Emergency Action Plan

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Revision Description</th>
<th>Author</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.07.2015</td>
<td>Original Issue</td>
<td>O.Werger</td>
<td></td>
</tr>
<tr>
<td>05.03.2020</td>
<td>Revised to update emergency team details</td>
<td>S.Gonzalez</td>
<td>R.Scott</td>
</tr>
</tbody>
</table>
Table of Contents

1.0 SCOPE ................................................................................................................. 3
2.0 DEFINITIONS ........................................................................................................... 3
3.0 FLOWCHART ........................................................................................................... 3
4.0 ACTIVITY ................................................................................................................ 4
   4.1 Emergency Contact Details ...................................................................................... 4
   4.2 Training .................................................................................................................... 5
   4.3 First Aid .................................................................................................................. 5
   4.4 Emergency Actions .................................................................................................. 5
   4.5 Fire/Explosion ......................................................................................................... 9
   4.6 Bomb Threat .......................................................................................................... 10
   4.7 Hold Up .................................................................................................................. 12
   4.8 Power Failure ......................................................................................................... 13
   4.9 Vehicle Incident (In The Depot or On Road) ............................................................ 14
   4.10 Dangerous Goods or Hazardous Substances Release ......................................... 16
       4.11 Including incidents involving diesel fuel deliveries ......................................... 16
   4.12 Protecting The Environment ................................................................................ 17
   4.13 Documenting Emergencies, Updating the Emergency Plan & Subordinate Documents ........................................................................................................ 18
5.0 REFERENCES ......................................................................................................... 19
6.0 ATTACHMENTS ..................................................................................................... 19
1.0 **SCOPE**

The Remondis Taren Point *Emergency Action Plan (EAP)* provides procedures in response to:

- first aid
- emergency actions for emergencies including site evacuation
- fire or explosion
- bomb threat
- hold up
- power failure
- vehicle incident in the depot and on the road
- dangerous goods or hazardous substances release including fuel deliveries
- protection of the environment

The purpose of these procedures is to provide the control structure and direction which will prevent injury to personnel, visitors and neighbouring people or premises and damage to the organisation’s equipment, buildings and installations in the event of an emergency.

Responsible personnel should be familiar with the layout of their workplace and the details of evacuation procedures. All employees will have emergency evacuations covered in their induction at the commencement of their employment and should take the opportunity to update their knowledge regularly. Training sessions will be held to ensure staff are able to respond to emergency situations with skill and confidence (emergency evacuation exercises).

This manual is designed to be of immediate use during an emergency. Emergency action guidelines are displayed throughout the site. The principles involved in emergency evacuations carry a common theme regardless of the situation. Emergencies can occur internally or from external sources, whether from another organisation or the environment. This manual provides procedures for the above emergencies. If you have any suggestions for improvements, contact the REMONDIS Compliance Manager.

2.0 **DEFINITIONS**

Not applicable to this procedure

3.0 **FLOWCHART**

Not applicable to this procedure
4.0 ACTIVITY

4.1 Emergency Contact Details

<table>
<thead>
<tr>
<th>Emergency Services Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
</tr>
<tr>
<td>Ambulance</td>
</tr>
<tr>
<td>Police</td>
</tr>
</tbody>
</table>

When the operator answers:

- indicate the service required: police, fire or ambulance
- wait to be connected to the operator
- answer all questions
- stay on line until requested to hang up

You will be asked the following:

- Business address – 2 Bay Rd, Taren Point NSW, 2229
- Business phone number – (02) 9526 2642
- Nearest intersection – Corner Bay Rd & Atkinson Rd, Taren Point
- If there are injuries give information about patient’s current medical condition.

Remember: do not hang up until told to by the operator.

### EMERGENCY CONTACT DETAILS

<table>
<thead>
<tr>
<th>TITLE/ORGANISATION</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>REMONDIS Australia</td>
<td>13 73 73</td>
</tr>
<tr>
<td>Branch Manager - Robert Scott</td>
<td>0407 203 611</td>
</tr>
<tr>
<td>Operations Manager - Craig Haynes-Lovell</td>
<td>0438 235 829</td>
</tr>
<tr>
<td>Chief Fire Warden: Craig Haynes-Lovell</td>
<td>0438 235 829</td>
</tr>
<tr>
<td>Area Warden - Office: Stephen Lengyeffalussy</td>
<td>(02) 9526 4608</td>
</tr>
<tr>
<td>Area Warden – Yard: Geoff Hunt</td>
<td>0425 290 894</td>
</tr>
<tr>
<td>Area Warden – Yard: Hayden Greig</td>
<td>0420 866 020</td>
</tr>
<tr>
<td>First Aider – Yard: Darren Crowther</td>
<td>0414 876 807</td>
</tr>
<tr>
<td>First Aider – Office: Stephen Lengyeffalussy</td>
<td>(02) 9526 4608</td>
</tr>
<tr>
<td>Sutherland Hospital: 430 Kingsway, Caringbay NSW 2229</td>
<td>(02) 9540 7111</td>
</tr>
<tr>
<td>Neighbour: Harvey Norman Clearance, 4a Bay Rd, Taren Pt NSW 2229</td>
<td>(02) 9710 4234</td>
</tr>
<tr>
<td>Neighbour: BC Sands, 26 Atkinson Rd, Taren Pt NSW 2229</td>
<td>(02) 8543 3401</td>
</tr>
<tr>
<td>Neighbour: Hunter Self Storage, 1B-1C Box Road</td>
<td>(02) 9526 7987</td>
</tr>
<tr>
<td>Neighbour: Air Mark, 1/36-44 Atkinson Rd</td>
<td>(02) 9524 1444</td>
</tr>
<tr>
<td>Neighbour: Bay Road Lunch Shop, 5/21-23 Bay Rd</td>
<td>(02) 9525 7574</td>
</tr>
<tr>
<td>Neighbour: Bullet Recruitment, Unit 6/ 21-29 Bay Rd</td>
<td>1300 366 698</td>
</tr>
</tbody>
</table>
4.2 Training

Training shall be provided for all personnel involved in emergency response within the company such as First Aiders, Fire Wardens or any employee with a specialist role in an emergency situation.

All staff on a bi-annual basis shall participate in training exercises to practice emergency evacuations of the site. These evacuation exercises can be either simple evacuations or may include training scenarios to assess skill levels of participants; for example incorporating a simulated first aid injury, a training fire or a trapped/missing person. Evacuation exercises may also have appropriate emergency services attend as observers or participants; however this is normally arranged in advance with the respective authority.

A training plan shall be in place to ensure designated employees receive appropriate training and this is renewed as required depending on qualification. Training shall be documented in the personnel files and training matrix.

4.3 First Aid

First Aid is rendered on site to address minor injuries that can be dealt with on site or as an interim measure to stabilise more serious wounds whilst awaiting the arrival of trained ambulance or paramedical personnel.

Where practicable first aid shall only be rendered by personnel who have been trained and are in possession of a current first aid certificate. Designated company first aiders shall be identified on notice boards and names on or adjacent to first aid kits.

First Aid kits are located in the lunchroom. They are maintained and audited by external contract to ensure that the contents are current and comply with or exceed the legislative content requirements.

A template to identify designated first aiders is appended to this document: Refer to Attachment No. 2.

4.4 Emergency Actions

The following are standard descriptions for all emergencies:

EMERGENCY DESCRIPTIONS

First Aid Emergency
– Area to be supervised/managed, NOT evacuated: minor incident only.

Minor Emergency
– Area ONLY to be evacuated: cardiac arrest or other injury requiring ambulance, minor vehicle incident on site, small spill etc.

Major Emergency
– ENTIRE PWM premises to be evacuated: fire, bomb threat, hold up or large chemical release.

