

McLennan Earthmoving Pty Limited

ABN: 96 055 186 797

Pollution Incident Response Management Plan for Duncans Lane Depot 10 Duncans Lane, South Grafton 2460

Prepared and Approved by:



McLennan Earthmoving Pty Limited



***Philip McLennan
Managing Director***

Date: 27 May 2024

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	Philip McLennan	Managing Director & Assistant Site Supervisor/Production Manager	
	Allison McDonald	WHSEQ/Compliance Coordinator	

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INTRODUCTION

This Pollution Incident Response Management Plan (PIRMP) has been prepared in accordance with the requirements set out in Part 5.7A of the *Protection of the Environment Operation Act 1997* (POEO Act), (24 March 2022), and Part 3A of the *Protection of the Environment Operations (General) Regulation 2021* (04 March 2022).

This PIRMP is to be kept on file in the office at 10 Duncans Lane, South Grafton and will form part of an interface with the site's WHS-01 Emergency Plan – 10 Duncans Lane, South Grafton.

The WHS-01 Emergency Plan – 10 Duncans Lane, South Grafton is to be reviewed and amended as required by changes in operations, or failure of the plan or any elements of the plan, in the event of an emergency.

The objectives of the PIRMP are to:

- Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environmental Protection Authority (EPA), other relevant authorities specified in the Act (such as local Councils, NSW Ministry of Health, SafeWork NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of a pollution incident.
- Minimise and control the risk of a pollution incident at 10 Duncans Lane, South Grafton by requiring identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure that the PIRMP is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

The legislative requirements are set out in the relevant sections of the POEO Act and Regulation. In summary, this PIRMP must address:

1. Description and likelihood of hazards.
2. Pre-emptive actions (control measures) to be taken.
3. Inventory of pollutants.
4. Safety equipment.
5. Contact details.
6. Communicating with neighbours and the local community.
7. Minimising harm to persons on/near the site.
8. Site Layout Plan/s.
9. Actions to be taken during or immediately after a pollution incident.
10. Staff training.

The Managing Director, or authorised representative, of McLennan Earthmoving Pty Limited is responsible for the worker training, and the ongoing review and maintenance of the PIRMP.

A copy of this PIRMP has been forwarded to the EPA and made publicly available on McLennan Earthmoving Pty Limited website www.mclennanearthmoving.com.au

DETAILS OF DEPOT AND SITE OPERATIONS

The site known as “Duncans Lane Depot” is located at 10 Duncans Lane, South Grafton 2460. The operator of the site is McLennan Earthmoving Pty Limited, and the site office phone number is: 02 6643 4100.

The EPA Licence Number for the site is: 20685. All compliance conditions relevant to this site are detailed in the EPA Licence.



EPA Licence 20685
downloaded 7 April

Activities at 10 Duncans Lane, South Grafton include the company’s administration, machinery parking and storage sheds, and minor stockpiling of quarry products and recycled concrete and (inert) building materials.

The active plant on site consists of:

- Wheel loaders
- Tip trucks
- Water carts.

The number of workers at 10 Duncans Lane, South Grafton normally consists of 1 – 6 people.

The site comprises of the following areas:

- Stockpile loading and unloading areas.
- Weighbridge
- Visitor parking, assembly and office area
- Machinery sheds.

The site layout plan (**refer to Figure 1**) shows the location of the administration office, visitor parking, machinery sheds, weighbridge, drainage/sediment traps, and emergency assembly area.

