

Site Emergency Response Plan - Banksmeadow Transfer Terminal

Office



McPherson St entrance

Waste Shed



Beauchamp Rd entrance

Contents

| | |
|--|-----------|
| Contents | 2 |
| 1. Emergency Response Plan, Purpose and Scope | 4 |
| 1.1 Facility Overview | 4 |
| 1.1.1 Description of Site Operations | 5 |
| 2. Legal & Other Requirements | 6 |
| 3. Responsibility, Authority and Accountability | 8 |
| 3.1 Responsibility | 8 |
| 3.2 Authority | 9 |
| 3.3 Accountability | 9 |
| 4. Emergency Control Organisation | 9 |
| 4.1 Roles and Duties of Emergency Control Organisation (ECO) Personnel | 9 |
| 4.2 Emergency Control Organisation Duties | 10 |
| 4.2.1 Chief Warden | 10 |
| 4.2.2 Deputy Chief Warden | 10 |
| 4.2.3 Communications Officer | 10 |
| 4.2.4 Floor Wardens, Area Wardens and General Wardens | 11 |
| 4.3 Banksmeadow Site Emergency Control Organisation | 11 |
| 4.4 Banksmeadow Emergency Assembly Area | 12 |
| 5. Emergency Response | 12 |
| 5.1 Fire | 13 |
| 5.2 Explosions | 15 |
| 5.3 Chemical or Pollutant Spills | 17 |
| 5.4 Medical Emergencies | 18 |
| 5.5 Rescue | 19 |
| 5.5.1 Work at Heights Rescue | 19 |

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

| | |
|--|-----------|
| 5.5.2 Electrical Shock Survival | 19 |
| 5.6 Bomb / Phone Threats | 21 |
| 5.7 Notification of Authorities and Site Neighbours | 22 |
| 5.8 Neighbouring Site Related Emergencies | 22 |
| 5.9 Unplanned Scenarios | 22 |
| 6. Emergency Training Drills | 23 |
| 6.1 Routine Training | 23 |
| 6.2 Training and Review following an Incident | 23 |
| 7. Appendices | 24 |
| 7.1 Appendix A - Banksmeadow Emergency Contact List | 25 |
| 7.2 Appendix B - Nearest Neighbours | 26 |
| 7.3 Appendix C - Fire Extinguisher Chart | 27 |
| 7.4 Appendix D - Banksmeadow Evacuation Diagram | 28 |
| 7.5 Appendix E - Site Emergency Control Organisation | 29 |
| 7.6 Appendix F - Site Emergency First Aid | 30 |
| 7.6 Appendix G - Emergency Response Flowchart | 31 |

1. Emergency Response Plan, Purpose and Scope

Emergency response planning is the act of anticipating and preparing for emergency situations which may occur and impact the business. The basic principle of emergency response planning is to ensure the health and safety of workers and minimise any adverse effects to the environment and Veolia ANZ or client's property.

This document aims to ensure the Banksmeadow Transfer Terminal can respond to any emergency situation (i.e. medical, fire, natural disaster) in a planned and rehearsed manner. This plan has been developed in line with the Crisis Management Manual and Emergency Management Procedure, by identifying key potential hazard situations which could be encountered at the facility.

The Emergency Response Plan (ERP) applies to all Veolia management, workers and contractors involved in work activities for Veolia at Banksmeadow Transfer Terminal. Where Veolia workers of this site conduct work activities on a client site, workers will be required to respond to an emergency in accordance with any client site specific requirements and respond to appropriate directions from the client's emergency response personnel.

1.1 Facility Overview

This document and the attached appendices form the Emergency Response Plan for the Veolia Australia and New Zealand (Veolia) NSW Banksmeadow Transfer Terminal, and has been prepared to incorporate the requirements of a Pollution Incident Response Management Plan (PIRMP).

This plan is to be reviewed on an annual basis, controlled through the Veolia integrated Management system review process or as needed to ensure relevancy and accuracy in the stated procedures. If an emergency event occurs, the Emergency Response Plan and current established procedures will be reviewed to ensure effectiveness.

This document is intended to be a localised plan for emergency situations and is to be used in conjunction with the State Crisis Management Plan and the NSW Pollution Incident Response Management Manual.

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

1.1.1 Description of Site Operations

The Banksmeadow Transfer Terminal is located on 14 Beauchamp Road and 34-36 McPherson Street, Banksmeadow, bound by:

- McPherson Street to the south;
- A freight rail line to the west;
- The Asciano Botany Site to the east; and
- Beauchamp Road to the south-east.

The transfer station serves as the secondary transfer phase between Sydney putrescible waste pick-ups and/or processing at the Woodlawn Eco-Project site.

The terminal operations primarily include the following:

- Waste is received from internal and external customers;
- The waste is loaded into either of the two compaction units;
- The waste is compacted and transferred to a shipping container which is sealed.

The shipping container is loaded onto rail wagons and dispatched to the Intermodal Facility at Woodlawn – this occurs once daily.

2. Legal & Other Requirements

Legislation pertinent to this Plan are listed below:

- Work Health and Safety Act 2011 and associated Regulations.
- Protection of the Environment Operations (POEO) Act, 1997 and associated Regulations.
 - Including requirements of Pollution Incident Response Management Plans refer table below.
- Australian Standard AS3745:2010 “Planning for emergencies in facilities”.

