



Hornsby Quarry Rehabilitation

Pollution Incident Response Management Plan

Hornsby Shire Council

3 December 2021



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Glossary of Terms

Abbreviation	Definition
AH	After hours
BH	Business hours
DCPL	Ditchfield Contracting Ply Ltd
EPA	Environment Protection Authority
EPL	Environmental Protection Licence
ERP	Emergency Response Plan
NSW	New South Wales
PC	Principal Contractor
PIRMP	Pollution Incident Response Management Plan
POELA Act	Protection of the Environment Legislation Amendment Act 2011
POEO Act	Protection of the Environment Operations Act 1997
SES	State Emergency Services

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1. External web-based version

This external web-based version of the Pollution Incident Response Management Plan (PIRMP) has been prepared in accordance with the Environment Protection Authority's (EPA) requirements that only the following sections of the plan be made publicly available:

- procedures for contacting the “relevant authorities”
- procedures for communicating with the community
- excluding any personal information within the meaning of the Privacy and Personal Information protection Act 1998.

A copy of the full PIRMP is maintained at the premises to which the relevant licence relates and is readily available to the persons responsible for implementing the plan and to an authorised officer of the EPA on request.

2. Introduction

This section provides a summary of the activities at Hornsby Quarry and the purpose of the PIRMP.

2.1 Hornsby Park

Hornsby Shire Council (Council) holds Environment Protection Licence (EPL) 21587 for 'crushing, grinding and separating operations between 100,000 and 500,000 tonnes per year processing capacity' at Hornsby Park. Note that Hornsby Park includes the original Hornsby Park and now includes the area known as Old Mans Valley (generally west of the TAFE) and the former Hornsby Quarry (west of Old Mans Valley). The 'crushing, grinding and separating' activities are associated with filling the former Hornsby Quarry void, rehabilitating, and reshaping the site for its intended end use as a community parkland.

2.2 PIRMP purpose

EPL 21587 contains requirements to report pollution incidents as outlined in Section 8, Special Conditions:

E1 Pollution Incident Response Management Plan

E1.1 The Licensee must prepare a 'Pollution Incident Response Management Plan' (PIRMP) that complies with Part 5.7A of the POEO Act (1997) in relation to the activity to which the licence relates. The PIRMP must be in the form required by the 'Regulations' and include the following:

- the procedures to be followed by the holder of the relevant environment protection licence, or the occupier of the relevant premises, in notifying a pollution incident to:

(i) the owners or occupiers of premises in the vicinity of the premises to which the environment protection licence or the direction under section 153B relates, and

(ii) the local authority for the area in which the premises to which the environment protection licence or the direction under section 153B relates are located and any area affected, or potentially affected, by the pollution, and

(iii) any persons or authorities required to be notified by Part 5.7,

- a detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant environment protection licence, or the occupier of the relevant premises, to reduce or control any pollution,

- the procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made,

- any other matter required by the regulations, including 'Keeping of Plan', 'Testing of Plan', and 'Implementation of Plan'

The introduction of the Protection of the Environment Legislation Amendment Act 2011 (POELA Act) in February 2012 required that holders of EPLs prepare, keep, test and implement a PIRMP. The objectives of the PIRMP are to:

- Ensure comprehensive and timely communication about a pollution incident to all stakeholders
- Minimise and control the risk of a pollution incident at the facility
- Ensure the plan is properly implemented and maintained.

2.3 Disclaimer

This report has been prepared by GHD for Hornsby Shire Council and may only be used and relied on by Hornsby Shire Council for the purpose agreed between GHD and the Hornsby Shire Council as set out in Section 2.2 of this report.

GHD otherwise disclaims responsibility to any person other than Hornsby Shire Council arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD as described throughout this report. GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by Hornsby Shire Council and others who provided information to GHD (including Government authorities)], which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

3. Pollution and Incident Response Planning

3.1 Notifiable incidents

3.1.1 POEO Act definitions

A pollution incident is defined by the POEO Act as:

“an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

Material harm is defined by the POEO Act as:

1. For the purposes of this Part:
 - a. harm to the environment is material if:
 - i. it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
 - ii. it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and
 - b. loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.
2. For the purposes of this Part, it does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.”