EMERGENCY RESPONSE AGENCIES

In the event of a pollution incident the Managing Director or authorised representative of McLennan Earthmoving Pty Limited will contact the following emergency authorities immediately:

- **Environmental Protection Authority (EPA)**
PO Box A290
SYDNEY SOUTH NSW 1232
Phone: 131 555
- **Fire and Rescue NSW (Hazmat)**
PO Box A249
SYDNEY SOUTH NSW 1232
Phone: 02 9265 2999 or 1300729 579

Note: If the situation warranted calling 000 as a first point of notification, you do not need to ring Fire and Rescue NSW

- **Clarence Valley Council (CVC)**
Locked Bag 23
GRAFTON NSW 2460
Phone: 02 6643 0200
- **NSW Ministry of Health**
Locked Mail Bag 961
NORTH SYDNEY NSW 2059
Phone: 02 9391 9000
- **SafeWork NSW**
Locked Bag 2906
LISAROW NSW 2252
Phone: 13 10 50

Other emergency agencies that may need to be contacted depending on the type and severity of the incident are:

- Police
- Rural Fire Service
- Hospital
- Ambulance
- State Emergency Service

DESCRIPTION AND LIKELIHOOD OF HAZARDS

Potential pollution hazards on the site include chemical and fuel spills, dust emissions and water contamination. The follow table provides a summary of the hazards, the likelihood, and the control measures that are in place.

HAZARD DESCRIPTION	LIKELIHOOD	CONTROL MEASURES
Hydrocarbon spills during maintenance and refuelling	Moderate	<ul style="list-style-type: none"> • Fuel or hazardous material is used for its intended use only (as specified on the Safety Data Sheets (SDS)). • SDS are reviewed and available for reference for the correct clean up procedures. • Compliance with the Safety Management System. • Maintenance activities are undertaken on a concrete slab, where practicable. • Refuelling of plant is done from a service vehicle fuel tank on a concrete slab, where practicable. • Vehicles are maintained in good condition, and as per manufacturers' specifications. • Pre-start checks are completed on plant and equipment daily which include inspection for oil leaks. • Good housekeeping and work areas are kept tidy to help prevent accidents and spills.
Stored chemicals leakage and/or spillage causing contamination	Low	<ul style="list-style-type: none"> • Hazardous materials are stored in a covered area and on appropriate drip trays where practicable. • Fuel or hazardous material is used for its intended use only (as specified on the SDS). • SDS's are reviewed and available for reference for the correct handling and clean up procedures.

HAZARD DESCRIPTION	LIKELIHOOD	CONTROL MEASURES
		<ul style="list-style-type: none"> • Compliance with the WHS Management Plan. • Good housekeeping and work areas are kept tidy to help prevent accidents and spills. • Refer also to the McLennan Earthmoving SDS List for chemicals stored on site.
Fire	Low	<ul style="list-style-type: none"> • Store flammable and combustible liquids in an undercover area on appropriate drip/spill containment trays. • Fuel is not stored by permanent installations on site. • Refuelling is undertaken only in designated areas. • Provision of appropriate spill kits, and staff trained in their use. • SDS are reviewed and available for reference for the correct fire prevention and fighting procedures. • Compliance with the Workplace Health and Safety Management Plan. • Good housekeeping and tidy work areas are maintained to help prevent accidents and spills. • Fire extinguishers are provided, and staff are trained in their use. • Staff and visitors to the site are instructed in the emergency procedures and evacuation points.
Discharge of water with elevated suspended solid levels	Low	<ul style="list-style-type: none"> • Settling time is provided for stormwater within the site stormwater management structures (retention basins). • Clean and contaminated runoff is segregated. • Sediment control measures are implemented and maintained.
Dust emissions from operations & vehicle movements	Moderate	<ul style="list-style-type: none"> • Hardstand areas and roads are kept in a damp state with the use of a water truck. Usage of the water truck is logged, and records retained on site. • All loads are covered during transport. • Stockpiles of recovered concrete and processed materials are properly formed and kept orderly.
General waste generated on site incorrectly managed and entering the surrounding environment	Low	<ul style="list-style-type: none"> • General waste and recycling bins are provided at the office and lunchroom. • General waste is taken to the Grafton Regional Landfill, as necessary. • Waste oil from machinery maintenance is stored correctly and disposed of at an oil recycler. • Unserviceable machinery parts are reused or recycled where possible, or waste metal sold to scrap metal merchant. • No waste automotive batteries or tyres are stored on site.