FACILITY SITE PLAN
A site plan is located in each distinct area of the facility. A copy of the site plan is appended as attachment No. 3. Each area has been colour coded to outline the specific areas of responsibility for staff on duty in event of an emergency situation, as follows.
Emergency Action Plan & PIRMP
Taren Point

Colour code | Staff responsible | Areas to cover
---|---|---
Yellow | Administration office | • Reception
• Offices
• Toilets
• Kitchen
• Archives Store
Purple | Transfer Station | • Main Sorting Area
• Waste Collection/Storage Areas
• Paper & Plastic Baling

EMERGENCY NOTIFICATION TO PERSONNEL IN THE WORKPLACE

Minor Emergency: There is no need to inform all staff on site, but evacuate the immediate area around the injured, damaged equipment or spill.

Major Emergency: In case of a Major Emergency the whole site will be evacuated. The emergency evacuation alarm is located near the factory entrance door from the driver lunch room. Once triggered the alarm can be heard throughout the entire site.

EMERGENCY EVACUATION PROCEDURE

BASIC EMERGENCY GUIDELINES:
A summary document is placed on the walls around the facility providing basic emergency guidelines for employees and visitors. It outlines the following and is appended as Attachment No. 1:

FIRST AID EMERGENCY – Area to be supervised / managed – no need for evacuation

Recognise
• Recognise that there is a need to act
• Check for danger
• Determine the extent of the emergency

React
• Notify fellow employee, supervisor, senior manager or First Aid Officer
• Cover/ supervise the area
• Check for dangers and respond
• Administer first aid and assistance as necessary
• Communicate with fellow staff or supervisor/ senior manager
• Provide reassurance to any injured party as appropriate and manage any injuries as appropriate (arrange for transport to medical centre)
• Relieve supporting staff member
• Resume original position
• Complete necessary documentation and reports

MINOR EMERGENCY – Area ONLY to be evacuated
Refer to following page for actions

MAJOR EMERGENCY – Entire Facility to be evacuated
Refer to following page for actions to be taken:
## Responsibility of all staff

**Recognize**
- Recognise the emergency quickly
- Check for danger
- Determine the extent of the emergency

**React**
- Minor emergency: evacuate local area or activate the emergency evacuation button and evacuation the site
- Communicate / Signal fellow employee, Supervisor or Senior Manager
- Advise nature of Emergency and situation

### Minor

<table>
<thead>
<tr>
<th>Direct Area evacuation</th>
<th>Direct Facility evacuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ascertain incident and patient details and status</td>
<td>- Ascertain incident and patient details and status</td>
</tr>
<tr>
<td>- Call emergency services. DO NOT hang up before they do</td>
<td>- Call emergency services. DO NOT hang up before they do</td>
</tr>
<tr>
<td>- Arrange supporting staff to control the public</td>
<td>- Arrange area staff to evacuate areas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibility of area warden</th>
<th>Responsibility of chief warden</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Clear the area by removing staff/ visitors from danger</td>
<td>- Ensure that the scene of the incident is preserved</td>
</tr>
<tr>
<td>- Assist the first staff member with the emergency response and first aid treatment</td>
<td>- Meet emergency services and direct to emergency site</td>
</tr>
<tr>
<td>- Call emergency services if required. DO NOT hang up before they do.</td>
<td>- Provide debriefing to staff</td>
</tr>
<tr>
<td>- Direct area evacuation</td>
<td>- Allow staff/ visitors back into the area once emergency is given the all clear</td>
</tr>
<tr>
<td>- Complete initial reports thoroughly</td>
<td>- Complete necessary documentation and reports</td>
</tr>
<tr>
<td>- Ascertain incident and patient details / status</td>
<td></td>
</tr>
</tbody>
</table>

### Major Emergency

<table>
<thead>
<tr>
<th>Responsibility of area wardens</th>
<th>Responsibility of chief warden</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Direct evacuation of staff/ visitors to the nearest safe exit and designated assembly area</td>
<td>- Ensure that the scene of the incident is preserved</td>
</tr>
<tr>
<td>- Complete relevant area search</td>
<td>- Meet emergency services and direct to emergency site</td>
</tr>
<tr>
<td>- Assist the first-aid staff member with the emergency response and first-aid treatment</td>
<td>- Provide debriefing to staff</td>
</tr>
<tr>
<td>- Complete initial reports thoroughly</td>
<td>- Allow staff/ visitors back into the facility once emergency is given the all clear</td>
</tr>
<tr>
<td>- Account for personnel</td>
<td>- Complete necessary documentation and reports</td>
</tr>
<tr>
<td>- Ascertain incident and patient details and status</td>
<td></td>
</tr>
</tbody>
</table>
STANDARD ORDERS
Standard orders covering most emergencies, for example, fire, chemical, will be posted in all office areas. It will contain brief instructions, emergency contact numbers and evacuation points. Refer to Attachment 1.

ASSEMBLY POINT
The assembly point is outside of the premises on Bay Road adjacent to the Atkinson Road intersection. An assembly point ensures that employees are removed from a place of danger or potential danger and that fire wardens can take an initial count of personnel. Refer to Attachment No. 3 Evacuation Assembly Points & Routes of Egress & Attachment No. 4 – Site Location.

EVACUATION EXIT POINTS
These are highlighted on Standard orders and on the site plan. Evacuation to these points will only be undertaken upon the orders of a warden.

CHIEF AND AREA WARDENS, RECEPTIONISTS
On any particular day the Chief Warden will be Craig Haynes-Lovell and the Area Wardens will be Stephen Lengyelfalusy (Office), Geoff Hunt and Hayden Greig (Yard). Any senior manager would replace the chief warden if absent.
Area Wardens will be nominated in the areas as shown below. The Warden activates the emergency alarm and they collects the visitors book and emergency action plan.

EMERGENCY CONTACTS
Emergency contact numbers for internal (wardens, controller, management, security) and external emergency liaison officers (police, fire brigade, ambulance) are posted in the workplace.

FLOOR PLANS
Floor plans (emergency evacuation plans) will be posted in all areas indicating exits, assembly points and any other relevant information.

PROCEDURE FOR TERMINATING AN EMERGENCY
Once the emergency services incident controller designates that their role is complete, control of the site will then be handed back to the company’s Chief Warden or delegated controller.
The emergency controller will then need to facilitate the return to work or other reorganisation and reconstruction activities dependant on the nature of the emergency evacuation, so that normal operation of the site can resume.
Employees shall follow any specific actions or instructions given so as to return to work in a safe manner or leave the facility where a return to work is not possible. In the latter instance, management will make individual contact with employees to advise them of the situation and any alternate business continuation arrangements.
4.5 Fire/Explosion

GENERAL PRINCIPLES AND PROCEDURE

Any fire or explosion is treated as a major emergency. On the discovery of a fire, staff must take the following steps:

1. Assist anyone in danger if safe to do so.
2. Notify reception and the Supervisor/ senior manager of the incident.
3. The Chief Warden, senior manager or designated person is to contact the Fire Brigade, Police or Ambulance as required.
4. The Chief Warden/ senior manager is to take charge until emergency services arrive, including set up of first-aid station if required.
5. Close any doors and windows in case of recurrence.
6. If safe, use an extinguisher to smother the fire.
7. Evacuate staff & staff/ visitors as instructed by the Manager/Area Warden or when it is unsafe to remain in the area.
8. Move to the evacuation point when the action signal sounds or when instructed by the Area Warden/Senior manager. Area Wardens to account for personnel in consultation with area supervisors, managers or visitor books.
9. Wait in the assembly area until told to move by the Fire Brigade.
10. In the event of an explosion, the Area Warden/ senior manager will organise to isolate and contain any hazards.
11. In case of a bomb threat, extreme care must be taken because there may be actual bombs. Disturb as little as possible to preserve evidence for police investigation.
12. The building may only be re-entered after emergency authorities have given the all clear.