Table 3.1 Requirements for Pollution Incident Response Management Plans

| Pollution incident response plan requirements | Emergency Response Plan (ERP) for Banksmeadow Transfer Terminal (incorporating Pollution Incident Response Management Plan requirements) |
|---|--|
| <p>Summary</p> | <p>The purpose of the ERP is to provide a planned and coordinated strategy to Site Personnel in the event of an emergency situation at the Banksmeadow Facility. The strategy that is outlined considered both Work Health & Safety and Environmental Management requirements. The plan has been developed by identifying key potential hazard scenarios that could be encountered at the facility through Risk Management Programs. If a hazard scenario is encountered, that is not addressed in this document, the Safety, Health, Environment and Quality (SHEQ) Division must be informed and the document will be reviewed and amended.</p> <p>The Veolia State Crisis Management Plan should be consulted to deal with a crisis as defined in the document. For any significant environmental harm as defined in the document, the NSW Pollution Incident Response Management Manual should be consulted.</p> |
| <p>Description and likelihood of hazards [clause 98C (1)(a) and (b)]</p> | <p>A register of hazards is contained with the Banksmeadow Risk Register and Site Management Plan, which combined contain:</p> <ul style="list-style-type: none"> · Identified environmental aspects · Potential impacts · Inherent (before taking existing controls into account) risk level for each impact · Residual (after taking existing controls into account) risk level for each impact <p>Where high or extreme residual risks have been identified on site, these have been signed appropriate controls as detailed in the register and/or site management plan.</p> <p>Should any other such risk be identified they will be escalated to the attention of the site (and Veolia senior management) and dealt with in accordance with the Veolia Risk Management standard (ELE-COL-000-012).</p> |

NSW Banksmeadow Transfer Terminal - Site Emergency Response Issue Date 07/08/2018
Plan

| | |
|---|---|
| Pre-emptive actions to be taken [clause 98C(1)(c)] | Pre-emptive actions are detailed in the Banksmeadow Risk Register and are referred to as Controls, with appropriate supporting procedures referenced. |
| Inventory of pollutants [clause 98C(1)(d) and (e)] | A full list of the bulk chemicals, their storage quantities and locations are detailed in the NSW Banksmeadow Hazardous Substances and Dangerous Goods Register. |
| Safety equipment [clause 98C(1)(f)] | The site is equipped with safety devices such as safety showers, chemical decontamination kits, breathing equipment, first aid stations, spill kits, etc. Where additional PPE is required (eg. chemical suits) the requirements are spelled out in the relevant task-specific work instructions. MSDSs are located throughout the site in red MSDS boxes in close proximity to the chemical they apply to. |
| Contact details [clause 98C(1)(g) and (h)] | The names, position titles and 24-hour contact details of key individuals who are responsible for activating the emergency plans and managing the responses are detailed in the Emergency Contact List (refer Section 6 and Appendix A of the ERP). The contact details of the EPA, the local council, fire and emergency services, as well as other relevant regulatory authorities are also contained in this section. |
| Communicating with neighbours and the local community [clause 98C(1)(i)] | The mechanisms that will be used for providing early warnings and regular updates to the owners and occupiers of premises who may be affected by a pollution incident occurring on site are detailed in the Pollution Incident Response Management Manual, which is accessible on the Veolia website |
| Minimising harm to persons on the premises [clause 98C(1)(j)] | To minimise the risk of harm to any persons who may be on the premises should an incident occur a number of incident response procedures have been developed. The response procedures detailed in Section 7 of the ERP and include potential emergencies and incidents such as: <ul style="list-style-type: none"> · Fire · Hot Loads (Fire during transit) · Explosions · Chemical or Pollutant Spills · Medical Emergencies · Rescue Situations · Bomb/Phone Threats |
| Maps [clause 98C(1)(k)] | A set of maps and diagrams have been prepared for the site (refer Appendix B of ERP). The following typical details are included: <ul style="list-style-type: none"> · The location of the premises and the surrounding area that is likely to be affected by a pollution incident; · The location of potential pollutants on the premises. |
| Actions to be taken during or immediately after a | The ERP includes detailed descriptions of the actions that will be taken immediately after a pollution incident to reduce or control any pollution. |

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

| | |
|---|--|
| <p>pollution incident [clause 98C(1)(l)]</p> | <p>In addition, detailed chemical and hazardous material management procedures have been developed. The procedures include spill/emissions response and clean up/remediation instructions. Further information regarding the site's readiness for incidents and emergencies can be found in the ERP, including the notification requirements.</p> |
| <p>Staff training [clause 98C(1)(m)]</p> | <p>All relevant employees are trained in Incident and Emergency management (refer Section 8 of the ERP). The training consists of two major components:</p> <ul style="list-style-type: none"> · Theoretical module – ERP training · Practical component – participation in both desktop and incident and emergency scenario simulation drills. <p>Training records will be maintained on the site training database and in the staff personnel folders.</p> |

3. Responsibility, Authority and Accountability

Management must ensure that:

- Emergency amenities are provided
- Access / Egress points are defined
- There are First Aid facilities
- Fire Fighting Equipment is maintained
- Modes of Communication are established
- Training – All Fire Equipment
- Training – Mock Emergency Evacuations are undertaken and documented
- An emergency site plan is clearly displayed
- Ensure there is a system of accountability
- Awareness programme for new employees

3.1 Responsibility

It is the responsibility of Site Management to ensure that the Emergency Procedures outlined in this document for the site is conveyed and made available to site staff and visitors.

It is the responsibility of Site Management, site staff and visitors to follow the procedures stated in this document.

It is the responsibility of those Veolia personnel nominated in the Emergency Contacts list for the site – see Appendix A – to perform their appointed duties.

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

It is the responsibility of Site Management and the SHEQ Division to amend this Emergency Response Plan in conjunction with the document owner/controller for the site, when required.

3.2 Authority

The Emergency Control Organisation as defined in Section 4 of this document have the authority to action the Emergency Response Plan in consultation with Site Management.

3.3 Accountability

The performance of the fire wardens will be reviewed by the Chief Fire Wardens and the Site Management at least annually or at a higher frequency as decided by Site Management.