POLLUTING MATERIALS STORED OR USED AT 10 DUNCANS LANE, SOUTH GRAFTON

The following is a list of the type of material, how it is stored and pollution incident prevention measures.

Material	Quantity and Storage Location	Preventative Measures
Diesel Regular (unleaded) petrol	<ul style="list-style-type: none"> Vehicles (service) with fuel tanks with capacity of up to 400 litres are used for refuelling. Vehicles and plant / equipment up to 400 litres. No permanent fuel storages are located on this site. Petrol is stored in small drum quantities only (3 x 20 litres maximum). 	<ul style="list-style-type: none"> In the event of a spill, bund area to prevent runoff and use spill absorbent material from Spill Station Control Kit available on site. Fire extinguishers on all plant items.
Assortment of oils and lubricants	Small quantities stored in machinery shed.	<ul style="list-style-type: none"> Stored in lockable sheds. In the event of a spill, bund area to prevent runoff and use spill absorbent material from Spill Station Control Kit available on site.
Building / construction materials	Up to 10,000 tonnes (varies).	<ul style="list-style-type: none"> Materials are stockpiled neatly and orderly. <p>Only clean construction waste (concrete, bricks, hard-fill, recycled road pavement materials) are stored. No hazardous substances (eg asbestos) are accepted or held on site.</p> <ul style="list-style-type: none"> Stockpiled materials are dampened regularly in windy or extended dry periods.

SITE LAYOUT PLAN

Duncans Lane Depot, 10 Duncans Lane, South Grafton 2460



Legend			
1	Administration Office/Visitor Parking	7	Concrete dish drain
2	Machinery shed 1	8	Gravel access road
3	Retention basin and silt trap 1	9	Stockpile area
4	Machinery shed 2	10	Entry and exit point
5	Weighbridge	11	Emergency assembly area
6	Retention basin and silt trap 2		

Figure 1: Site Layout Plan

POLLUTION INCIDENT RESPONSE

If a spill or leak of polluting material occurs, the EM-1 Spill Control procedure displayed on the noticeboard at the office is to be followed.

All personnel working at 10 Duncans Lane, South Grafton will become familiar with these steps. The steps are detailed below:

1. Assess the situation; follow all health and safety precautions warranted by the material and circumstances.
2. If there is reason to believe that the release of polluting material threatens the health or safety of employees, surrounding residents or properties, evacuate the facility and notify the appropriate local emergency response agencies listed in this plan and follow their instructions.
3. If there is reason to believe that the polluting material has or may reach waterways via drains, sewers, surface runoff or soils at the facility, the Managing Director or an authorised representative will immediately contact the EPA on 13 15 55 and will follow their instructions for containing or cleaning up the material.
4. Take steps to minimize the release of polluting material to the environment. This can include but is in no way limited to the following measures:
 - a. DO NOT FLUSH POLLUTING SPILLS WITH WATER UNLESS DIRECTED TO DO SO BY EPA or FIRE & RESCUE NSW.
 - b. Shut off valves, plug leaks, pump tanks etc. to stop the release.
 - c. Absorb the material using sand or other material.
 - d. Plug drainage inlets/outlets.
 - e. Redirect flows to a holding area if possible.
 - f. Excavate contaminated soils.
5. Clean up all contaminated material. Clean out catch basins, tanks or basins contaminated by the material. Excavate contaminated soils or absorbent material. Follow instructions given by EPA staff for final clean up action.
6. Properly store, label and document the wastes for disposal.
7. Notify CVC that a spill or leak has occurred and plan for disposal of waste material.
8. Clean and service all emergency equipment. Replenish supplies of absorbent material, etc. recommend and perform maintenance on containment systems.
9. Complete a McLennan Earthmoving SF-01 Environmental Incident/Hazard Report form and document a full account of the incident including date, time, volume, material and response taken.