Staff should remain calm and prevent panic, and assist the supervisor/ senior manager in the movement of staff/ visitors.

During closed hours

Thermal cameras are monitored for temperature changes by trained imagers (VISIUM) 24 hours, 7 days a week. In the event a temperature threshold is exceeded the following procedures are in place:

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Temperature</th>
<th>Action</th>
<th>After Hours Emergency Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Z1 Thermal Low</td>
<td>150 Degree Celcius</td>
<td>Call after hours and advise - only call fire brigade a fire is spotted</td>
<td>Robert Scott</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Craig Lovell</td>
</tr>
<tr>
<td>Z2 Thermal High</td>
<td>320 Degree Celcius</td>
<td>Call fire department and then after hours regardless</td>
<td>Robert Scott</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Craig Lovell</td>
</tr>
</tbody>
</table>

Attachment No. 3 – Site Plan
Attachment No. 4 – Site Location
Attachment No. 5 – Evacuation Checklist
Attachment No. 6 – Employee Evacuation List
Attachment No. 7 – Flowchart – Actions to be taken in event of Fire
4.6 Bomb Threat

**GENERAL PRINCIPLES AND PROCEDURE**

Response should be based on the assumption that the threat is genuine.

**Bomb threat by letter or parcel**

All suspect mail should be referred to the supervisor/ senior manager. The following is a guide to letter and parcel bomb recognition points:

- unfamiliar mail and special deliveries
- restrictive markings, such as confidential or personal
- excessive postage
- incorrect titles
- titles, but not names
- misspelling of common words
- oily stains or discoloration
- lack of return address
- excessive weight
- rigid envelope
- protruding wires or tinfoil
- Excessive securing material, such as masking tape, string.

Avoid disturbing any suspect mail. Police or explosive experts are the only persons permitted to examine such mail.

**Bomb threat by telephone**

1. As soon as it is clear the caller is making a bomb threat, let the caller finish the message without interruption, responding with one or two words, if required. Use the bomb threat checklist (Attachment 9) to record any detail.

2. Try to keep the caller on the line as long as possible. Do not terminate the conversation.

3. Record as accurately as possible the contents of the caller's message, paying particular attention to:
   - accent
   - repetitious language
   - obscene language
   - background noise, such as music, traffic, conversations, machinery
   - noticeable conditions of speech, such as drunkenness, laughter, anger, incoherence
   - sex and age.

4. Ask questions but do not interrupt, for example:
   - When is the bomb going to explode?
   - What kind of bomb is it?
   - Where is the bomb?
   - What room?
   - What is the reason for the bomb?
   - What does it look like?
   - Where are you calling from?

5. Immediately after the telephone conversation is terminated, the recipient must:
   (a) record the time and duration of the call
   (b) notify the Supervisor/ senior manager
   (c) contact the police if this has not already been done by the supervisor/ senior manager
(d) open as many doors and windows as possible.

Decision to evacuate
The decision to evacuate will be made by a senior manager or the building warden after receiving advice from the Police. Follow the process as identified in the Attachment 8 – Flowchart – Actions to be taken in event of a Bomb.

If time allows, visitors and staff must take their belongings with them when evacuating.
This is to ensure adequate identification of possible suspicious objects as opposed to belongings left behind.
Fire Wardens to account for personnel in consultation with area supervisors, managers or visitor books.

Search process
The search should be conducted by emergency services and may also require the presence of the Supervisor/senior manager and other staff to help identify suspicious objects.

Finding a suspect object
DO NOT TOUCH A SUSPECT OBJECT
The object must not be disturbed in any way. Wait for the police or explosive experts.
The immediate area should be cleared of personnel and a trail left to indicate the object to the authorities.

Refer to:
Attachment 8 – Flowchart – Actions to be taken in event of a Bomb
Attachment 9 – Bomb Threat Checklist
4.7 Hold Up

GENERAL PRINCIPLES AND PROCEDURE

NO AMOUNT OF MONEY IS WORTH A LIFE!

Persons confronted by intruders should:

(a) OBEY REQUESTS OR DEMANDS OF THE INTRUDER - COMPLETELY!
(b) Remain calm, take deep breaths and try not to panic.
(c) Be courteous and speak only if asked by the intruder/s; do not volunteer information.
(d) Follow intruder’s instructions, move slowly, keep hands in an open gesture on desktop or within easy view of the intruder/s. Advise the intruder/s of any unexpected movements you may have to make.
(e) If the area has surveillance cameras installed, avoid eye contact and verbal interaction or any overt observation of intruder/s that may be threatening.
(f) If the area does not have cameras and only if it is nonthreatening, try to make mental notes regarding type of weapon/s carried by the intruder/s, items touched by the intruders, personal characteristics such as height, build or any distinguishing features and the conversation including; indecent language, accent or speech impediments.
(g) Do not try to hide or prevent access to money or items from the intruder/s to protect the Company. The Company has insurance for these circumstances.
(h) When the intruder/s depart and it is safe to do so, record vehicle type, registration number and getaway route taken if observed.
(i) Contact police as soon as possible (000), inform a Senior Manager or the Building Warden and remain at your post to brief the Police.
(j) Try to retain witnesses or if not possible, obtain contact details.

AFTER AN ARMED ROBBERY

1. The Senior Manager or Building Warden is to immediately telephone the Police on 000 giving:
   - name and address of premises, area location including nearest cross streets
   - number of offenders and description
   - description of vehicle used and direction of travel.

   Do not hang up until advised.

2. Close the premises and prevent access by unauthorised personnel.

3. Isolate the area for forensic examination.

4. Ensure that no person interferes with the crime scene.

5. Ask witnesses to remain until police arrive, failing that, obtain their names and addresses.

6. Witnesses are to immediately complete an offender description form.

7. Supply all details to police even if they appear insignificant.

8. Retrieve all security footage as evidence for the police.

9. Do not make any statement to the media; refer them to the Manager or Police.

Refer to Attachment 10 - Offender Description Form
4.8 Power Failure

GENERAL PRINCIPLES AND PROCEDURE

During the day

If a blackout should occur during the day, staff will need to assess the ability of their area to operate, considering:

- natural lighting
- air circulation
- water quality, circulation, disinfection or heating, design
- availability of battery-operated appliances.

Decision to Evacuate:

The decision to evacuate is made by the Building Warden or their designated replacement if not on site.

Contact should be made to:

Contact Energy Australia  13 13 67 (Note: Some modern telephones & switchboards will not work during a blackout and contact may need to be made by mobile telephone.)

Dusk/Evening

In the event of a blackout or power failure during or after dusk, regardless of the quality of emergency lighting, the supervisor/senior manager shall institute the evacuation procedure.

Make a clear audible verbal announcement as follows:

‘Please leave the building and assemble at the assemble area.’

When going out, follow the emergency exit lights.

Check that emergency lights are operating. If not, provide torches.

Follow evacuation procedures, leaving through the main entrance/exit.

Check the entire PWM facility to ensure all staff and visitors have been evacuated.

Wait for power to return or senior management makes executive decision to cease work for the day.

Maintenance and/or I.T. personnel may be required to remain on site to oversee any restart or issues arising.

Follow power failure procedures.

Contact the Head office if required.

Refer to Attachment 11 – Flowchart – Actions to be taken in event of a Power Failure
4.9 Vehicle Incident (In The Depot or On Road).

A - On Site Vehicle Incident

Follow the requirements for raising the alarm and instigate an appropriate response as detailed in the previous sections paying particular attention to any potential ignition or pollution sources.