4. Incident response and notification

4.1 Incident response

As per the definition of a notifiable incident in section 3.1 and resulting from the risk assessment in the full PIRMP (as held by Council), the following incidents related to operations at Hornsby Park have been identified that have the potential to result in material harm and require immediate notification:

- Fire including bushfire
- Spills of fuels, oils or chemicals
- Vehicle / plant roller resulting in spill

Procedures for responding to these incidents are provided in Appendix A.

4.2 Incident notification

Contact details for Council personnel with responsibilities for incident response and notification is maintained in the full PIRMP held by Council.

Where the incident has caused or has the potential to cause material harm, as defined in section 3.1, the agencies highlighted in bold in Table 4.1 need to be notified immediately as per the POEO Act.

Contact details for external agencies are provided in Table 4.1, those requiring immediate notification are identified in bold, other external agencies that may be contacted to provide support in responding to certain incidents are included for reference.

As per the EPL, the licensee must provide written details of the notification to the EPA within seven days of the date on which the incident occurred.

Table 4.1 Incident contact details – External

Organisation	Contact Number
EPA Environment Hotline	131 555
NSW Ministry of Health On-call Public Health Officer	(02) 9485 6911 (BH) (02) 9477 9123 (AH)
SafeWork NSW	131 050
Emergency Services	000
State Emergency Services (SES)	132 500
Hornsby Fire Brigade	(02) 9476 4318
Hornsby Police Station	(02) 9476 9799
Hornsby Ku-ring-gai Hospital	(02) 9477 9123
Ditchfield Head Office - Tuncurry	(02) 6555 9111
Hornsby Shire Council Project Enquiries and Complaints Hotline Project Email	(02) 9847 6666 0457 77 386 EnquiriesHornsbyQuarry@hornsby.nsw.gov.au

4.3 Responsibilities

In the event of a material harm pollution incident, responsibilities for incident management are as outlined in Table 4.2.

Table 4.2 Incident Management Roles and Responsibilities

Role	Responsibility
Site Emergency Controller	<ul style="list-style-type: none"> – On becoming aware of an emergency, assume executive control over the Principal Contractor (PC) area and all of the occupants – Ascertain the nature of the emergency and determine appropriate action – Establish contact with the client and coordinate as required – Coordinate with the client as required for calling the appropriate emergency services – Ensure all work groups are aware of the situation and nominate an exit route, if necessary – Maintain communications with On Scene Coordinator to verify that the situation is managed and any materials/facilities are available to those responding to the situation – Nominate / appoint a person to act as Recording Officer – to record a 'log' of times and events associated with the situation – If necessary and safe to do so obtain the hazardous substance register – Move to the assembly area and establish whether or not all personnel (including visitors) are accounted for – Advise DCPL senior management of situation as soon as possible – Nominate a 'Communications Officer' to manage all communications associated with but not related to the actual management of the emergency situation – Brief the emergency services personnel upon their arrival, on type, scope and location of the emergency and the status of the evacuation – Ensure a competent escort is available and ready to escort emergency services to the emergency scene if necessary – Act on instruction from the Emergency Services Officer – After the Emergency Services Officer advises that it is safe to proceed, advise employees the emergency is over and assist in coordinating the return to work
On Scene Coordinator	<ul style="list-style-type: none"> – On becoming aware of an emergency: <ul style="list-style-type: none"> • Establish and maintain communications with the Site Controller (using the available communications methods) • Direct area staff in accordance with Site Controller. NOTE: Should it not be possible to establish communications with the Site Controller, the On Scene Coordinator shall act independently in accordance with the requirements of the situation • Co-opt staff as required to assist and notify the Site Controller (e.g. assistance for mobility impaired staff) • Tell the Site Controller when the area is clear or if there are any problems <p><i>In some instances (particularly smaller projects) the On Scene Coordinator may also be the Site Emergency Coordinator.</i></p>
Communications Officer / Recording Officer	<ul style="list-style-type: none"> – Act as directed by the Site Emergency Controller – Receive all enquiries from 'off-site' regarding the emergency situation – Conduct notifications to external agencies and council as detailed in section 4.2 – Issue statement/s to external agencies/bodies/organisations as required – Transmit and record instructions as directed by Site Controller – Obtain the visitors register/area plans and move to the Assembly area – Account for all visitors
First Aid Officers	<ul style="list-style-type: none"> – Attend to any casualties to the limit of your training – Seek assistance as required from other personnel – In all other emergencies report to the On Scene Coordinator and follow directions – Follow the directions of the Emergency Services Officer (eg. Police and fire brigade) – Do not place yourself in danger trying to help others