10. The EPA must be notified of any reportable incident immediately by phoning 13 15 55 and in writing within seven days of the incident, with the following information:
 - a. Duncans Lane Depot at 10 Duncans Lane, South Grafton.
 - b. Description and volume of material involved.
 - c. Time and date of spill or leak.
 - d. Assessment of damage and response taken.
 - e. Remedial action planned, or assistance needed.
11. Review PIRMP for changes needed to make it more effective.

NOTES:

- In all cases if spillage is on or near water, prevent the spread of the product using a suitable barrier.
- Complete information regarding the physical properties, chemical names and required safety precautions can be found in the SDS register located at 10 Duncans Lane, South Grafton.

MINIMISING HARM TO PERSONS ON/NEAR THE SITE

Emergency Management Key Responsibilities (pre-emergency)

The Managing Director (or his delegate) is responsible for:

- The effectiveness and accuracy of the WHS-01 Emergency Plan – 10 Duncans Lane, South Grafton and WHS-31 Emergency Guidelines Procedures.
- Maintenance of staff training in emergency preparedness, emergency information lists and emergency-related plant and equipment necessary for emergency response and/or evacuation.
- Coordination of evacuation exercises (drills).
- Post-emergency/exercise review.

Emergency Management Methods

- The site has an Emergency Plan being WHS-01 Emergency Plan – 10 Duncans Lane, South Grafton.
- A complete copy of the WHS-01 Emergency Plan – 10 Duncans Lane, South Grafton will be retained on site, and displayed on the Notice Board.
- This WHS-01 Emergency Plan – 10 Duncans Lane, South Grafton forms part of the overarching McLennan Earthmoving Integrated Safety Management System.

Chief Emergency Controller (during and post-emergency)

The Emergency Controller for 10 Duncans Lane, South Grafton is:

Managing Director – Phil McLennan Ph: 0428 664 515

Responsibilities include:

- Immediately responding to any emergency (or having a nominated delegate who can do so).
- Ascertaining the nature of the emergency and determining appropriate actions.
- Ensuring the appropriate emergency services have been notified.

- Co-ordinating the deployment of staff and any internal specialist resources.
- Where safe to do so take steps to contain or control the hazard.
- Co-ordinating post-incident recovery strategies.

Staff, Employees and Contractors

Responsibilities include:

- In the event of emergency event, report all emergency incidents to the Managing Director.
- Follow instructions given in the event of an emergency.
- Cooperate with emergency personnel in the event of an emergency.
- When safe to do so take steps to contain or control the hazard.

Emergency Warning and Communications System

- Radios in all plant, weighbridge and vehicles, mobile phones, verbal.
- Communication with staff.
- In the event of a failure of the radio, landline telephone, emergency warning system and messages may be relayed via mobile phone or runner/driver.

Fire-Fighting Appliances

The site facilities are equipped with various fire-fighting appliances which are strategically located throughout the site offices and on plant.

Location of Extinguishers

Fire extinguishers are found in the following locations:

- On mobile plant and in the site office.
- In the machinery sheds.

The equipment shall comply with the relevant Australian Standards and be appropriately signposted.

All employees and contractors shall be competent in the use of the equipment.

Fire-fighting equipment shall be regularly checked and serviced. This will involve both internal inspections as well as test and tagging by certified tester. The Managing Director (or his delegate) acts as the Fire Warden for this site.

Incident and Accident Reporting

If an injury is sustained to an employee, contractor or visitor, or an incident occurs, the following contingencies have been put into place:

- Trained and accredited First Aid Officers will be in the workplace and shall be present during normal business hours.
- The contact number of the First Aid Officer is displayed on the Notice Board.
- All injuries shall be reported to the Managing Director (or his delegate) immediately and recorded on the SF-02 Incident-Injury-Near Miss Report Form as soon as practicable after injury.
- All injuries will also be investigated immediately, and corrective actions instigated in accordance with McLennan Earthmoving's Health and Safety Management System.

First Aid Equipment Locations

- Site Office.