The performance of the Chief Fire Warden will be reviewed by Site Management at least annually or at a higher frequency as decided by Site Management.

4. Emergency Control Organisation

In the event of an emergency or evacuation, an Emergency Control Organisation will be established to ensure successful management of the situation. The Emergency Control Organisation can consist of a Chief Warden, Deputy Chief Warden, Communications Office and General Wardens, depending upon the size and requirements of the site.

4.1 Roles and Duties of Emergency Control Organisation (ECO) Personnel

All personnel undertaking Warden duties will need to be clearly identified in the case of an emergency. The primary duties of the ECO personnel are as follows:

- Assist in the establishment of an Emergency Evacuation Plan.
- Appoint Key Personnel within the ECO.
- Ensure that all members of the ECO are competently trained.

Be heavily involved in any training requirements – which include mock evacuation exercises. All outcomes emanating from an emergency evacuation whether mock or otherwise, will need to be documented.

4.2 Emergency Control Organisation Duties

4.2.1 Chief Warden

The Chief Warden is highly familiar with the site layout and is to don a Red helmet. During a fire event or any other risk that arises – it is the Chief Warden who is aware of the nature and scope of the emergency.

The Chief Warden should delegate duties for the effective control and direction of occupants. It is recommended that those appointed to positions of Chief Wardens be continuously exposed to key operational/key process areas within the facility.

It is the role of the Chief Warden to determine the cause and nature of the emergency, by tracking where the alarm was activated and/or by whom it was announced. The Chief warden is to ensure that no part of the premises are occupied and is to restrict access to the building. The Chief Warden needs to ensure that there is continual dialogue with other wardens and that all relevant information is appropriately conveyed.

The Chief Warden is to liaise with the Emergency Services and receive instructions for action from them. The Chief Warden is to ensure that staff do not return to their 'Work Posts' until clear instructions are received from the emergency services advising that the site is safe.

Upon the clearance being issued by the emergency services, the Chief Warden is to proceed to reset the alarms and record details of the emergency situation in the incident management system. All issues arising from the emergency evacuation should be summarised and discussed with the Emergency Control Organisation and management.

4.2.2 Deputy Chief Warden

The Deputy Chief Warden is to undertake the duties of the 'Chief Warden' in his/her absence. The Deputy Chief Warden will be distinguished by a white helmet or vest. Under the presence of a Chief Warden, the Deputy Warden will be given direction to assist in the overall evacuation of employees. They will also aid the Chief Warden in the maintenance of reporting records.

Note – the Deputy Chief Warden may also assume the role of Communications Officer, if necessary.

4.2.3 Communications Officer

The role of the Communications Officer is to communicate all relevant information and duties referred to by either the 'Chief Warden' or 'Deputy Warden'.

The Communications Officer will also be responsible for obtaining the Site's Visitors Register for checking at the Emergency Assembly Area. The Communications Officer needs to be familiar with the operations of the loud speaker or interphone system (if available).

Another key role of the Communications Officer is to contact the Emergency Services seeking their assistance, when required.

4.2.4 Floor Wardens, Area Wardens and General Wardens

Depending on the nature and size of the size, Wardens will be appointed. The general duties of the Wardens are outlined below (extract from AS3745):

- 1) Floor or Area Warden (Yellow Hat)
 - a) Implement the emergency procedure for their floor or area;
 - b) Ensure that the appropriate emergency service has been notified
 - c) Direct the wardens to check the floor or area for any abnormal situation
 - d) Commence evacuation if the circumstances on their floor or are warrant this
 - e) Communicate with the Chief Warden by whatever means and act on instruction
 - f) Advise the Chief Warden ASAP of the circumstances and action taken
 - g) Co-opt persons as required to assist a warden during an emergency
 - h) Confirm that the activities of wardens have been completed and report this to the Chief Warden.

- 2) General Wardens (Red Helmet)
 - a) Act as above floor or area wardens;
 - b) Ensure that the appropriate emergency service has been notified;
 - c) Check to ensure fire doors and smoke doors are properly closed;
 - d) Search the floor or area to ensure that all persons have evacuated;
 - e) Ensure orderly flow of persons into protected areas (eg stairwells);
 - f) Assist persons with disability;
 - g) Act as leader of groups moving to nominated assembly areas;
 - h) Report to the floor or area warden on completion of required activities.

4.3 Banksmeadow Site Emergency Control Organisation

The members of the Banksmeadow Emergency Control Organisation are as follows:

Fire Wardens:

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

- Rob Laycock (morning shift)

See Appendices E & F for photos of the nominated Emergency Control Organisation and First Aid Officers for the Banksmeadow Facility.

4.4 Banksmeadow Emergency Assembly Area

The Veolia Assembly Area is located at the main entrance to the Banksmeadow site, accessed via Beauchamp Road. It is marked by a green sign that reads "Emergency Assembly Area"

This area is marked in the site map located in Appendix D of this procedure.

5. Emergency Response

This section details the key identified hazard scenarios that could potentially be encountered at the Banksmeadow facility.

A summary of the standard emergency response process can be found in Appendix G – Emergency Response Flowchart

Consider the immediate safety of yourself and other personnel, in the vicinity. Where possible and **only where safe to do so**, make the situation safe by immediately eliminating or isolating the hazard.

Obtain assistance through whatever means possible i.e. yelling out, activating manual emergency call points, phone, radio, alarm systems. Once you have assistance, provide the person with the following details:

- Who you are i.e. name, position,
- Nature of emergency,
- Where you are,
- List hazardous situations,
- Number of people involved, and
- What you need – i.e. first aid, immediate assistance by site personnel, emergency services (fire, ambulance, police).