B – On Road Vehicle Incident

Motor Vehicle and Property Damage – Driver Procedures

If the accident that you are involved in:

- caused a spill or escape of any waste (hazardous or non-hazardous), fuels or oils, the EPA must be informed
- if as a result of equipment failure, and injury has occurred, SafeWork NSW may be required to be informed depending on the nature & severity of the incident.
- has resulted in damage to person or property, the Driver must follow the guidelines below:

<table>
<thead>
<tr>
<th>Do This</th>
<th>What</th>
<th>Why</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Operations</td>
<td>Advise the Ops Manager of the following</td>
<td>Ops Supervisor or Manager will take details and advise another vehicle will be sent to complete route or job.</td>
</tr>
<tr>
<td>Supervisor or Operations</td>
<td>• That you have had an accident</td>
<td>Advise Workshop if repairs can be done at the scene.</td>
</tr>
<tr>
<td>Manager.</td>
<td>• Any injuries to yourself or third parties</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Any damage to PWM property</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Any damage to third party property</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Any delays in completing route or job</td>
<td></td>
</tr>
<tr>
<td>Contact Police</td>
<td>If a Third Party is at fault contact police and obtain:</td>
<td>This will assist in the Insurance Process in defending the claim or recovering damages</td>
</tr>
<tr>
<td></td>
<td>• Officers Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Station</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Contact Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• COPS / Incident Number</td>
<td></td>
</tr>
<tr>
<td>Obtain details from</td>
<td>If able to obtain the following:</td>
<td>This will assist in the Insurance Process in defending the claim or recovering damages</td>
</tr>
<tr>
<td>Third Party</td>
<td>• Third Party’s name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Contact Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Registration Number of vehicle</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Insurance Company</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Names and contact details of any witnesses</td>
<td></td>
</tr>
<tr>
<td>On return to Depot</td>
<td>Contact Ops Supervisor / Manager for debrief Complete Insurance Claim Form and a Hazard and Incident report.</td>
<td>Forms are to be submitted to Manager Office &amp; Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Before recommencing route you must ensure that the vehicle is in a safe condition, all loads covered, that any spills are cleaned from the site and that the impact to the environment is minimised.
On Road Incident Procedures

The following procedures are to be taken in the event of the vehicle you are driving being involved in an accident or incident that causes property damage or injuries, either to company or third party equipment or personnel.

- Switch off vehicle
- Turn hazard lights on and erect a reflective triangle sign if you have one
- Make the accident scene safe, keep everyone off the road and away from the accident (if necessary call for traffic control measures)
- See if anyone is hurt and render assistance to any injured people
- Contact your workplace by telephone / two way radio / mobile phone and advise:
  - The location &
  - Assistance required (personnel and equipment)
- If Police Officer attends the accident, you must give your name and address but do not admit liability
- Exchange details with third party/s including registration number, name and insurance company details.
- Do not drive your vehicle if it is not roadworthy
- Obtain all information at the scene (whilst the facts are clear and able to be rechecked). Use the checklist on the following page
- Complete an incident report and insurance claim form immediately on your return to your workplace.

Checklist of Information At The Scene Of An Accident

Often when processing insurance claims as a result of an accident, information known at the time of the accident becomes important at a later date and often people’s memory may be uncertain at that later point, so record as much information as possible at the scene of the accident. This information must include:

- Names of persons involved, address and contact number;
- Witnesses names, addresses and contact numbers;
- Vehicle registration numbers;
- A brief description as to damage to third party property (include location and extent) (i.e. slight damage to front right hand door);
- The date and time;
- Road names including cross streets etc.;
- Note any existing damage to the vehicle that was NOT as a result of this accident;
- Insurance details if possible;
- Condition of road, Weather conditions & Visibility (i.e. raining, foggy, dusk, bright & sunny, etc.);
- Anything else that you may believe is relevant at the time, even if it is something minor – it may become important later.

DO NOT UNDER ANY CIRCUMSTANCES ADMIT LIABILITY, REGARDLESS OF HOW THE ACCIDENT OCCURRED.

You are obliged to supply only your name and address to other persons involved and to the Police. You are not compelled to make a statement to the police regarding the accident.

Do not sign any statements presented to you & do not allow your vehicle to be towed without approval from your supervisor, manager or a PWM management representative.
4.10 Dangerous Goods or Hazardous Substances Release - Including incidents involving diesel fuel deliveries.

GENERAL PRINCIPLES AND PROCEDURE

An example of a dangerous goods or hazardous substances leak could be:

- Paint or paint related material spillage
- Gas release / odour
- Diesel spill from delivery truck in forecourt
- Vehicle incident in yard resulting in the release of oil or diesel fuel

Some chemicals and gases can be either broken into major or minor problems to ensure everyone’s safety.

The following procedure applies for any:

**Minor Incident**

- Assess the situation
- Notify the Supervisor/ senior manager in case of emergency.
- Evacuate immediate area if necessary.
- If a flammable liquid or gas, minimise any ignition sources
- Open any surrounding doors for ventilation.
- Referencing the MSDS, don appropriate PPE, stop & contain the spill.
- Clean up & Dispose of the spilt material
- Write up an incident report on the situation.
- Notify the manufacturer or whoever is responsible if it is a packaging issue.

**Major Incident**

- Assess the situation
- Notify the Supervisor/ senior manager in case of emergency.
- Notify Chief Warden of exact location of problem.
- Supervisor/ senior manager (Chief Warden) to contact emergency services.
- Evacuate the site to the emergency evacuation assembly area.
- If a flammable liquid or gas, minimise any ignition sources
- Open any surrounding doors for explosion threat (only if safe to do so).
- Close all doors for fire situation (only if safe to do so).
- * If possible, try to shut any plant off *

* NOTE: Only switch off plant if safe to do so.

- Direct responding emergency services to site manifest box
- Provide advice and support to emergency services as required
• When site is handed back, if required (reference MSDS), don PPE, clean up & dispose of material
• Write up an Incident report on the situation.

In a major situation all staff must:
• remain in their area (if safe to do so) until notified by the Supervisor/ senior manager
• prevent panic and do not yell orders
• assist in the evacuation as directed by the Fire Brigade or Supervisor/ senior manager.

Diesel Spill
Refer to attachment No. 16 – Special rules for Fuel dispensers.

4.11 Protecting The Environment

Act quickly to stop spilt or leaking fuel and oils, including contaminated water from fire fighting activities, from entering drains or waterways.

There are many different ways of containing or reducing the consequences of a spill, depending on the nature of the spill and its location. Spills can be controlled or stopped using various methods depending on circumstances, eg:

(a) Dyking the spillage with soil, sand or absorbents;
(b) Laying absorbent drain socks around drains and cesspit entry points;
(c) Moving the vehicle away from any drains or waterways, e.g. to a depression or other area in which the spill can be contained; and
(d) Using rags, sand or other materials to block drains, sewer pit entry points, etc.

At all company premises, measures are in place to prevent escape of contaminated water or spilt chemicals off-site via the storm water drainage system. The measures include bunds & drain socks. However, should an escape occur, it is important to prevent the pollutant spreading too far or even entering a creek or other water body. Initial actions shall involve notification of the relevant authorities. Pit entry points shall be inspected downstream, either visually or using appropriate monitoring equipment, to determine the extent of travel of the pollutant. At one or more points down stream of the escaped pollutant, the drains shall be blocked. This may involve placement of sandbags or inflatable drain plugs. Vacuum tankers shall be utilised to recover the pollutant and to thoroughly clean the drains. Any contaminated soil and used absorbents must also be recovered for proper disposal or treatment.

Refer to Attachment No. 15 – Special Rules for Fuel dispensers.
4.12 Documenting Emergencies, Updating the Emergency Plan & Subordinate Documents

Reporting of emergencies

All emergencies shall be documented and written records of the emergency shall be maintained in accordance with statutory or business requirements. All emergencies shall be reported and relevant company or authority documentation completed depending of the level or severity of the incident and reported as required. Some incidents will require mandatory reporting to various authorities, whilst others will not.