Emergency Response and Evacuation Plan

Discovering a Dangerous Situation

- Move persons away from danger if safe to do so.
- Contact relevant emergency services (i.e., Ambulance/Fire/Police).
- Announce evacuation if dangerous situation requires (Radio/Runner).
- Contact the Managing Director.

Reporting an Emergency Externally

When reporting an emergency to an external agency, the following information should be included:

- Name of organisation.
- Exact nature of emergency - are there any casualties?
- Exact location (including address and location on site).
- Name of person reporting emergency.
- Contact number (where applicable).

This information is on display on the Notice Board.

External reporting is to be carried out by the Managing Director, but, in that person's absence, may be effected by their nominated delegate.

Evacuation Alert

Verbal instructions for evacuation are actioned by calling out "emergency, emergency, emergency" over the radio system or verbal directive issued by the Managing Director or his delegate will constitute the evacuation signal.

Assembly Areas

In the event of an evacuation, persons should assemble at the nearest safe assembly area as stated in the WHS-01 Emergency Plan – 10 Duncans Lane, South Grafton / WHS-31 Emergency Guidelines Procedure.

First Aid

If First Aid assistance is required contact the relevant First Aid attendant. First Aid attendant lists can be found in the Site office.

Any injured people who can be moved safely should be taken to the nearest assembly area (whichever is more appropriate) for treatment. Those people who are trapped or unable to be removed immediately must be protected and given First Aid on the spot (providing it is safe to do so).

Media Liaison

No person other than the following can authorise or divulge any information to the media:

- **Phil McLennan – Managing Director**

Any form of contact from the media should be referred to the Managing Director, under all circumstances.

Communications Plan with Relevant Parties

In the event of a major pollution incident the Managing Director or authorised representative of McLennan Earthmoving Pty Limited will contact the following relevant parties:

- BP Tornik Roadhouse
- Landowners on eastern boundary
- Dougherty's Tea Tree Farm.

The nearest sensitive site is a school (located approx. 250 m south west of 10 Duncans Lane, South Grafton). In the event of an incident that may impact school grounds, advise them by phoning 02 6643 1434.

EMERGENCY EQUIPMENT

The site is maintained and operated to minimise the possibility of a fire, explosion or release of polluting materials. The following communications, fire protection, spill control and clean up equipment are available on site in case of an emergency.

This equipment is inspected and maintained as necessary to ensure its proper operation, if / when a pollution incident should occur.

- Two Way Radio maintenance as required.
- Portable Fire Extinguishers inspected annually or as needed.
- First Aid Kits replenished as required and inspected annually.
- Water hose
- Spill Station Control Kit
- Hand shovels.

STAFF, CONTRACTORS AND VISITORS TRAINING

This PIRMP will form part of the current induction process for workers, contractors and visitors at 10 Duncans Lane, South Grafton.

All new employees and relevant contractors will receive training in the PIRMP during their induction.

Refresher training of existing employees and relevant contractors will be undertaken every two years.

LIST OF RELEVANT DOCUMENTS AND PROCEDURES

- Environmental Protection Licence Number 20685
- MO-00 Integrated Management System Overview, Incorporating Quality, Safety & Environment
- McLennan Earthmoving SDS file
- WHS-01 Emergency Plan – 10 Duncans Lane, South Grafton |
- Integrated Management System various SWP's and SWMS's
- SF-01 Environmental Incident-Hazard Report Form

ATTACHMENTS (see following pages)

- Environmental Protection Licence Number 20685
- EM-11 Spill Control
- WHS-01 Emergency Plan Duncans Lane
- SF-01 Environmental Incident-Hazard Report Form

