



CLEANWAY
GROUP

POLLUTION INCIDENT MANAGEMENT RESPONSE PLAN

12 SHAW ROAD, INGLEBURN - 20076

DOCUMENT REVIEW

REVISION DATE	REVISION DETAILS	AUTHOR
28/07/2016	Original version	Nathan Hines
27/07/2019	Due for review	Nathan Hines
15/12/2020	Update contacts	Nathan Hines
11/10/2021	Updated format & neighbours	Freya Leach
14/03/2022	Updated CEO details	Freya Leach

INTRODUCTION

Cleanway Group Pty Ltd holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the storage of waste at 12 Shaw Road, Ingleburn, NSW. As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates. If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying on the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act. A written copy of this plan is kept where the activity takes place. The plan is made available on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan. Parts of the plan is accessible on the Cleanway website and by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2009 and the Protection of Environment (Waste) Regulation 2014. This Pollutions Incident Response Management Plan (PIRMP) covers the key actions to minimise the occurrence of a pollution incident and manage a pollution incident if one occurs (during and after a pollution incident). This document has been prepared for managing the impact to human health (employees and nearby neighbours) and the environment (onsite and offsite).

ENVIRONMENTAL PROTECTION LICENCE (EPL) DETAILS

EPL DETAILS	
Name of licensee	Cleanway Group Pty Ltd
EPL number	20076
Company or business	Cleanway Group Pty Ltd
Premise address	12 Shaw Road, Ingleburn, NSW, 2566
Name of person responsible	Greg Beilby
Position	CEO
Business hours contact	0400 703 395
After hours contact	0400 703 395
Email	gregb@cleanway.com.au
Website address	http://www.cleanway.com.au
Scheduled activity on EPL	Waste storage
Fee based activity on EPL	Waste storage – hazardous, restricted solid, liquid, clinical and related waste and asbestos waste.

POLLUTION INCIDENT – PERSON/S RESPONSIBLE

The following contact details are 24 hour contacts including an alternative person should the primary contact be unavailable.

PIRMP ACTIVATION – PRIMARY CONTACT	
Name of person responsible	Dave Smith
Position	Operations Manager
Business hours contact	0411 422 127
After hours contact	0411 422 127
Email	david.smith@cleanway.com.au

PIRMP ACTIVATION – SECONDARY CONTACT	
Name of person responsible	Peter Dickey
Position	CCO
Business hours contact	0411 603 683
After hours contact	0411 603 683
Email	peter@cleanway.com.au

NOTIFYING RELEVANT AUTHORITIES	
Name of person responsible	Freya Leach
Position	Environment Manager
Business hours contact	0428 930 422
After hours contact	0428 930 422
Email	freya@cleanway.com.au

MANAGING RESPONSE TO POLLUTION INCIDENT	
Name of person responsible	Dave Smith
Position	Operations Manager
Business hours contact	0411 422 127
After hours contact	0411 422 127
Email	david.smith@cleanway.com.au

NOTIFICATION OF RELEVANT AUTHORITIES

As part of Part 5.7A of the POEO Act, in case of a pollution incident that causes or threatens to cause material harm to the environment, the relevant authorities are to be contacted and include:

DETAILS OF RELEVANT AUTHORITIES	
Fire & Rescue NSW and or Rural Fire Services	000 (first notification)
Environment Protection Authority	131 555
Health NSW – Local Hospital	02 8778 0855 / 02 9828 3000
SafeWork NSW	131 050
Local Council	02 4645 4000
Sydney Water	132 092

NOTIFICATION OF LOCAL COMMUNITY

In the event of a pollution incident Cleanway Group Pty Ltd are to ensure the local neighbours are contacted as soon as reasonable practical. The following methods will be used to ensure the relevant parties are notified;

- Face to face contact with neighbours (where possible);
- Telephone to advise community stake holders of the incident with recommended actions to prevent or minimise harm, such as closing doors and windows, evacuating buildings, not to drink of swim in water ways.