In order to ensure that the Emergency Plan and subordinate documents are up-to-date and effective, they should be reviewed and, if necessary, revised at least annually to incorporate any applicable changes. The emergency plan should be reviewed post any incident and any learning’s updated into future versions of the emergency plan. These learning’s and changes may involve the following functions:

1. The company, including personnel and management structures.
2. Operations undertaken.
3. Chemicals and other goods transported, stored or transferred.
5. Industry standards and codes.
6. Facilities, equipment and materials.
7. Customer demands, expectations and specific services.

The Emergency Plan should be reviewed and revised by the ANZ Compliance Manager. The subordinate documents should be reviewed and revised by the responsible Site Managers and Safety committees as required, to ensure that the working documents remain relevant to current requirements. The subordinate documents include the Emergency Contact Details, Evacuation Instructions, Site Safety Rules and site emergency procedures.

**Emergency Preparedness Flowchart**

![Emergency Preparedness Flowchart](image)

References:

- NSW Fire Brigades Recommended Emergency Plan Format & Content
5.0 REFERENCES

- None Applicable

6.0 ATTACHMENTS

Attachment No. 1 – Emergency Actions PWM Office & Transfer Station
Attachment No. 2 – First Aider List / Fire Warden List
Attachment No. 3 – Site Plan PWM
Attachment No. 4 – Site Location
Attachment No. 5 – Evacuation Checklist
Attachment No. 6 – Employee Evacuation List
Attachment No. 7 – Flow Chart - Actions to be taken in event of Fire
Attachment No. 8 – Flowchart – Actions to be taken in event of Bomb
Attachment No. 9 – Bomb Threat Checklist
Attachment No. 10 – Offender Description Form
Attachment No. 11 – Flowchart – Actions to be taken in event of a Power Failure
Attachment No. 12 – Flowchart – Vehicle Incident Procedure
Attachment No. 13 – Vehicle Incident Emergency Action Guide
Attachment No. 14 – Drivers Guide – Compactor Fires
Attachment No. 15 – Special Rules for Fuel Dispensers
Attachment No. 16: Pollution Incident Response Management Plan for the Transport of Trackable Waste & the Processing of Waste at Taren Point Transfer Station site
MAJOR EMERGENCY

1. RAISE ALARM AND TELL PEOPLE CLOSE BY

2. PHONE EMERGENCY: Dial 000

3. ADVISE CHIEF WARDEN TO ANNOUNCE EVACUATION OVER PA SYSTEM

4. ASSIST ANYONE IN DANGER, IF SAFE TO DO SO

5. ASSIST VISITORS AND DISABLED PERSONS TO EVACUATE.

6. MOVE TO ASSEMBLY POINT OUTSIDE FENCE NEAR CARPARK ON BAY RD

7. REMAIN AT ASSEMBLY POINT UNTIL INSTRUCTED

8. DO NOT RE-ENTER THE BUILDING UNTIL THE ADVISED IT IS SAFE

9. EMERGENCY NUMBERS:
   i. MEDICAL CENTRE: (02) 9540 7111
   ii. EPA: 131 555
## First Aiders

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yard - Darren Crowther</strong></td>
<td>0414 876 807</td>
</tr>
<tr>
<td><strong>Office – Stephen Lengyelfalusy</strong></td>
<td>02 9526 4608</td>
</tr>
</tbody>
</table>
Fire Wardens

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief – Craig Haynes-Lovell</td>
<td>0438 235 829</td>
</tr>
<tr>
<td>Yard – Geoff Hunt</td>
<td>0425 290 894</td>
</tr>
<tr>
<td>Yard – Hayden Greig</td>
<td>0420 866 020</td>
</tr>
<tr>
<td>Office – Stephen Lengyelfalusy</td>
<td>02 9526 4608</td>
</tr>
</tbody>
</table>
Emergency Action Plan & PIRMP
Taren Point

Attachment No. 3: Site Plan

See attachment No. 16.

Attachment No. 4: Site Location

See attachment No. 16.
## Evacuation Checklist

- Confirm whether the emergency services have been notified.
- Gather the site manifest and emergency action plan.
- Give instructions to evacuees. Use Megaphone if available.
- Notify senior company managers, i.e. State Manager, Managing Director.
- If necessary, assemble personnel at an alternate assembly point (because of smoke etc).
- Check with Area Wardens that all buildings and areas have been evacuated (including offices, stores, yard and any drivers in vehicle cabs).
- Check whether people are assembled at another location & consolidate them with the others.
- Conduct roll call (including employees, visitors, contractors and non-company personnel) and check against employee list and visitors book. Confer with supervisors re: drivers or employees known to be off site.
- Don’t allow any personnel to leave assembly point until all personnel have been accounted.
- Advise emergency services and senior management of any missing or unaccounted personnel and keep senior management updated with current information regarding the management of the emergency situation.
- Make no comment to media, but refer them to head office.
- Don’t allow any personnel to return to work unless the site has been declared safe by the emergency services or other relevant government authority.

### Attachment No. 6: Emergency Evacuation List

See separate attachment.
Any Fire or Explosion is to be treated as a Major Incident

Alert your manager/supervisor or fire warden

Chief Fire Warden, Senior Manager or designated person calls 000 for emergency services response

Close all doors and windows to minimise available oxygen to the fire

Evacuate all staff & visitors following the evacuation procedure. Do not take any bags or other effects with you.

Assemble in emergency evacuation assembly area

Employees and visitors are accounted for & any first aid requirements are addressed

Remain in assembly area until Emergency Services give the all clear to return

Return to pre-evacuation duties

Provide assistance to anyone in danger or distress

Attempt to extinguish the fire using hosereels or portable fire extinguishers, only if trained and safe to do so

Fire Wardens verify buildings and amenities are clear of personnel & doors are closed

Arrange any transport to medical centre/hospital if required. Manage any injuries.

If actual fire or explosion, do not disturb the fire site to preserve evidence for Authority investigation
Attachment 8: Flowchart – Actions to be taken in the event of a Bomb

Any Fire or Explosion is to be treated as a Major Incident

Alert your manager/supervisor or fire warden

Provide assistance to anyone in danger or distress

Chief Fire Warden, Senior Manager or designated person calls 000 for emergency services response

Open all doors and windows to minimise compression Blast effect

Evacuate all staff & visitors following the evacuation procedure. Take any bags or other effects you have brought to work with you.

Fire Wardens verify buildings and ammenities are clear of personnel & doors are closed

Assemble in emergency evacuation assembly area

Employees and visitors are accounted for & any first aid requirements are addressed

Arrange any transport to medical centre/hospital if required. Manage any injuries.

Remain in assembly area until Emergency Services give the all clear to return

Return to pre-evacuation duties

If actual fire or explosion, do not disturb the fire site to preserve evidence for Authority investigation
ATTACHMENT NO. 9: BOMB THREAT CHECKLIST

KEEP CALM - DON'T HANG UP!

QUESTIONS TO ASK

1. When is the bomb going to explode?

2. Where did you plant the bomb?

3. When did you plant the bomb?

4. What does the bomb look like?

5. What kind of bomb is it?

6. What will make the bomb explode?

7. Did you place the bomb?

8. Why did you place the bomb?

9. What is your name?

10. Where are you?

CALL TAKEN

Date___/___/___ Time_____________
Internal_____ Local_________________
STD________________________
Duration of Call_________________
Number Called_________________

CALLER'S VOICE

Accent (specify)_________________
Any speech impediments:_________________
Voice (loud, soft, etc):_________________
Speech (fast, slow, etc):_________________
Diction (clear, muffled):_________________
Manner (calm, emotional, etc):_________________
Did you recognise the voice?_________________
If so, who do you think it was?_________________
Was the caller familiar with the area?_________________
Sex of the caller_________________
Estimated age of the caller_________________

THREAT LANGUAGE

Well spoken:_________________
Incoherent:_________________
Irrational:_________________
Taped:_________________
Message read by caller:_________________
Abusive:_________________
Other:_________________

BACKGROUND NOISES

Street noises:_____________
House noises:_________
Aircraft:_____________
Office noises:_________
Voices:_____________
Club/Pub noises:_____
Music:_____________
Quiet:_____________
Machinery:_____________
Animals:___________
Trains:_____________
Other:_____________
# Offender Description Form

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>Nature of Offence:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name/Nicknames used</th>
<th>Approximate Age:</th>
<th>Sex:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Height:</th>
<th>Weight:</th>
<th>Build:</th>
<th>Nationality:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Indicate the offenders characteristics</th>
</tr>
</thead>
</table>

**Face**

- Long [ ]
- Round [ ]
- Thin [ ]
- High Cheek Bones [ ]
- Wrinkled [ ]
- Lean [ ]
- Plump [ ]

**Ears**

- Shape

**Facial Hair**

- Moustache
- Size
- Beard
- ... Other ...

**Complexion**

- Fair [ ]
- Dark [ ]
- Ruddy [ ]
- Pimply [ ]
- Tanned [ ]
- Fresh [ ]
- Pale [ ]

**Teeth**

- Good [ ]
- Uneven [ ]
- Spaced [ ]
- Missing [ ]
- Protruding [ ]
- Bad [ ]

**Voice**

- Clear [ ]
- Loud [ ]
- Slang [ ]
- Lisp [ ]
- Accent [ ]

**Glasses**

- Tinted Yes / No
- Colour
- Shape
- Thickness

**Posture**

- Erect [ ]
- Slouched [ ]
- Stooped [ ]

**Hair**

- Yes / No
- Colour:
- Blonde [ ]
- Grey [ ]
- Auburn [ ]
- Red [ ]
- Light Brown [ ]
- Dark Brown [ ]
- Bleached Black [ ]
- Thin [ ]

**Hair Style**

- Straight [ ]
- Wavy [ ]
- Long [ ]
- Curly [ ]
- Thick [ ]
- Bald [ ]
- Short [ ]
- Crew Cut [ ]
- Colour? [ ]

**Hands**

- Left Handed [ ]
- Right Handed [ ]
- Large [ ]
- Small [ ]
- Average [ ]
- Soft [ ]
- Hairy [ ]
- Fat [ ]
- Thin [ ]

**Fingers**

- Long [ ]
- Short [ ]
- Missing [ ]
- Deformed [ ]
- Gloves
- Yes/No
- Type?
- Colour? [ ]
### Emergency Action Plan & PIRMP

**Taren Point**

<table>
<thead>
<tr>
<th>Eyes</th>
<th>Black</th>
<th>Brown</th>
<th>Green</th>
<th>Grey</th>
<th>Hazel</th>
<th>Blue</th>
<th>Big</th>
<th>Small</th>
<th>Squint</th>
<th>Stare</th>
<th>Other</th>
</tr>
</thead>
</table>

**Scars/ Marks** e.g., Tattoos, Location  
Describe: .................................................................................................................................

**Other Distinguishing Characteristics:** .................................................................................................................................

**Clothing:** Including – Hat, Tie, Shirt, Coat, Trousers, Shorts, Skirt, Shoes, Colour  
..........................................................................................................................................................................................

**Disguise:** .............................................................................................................................................................................................

**Demand:** Verbal/written (What did the offender say?) Words used  
.............................................................................................................................................................................................

**Touch:** (what did the offender do and touch?)  
.............................................................................................................................................................................................

**Weapons:** Type (describe in full)  
.............................................................................................................................................................................................

**Method of Escape:** Registration Number: ........................................ Colour: .................................................................

<table>
<thead>
<tr>
<th>Type</th>
<th>Sedan</th>
<th>S Wagon</th>
<th>PanelVan</th>
<th>Coupe</th>
<th>Utility</th>
<th>Truck</th>
<th>Motorbike</th>
<th>4WD</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Make</th>
<th>Ford</th>
<th>Holden</th>
<th>Daewoo</th>
<th>Toyota</th>
<th>Mazda</th>
<th>Subaru</th>
<th>Mitsubishi</th>
<th>Hyundai</th>
<th>Nissan</th>
<th>Other</th>
</tr>
</thead>
</table>

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Attachment 11: Flowchart – Actions to be taken in event of a Power Failure

Power Failure – DAY

Check switchboard for tripped circuits – contact Energy Australia 13 13 67

Decision Made – is it necessary to evacuate?

YES

Use torches to check all areas (rechargeable torches mounted in Admin, Transfer Station)

Follow evacuation procedure or management makes decision to cease work

NO

Continue operations provided it is safe to do so (monitoring light and air quality)

Check entire facility. Manager, maintenance, or IT staff to remain on site until power is restored or as required.

Return to work once power is restored.
Document incident

Power Failure – EVENING / NIGHT

Make announcement to all employees on site

Follow evacuation procedure or management makes decision to cease work

Decision Made – is it necessary to evacuate?

NO

Continue operations provided it is safe to do so (monitoring light and air quality)

Check entire facility. Manager, maintenance, or IT staff to remain on site until power is restored or as required.

Return to work once power is restored.
Document incident

YES

Follow evacuation procedure or management makes decision to cease work
Attachment 12: Flowchart – Vehicle Incident Procedure

- **Is it Major?**
  - **Yes**
    - Notify relevant supervisor. Seek instructions on how to proceed
    - Refer to checklist in driver’s handbook
    - Fire, odour, spill equipment failure, pump failure, reaction in tank (injury), aggression
    - Shut Down
    - Communication – Contacts
      - Operations supervisor
      - Operations manager
    - Remediate incident & provide assistance to Authorities.
    - Relevant supervisor to initiate appropriate investigation & corrective actions. Complete incident report according to the reporting procedure
    - Written documentation to be discussed with HSEQ Advisor/National HSEQ Manager
    - Review existing procedure with relevant party (Customer/supplier)
    - Be aware of relevant legislative reporting requirements (SafeWork NSW/ EPA)
  - **No**
    - Seek instructions on how to proceed
    - Is it Major?
Attachment No. 13: Vehicle Incident Emergency Action Guide

**EMERGENCY INFORMATION GUIDE - DRIVER**

**REPORT INCIDENT TO OPERATIONS SUPERVISOR/MANAGER**

**IF INCIDENT IS DANGEROUS** (i.e. Life Threatening or Serious Environmental Threat)

Dial 000 **NOTIFY THE EMERGENCY SERVICES** (Police, Fire Brigade or Ambulance)

---

**Warn people at risk:**
- Send for HELP, if necessary
- Notify nearby facilities or residences
- Set up reflector triangles to warn traffic
- Restrict danger area
- Assist people in danger

Take action to ensure safety and protect the environment, for example:
- Park at a safe distance from drains or waterways, if safe to do so or practicable in case of chemical spill or fire
- Clear away all fire hazards

---

**Assess situation, for example:**
- Refer waste or transport documents for information regarding load on vehicle
- Refer Emergency Procedure Guides or Dangerous Goods Initial Emergency Response Guide
- Check for danger, e.g. –
  - (a) Leaking fuel or oil
  - (b) Release of harmful or flammable airborne dust, vapour or gas from load
  - (c) Sources of ignition in event of fuel spill or release of flammable dust, vapour or gas from cargo
  - (d) Fallen high voltage power lines in event of vehicle accident
  - (e) Unsafe load in case of accident or dislodged cargo
- Check scene at a safe distance: up wind and up slope in event of chemical spill

---

**DEAL WITH INCIDENT ONLY IF SAFE TO DO SO**

**FIRE**
- Don protective clothing
- Don't inhale fumes or smoke & avoid contact with leaking chemicals
- Choose suitable extinguisher.
- Don’t use water or foam on high voltage electrical services
- Brake fire – allow to cool, use fire extinguisher or water
- Engine fire – don’t raise bonnet, direct extinguisher through any opening
- Tyre fire – flood with water, if available. Remove tyre if still burning
- Evacuate or isolate danger area if fire cannot be extinguished
- If necessary, await arrival of emergency services

**CHEMICAL RELEASE**
- Confirm chemical involved
- Don suitable protective clothing
- Take fire extinguisher, if necessary
- Approach from upwind and up slope
- Avoid contact or inhalation of released chemical
- Don’t walk through spilt chemical
- Prevent entry of chemical into drain or waterway
- Stop further spillage – plug drum, stand fallen drum, close valve etc.
- Clean up spill and make scene safe
- If necessary, await arrival of emergency services

**INJURY / ACCIDENT**
- First Aiders: remember ‘ABC’ of first aid
- Use first aid kit to manage any minor first aid injuries
- If injury is beyond the capabilities of the first aid kit, notify your supervisor and call 000

**VEHICLE ACCIDENT:**
- Stop & render assistance
- Deal with injuries, spill or fire, if safe to do so
- Obtain all relevant information at scene
- Co-operate with police
- Don’t admit or suggest liability
Drivers Guide - Vehicle Compactor Fires

Types of Fires:

Vehicle fires can and do occur in the transport industry. They can appear in different forms, such as:
- Electrical fires
- Tyre fires
- Engine fires
- Fires involving the vehicle structure
- Fires involving the vehicle load

Actions To Take In the Event of A Compactor Fire

Fires involving compactor bodies are unique and can result in the loss of the vehicle. In these instances take the following actions:

- a. Once a fire is detected, ascertain the situation (risk assessment) and see if it is possible to extinguish the fire yourself using the onboard portable fire extinguisher or compact the load to minimise air space and potentially extinguish the fire;
- b. Call your supervisor or manager and advise them of the situation
- c. If you deem the fire to be beyond your abilities due to size or position, call 000 and advise the Fire Brigade of the nature of the incident and your current location;
- d. If you are in the location of a fire station and it is safe to do so, drive to the fire station; or
- e. The Fire Brigade may direct you to tip the load in a safe area, leave this decision to the Fire Brigade if possible;
- f. Provide assistance & information to responding authorities;
- g. Complete Hazard & Incident report on return to depot along with any other required documentation.
# Special Rules for Fuel Dispensers

## Operating Procedures

1. Turn off engine.
2. Do not smoke. Keep sources of ignition away.
3. Do not operate radio or mobile phone.
4. Do not fill plastic containers unless they are approved.
5. Do not lock nozzle trigger in the “ON” position.

## Spills

1. In event of a spill, stop fuel flow.
3. Turn off power to dispensers.
4. Warn people at risk.
5. Contain spill. Prevent entry into drain.
6. Do not walk through spill.
7. Eliminate sources of ignition.
8. Clean up spill.

## Fires

1. Activate fire alarm.
2. Alert Office/Fire Warden. Send for help & call 000 if appropriate.
3. Warn people at risk.
4. Turn off power to dispensers.
5. Fight fire, if possible. Use portable fire extinguisher.
6. Evacuate site, if necessary.

## First Aid

1. Alert office & send for First Aider.
2. In case of contact with spilt fuel, flush body or eyes with water for at least 15 minutes. Remove clothing under safety shower.
Attachment No. 16: Pollution Incident Response Management Plan for the Transport of Trackable Waste & the Processing of Waste at Taren Point Transfer Station site

<table>
<thead>
<tr>
<th>Name of transport company</th>
<th>REMONDIS Australia Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABN</td>
<td>95 002 429 781</td>
</tr>
<tr>
<td>Site address</td>
<td>2 Bay Road, Taren Point. NSW 2229</td>
</tr>
<tr>
<td>Environment protection licence number</td>
<td>7356 ‘Transport of trackable waste’ and 20610 ‘Non-thermal treatment of general waste &amp; waste storage’</td>
</tr>
</tbody>
</table>

**Company or business contact details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sarah Collins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>National HSEQ Manager</td>
</tr>
<tr>
<td>Business hours contact number</td>
<td>0437 235 594</td>
</tr>
<tr>
<td>After hours contact number</td>
<td>0437 235 594</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:sarah.collins@remondis.com.au">sarah.collins@remondis.com.au</a></td>
</tr>
</tbody>
</table>

**Company website details**


**Responsibility for activating the plan**

<table>
<thead>
<tr>
<th>Name</th>
<th>Craig Haynes-Lovell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position or title</td>
<td>Operations Manager</td>
</tr>
<tr>
<td>Business hours contact number</td>
<td>02-9526 4604</td>
</tr>
<tr>
<td>After hours contact number</td>
<td>0438 235 829</td>
</tr>
</tbody>
</table>

**Responsibility to notify relevant authorities**

<table>
<thead>
<tr>
<th>Name</th>
<th>Robert Scott</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Site Manager</td>
</tr>
<tr>
<td>Business hours contact number</td>
<td>0407 203 611</td>
</tr>
<tr>
<td>After hours contact number</td>
<td>0407 203 611</td>
</tr>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**Responsibility for managing the response to a pollution incident**

<table>
<thead>
<tr>
<th>At pollution site : Craig Haynes-Lovell</th>
</tr>
</thead>
<tbody>
<tr>
<td>After hours contact number</td>
</tr>
<tr>
<td>24-hour contact at office: Robert Scott</td>
</tr>
<tr>
<td>After hours contact number</td>
</tr>
</tbody>
</table>
## RESPONSE AND RECOVERY

<table>
<thead>
<tr>
<th>Likely pollution incident that will cause material harm to the environment</th>
<th>Trackable Waste:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spill of solid waste from a sealed bulk container due to damage of the container caused by a major vehicle accident.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer Station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leak from vehicles – hydraulic, tanker load, etc.</td>
</tr>
<tr>
<td>Spill from waste oil storage, refuelling vehicles.</td>
</tr>
<tr>
<td>Spill or fire from solid waste during drop-off or processing.</td>
</tr>
<tr>
<td>Fire large volume of contaminated ‘fire water’.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Hazards to human health or the environment associated with the above activities</th>
<th>Ref: Site Integrated Management Plan \ Risk Registers, Aspects &amp; Impacts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>\remondis\dfs\L\Company_Shared_Files\01-Business_Units\Pioneer\Shared\1.BMS\1. Plans &amp; Procedures\Plans</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Also refer to site Task Risk Analysis / Safe Work Method Statements for identification of hazards and control of associated risks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>\remondis\dfs\L\Company_Shared_Files\01-Business_Units\Pioneer\Shared\1.BMS\3. SWMS &amp; Risk Assessments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inventory of Pollutants</th>
<th>The site maintains a Hazardous Chemicals Register including Chemical Location and SDS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a hard copy in a folder on the fridge downstairs (drivers kitchen).</td>
<td></td>
</tr>
</tbody>
</table>
## RESPONSE AND RECOVERY

### Notification of relevant authority procedure

These **NSW State Government agencies need to be contacted during any pollution incident** that will cause material harm to the environment:

1. **Fire & Rescue NSW** – 000 (first notification)
2. **Environment Protection Authority** – 131 555
3. **Health NSW** – nearest Public Health Unit (PHU):
   - Randwick PHU (covers all suburbs in Eastern and Southern Sydney)
     - (02) 9382 8333
     - After hours: (02) 9382 2222 (Prince of Wales Hospital – ask for Public Health Nurse on call)
   - 1300 066 055 – the operator will direct you to the local PHU
4. **SafeWork NSW Authority** – 131 050
   - Local Council for Taren Point Transfer Station is Sutherland Council - 9710 0333

### Local community notification and communication procedures

The incident controller from emergency services (NSW Police Force or Fire & Rescue NSW) leads the local community notification. Consult with REMONDIS BMG Crisis Management.

**Craig Haynes-Lovell** must consult with the incident controller on what community notification, if any, should be undertaken.

**Robert Scott** has the overall responsibility for public communication during an incident.
### RESPONSE AND RECOVERY

<table>
<thead>
<tr>
<th>Pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the transport of trackable waste</th>
<th>In the event of a pollution incident that will cause material harm to the environment, follow these pre-emptive actions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Confirm chemical/ material involved</td>
<td>• Confirm chemical/ material involved</td>
</tr>
<tr>
<td>• Don suitable protective clothing</td>
<td>• Don suitable protective clothing</td>
</tr>
<tr>
<td>• Prepare fire extinguisher, if necessary</td>
<td>• Prepare fire extinguisher, if necessary</td>
</tr>
<tr>
<td>• Approach from upwind and upslope</td>
<td>• Approach from upwind and upslope</td>
</tr>
<tr>
<td>• Avoid contact or inhalation of released chemical/ material</td>
<td>• Avoid contact or inhalation of released chemical/ material</td>
</tr>
<tr>
<td>• Don’t walk through spilt chemical</td>
<td>• Don’t walk through spilt chemical</td>
</tr>
<tr>
<td>• Prevent entry of chemical/ material into drain or waterway by using absorbent booms or barriers contained in the on-board spill kit</td>
<td>• Prevent entry of chemical/ material into drain or waterway by using absorbent booms or barriers contained in the on-board spill kit</td>
</tr>
<tr>
<td>• Stop further spillage of liquid waste by closing valves/hatches and plugging leaks</td>
<td>• Stop further spillage of liquid waste by closing valves/hatches and plugging leaks</td>
</tr>
<tr>
<td>• Stop further spillage of solid waste by covering with a tarp and/or wetting it down to prevent it from blowing away</td>
<td>• Stop further spillage of solid waste by covering with a tarp and/or wetting it down to prevent it from blowing away</td>
</tr>
<tr>
<td>• Clean up spill using absorbent pads or absorbent powder of spill kit, shovel and broom</td>
<td>• Clean up spill using absorbent pads or absorbent powder, i.e. Spill Sorb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of site activities</th>
<th>In the event of a pollution incident that will cause material harm to the environment, follow these pre-emptive actions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Confirm material involved</td>
<td>• Confirm material involved</td>
</tr>
<tr>
<td>• Don suitable protective clothing</td>
<td>• Don suitable protective clothing</td>
</tr>
<tr>
<td>• Turn off any relevant valves or other isolation switches, plug leaks</td>
<td>• Turn off any relevant valves or other isolation switches, plug leaks</td>
</tr>
<tr>
<td>• Using spill control equipment block any ‘at risk’ drains and divert any fast flowing liquid spills away from any sensitive areas</td>
<td>• Using spill control equipment block any ‘at risk’ drains and divert any fast flowing liquid spills away from any sensitive areas</td>
</tr>
<tr>
<td>• Avoid contact or inhalation of released material</td>
<td>• Avoid contact or inhalation of released material</td>
</tr>
<tr>
<td>• Don’t walk through spilt material</td>
<td>• Don’t walk through spilt material</td>
</tr>
<tr>
<td>• Clean up spill using absorbent pads or absorbent powder, i.e. Spill Sorb</td>
<td>• Clean up spill using absorbent pads or absorbent powder, i.e. Spill Sorb</td>
</tr>
<tr>
<td>• Organise pump out of waste material where appropriate, i.e. waste tank bunds – to avoid overflow</td>
<td>• Organise pump out of waste material where appropriate, i.e. waste tank bunds – to avoid overflow</td>
</tr>
</tbody>
</table>
## STAFF TRAINING AND TESTING

| Training Requirements & Objectives | Nominated Staff will be trained in ‘on site’ Emergency Management including Fire Fighting, Evacuation Procedures, First Aid and enactment of the PIRMP. *Trained staff will be able to follow procedures and ensure that fires are controlled quickly without harm to individuals and that the site can be evacuated in a timely, safe and calm manner. Trained staff will understand the processes for communication with Emergency Services and will be able to follow any instructions provided by Emergency Services relating to safety of individuals and security of the site.*  

- All operators will be provided an internal Spill Control Training incorporating the use of on site and truck spill kits. *All operators will be able to manage and control spills and / or other unexpected chemical release quickly and effectively, ensuring no damage to the environment or harm to individuals occurs. All operators will be aware of and understand the requirements of this document (PIRMP)*  

Training Programs will include Spill Control Toolbox meetings and Emergency Training / Toolbox |
| Training records | Records of employees being trained in the execution of the plan are retained in the site training matrix, share drive, training records folder, as well as personnel files. |
| PPE, Spill kits | The availability of the spill kits and PPE is verified monthly in the WHSE Workplace Inspection: all contents are present, all spill kit parts and supplies are in working order and is placed strategically. |
| Testing of plan | The plan is to be tested by matter of internal auditing by verifying data contained and competencies required by personnel. Audit records are maintained on the BMS. The frequency of testing shall be every 12 months and within 1 month of any pollution incident. |
| Test Record | See Table Below |
| Document Control | Initial creation of plan: 21.07.2015  
Last review: 5/3/2020  
Changes made: new information added  
- Contact details of Brand Manager updated  
Last test of plan: 29/01/2020 |
| Availability of plan | The Emergency Action Plan & PIRMP folder is located at the Reception of the office and electronically on shared (L) drive:  
\remondis\dfs\L\Company_Shared_Files\01-Business_Units\Pioneer\Shared\1. BMS\2. Fire Safety |
<table>
<thead>
<tr>
<th>Additional Information</th>
<th>Site Plan 1. – Site Location Map</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Site Plan 2. – Site Map, at Risk surroundings</td>
</tr>
<tr>
<td></td>
<td>Site Map 3. – Drainage Plans</td>
</tr>
<tr>
<td></td>
<td>Site Map 4. – Emergency Equipment</td>
</tr>
</tbody>
</table>
Table: Test Dates, Scenario and Person Responsible.

<table>
<thead>
<tr>
<th>Date</th>
<th>Scenario / Activity</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/03/2014</td>
<td>Testing of the trackable waste PIRMP / Evacuation</td>
<td>Craig Haynes-Lovell</td>
</tr>
<tr>
<td>20/04/2015</td>
<td>Truck was travelling and the bin door opened spilling solid waste onto the roadway.</td>
<td>Craig Haynes-Lovell</td>
</tr>
<tr>
<td>02/09/2016</td>
<td>Truck was travelling through a roundabout on an intersection and compactor door opened spilling solid waste (100kg), onto the road.</td>
<td>Craig Haynes-Lovell</td>
</tr>
<tr>
<td>24/08/2017</td>
<td>Outbreak of a large fire during office hours on the tipping floor due to a delivery of a hot load by a waste collection truck.</td>
<td>Adam Brackenrig</td>
</tr>
<tr>
<td>18/09/2018</td>
<td>200 l. oil drum located near the weighbridge has fallen off the bunded pallet. Oil is flowing direction of the drainage pit.</td>
<td>Sandra Belansky</td>
</tr>
<tr>
<td>29/01/2020</td>
<td>Hydraulic spill in the yard.</td>
<td>Robert Scott</td>
</tr>
</tbody>
</table>
Site Plan 1. Location Map of REMONDIS 2 Bay Road, Taren Point, 2229 NSW
Site Plan 3. Drainage Plans
Locations of stormwater drains, rainwater tanks, and the oil/water separator.

Water Tank
- Roof top water piping

Concrete drains
- Groundwater piping

Separator
- Drainage pits

Atkinson Road

Bay Road

Factory

Storage pit
- Tap for garden

Car/truck park

Admin Office

Baler ejection

REM ONDIS
WORKING FOR THE FUTURE

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