ATTACHMENTS

Section 55 Protection of the Environment Operations Act 1997

Environment Protection Licence

Licence - 20685

Licence Details

Number: 20685

Anniversary Date: 06-July

Licensee

MCLENNAN EARTHMOVING PTY LIMITED

PO BOX 7

SOUTH GRAFTON NSW 2460

Premises

10 DUNCANS LANE

SOUTH GRAFTON NSW 2460

Scheduled Activity

Waste storage

Fee Based Activity

Scale

Waste storage - other types of waste

Any other types of waste stored

Region

Waste & Resource Recovery

59-61 Goulburn Street

SYDNEY NSW 2000

Phone: (02) 9995 5000

Fax: (02) 9995 5999

PO Box A290 SYDNEY SOUTH

NSW 1232

McLENNAN EARTHMOVING

ACN 055 186 797 - ABN 96 055 186 797

10 Duncans Lane
(PO Box 7)
SOUTH GRAFTON 2460
WEBSITE: www.mclennanearthmoving.com.au



PHONE: 02 6643 4100
FAX: 02 6643 4101
MOBILE: 0428 664 515
EMAIL: office@mclennanearthmoving.com.au

Environmental Management

Document No: **EM-11**
Description: **Spill Control and Clean Up
Controlled Document**

Updated: **06 April 2023**
Version: **4**
Review Due: **06 April 2025**

This procedure shall be followed to ensure McLennan Earthmoving Pty Limited meets its community responsibilities towards the Environment by responding appropriately to any spill likely to create environmental damage.

To undertake effective spill control and clean-up, it is important to;

- Be prepared
- Control the spill
- Contain the spill
- Clean up the spill
- Ensure workers are properly trained to manage spills

Be Prepared

- The following recommendations regarding spill control shall be adopted:
- Ensure a spill kit or alternative material is available on site in the event a spill occurs.
- At the site induction all personnel shall be made aware of the location of the spill kit or clean up materials.
- Advise the site supervisor if a spill occurs.
- If a spill is too large or you are unable to clean it up or it has resulted in a significant environmental impact, the EPA shall be contacted to advise on the clean-up.
- The client shall also be notified.
- Workers must wear and be trained in appropriate Personal Protective Equipment before undertaking any clean up.
- Identify the material/substance & how best to respond before commencing work.
- Do NOT enter confined spaces to respond to a spill without responding to the above.

Control the Spill

If a spill occurs, identify the source, and assess whether it can be controlled (stopped) in a safe manner.

Contain the Spill

Stop the spill from spreading. This can be done using absorbent materials such as sand.

Clean Up the Spill

Soak up the spill with absorbent material and ensure the surface is left clean. Absorbent particulate, sand and earth should not be used to absorb spills in water. Absorbent booms and pads can be obtained which are especially designed for water spills.

Material used to clean up the spill shall be disposed of accordingly.

Material used to clean up the spill should be placed in a drum labelled "Spill Kit Waste". When the drum is full it should be removed from site as prescribed waste. In some instances, an EPA licensed tanker maybe required to vacuum up the liquid.

Training to Manage Spills

Workers will be shown the locations of spill kits and trained in the use of them as required, and if relevant to their position.

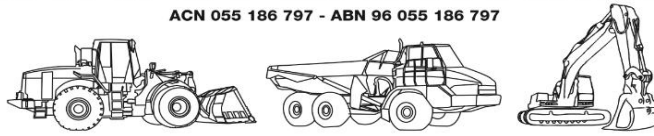
Replacement of Spill Kit Contents

The contents of the spill kit should be replaced as soon as possible to ensure materials are available in the event of another spill occurring.

McLENNAN EARTHMOVING

ACN 055 186 797 - ABN 96 055 186 797

10 Duncans Lane
(PO Box 7)
SOUTH GRAFTON 2460
WEBSITE: www.mclennanearthmoving.com.au



PHONE: 02 6643 4100
FAX: 02 6643 4101
MOBILE: 0428 664 515
EMAIL: office@mclennanearthmoving.com.au

Work Health & Safety

Document No: WHS-01	Updated: 20 March 2023
Description: Emergency Plan 10 Duncans Lane	Version: 04
Controlled Document	Review Due: 20 March 2025

QUICK ACTION SAVES LIVES

IF EMERGENCY SERVICES ARE REQUIRED

In the case of an **uncontrollable fire, or immediate life-threatening hazard**, if it is obvious that it is not safe to manage the situation yourself or with help of other available persons, immediately contact **Emergency Services on 000 or 112 (mobile)** and provide them with the details of the emergency.

