Assessment Matrix	CONSEQUENCES					Risk Level	Recommended actions
	Negligible No Pollution	Minor Recordable incident	Moderate remediation	Major Serious incident	Severe Extensive pollution incident		
<b>Certain to occur</b> Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme	High	Risk control measures required to reduce risks to as low as reasonably practicable using professional advice on mitigating measures to be implemented.
<b>Very likely</b> Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme	Medium	Review risk assessment and ensure control measures to reduce risk to as low as reasonable practicable using professional advice on measures to be implemented.
<b>Possible</b> May occur occasionally	Low	Medium	Medium	High	Extreme	Low	Manage risks by routine procedures and monitoring.
<b>Unlikely</b> Could happen at some time	Low	Low	Medium	Medium	High		
<b>Rare</b> May happen only in exceptional circumstances	Low	Low	Low	Medium	High		