Role	Responsibility
Plant Manager	<ul style="list-style-type: none"> - Initiate Emergency Response and become Incident Response Coordinator for Heavy Vehicle Accident (See Procedure 12 Emergency Response Plan (ERP)) - Co-ordinate with Emergency Response Service Provider to clean up site to satisfaction of EPA or Council

4.4 Communicating with neighbours and the community

In the event of an incident, communication with residents, will be undertaken as per the Community Communication Strategy. The following communication methods have been identified:

- Letterbox drop/mail out
- Door knocking
- Signage/displays
- Website updates
- Email to eNews subscribers
- Fact sheets/newsletter
- Stakeholder briefings
- Council communication channels
- Social media
- Focus meetings

Information provided to the community would depend on the incident but could include:

- Description of the incident
- Status of incident
- Response actions
- Actions to minimise harm
- Likely duration.

A map of residents surrounding Hornsby Park is provided in the full PIRMP maintained by Council.

Appendix A

Incident Response Procedures

DITCHFIELD	JOB NO: 332	C/No: C11/2020	ISSUE: 1
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2.0 Fire Emergency

Fire Emergency	2.0
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On discovery of a fire the following actions are required:

The person who locates the fire should get the attention of people in the immediate area by shouting "FIRE, FIRE, FIRE", or otherwise using the 2-way to call "Emergency, Emergency, Emergency".

Any response must follow the process below:

- R RESCUE** Any person / s in immediate danger provided it is safe to do so.
- A ALARM** Raise the alarm and follow emergency procedures.
- C CONTAIN** Contain the fire by closing doors and windows provided it is safe to do so.
- E EXTINGUISH** Attempt to extinguish the fire. Only if you are trained and if it is safe to.

DO NOT FIGHT FIRES ALONE - Ensure that there is a safe way out of the area;

Use **PASS** to extinguish the fire if possible:

- P** Pull the pin; Break the seal
- A** Aim at the base of the fire
- S** Squeeze the trigger/handle; to operate the extinguisher
- S** Sweep from side to side

Until the fire is completely extinguished or extinguisher is empty, then back away keeping an eye on fire.

The On Scene Coordinator:

- Establishes the extent of the fire emergency situation from the person/people who found the fire;
- Coordinates the response;
- Provides and coordinates all necessary assistance to the fire / rescue staff;
- Acts as directed by Emergency Services Officers at scene.

The Site Controller:

- Verifies external emergency services have been contacted or contacts emergency services;
- Coordinates the accounting for all site personnel;
- Posts a person at the main gate to flag emergency services and direct them to incident scene;
- Acts as directed by Emergency Services Officers at scene.

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Mobile Equipment or Tyre Fire

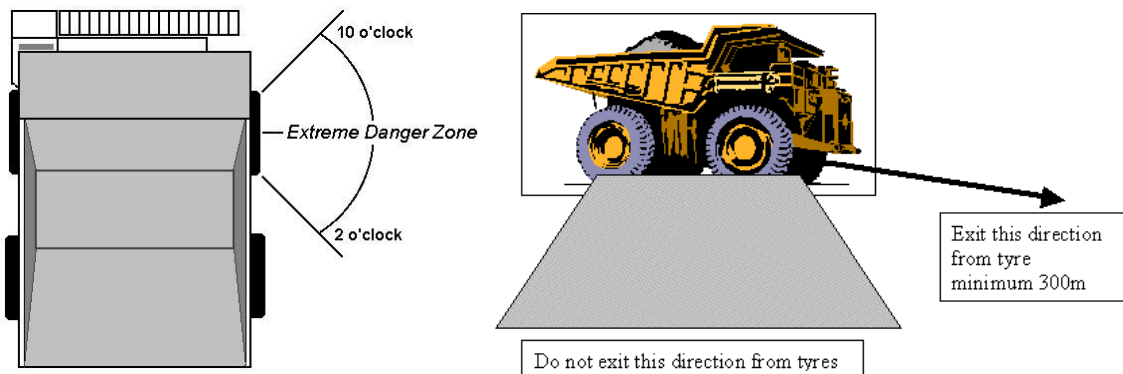
Mobile equipment operator

- Raise the alarm as per general emergency procedures.
- If possible, stop the mobile equipment on level ground in an isolated area, apply the park brake and shut down the engine.
- Activate any automatic fire suppression systems fitted as appropriate
- Extinguish fire if safe and competent to do so
- Evacuate the mobile equipment on the side of the machine opposite the fire if possible

In case of a **Tyre Fire** related to earthmoving equipment the following precautions are to be followed:

Machine operator:

- The first priority is the safety of the operator and other personnel;
- Operator to stop the machine in the nearest safest position available;
- Shut down the equipment without delay;
- Activate the fire suppression system if fitted;
- Call Emergency on Channel 14 (or other channel as appropriate);
- Evacuate the machine using handheld extinguisher as required;
- Evacuate following safe route and avoiding the Extreme Danger Zone shown in figures 1 & 2 below and go to a safe position.



The On Scene Coordinator:

- Takes control of the scene upon arrival (limit access);
- Coordinates rescue if necessary and efforts to extinguish fire ensuring water cart operators remain outside of the 'Extreme Danger Zone' shown in Figure 1;
- In case of a "tyre fire", ensure an exclusion zone of 300m is established and maintained for 24 hours in case of tyre explosion;
- Restrict access to the exclusion zone to those authorized by the On Scene Coordinator only;
- Ensure any operators involved are assessed and treated (first aid) as appropriate for any injuries or incapacity due to the event.

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Bushfire / Grass Fire

In the event of a bushfire in close proximity (posing an imminent threat) to work sites (buildings or plant), all personnel must notify the Emergency Controller immediately.

The decision to evacuate a project site, building or property due to the risk associated with an approaching Bush Fire is the responsibility of the Emergency Controller or Project Manager. The decision should be made as early as possible and involve direct consultation with the Emergency Services.

Monitoring of bushfire alerts will be the responsibility of the Emergency Controller, in addition to other key members of the emergency response team and is done by use of radio communication, television, and the internet.

Alert levels are classed into three categories, Advice, Watch and Act. As fires spread quickly all employees and occupants must remain vigilant.

Before and at the commencement of the Bush Fire Danger Period:

- Ensure that the staff are prepared in accordance with the Emergency Management Plan.
- Ensure that all persons are informed of the evacuation procedures.
- Ensure building and areas around buildings are prepared and maintained.
- Ensure any firefighting equipment (hoses etc.) is serviceable and available.
- Update contact details of staff and occupants.
- Contact and update emergency services with the premises' contact details.

In the event of a bush fire in the surrounding area, employees shall follow the procedure outlined below:

- Consult the NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources for fire situation and updates.
- Inform staff and occupants of the fire situation.
- Designate tasks such as relocating equipment
- Ensure that the person in charge, On Scene Commander [OSC], has a mobile phone and is contactable.

In the event of an approaching bush fire threatening the premises within 2 hours, the primary action to evacuate will take place, staff and occupants of the premises shall follow the procedure outlined below:

- Emergency Controller will take control of the situation.
- Contact the Emergency Services where required for serious fires. Liaise with Ditchfield Management personnel
- Remain calm and explain to the occupants what is happening.
- Staff to ensure all doors and windows closed within the premises.
- Arrange for safe removal of employees, contractors and/or the public from any dangerous situation. Evacuate buildings/work areas when directed to do so or if deemed necessary.
- Consider whether staff should be sent home or to alternate location
- Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

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7.0 Severe Weather

Severe Weather / Storms

7.0

Severe storms may comprise some or all of the following characteristics: very strong winds (>90kmh), very heavy rain (possible flash flooding), lightning, hail, heatwave.

Storms may occur at any time of the year however they typically occur October to March.

Weather forecasts and observations, storm warnings, and weather radar images are available via the Bureau of Meteorology (BOM) internet site <http://www.bom.gov.au>. This should be monitored regularly.

Lightning

In the event of a thunder storm where there are lightning strikes within approximately 10km of site (calculated by the most accurate method available at the time) the following should be followed:

- All personnel working on the ground are to be removed from the open;
- Mobile plant will be parked up away from high risk locations (on top of hills etc.) until the lightning risk has passed:
- All operators are to remain inside their cabins until the all clear is given.

Flooding

In the event of any water leakage/flood incidents, immediately contact the Site Controller and report incident to the Site Manager. The Site Controller will investigate the situation and if necessary, decide if a partial or full evacuation of the site is required.

The Site Controller may call upon others to assist. General staff are to follow the instructions given by the On Scene Coordinators:

- If the site is not accessible due to flooding all personnel will be advised via whichever communications means are available given the circumstances;
- No personnel are to drive on closed roads, or drive through water that is deeper than the vehicle is rated by OEM, or through fast flowing water;
- No personnel are to work in, near or around trenches or excavations;
- Site management may need to consider shutting down the site operations in the event of a severe flood event. This may entail instructing personnel not to return from R&R break.

After Hours Procedure

Contact the supervisor, then pack up and exit the site via the safest route.

Earthquake

In the event of an earthquake, earth tremor or structural damage occurring from storms, personnel should comply with the following:

- Don't evacuate the building unless directed to do so. Move away from windows and external walls;
- If severe, shelter under your desk or a table, or in a corner of an inner wall of the building. Sit down
- Keep away from bookcases and other furniture which may fall or slide & disconnect electrical gear;
- Follow the directions and report any injuries to the On Scene Coordinator;

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9.0 Emergency Spill

Emergency Spill	9.0
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In the event of an emergency involving spills of fuels, chemicals, either Hazardous or Flammable, staff should comply with the following:

- Raise the alarm as per general emergency response procedures
- Identify the type of emergency. Spillage? Fire or chance of Explosion? Gas Leak?
- Contact relevant emergency service as required (i.e. Fire dept if there is a fire).
- For major leaks notify Superintendent. If spill has escaped offsite/ into waterway contact ESR immediately.
- Determine the site of the leak and Isolate/ prevent further spill or leakage (if it is safe to do so) by:
 - Forming barrier around leak/ spill to contain leak/spill (use of spill kit)
 - Using a grader or dozer to establish earth bund.
 - Put barriers around drains / outlets (seal drain grates by putting a barrier around them)
 - Obtain a spill kit and apply absorbent (or equivalent) on spill
- If possible, identify the substance or chemical involved
- Follow instructions for safety and environment within the SDS – This may involve containing or dispersing the spilled substance, or evacuating the area if volatile or flammable etc.;
- Secure the immediate area and evacuate if required;
- Ensure “NO SMOKING”;
- Establish a hazard zone that will keep non-emergency response personnel and vehicles well out of danger;
- Keep personnel upwind to avoid coming in contact with vapour or fume;

If unable to manage the scenario safely with onsite facilities and resources:

- Wait for the arrival of Emergency Services;
- Listen for instructions;
- Stand by for an immediate evacuation; and
- The Site Controller is to provide a thorough hand over, including SDS, Hazardous Substance Register and Dangerous Goods Manifest, so that Emergency Services are well aware of what they face.

Once the emergency spill is contained, clean up the affected areas:

- Clean up/ remove absorbent material to bin using the brush/pan provided in spill kit
- Clean up soft surface by excavating contaminated soil. Stockpile the contaminated material in designated area
- Inform ESR and complete incident log form

Note: For further information refer to the Dangerous Goods Initial Emergency Response Guide SAA/SNZ HB76: 1997

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11.0 Vehicle/ Plant Accident on or Adjacent to Site

Vehicle / Plant Accident on or Adjacent to Site	11.0
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In the event of a vehicle / plant accident you must:

All Personnel

- Raise the alarm as per general emergency procedures.
- Check for dangers, which could affect the first person on the scene (fire, oncoming vehicles, leaking fuel, fallen power lines etc), make the area as safe as possible.
- Render first aid and extinguish fires if competent and safe to do so.

The Site Emergency Controller (EC) and Emergency Services (000) should be notified immediately, and the client as soon as possible, particularly if the incident may hamper safe traffic flow around or to & from site.

Site Emergency Controller (EC)

- Limit access to area and establish road blocks if required
- If casualties are in danger remaining in the vehicle and it is safe to do so, remove the casualties from the vehicle/ plant. Otherwise treat injuries in situation.
- Organise First Aid attendants to treat injuries and manage the scenario that is present.
- Extinguishers are to be taken to the scene in the event of possible fire
- If required call for SES for extraction equipment and Ambulance for serious injuries.

On Scene Coordinator is to ascertain situation and render assistance as required by situation and or as requested by Emergency Services Officer

Personnel are to follow On Scene Coordinator directions as instructed.

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12.0 Heavy Vehicle Accident

Heavy Vehicle Accident	12.0
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Ensure notification to the Plant Manager immediately. Once contacted the Plant Manager will initiate the Emergency Response and become the Incident Response Coordinator. Notify emergency services if required.

Driver

- Where safe/applicable, stop any further damage/spillage
- Clear and secure incident scene to protect self and public
- Call emergency services followed by Ditchfield Management
- Provide as much information as possible to stakeholders & Emergency Response personnel

Incident Response Coordinator

- Where required, notify relevant workplace HSE personnel and regulatory authorities.
- Ensure relevant response is provided based on situation appraisal and severity
- Attend the incident if required
- Coordinate with Emergency Response Service Provider to recover product and/ or vehicle, clean-up site to satisfaction of EPA or local council etc.
- Liaise with Emergency Services
- Gather any other relevant information for investigation
- Liaise with relevant business stakeholders
- Document all relevant information pertinent to final Incident Report

On scene coordinator

- Tend to driver's welfare
- Provide photographic evidence of incident
- Engage all necessary external Suppliers
- Liaise with Plant Manager for transporting of load when required.
- Document all relevant information pertinent to final Incident Report
- Provide support to Incident Response Coordinator regarding external suppliers and any information requirements.

Senior Management

- Manage all response to media (if applicable)
- Review incident report and handle any escalation from incident as required
- Attend any serious incidents within reasonable travel time, or if requested by Authorities.
- If any employee sustains any injuries or hospitalization has occurred ensure that immediate contact is made with relevant family member and organize all assistance required
- Assist Incident Response Coordinator with information if requested, along with details in relation to transporting of loads.
- If required, liaise with Emergency Services and Authorities at scene
- Notify all relevant Management in regards to status of incident
- Notify customers where applicable
- On receipt of all relevant reports and information ensure that all internal reports are formulated and distributed to relevant personnel



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