Answer the operator's questions as calmly and clearly as you can AND STAY ON THE LINE until they tell you it is ok to end the call.

Address:	10 Duncans Lane, SOUTH GRAFTON NSW 2460
Nearest Cross Road:	Pacific Highway, SOUTH GRAFTON NSW 2460
Contact Name 1:	Advise the operator of your name and contact number
Contact Name 2:	Phil McLennan – 0428 664 515

Once an emergency has been reported:

- Establish the direction from which the emergency vehicle will be coming from.
- Station a responsible person at a suitable site to guide the emergency vehicle to the accident site.
- If necessary, prepare a safe path for the emergency vehicle.
- Report to the person in charge of the emergency services immediately upon their arrival to site.

Medical Emergency

- First Aid officer to initiate first aid procedures.
- Make the injured person as comfortable as possible without moving them until the ambulance arrives.
- The First Aid officer oversees the casualty until the emergency services arrive.

If necessary, deploy other workers/persons on site to administer first aid (if trained), shut down plant, remove plant from the area and contact Phil McLennan to advise of situation while someone stays on the phone to the emergency services until they arrive on site.

Environmental Emergency Response

- In the event of a Spill or contamination of product causing reaction.
- Assess damage/injury and contain spill if safe to do so.
- Evacuate the area if necessary and await emergency services.

EVACUATION

If safety delegate decides an evacuation is necessary, **all persons on site are to move quickly to the Emergency Assembly Point at the front gate.** Do not waste time collecting documents or personal items.

The safety delegate is responsible to ensuring persons on site are accounted for; **nobody is to re-enter the site until Emergency Services have deemed it to be safe.**

In the event of a missing person, the emergency services controller will authorise a search only if it is safe to do so. **Under no circumstances will anybody carry out an unauthorised search for unaccounted for workers. This is the role of Emergency Services.**

IF EMERGENCY SERVICES ARE NOT REQUIRED

FIRE: If you discover a fire, assess the surrounding area for additional ignition points, then if it is safe to do so, quickly put the fire out, using a fire extinguisher if required, or if only a small spot fire, a fire blanket if one is within reach.

Once the immediate threat of fire is over, contact the Manager or another available worker to come to the location and confirm that the fire hazard is eliminated, and any potential re-ignition points have been cleared away from fire site.

MEDICAL: Provide basic first aid if required and assess injured person before allowing work to commence.

HAZARDOUS SITUATION: If you discover a potentially hazardous situation, report immediately to safety delegate or Manager and let them know if you require assistance to safely remove the hazard. If you are unable to decide about how to manage the situation, but it is not an emergency, ask another worker to come to site to assess the situation. Once the situation has been assessed, take whatever action is necessary to safely remove the hazard.

Advise Phil McLennan: 0428 664 515 of the event.

In all the above scenarios, an Environmental Incident Hazard Report is to be filed (**SF-01**) and reviewed by safety delegate and management, and safe work procedures and site housekeeping are to be reviewed to reduce risk of recurrence.

If the accident/incident is a Workcover NSW reportable incident the accident/incident site must be preserved until a Workcover NSW inspector arrives or directs otherwise.