MAP REF.	COMPANY	NUMBER	ADDRESS
A	C-Tech Rubber	02 9829 3022	17 Devon Road
B	Tylo Pty Ltd	02 9829 5044	10 Shaw Road
C	The Joinery	02 9966 4255	7 Shaw Road
D	Empty Lot	NA	9 Shaw Road
E	Basic Windows & Doors	1300 161 442	1/11 Shaw Road
F	Tank Sales	02 9792 2140	2/11 Shaw Road
G	Precision Machined Products	02 9618 6265	13 Shaw Road
H	A&A Equipment	02 9605 1440	3/14 Shaw Road
I	Ingleburn Auto & Tyre Centre	02 9829 3029	2/14 Shaw Road
J	Top Rider Garage	02 9829 3881	1/14 Shaw Road
K	Multi Transport Services	02 8769 2834	2/19 Devon Road
L	Vision Kitchen and Joinery	02 9829 7687	19 Devon Road

Refer to Appendix A – Map of Surrounding Neighbours

Any additional notification of the local community is to be led by the incident controller for the emergency services (NW Police Force or Fire & Rescue NSW / Rural Fire Service).

DESCRIPTION AND LIKELIHOOD OF HAZARDS

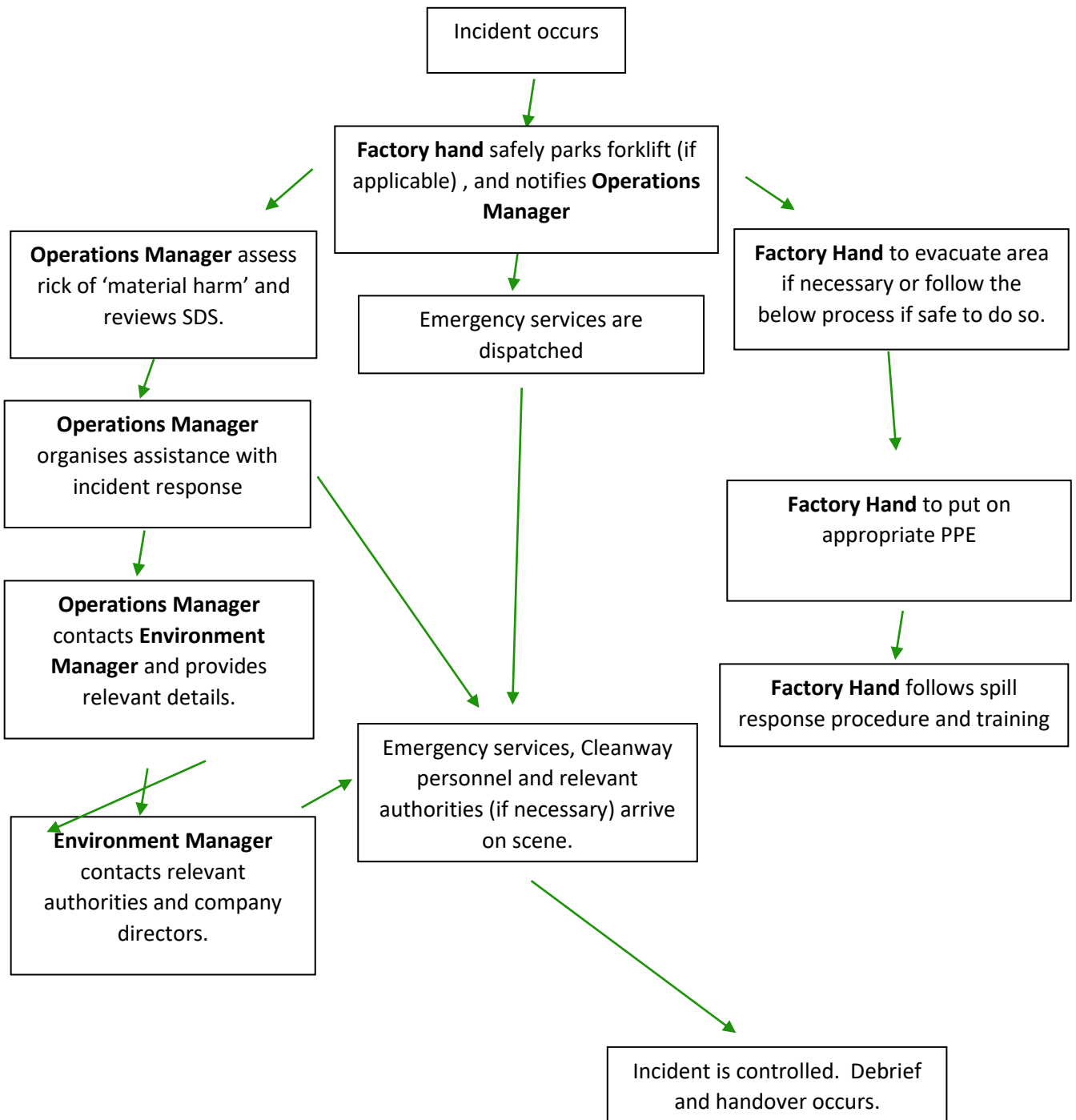
Refer to Cleanway Group Pty Ltd risk register

INVENTORY OF POLLUTANTS

CODE	DESCRIPTION	CLASS	VOLUME	LOCATION
B100	Acidic solutions or acids in solid form	8 / NA	10,000Kg	Warehouse – Bay 2 & Bay 3
C100	Basic solutions or bases in solid form	8 / NA	8,000Kg	Warehouse – Bay 5
D220	Lead acid batteries	8	4,000Kg	Warehouse – Bay 1
D300	Non toxic salts	NA	5,000Kg	Warehouse
F100	Waste ink, dye, pigment, paint, lacquer & varnish	3	4,000Kg	Flammable cabinet
F100	Waste ink, dye, pigment, paint, lacquer & varnish	NA	10,000Kg	Warehouse
F110	Waste resin, latex, plasticiser, glue & adhesive	3	4,000Kg	Flammable cabinet
F110	Waste resin, latex, plasticiser, glue & adhesive	NA	10,000Kg	Warehouse
G110	Organic solvents	3	16,000Kg	Flammable cabinet
G150	Halogenated organic solvents	6.1	1,000Kg	Warehouse – Bay 10
H100	Waste biocides and phytopharmaceuticals	6.1	1,000Kg	Warehouse – Bay 10
H110	Organic phosphorous compounds	6.1	500Kg	Warehouse – Bay 10
J100	Waste mineral oils unfits for original intended use	NA	10,000Kg	Warehouse
J120	Waste oil/hydrocarbon mixtures/emulsions in water	NA	20,000Kg	Warehouse
M220	Isocyanate compounds	3	500Kg	Flammable cabinet
M220	Isocyanate compounds	NA	1,000Kg	Warehouse
M250	Surface active agents (surfactants) containing principally organic constituents and which may contain metals and inorganic materials	NA	5,000Kg	Warehouse
N100	Aerosols	2.1	5,000Kg	Flammable cabinet
N100	Containers & drums containing controlled waste residues	NA	5,000Kg	Warehouse
N120	Soils contaminated with a substance or waste referred to in parts 1 & 2 of Schedule 1 of the Protection of the Environment Operations (Waste) regulation 2006	NA	10,000Kg	Warehouse
R100	Clinical & related waste	NA	1,000Kg	Warehouse
R120	Waste pharmaceuticals, drugs & medicines	NA	1,000Kg	Warehouse
R140	Waste from production & preparation of pharmaceutical products	NA	1,000Kg	Warehouse
T100	Waste chemical substances arising from research & development or teaching activities		1,000Kg	Warehouse
T120	Photographic chemicals & processing waste	NA	5,000Kg	Warehouse

Refer to Appendix B – Site Map

ACTIONS TO BE TAKEN IN A POLLUTION INCIDENT



After a pollution incident occurs the following shall be completed;

- An incident report form will be completed (Appendix C)
- A detailed incident investigation will be conducted
- A report will be send to Cleanway Group heading office and relevant authorities.

If Cleanway Group were notified of the pollution incident by the public, then the complaint shall be logged as per the Community Complaints Form (Appendix D).

All staff and contractor will received the necessary refresher training, and the key outcomes of the incident investigation will be reported to staff.

PRE-EMPTIVE ACTIONS

Cleanway Group Pty Ltd has conducted a risk assessment for the storage of waste and identified appropriate control measures to reduce / eliminate the risks to human health and or the environment. All Cleanway Group employees are regularly educated on this document and have implemented pre-emptive actions to minimise or prevent the risk of harm to human health or the environment. The actions include;

- Daily pre-starts checks to forklifts onsite, with regular maintenance and servicing;
- All waste to be stored in the designated bay according to the storage plan to ensure waste is correctly segregated;
- Isolation vale is checked daily to ensure valve is in the closed position to prevent any liquid leaving site should an incident occur;
- All staff under regular training for spill response, first aid and fire warden;
- All staff are required to hold and maintain the required licences
- PPE is provided and readily available onsite
- Safety equipment is provided and regularly serviced to ensure fit for use onsite.

SAFETY EQUIPMENT

Cleanway Group Pty Ltd ensure the below equipment is readily available and maintained onsite.

EQUIPMENT	LOCATION	FREQUENCY
First aid kit	Warehouse	6 Monthly
AED	Warehouse	6 Monthly
Spill kits	Main yard	3 Monthly
Fire extinguisher / hose	Throughout site	6 Monthly
Safety shower	Main yard	6 Monthly
PPE	Warehouse	Prior to use
Fire detection system	Throughout site	Monthly
Pallet racking	Warehouse	Yearly

MINIMISING HARM TO PERSONS ON THE PREMISE

All staff and contractors are to be inducted before completing any work on site. The induction covers procedures for minimising the chance of a pollution incident occurring, managing a pollution incident and actions following a pollution incident.

If a pollution incident requires the evacuation of the site, actions will be completed in accordance with the site Evacuation Procedure. All staff are informed on the location of emergency assembly locations through the site inductions, signage and ongoing training. As part of the preparation of the PIRMP, the key aspects of the plan will be provided to staff and contractors.

All responding personnel must wear the appropriate personnel protective equipment (PPE) for the chemical involved in the pollution incident. The safety data sheet (SDS) will be made available and will provide specific details on required PPE.

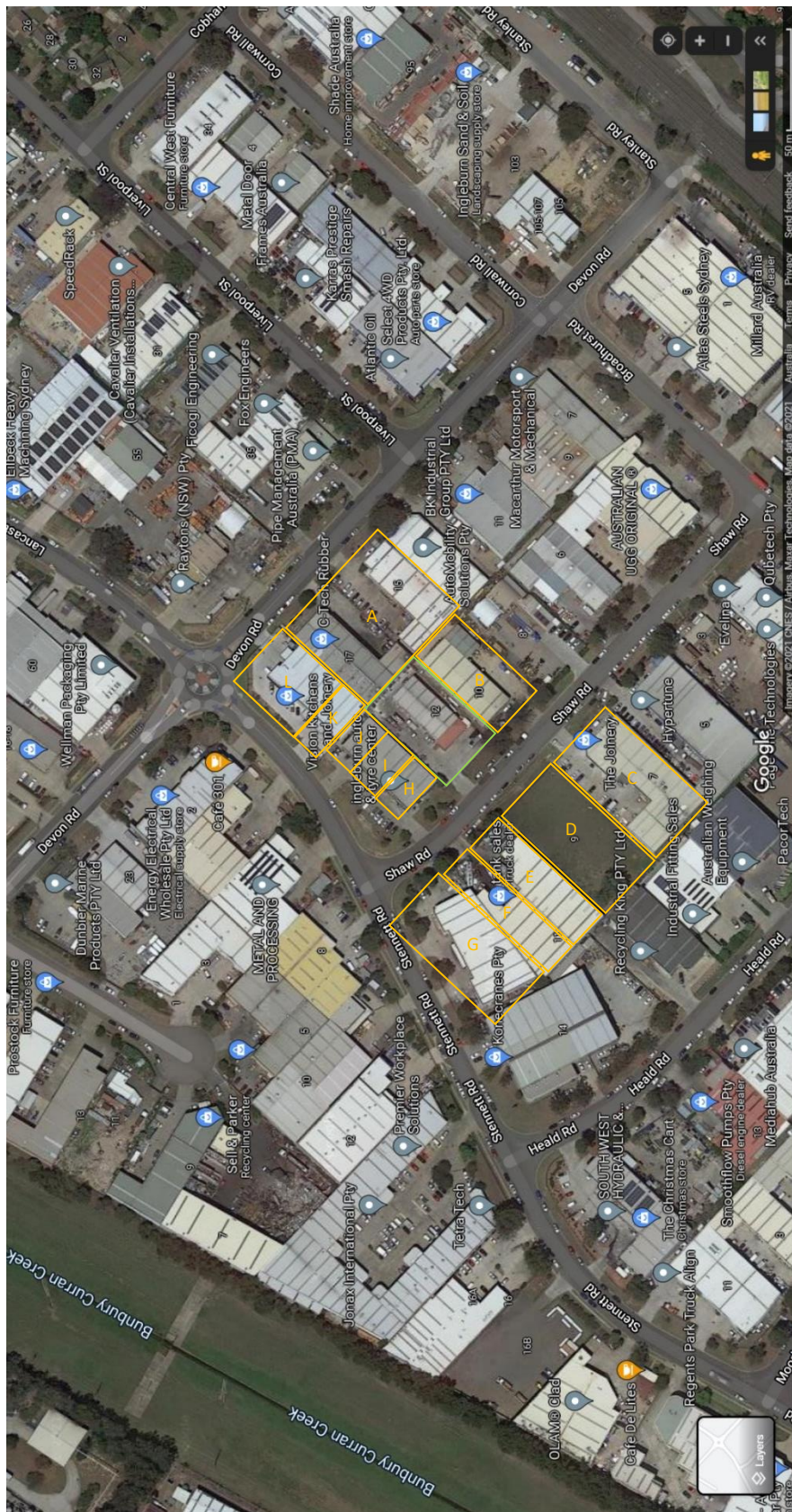
STAFF TRAINING

All relevant staff are to be trained on this document at least every 12 months or within 1 month of an incident occurring. The requirements of the PIRMP are outlined in the site induction for all new employees and contractors. A toolbox talk outlining the key components of the PIRMP are presented to all Cleanway Group staff and contractors. The objective of training is to ensure all staff and contractors are aware of the key steps to manage a pollution incident.

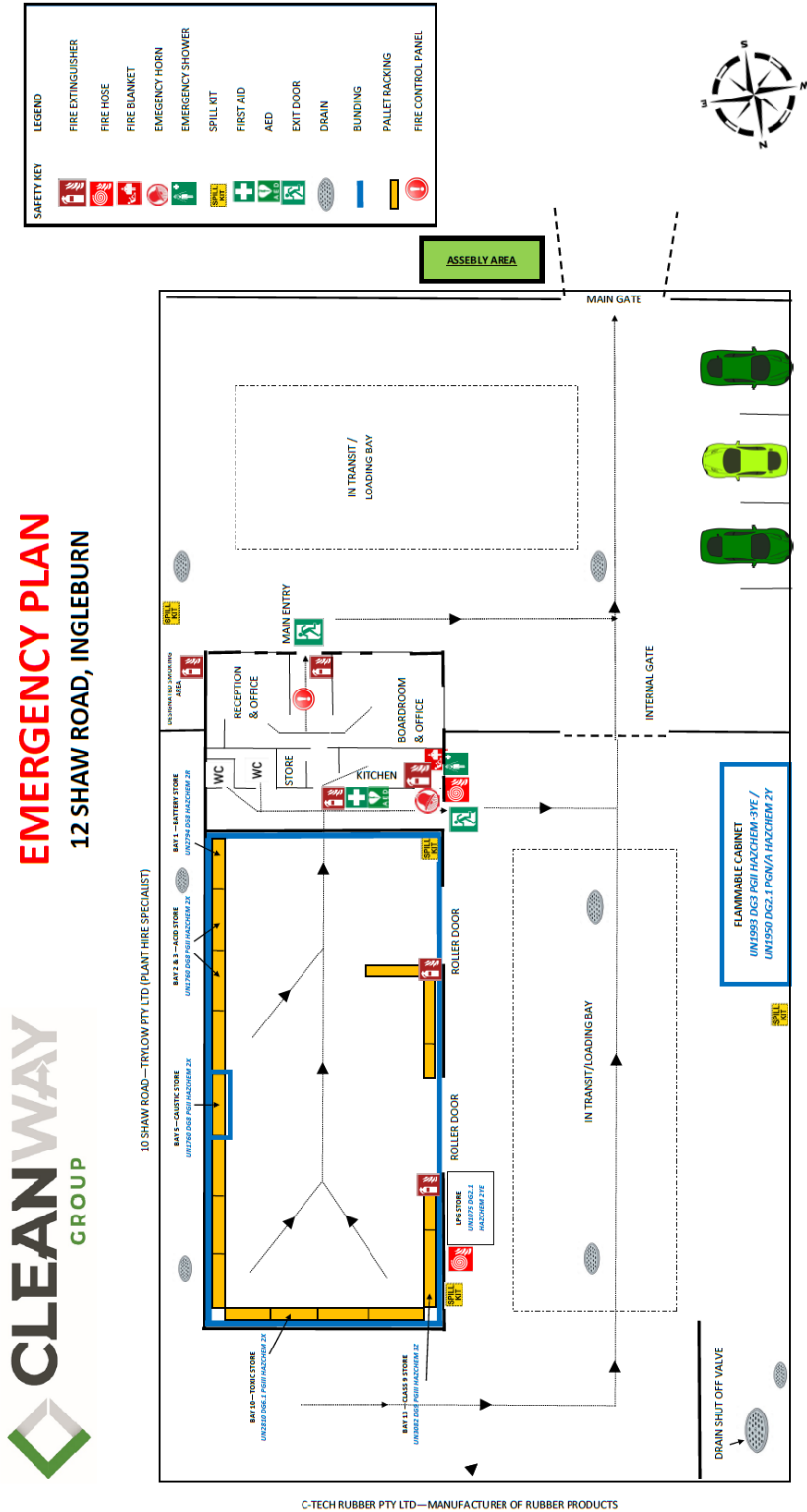
TESTING OF PIRMP

TEST DATE	DETAILS OF TEST	TESTED BY	FINDINGS OF TEST
15/06/2018	Pollution incident simulation	Nathan Hines	Refer to Implemental Report dated 15/06/2018
21/06/2019	Spill situation involving use of updated spill kits	Bronwyn Sperring	None
22/05/2020	Spill situation involving use of stormwater shut off valve. Evacuation drill (bomb threat). First Aid	Bronwyn Sperring	Book additional staff for first aid
06/09/2021	Simulation of a Sodium Hypochlorite spill during unloading	Freya Leach	Staff do not have appropriate PPE. Not all staff were evacuated.
11/10/2021	Simulation of water based paint spill within warehouse bund	Freya Leach	None
14/03/2022	Oil spill on site & site evacuation due to fire	Freya Leach	Remind staff to wear PPE. Staff did not have number for new CEO

APPENDIX A – MAP OF SURROUNDING NEIGHBOURS



APPENDIX B – SITE MAP



REPORT | **ALERT** | **EVACUATION**

Warn and remove anyone in immediate danger.
Ensure the emergency services are called 000
Notify site fire warden
If safe and trained, control fire/emergency

Follow the instructions of the site warden. **Escort visitors**
If safe, shut down processes and/or equipment
If safe, secure valuable and personal effects
Be ready to evacuate using safe exit

Leave now, escort visitors and people with disabilities
In a fire evacuation **DO NOT** carry objects
In a bomb evacuation, **DO NOT** carry out personal effects
Proceed calmly in a group to your assemble area

APPENDIX C – INCIDENT REPORT FORM

INCIDENT INVESTIGATION FORM

**CLEANWAY GROUP PTY LTD
INCIDENT INVESTIGATION FORM**

1. Use this form to investigate all workplace incidents whether or not they result in injury, illness, loss or damage.
2. All incidents which could have resulted in injury, loss or damage must be investigated immediately.

COMPANY OR ORGANISATION:
BRANCH OR SECTION: _____ **REFERENCE NO.:** _____

DETAILS OF INCIDENT
 Location of incident: _____
 Date: / / Time: : am/pm

Summary of incident:

INVESTIGATION OF INCIDENT
 Investigation commenced: _____ Investigation completed: _____
 Incident investigated by: _____ Position: Ph: _____
 Investigated assisted by: _____ Position: Ph: _____

DETAILS OF DAMAGE AND/OR INJURY
 Vehicle(s): Make: _____ Model: _____ Type: _____ Reg'n: _____
 Details of damage: _____
 Vehicle(s): Make: _____ Model: _____ Type: _____ Reg'n: _____
 Details of damage: _____
 Details of damage to other property: _____

Details of persons involved in the incident:
 Name: _____ Injury: _____
 Name: _____ Injury: _____
 Name: _____ Injury: _____

WITNESS STATEMENT(S)
 Name: _____ Address: _____ Ph: _____
 Statement: _____

 Name: _____ Address: _____ Ph: _____
 Statement: _____

 Name: _____ Address: _____ Ph: _____
 Statement: _____

Incident Investigation Form

Version 9.0 Issued 01/2014

INCIDENT INVESTIGATION FORM

DESCRIPTION OF EVENTS
 Describe the sequence of events LEADING UP TO the incident:

 Describe the sequence of events of the incident:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 Describe the sequence of events FOLLOWING the incident:

INJURY DETAILS
 Did the injury result in (select below) _____ Was the person injured by (select below) _____

Fatality	Contact with moving parts or materials on a machine
Amputation – Part of body	Being struck by a moving or falling object
Fracture – Part of body	Being struck by moving vehicle or plant
Soft tissue damage, strain or compression	Striking against an object not moving
Eye injury	Handling, lifting, moving or carrying a load
Loss of consciousness	Slipping, tripping or falling on the same level
Electric shock	Falling from a height
Electric burns	Being trapped by a collapsing or overhanging object
Thermal burns	Drowning or asphyxiation
Chemical burns	Contact with a harmful substance
Stress, trauma or shock	Exposure to a harmful substance
First aid treatment only	Exposure to heat or fire
Immediate medical treatment	Exposure to explosion
Hospitalisation for 24 hours or more	Contact with electricity or electrical discharge
Three or more days absence from work	Occupational violence
Other (specify)	Exposure to an animal or pathogen

IDENTIFY BEHAVIOURAL CAUSES OF THE INCIDENT
 Did any of the following behaviours contribute to the cause of the incident? (select below)

Performing task without authority	Distracting, teasing or abusing a person
Performing task at unsafe speed	Using unsafe or tagged out equipment
Performing task while affected by alcohol or drugs	Using equipment in an unsafe manner
Performing task with improper work technique	Unsafe placement of equipment or objects
Performing task without PPE	Unsafe manual handling technique
Performing task with incorrect PPE	Unsafe position or posture
Failure to warn of hazard	Unsafe acts of others
Failure to secure hazardous item	Other (specify)
Making safety device inoperable	Not applicable

Incident Investigation Form

Version 9.0 Issued 01/2014

INCIDENT INVESTIGATION FORM

IDENTIFY THE BEHAVIOURAL CAUSES OF THE INCIDENT (continued)
 What management system or procedural deficiencies resulted in the unsafe behaviours? (select below)

Inadequate standard operating procedures/policies	Inadequate workplace inspections
Inadequate supervision	Inadequate equipment provided for task
Inadequate hazard identification	Inadequate design or construction of workplace
Inadequate assessment of risk	Inadequate task or process design
Inadequate provision of PPE	Unrealistic scheduling
Inadequate operator training	Other (specify)
Inadequate supervisor training	Not applicable

IDENTIFY THE PHYSICAL CAUSES OF THE INCIDENT
 Did any of the following physical conditions contribute to the cause of the incident? (select below)

Inadequate or missing guarding	Inadequate fire or explosion risk control
Poor workstation design or layout	Inadequate noise control
Poor condition of equipment or objects	Inadequate ventilation
Equipment or objects with unsafe design	Inadequate temperature control
Unsafe storage of equipment/objects (housekeeping)	Inadequate fall protection
Unsafe walking surfaces	Inadequate signage or warning systems
Unsafe lighting or glare	Inadequately controlled use of chemicals/substances
Unsafe clothing or shoes	Other (specify)
Unsafe task or process	Not applicable

What management system or procedural deficiencies resulted in the unsafe conditions? (select below)

Inadequate standard operating procedures/policies	Inadequate workplace inspections
Inadequate supervision	Inadequate equipment provided for task
Inadequate hazard identification	Inadequate design or construction of workplace
Inadequate assessment of risk	Inadequate task or process design
Inadequate provision of PPE	Unrealistic scheduling
Inadequate operator training	Other (specify)
Inadequate supervisor training	Not applicable

WORKPLACE FACTORS
 Identify any workplace factors that may have contributed to the incident (select below)

Access/traffic management	Storage systems (or lack of)
Cold/hot working conditions	Vehicles or mobile plant (forklifts, etc)
Distances travelled/traversed	Waste management/disposal
Dust, fumes, smoke, etc	Other (specify)
Fixed plant and machinery	Not applicable

CORRECTIVE ACTIONS TO PREVENT RECURRENCE OF INCIDENT
 Corrective actions recommended:
 1. _____
 2. _____
 3. _____
 Corrective actions implemented:
 1. _____ Date: / /
 2. _____ Date: / /
 3. _____ Date: / /
 Further action required? Yes/No Describe: _____
 Name: _____ Signature: _____ Date: / /

APPENDIX D – COMMUNITY COMPLAINTS FORM



Complaint form

Compliance

Environmental nuisance complaint and/or pollution incident allegation

This form is to be completed by the complainant that is the person who is making the complaint about a nuisance, or reporting a pollution incident. Any ensuing investigation will require your further assistance.

Complainant information

1 Complainant name and address

Complainant name and address		
Telephone	Home	Email
	Work	

Alleged source information

3 Name and address of the alleged source of nuisance/pollution

Cleanway Group Pty Ltd may not be able to proceed further with your nuisance complaint/report if you do not provide details of the alleged source.

Individual's name and/or company/business name	
Street address of the individual and/or company/business	
Telephone	Fax

4 Type of premises where the nuisance or pollution originates from

Residential Commercial/industrial Public land (e.g. roads, waterways and parkland)

5 Have you contacted the person/company/business about the problem?

Yes No

Complaint form Environmental nuisance complaint and/or pollution incident allegation

6 Allegation type

Nuisance:	<input type="checkbox"/> Noise	<input type="checkbox"/> Chemical/paint over spray	Pollution:	<input type="checkbox"/> Waste dumping
	<input type="checkbox"/> Light	<input type="checkbox"/> Odour/fume/smoke		<input type="checkbox"/> Water pollution
	<input type="checkbox"/> Dust/particulate	<input type="checkbox"/> Other		<input type="checkbox"/> Other

7 Details of allegations and/or description of the problem

(Including location if different to alleged source address in Question 3)

8 Details of the days and times that the nuisance/pollution incident has occurred?

For example, "Monday to Friday 6am to 5pm" or "every Sunday at 5am"

9 How long does the nuisance/pollution incident usually last for?

For example, "5 mins", "30 mins" or "24 hours a day"

10 To the best of your knowledge how long has the pollution/nuisance incident been occurring?

Please provide dates where possible

*Only complete Questions 11 and 12 if the problem was identified as a nuisance allegation at Question 6. *If the problem relates to a pollution allegation go to Question 13.

11 When is the nuisance most annoying, and where does the nuisance affect you the most?

Details: (For example, the nuisance is affecting you inside your home when you are trying to sleep)

12 Will you be willing to keep a diary regarding the nuisance, if required?

Yes No

Complaint form Environmental nuisance complaint and/or pollution incident allegation

13 Have you brought the nuisance/pollution incident to the attention of any of the following authorities?

EPA Local Council Police Another government agency

Please provide details of who you spoke to

14 Additional notes

If there is any further information you would like to provide, please enter the information below or attach a separately signed statement.

Declaration

Please read through the certification carefully before signing.

- I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.
- I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the Right to Information Act 2009, the Information Privacy Act 2009 or the Evidence Act 1977.

Complainant's Signature	Date
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Please return your completed complaint form to:

Cleanway Group Pty Ltd	Enquiries:	1300 765 000
P.O. Box 1064	Facsimile:	traya@cleanway.com.au
Canden NSW 2570	Email:	

Official use only:

Cleanway reference: ENC