Confirm the person you are speaking to understands the situation and what you need them to do by asking them to repeat back the information.

Where emergency events are likely to cause environmental harm or significant harm to human health, notification should be made to the relevant authorities (Appendix A) and affected neighbours (Appendix B) as per the NSW Pollution Incident Response Management Manual.

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

The full details of the possible emergency situations affecting the Banksmeadow Transfer Terminal are included in the Veolia Risk Register, maintained and accessible through Hippo Station. If you require access to this information, please contact the SHEQ Division for assistance.

The significant risks which could lead to an emergency are included below:

5.1 Fire

In the event of a fire the following procedure should be followed:

| Emergency Situation: Fire Onsite | |
|----------------------------------|--|
| Stop Work | <ul style="list-style-type: none"> Abandon any plant, equipment or area immediately if it catches fire |
| Assess the Risk | <ul style="list-style-type: none"> Check for Danger. Secure the area and Raise the Alarm. <ul style="list-style-type: none"> Note: Heat or mechanical damage are the only means to set the sprinkler system off. What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate? Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident. |
| Notify | <ul style="list-style-type: none"> Report incident to site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Safety, Health, Environment and Quality (SHEQ) Officer. The Automatic Fire Detection System is connected to the NSW fire brigade via the Fire Alarm monitoring system. Should an alarm occur on the Fire Indicator Panel (FIP), the Alarm Signaling Equipment (ASE) located within the FIP will transmit an alarm to the NSW Fire Brigade. Building Occupant Warning System (BOWS) <ul style="list-style-type: none"> A Building Occupant Warning System has been installed adjacent to the FIP. The BOWS system is activated automatically via the fire alarm panel from any sprinkler alarm. The system can also be manually activated by turning the BOWS system into "Manual" mode and taking control of the system. Warning speakers and Horns are installed throughout the office and Warehouse. Any people not involved in fire fighting should proceed to the emergency assembly area at the entrance of the site. The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site. |
| Control the Incident | <ul style="list-style-type: none"> The following Fire Control is available onsite: <ul style="list-style-type: none"> Automatic Fire detection System. <ul style="list-style-type: none"> A FireSense addressable fire indicator panel (FIP) is |

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

| | |
|--------------------------------|---|
| | <p>installed on site.</p> <ul style="list-style-type: none"> ■ The system is connected to the NSW fire brigade via the Fire Alarm monitoring system. Should an alarm occur on the FIP, the ASE located within the FIP will transmit an alarm to the NSW Fire Brigade. ■ The sprinkler valve sets are located on the eastern side of the warehouse. Upon activation, the pressure switch for each installation will indicate on the FIP. These valves are monitored and will indicate on the FIP if they have been isolated. ■ Upon a fire trip signal the warehouse mechanical boards will be shut down. ■ The Fire Indicator Panel gives audible and visual indication of the following: <ol style="list-style-type: none"> 1. Pressure switch operation of individual fire zone. 2. Sends fire signal to Fire Brigade. 3. Activates Emergency Warning System. 4. Shuts down / activates required equipment. <ul style="list-style-type: none"> ○ Fire suppression systems on loaders and Deluge System (within waste shed over loading bays) <ul style="list-style-type: none"> ■ For a fire situation, the sprinkler system: <ol style="list-style-type: none"> 1. It detects an outbreak of fire in its early stages. 2. It releases water at the seat of the fire. 3. It provides an audible warning at the valve station 4. It gives a remote alarm at the fire station. 5. It will shut down or start up certain mechanical or electrical plant/air conditioning plant/shut down mechanical ventilation. 6. It starts the pump. ○ Fire extinguishers (see Appendix C) ○ Deluge System (within waste shed over loading bays) ○ Fire hose ○ Fire hydrant booster (at entry of site opposite maintenance area) ○ First Aid Kits |
| <p>Contain the Area</p> | <ul style="list-style-type: none"> ● If possible prevent the incident from spreading further. ● If water is used to suppress a fire, all stormwater drains must be blocked/protected first. The discharge valve at the stormwater retention bund should be closed to prevent fire water discharge into the Sydney Water Stormwater system connection at McPherson Street. Protection of stormwater drains includes placement of absorbent socks/gravel sausages around the drain/s. ● If the site contains a system where all stormwater over the site is channelled and collected in dedicated infrastructure, the manual over-ride shut-off valve at the stormwater retention pond must be closed to ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed. |

NSW Banksmeadow Transfer Terminal - Site Emergency Response Issue Date 07/08/2018
Plan

| | |
|--------------------------|---|
| | Note: fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains. |
| Clean Up | <ul style="list-style-type: none"> If needed, licensed Veolia tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains. |
| Report and Review | <ul style="list-style-type: none"> Assist in reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations |

| Emergency Situation: Fire During Transit | |
|---|--|
| Stop Work | <ul style="list-style-type: none"> When a fire is observed during transit (eg compactor on fire) then the driver is to stop the vehicle and park in a safe area and away from stormwater drains where possible. Banksmeadow Transfer Terminal has a zone to manage hot loads in vehicles arriving to the site. Refer to the draft NSW Banksmeadow Transfer Terminal Management of Hot Loads procedure. |
| Assess the Risk | <ul style="list-style-type: none"> Check for Danger. Secure the area and Raise the Alarm What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate? Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident. |
| Notify | <ul style="list-style-type: none"> Report incident to site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment and Quality (SHEQ) Officer. Any people not involved in fire fighting should proceed to the emergency assembly area at the entrance of the site. The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site. |
| Control the Incident | <ul style="list-style-type: none"> The following Fire Control is available onsite: <ul style="list-style-type: none"> Hot Load area Vehicle and site Fire extinguishers (see Appendix C) Fire hose Fire hydrant booster (at entry of site opposite maintenance area) First Aid Kits In the event of a fire in a compactor on a truck, the driver is to contact the supervisor as soon as the fire is noted and the fire brigade |

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

| | |
|--------------------------|--|
| | <p>contacted. The supervisor will take a decision on the next course of action. It may be an option to compress the load further to starve it of oxygen and then get help from the Fire Brigade to deal with the situation. In some situations, it may be necessary to eject the load in a controlled fashion, if no environmental harm will result by such an action.</p> |
| Contain the Area | <ul style="list-style-type: none"> • If possible prevent the incident from spreading further. • If water is used to suppress a fire, all stormwater drains must be blocked/protected first. The discharge valve at the stormwater retention bund should be closed to prevent fire water discharge into the Sydney Water Stormwater system connection at McPherson Street. Protection of stormwater drains includes placement of absorbent socks/gravel sausages around the drain/s. • If the site contains a system where all stormwater over the site is channelled and collected in dedicated infrastructure, the manual over-ride shut-off valve for the stormwater retention pond must be closed to ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed. <p>Note: fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains.</p> |
| Clean Up | <ul style="list-style-type: none"> • If needed, licensed Veolia tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains. |
| Report and Review | <ul style="list-style-type: none"> • Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations |

5.2 Explosions

In the event of an explosion the following incident procedure should be followed:

| Emergency Situation: Explosions | |
|--|---|
| Stop Work | <ul style="list-style-type: none"> • Abandon any plant, equipment or area immediately if an explosion occurs |
| Assess the Risk | <ul style="list-style-type: none"> • Check for Danger. Secure the area and Raise the Alarm • What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to |

NSW Banksmeadow Transfer Terminal - Site Emergency Response Issue Date 07/08/2018
Plan

| | |
|-----------------------------|---|
| | <p>fight the fire and is it adequate?</p> <ul style="list-style-type: none"> Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident. |
| Notify | <ul style="list-style-type: none"> Report incident to site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (SHEQ) Officer. Any people not involved in fire fighting should proceed to the emergency assembly area at the entrance of the site. The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site. |
| Control the Incident | <ul style="list-style-type: none"> There is no specific control equipment for Explosions. However refer to the Fire, Medical and Spill Procedures if these occur as a result of the explosion. |
| Contain the Area | <ul style="list-style-type: none"> If possible prevent the incident from spreading further If water is used to suppress a fire, all stormwater drains must be blocked/protected first. The discharge valve at the stormwater retention bund should be closed to prevent fire water discharge into Duck River. Protection of stormwater drains includes placement of absorbent socks/gravel sausages around the drain/s. If the site contains a system where all stormwater over the site is channelled and collected in dedicated infrastructure, the manual over-ride shut-off valve at the stormwater retention pond must be closed to ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed. <p>Note: fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains.</p> |
| Clean Up | <ul style="list-style-type: none"> If needed, licensed Veolia tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains. |
| Report and Review | <ul style="list-style-type: none"> Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations |

5.3 Chemical or Pollutant Spills

| Emergency Situation: Chemical or Pollutant Spill | |
|---|--|
| Stop Work | <ul style="list-style-type: none"> Abandon any plant, equipment or area immediately if a Spill occurs |
| Assess the Risk | <ul style="list-style-type: none"> Check for Danger. Secure the area and Raise the Alarm What is the source and cause of the Spill? Have any hazardous substances (e.g. fuel) been released as a result of the spill? Is the spill likely to enter a stormwater drain? Significant Spills onsite are likely to cause from either the diesel bowser (10,000L) or putrescible waste. Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident. |
| Notify | <ul style="list-style-type: none"> Report the incident to the site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (SHEQ) Officer. Any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site. |
| Control the Incident | <ul style="list-style-type: none"> Find the source of the spill and prevent it from discharging additional liquids. This could mean closing a valve or moving it to a nearby bunded area. |
| Contain the Area | <ul style="list-style-type: none"> If possible prevent the incident from spreading further. Restrict access to the area if the spill is hazardous. The following control equipment is available for spill response <ul style="list-style-type: none"> Spill Kits (including absorbent pads, socks and dry-sorb and gloves) Valve for stormwater retention pit must be closed in the case of serious incidents. Street Sweeper Bund areas where spills have occurred and block off access to stormwater drains. |
| Clean Up | <ul style="list-style-type: none"> Finish cleaning up any liquids and residues. If possible, use the street sweeper to remove any additional material. Dispose of any used spill kit supplies appropriately. Restock any used spill kits. If needed, licensed Veolia tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains. |
| Report | <ul style="list-style-type: none"> Assist in Reporting incidents on The Vault or using a hazard near miss |

| | |
|-------------------|--|
| and Review | identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations |
|-------------------|--|

5.4 Medical Emergencies

| Emergency Situation: Medical Emergency | |
|--|---|
| Stop Work | <ul style="list-style-type: none"> Abandon any plant, equipment or area immediately if a medical emergency occurs |
| Assess the Risk | <ul style="list-style-type: none"> Check for Danger. Secure the area and Raise the Alarm What is the cause of the medical issue? Is it related to the work currently being performed? Has the patient been exposed to a dangerous environment (e.g. electricity, vehicle incident, fall from height) or is it due to personal health issues (e.g. heart attack, stroke) Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident. |
| Notify | <ul style="list-style-type: none"> Report the incident to the site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (SHEQ) Advisor. If necessary, any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. As required, The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site. |
| Control the Incident | <ul style="list-style-type: none"> Trained and competent First Aid Officers should render first aid. Contact NSW Ambulance services if a serious injury requires their assistance |
| Contain the Area | <ul style="list-style-type: none"> If the injury has been caused by a work incident, prevent access to the area until it has been made safe. |
| Clean Up | <ul style="list-style-type: none"> Dispose of any clinical waste (used first aid equipment, biological matter) if required |
| Report and Review | <ul style="list-style-type: none"> Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations If relevant follow Worker Compensation and Return to Work procedures |

5.5 Rescue

Rescuing people during or following an incident occurring can be both difficult and dangerous. The skills and knowledge required to do so safely is often beyond the capabilities of an average person. For this reason, staff should not put themselves at risk by attempting to rescue people following a serious incident.

Instead, in the event of an incident occurring where one or more people need to be rescued from a hazardous environment, then Fire & Rescue NSW should be contacted immediately on 000 (triple zero).

Hazardous environments at this site can include, but are not limited to:

- Confined Spaces
- Vehicle or Plant accidents
- Hazmat rescue
- Fire Rescue

5.5.1 Work at Heights Rescue

All work at heights requires that a rescue plan be in place, in accordance with the Fatal Risk Prevention Protocol. For work at Banksmeadow Transfer Terminal, The Rescue Plan follows that of section 6.5, that is, contact NSW Fire and Rescue. Only staff who are RTO competency assessed for working safely at heights will have received rescue training. Veolia staff should only render assistance to a person who is working at heights where there is no danger to both workers, including a fall from height.

5.5.2 Electrical Shock Survival

The following information is an extract from AS/NZS 3000:2007 Electrical Installations, detailing the recommended response process for an electrical shock incident.

WARNING! Electric shock may cause cardiac arrest.

DANGERS

- Check for your own safety and the safety of the casualty and bystanders.
- HIGH VOLTAGE - Wait until the power is turned off.
- LOW VOLTAGE - Immediately switch off the power. If this is not practicable, pull or push the casualty clear of the electrical contact using material, such as wood, rope, clothing, plastic or rubber. Do not use metal or anything moist.

RESPONSIVENESS

- Check for response (verbal and tactile stimuli), touch and talk.

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

SEND / SHOUT FOR HELP

- Send a bystander to DIAL 000 Ambulance
- If available send for Automatic External Defibrillator (AED)
- If alone shout for help.

AIRWAY

- Place the casualty on his/her back.
- Tilt the head back and raise the chin forward.

BREATHING

- Check for normal breathing, observe chest movement, listen and feel for breathing.
- Give two initial breaths.
- In the absence of normal breathing, if no one has gone for help, place casualty in recovery position and go for help.

CIRCULATION

- Position hands on centre of the chest.
- Give 30 chest compressions followed by 2 breaths. Depress breastbone 1/3 the chest depth (approx 4 cm or 5 cm) at the rate of 100 compressions a minute.
- As soon as available, attach AED and follow its instructions.
- Continue CPR, 30 compressions: 2 breaths.
- When casualty's normal breathing returns cease resuscitation and move the casualty into the recovery or coma position.
- Keep a constant watch on the casualty to ensure that they do not stop breathing again, until trained assistants take over.

This information is provided for guidance only. It is recommended that persons associated with the installation of electrical equipment or repair of electrical installations obtain Australian Resuscitation Council approved training in current resuscitation methods.

| Emergency Situation: Rescue | |
|------------------------------------|---|
| Stop Work | <ul style="list-style-type: none"> • Abandon any plant, equipment or area immediately if a rescue situation occurs |
| Assess the Risk | <ul style="list-style-type: none"> • Check for Danger. Secure the area and Raise the Alarm • What is the cause of the rescue situation? Is it safe to access the person? Can you safely render assistance or is an expert rescue required (i.e. from NSW Fire and Rescue)? Is the cause of the incident resolved (e.g. is there any danger to you, the person involved or others?) • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident. |
| Notify | <ul style="list-style-type: none"> • Report the incident to the site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (SHEQ) Advisor. • If necessary, any people not involved in managing the incident should |

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

| | |
|-----------------------------|---|
| | <p>proceed to the emergency assembly area at the entrance of the site.</p> <ul style="list-style-type: none"> As required, the Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site. |
| Control the Incident | <ul style="list-style-type: none"> Ensure the area is safe prior to any rescue. If relevant, ensure that the appropriate rescue equipment is available before commencing. Be ready to provide first aid or medical assistance (from NSW Ambulance Services) once the person has been rescued. |
| Contain the Area | <ul style="list-style-type: none"> If necessary, prevent further access to the incident area until it has been made safe. |
| Clean Up | <ul style="list-style-type: none"> Inspect and Replace used rescue equipment and PPE (e.g. safety harness) used at the time. Render the work area safe before recommencing work in that area. |
| Report and Review | <ul style="list-style-type: none"> Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations If relevant follow Worker Compensation and Return to Work procedures. |

5.6 Bomb / Phone Threats

For any threatening phone calls received, i.e. is bomb threats, chemical/biological threats:

- Keep the caller on the line for as long as possible,
- Obtain as much information from the caller as possible,
- Converse with the caller in a friendly manner, do not antagonise,
- Refer to the Bomb Threat Checklist asking as many questions as possible,
- Do not hang up even though the caller may have terminated the call,
- Attempt to attract another person's attention, indicate to them a bomb threat has been received,
- Advise the chief warden/warden as soon as possible who will contact the Police; and Follow instructions of the warden.

5.7 Notification of Authorities and Site Neighbours

Site Management or SHEQ will notify public authorities and neighbours of emergency and environmental incidents in accordance with the NSW Pollution Incident Response Management Manual

The site representatives from the neighbouring operations and or emergency services instructions will be followed by Veolia staff if an emergency occurs which may impact on the Veolia site.

If an Emergency occurs at a Veolia site that may impact on the neighbouring operations the neighbours outlined in Appendix B to be notified as appropriate

5.8 Neighbouring Site Related Emergencies

If an emergency occurs at a neighbouring site:

- Attempt to contact the neighbouring site,
- If the neighbouring site can not be contacted or has not notified Veolia Banksmeadow of the emergency either directly or via the authorities, then the manager/supervisor (or other nominated person) will contact the emergency services to advise of the emergency,
- Manager/supervisor is to notify the chief warden/warden of situation,
- Chief warden/warden is activate or put on standby emergency response plan, and
- Where necessary notify other neighbouring sites of the emergency.

5.9 Unplanned Scenarios

In the event of an unplanned emergency situation occurring not considered in this ERP, management will work with site emergency response workers i.e. Chief Warden/ Warden and SHEQ Team to determine an appropriate response plan.

On completion of the emergency response, the review and evaluation processes will be conducted and necessary changes enacted.

6. Emergency Training Drills

6.1 Routine Training

All new employees must be trained in the contents of this Plan, including location of emergency assembly area, contacts list, incident notification etc, during the induction process.

On an annual basis, all members of the Emergency Control Organisation are to be provided with refresher training in relation to their responsibilities and in dealing with emergency situations.

At least annually, a drill needs to be undertaken at the facility to test and evaluate compliance against this Plan and identify areas where further training is required and/or changes to this Plan is needed. This drill could be a fire drill, emergency spill response, phone threat etc. Evidence of training is maintained on Hippo Station and/or the site training matrix.

The assessment of the drill is to be recorded on the associated form – “NSW Emergency Drill Assessment”.

Training methods include emergency drills, fire extinguisher training, evacuation training, spill response training and tool box topics. Evidence of training is maintained on Hippo Station and/or the site training matrix.

6.2 Training and Review following an Incident

Within 1 month following any emergency incident, a review of this plan, training and control equipment and any other relevant facts shall be conducted to determine the effectiveness of emergency response processes. A Serious Incident Review may be conducted as a part of this review.

Training methods include emergency drills, fire extinguisher training, Evacuation Training, Spill Response Training and tool box topics.

7. Appendices

7.1 Appendix A Banksmeadow Emergency Contact List

7.2 Appendix B Nearest Neighbours

7.2 Appendix C Fire Extinguisher Chart

7.3 Appendix D Banksmeadow Evacuation Diagram

7.4 Appendix E Site Emergency Control Organisation

7.6 Appendix F - Site Emergency First Aid

7.6 Appendix G - Emergency Response Flowchart

NSW Banksmeadow Transfer Terminal - Site Emergency Response Plan Issue Date 07/08/2018

7.1 Appendix A - Banksmeadow Emergency Contact List

| Contact | Name | Mobile | Landline |
|--|--|-----------------------------|----------------|
| Banksmeadow Office (Weighbridge) | - | - | (02) 98412800 |
| NSW Banksmeadow Facility Manager | Bob Manevski | 0425 520 350 0412 275133 | (02) 9620 1944 |
| Site Leading Hand | Gary Pettitt | 0429 103 986 | - |
| Sydney Facilities Manager | Ash Turner | 0428 796 834 | - |
| General Manager Resource Recovery | Christine Hodgkiss | 0407 229 038 | (02) 9841 2902 |
| NSW SHEQ Manager (Central/Illawarra) | Hayley Syphers | 0438 087 003 | (02) 9841 2500 |
| NSW SHEQ Advisor | Tim White | 0418 408 104 | (02) 9841 2954 |
| NSW SHEQ Advisor | Jason Common | 0437 784 977 | (02) 9841 2935 |
| SHEQ Systems and Assurance Manager <i>For significant environmental incidents</i> | Ramona Bachu | 0407 668 199 | (02) 9841 2928 |
| General Manager SHEQ NSW (Acting) | Justin Houghton | 0448 830 798 | (02) 4844 6351 |
| NSW Police - Eastern Beaches Local Area Command - Maroubra Police Station | 136 Maroubra Road, Maroubra 2035 | 000 | (02) 9349 9299 |
| The Prince of Wales Hospital | Barker Street, Randwick 2031 | 000 | (02) 9722 8000 |
| Matraville Fire Station | - | 000 | (02) 9694 1146 |
| SafeWork NSW | City - CBD South Office | - | 13 10 50 |
| NSW Health Public Health Unit (PHU) | South East Sydney PHU | - | (02) 9382 8333 |
| Environment Protection Authority (EPA) | - | - | 13 15 55 |
| Randwick City Council | 30 Frances Street Randwick NSW 2031 | - | (02) 9399 0999 |
| City of Botany Bay Council | 141 Coward Street Mascot NSW 2020 | - | (02) 93663666 |
| Poisons Information Line | - | - | 13 11 26 |

If you get an answering service leave a clear message and then ring another Veolia person.

Ensure that the NSW SHEQ Division has been notified in all circumstances (tel: (02) 9841 2500).

7.2 Appendix B - Nearest Neighbours

| Name of Company | Contact Number | Address |
|---|-----------------------|--|
| Botany Building Recyclers (Bingo) | (02) 9316 6333 | 38 McPherson Street, Banksmeadow 2019 |
| Orica Australia Pty Ltd IXOM Chlorine - control Room | (02) 9352026 | 16-20 beauchamp Road, Matraville NSW 2036 |
| Qenos Pty Ltd - Botany Industrial Park | 1800 025 138 | 118-120 Denison St,Hillsdale NSW 2036 |
| Huntsman Corporation Australia Pty Ltd | 0431 052 320 | Denison Street, Banksmeadow |

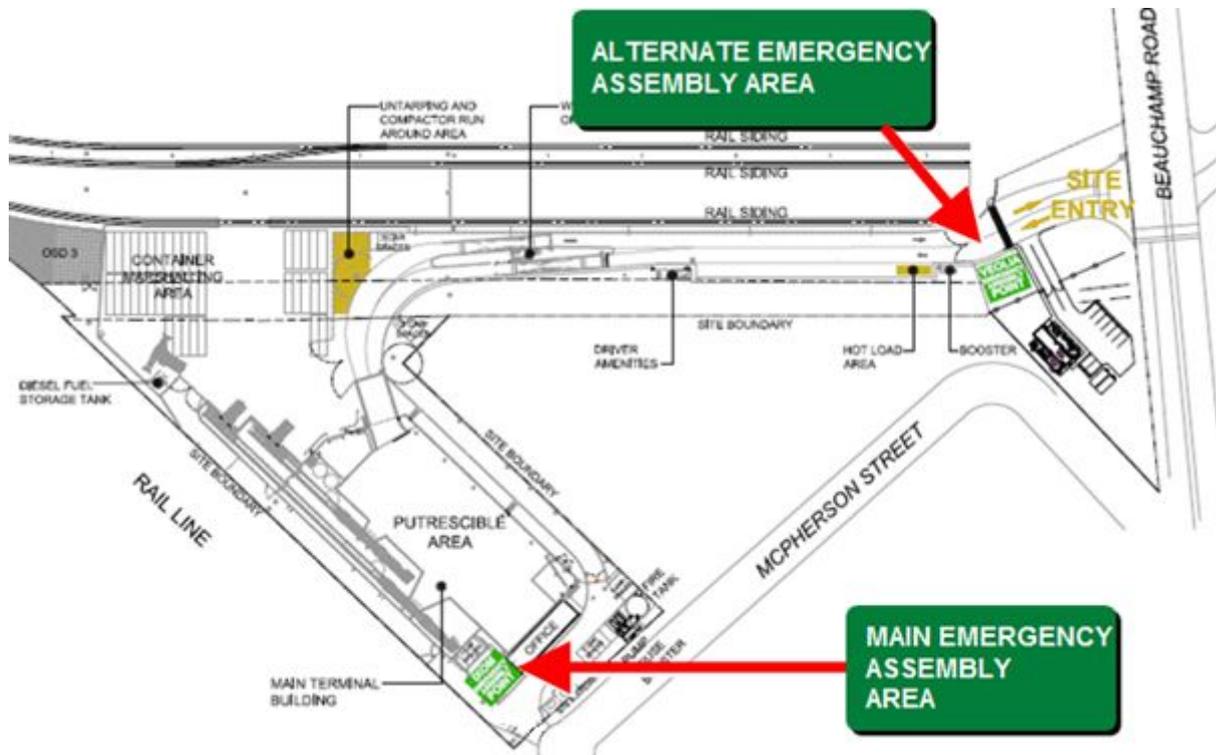
7.3 Appendix C - Fire Extinguisher Chart

| Class of Fire → | | A | B | C | (E) | F |
|--|---|---|---|-----------------|---|--------------------------------------|
| Type of Fire → | | Ordinary combustibles (Wood, paper, plastics, etc.) | Flammable and combustible liquids | Flammable gases | Fire involving energised electrical equipment | Fire involving cooking oils and fats |
| Identifying Colours | Type of Extinguisher | Extinguisher Suitability | | | | |
| RED  | WATER | YES Most Suitable | NO | NO | NO | NO |
| OATMEAL Or RED WITH OATMEAL BAND  | WET CHEMICAL | YES | NO | NO | NO | YES Most Suitable |
| BLUE Or RED WITH BLUE BAND  | ALCOHOL RESISTANT FOAM | YES | YES Most Suitable for alcohol fires | NO | NO | NO |
| | AFFF TYPE FOAM | YES | YES Most Suitable except for alcohol fires | NO | NO | NO |
| RED WITH WHITE BAND  | AB(E) DRY CHEMICAL POWDER | YES | YES | YES | YES | NO |
| | B(E) DRY CHEMICAL POWDER | NO | YES | YES | YES | YES |
| RED WITH BLACK BAND  | CARBON DIOXIDE (CO ²) | YES* | YES | NO | YES | YES |
| RED WITH YELLOW BAND  | VAPOURIZING' LIQUID (fumes may be dangerous in confined spaces) | YES* | YES 5KG ONLY | YES | YES | NO |
|  | Fire Blanket (in red plastic bag) | NO | NO | NO | NO | YES |

Class 'D' fires (involving combustible metals) - use special purpose extinguishers only.

*Carbon dioxide and vapourizing liquid extinguishers are not suitable for deep seated smouldering 'A' class fires.

7.4 Appendix D - Banksmeadow Evacuation Diagram



A hard-copy of this Emergency Response Plan with the site emergency evacuation diagram is to be maintained on the safety notice board outside the Banksmeadow site lunchroom and in the weighbridge.

7.5 Appendix E - Site Emergency Control Organisation

In Case of Emergency -

Get to Know Your Emergency Evacuation Members

| | |
|---|--|
|  |  |
| <p>Bob Manevski Fire Warden</p> | <p>Gary Pettitt Fire Warden</p> |
|  |  |
| <p>Robert Laycock Fire Warden</p> | <p>Robert Riggs Fire Warden</p> |

7.6 Appendix F - Site Emergency First Aid

In Case of Emergency - Get to Know Your Emergency First Aid Officers

| | |
|---|--|
|  |  |
| <p>Bob Manevski Fire Warden</p> | <p>Gary Pettitt Fire Warden</p> |
|  |  |
| <p>Robert Laycock Fire Warden</p> | <p>Robert Riggs Fire Warden</p> |

7.6 Appendix G - Emergency Response Flowchart