***YOU CAN NOT HELP ANYONE IF YOU ARE INJURED!
DEAL WITH EMERGENCIES SENSIBLY & SAFELY!***

GENERAL INFORMATION REGARDING THE EMERGENCY PLAN:

- Emergency Plan training will be included with employee's induction training on commencement of employment with McLennan Earthmoving Pty Limited.
- Emergency Plan training will be included with contractor's and visitor's depot induction training.
- The Emergency Plan will be reviewed, and evacuation practiced when required e.g. if facilities change.
- The Emergency Plan will be displayed on the notice board at the worksite.
- SF-03.6 Incident/Hazard Report must be completed by the safety person in relation to the emergency.
- If hazardous chemicals are being used, Safety Data Sheets are in the office.
- If there is an incident that is NOT an emergency, other helpful services contact details are as follows:

Poisons Information Centre	13 11 26
Grafton Police Station	02 6642 0222
Grafton Fire Station	02 6643 3491
Grafton Base Hospital	02 6640 2222
Health direct Australia Speak to a registered nurse for 24-hour health advice	1800 022 222

**EMERGENCY
ASSEMBLY
POINT**



Key



FIRE EXTINGUISHER Fire Extinguisher located here



FIRE HOSE REEL Fire Hose Reel located here



FIRE BLANKET Fire Blanket located here



FIRST AID First Aid located here

RESUSCITATION (CPR)

D

DANGER

Check for hazards & ensure safety

R

RESPONSE

Check to see if Unresponsive/Unconscious

S

SEND FOR HELP

Call the ambulance on 000

Adults & Children



A casualty who is unresponsive and not breathing normally needs urgent resuscitation

A

AIRWAY

Open airway, Head tilt/Chin Lift

B

BREATHING

Check breathing, if not breathing / abnormal breathing commence CPR

C

CPR

30 compressions : 2 breaths (if unwilling or unable to do breaths, consider doing chest compressions only)

D

DEFIBRILLATOR (AED)

Attach AED as soon as available and follow its prompts

Infants Under 12 months



Continue sequence until responsiveness or normal breathing returns, or help arrives

	HEAD TILT	PRESSURE	DEPTH	BREATHS	RATIO	COMPRESSION RATE
ADULTS & CHILDREN	Yes	2 Hands	$\frac{1}{3}$ chest depth (Approx. 5 cm)	Full breaths	30 Compressions:2 Breaths	Compressions should be performed at the rate of almost 2 per second (i.e. continuous rate of 100 per minute)
INFANT (birth - 1)	No	2 Fingers	$\frac{1}{3}$ chest depth (Approx. 4 cm)	Puffs	30 Compressions:2 Breaths	

CLARENCE VALLEY FIRST AID
www.clarencevalleyfirstaid.com.au
 Ph 02 6642 6045 Mob 0417 292 035



McLENNAN EARTHMOVING

ACN 055 186 797 - ABN 96 055 186 797

10 Duncans Lane
(PO Box 7)
SOUTH GRAFTON 2460
WEBSITE: www.mclennanearthmoving.com.au



PHONE: 02 6643 4100
FAX: 02 6643 4101
MOBILE: 0428 664 515
EMAIL: office@mclennanearthmoving.com.au

SYSTEM FORM

Document No: SF-01 Description: Environmental Incident/Hazard Report Controlled Document	Updated: 29 September 2022 Version No. 03 Review Due: 29 September 2024
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Use this form to report any environmental near miss, incident, or hazard.
Once completed, please submit this form to the office.

Incident Report # ENV

Date of the incident/hazard: _____ **Time:** _____

Location of the event:

Project # or Job Description:

Describe the incident/hazard:

Provide details of witnesses (if any):

Details of environmental damage (if any):

Details of property damage (if any):

Injury Details - type(s) and location of injury/illness (sprain, cut, burn etc.):	
Initial treatment (none, first aider, doctor, hospital etc.):	
Returned to work: YES / NO	Admitted to hospital: YES / NO
DETAILS OF THE PERSON COMPLETING THIS FORM	
Name:	Contact number:
Signature:	Date:

INVESTIGATION
List contributing factors:
List corrective action to prevent recurrence of incident:
If required, was the incident reported to Regulatory Body (if so, provide details):
Is an insurance claim being submitted - if so, please attach a copy of the claim form YES / NO
Investigator's name:
Position:
Signature:
Date: