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**CCC-PLN-Pollution Incident Response Management Plan**

# **CARROLL COTTON**

# **POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN**

 <p><b>CARROLL COTTON CO.</b> EST. 1995 AUSTRALIA</p>	Document Owner:	WHS Officer
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## 1 **PURPOSE**

The purpose of this plan is to:

- Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities specified in the Act (such as local councils, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW)<sup>1</sup> and people outside the facility who may be affected by the impacts of the pollution incident.
- Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks.
- Ensure that the plan 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.
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, the plan will be implemented immediately.

## 2 **SCOPE**

This Management Plan applies to the Carroll Cotton operation, it's employees, contractors and visitors.

## 3 **REQUIREMENTS**

The Pollution Incident Response Management Plan (PIRMP) has been developed in accordance with the requirements of the NSW Environmental Protection Agency (EPA).

### 3.1 **WHAT MUST BE NOTIFIED?**

Pollution incidents causing or that have the potential to cause harm to the environment must be notified.

### 3.2 **POLLUTION INCIDENT**

*Pollution incident* means 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.

### 3.3 **WHAT IS MATERIAL HARM?**

Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred.

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### 3.3.1 PROTECTION OF THE ENVIRONMENT OPERATIONS ACT 1997 (POEO) - SECT 147

#### Meaning of material harm to the environment

- (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 RESPONSIBILITIES

**Carroll Cotton Gin takes action to prepare for and prevent emergencies and critical incidents. This would include:**

- identifying on-site and off-site situations that have the potential to become emergencies or critical incidents that would affect site operations;
- determining potential risks associated with particular situations;
- using risk management practices to assess the potential risks and develop mitigation strategies;
- developing an *Emergency Management Plan* that considers the management of foreseeable risks;
- communicating the plan to all staff;
- training key staff;
- testing and modifying the plan annually;

## 5 INCIDENT RESPONSE PROTOCOL

If a pollution incident occurs at the site the following steps should be followed by the General Manager, Production Supervisor or Maintenance Supervisor or Shift Supervisor.

### 5.1 PHASE 1 - ASSESS RISK MATERIALITY (POLLUTION INCIDENT OCCURS)

- Firstly, call 000 if the incident presents an immediate threat to human health or property or there are injured persons.
- Ensure the safety of all persons on the site. Evacuate if necessary.
- Identify the severity, risks, and extent of the incident.
- What is the substance emitted?
- What are its properties?
- Is there a risk to health and safety?

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- Do you have the necessary PPE to manage the emission?
- What is the volume of the emission?
- Assess potential for off-site impacts to the community and the environment.
- If the emission has the potential to cause material harm to persons or property or the environment, execute the next phase of the PIRMP PHASE 2 - NOTIFY

## **5.2 PHASE 2 - NOTIFY**

Contact key individuals:

- Individuals responsible for activating the PIRMP (nominated site representatives),
  - Individuals authorised to notify and co-ordinate relevant authorities (nominated representatives).
  - Notify Relevant Authorities If it is determined that the pollution incident is a material harm incident in accordance with Section 9.
  - If the incident does not require an initial combat agency, or once the 000 call has been made then the Production Manager will notify the relevant authorities in the following order.
    - (i) EPA
    - (ii) Ministry of Health via the local Public Health Unit
    - (iii) WorkCover Authority
    - (iv) Police, Fire and Rescue NSW
    - (v) If required notify community members via the Community Notification Protocol.
- Please refer to contact details in Section 14.

## **5.3 PHASE 3 - STOP**

- Read “Material Safety Data Sheet” and label for response (if applicable).
- If safe to do so stop the source of the emission.
- If pollutant or contaminant cannot be identified wait for relevant public service (e.g. Fire and Rescue) or instruction from the General Manager, Production Manager, Maintenance Supervisor or Acting Site Supervisor.
- Manage incident in accordance with the site PIRMP.

## **5.4 PHASE 4 - CONTAIN INCIDENT**

- Utilise barriers (absorbent booms, banks of soil or any other safe objects) or spill absorbent to prevent the emission or leak from spreading.
- The main priority is to prevent the emitted or leaked material from discharging off site.
- If necessary minimise the impact of potential off-site spreading.

## **5.5 PHASE 5 - CLEAN UP**

- Clean up and remedial actions to restore the environment.
- Disposal of pollutants in accordance with EPA regulations

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**5.6 REVIEW**

- Conduct an investigation into the incident and assist the EPA and investigators with external enquiries (if applicable).
- Complete internal reporting.
- Test the effectiveness of the PIRMP within one month after the incident to ensure controls are replenished.

**6 POLLUTION INCIDENT NOTIFICATION PROCEDURES AND CONTACTS**

This section sets out details on the communication protocols for a pollution incident which has occurred in the course of activities for the Site which has resulted in or has the potential to result in a material impact to human health or the environment.

**6.1 COMMUNICATION INTERNALLY**

For internal notification, contact details are as follows:

If a material pollution incident occurs at the site or outside the site as a consequence of the site activities then the Shift Supervisor must promptly notify (by telephone) the Production Supervisor, Maintenance Supervisor or the General Manager. Do not hesitate to call these representatives regardless of the time.

If an employee or contractor for the site discovers a pollution incident they must report the pollution incident to the Production Manager which in turn must notify the individuals via the process specified above. Contact details are as follows:

**Contact Numbers – 02 57 111 664**



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## 6.2 COMMUNICATION WITH EXTERNAL GOVERNMENT AGENCIES STAKEHOLDERS

The relevant external agencies will be notified of a material pollution incident without delay. The following parties should be notified promptly on the following contact details:

EPA Armidale	02 6773 7000	
EPA Head Office	02 9995 5000	131 555 (emergency 24-hour service number)
NSW Health	02 6764 8000	
Local Council - Tamworth	02 6767 5555	1300 733625
Local Council - Gunnedah	02 6740 2100	02 6740 2100
WorkCover NSW	13 1050	
Police/ Fire/ Rescue	000	
ELGAS Emergency Number	1800 819 783	

## 6.3 COMMUNICATION WITH LOCAL COMMUNITY (COMMUNITY NOTIFICATION PROTOCOL)

The Production Supervisor, and/or General Manager must assess if community members or their property may potentially be affected by a **material pollution** incident, if this is the case then community members must be notified immediately without delay by one of the following methods:

- Door knocking if an emergency event;
- Phone call by a Carroll Cotton Co Pty Ltd representative; and
- In writing if appropriate for continuing material pollution incident.

The appropriate method of communication will be determined by the nature of the pollution incident or as directed by the relevant agency.

Community members are to be notified within these areas at the earliest convenience.

### NEIGHBOURING SITES



### D. UPDATES

Regular updates to relevant government agencies and community members will be provided using the relevant protocols.

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### 7 INVENTORY OF POLLUTANTS

Tank ID no.	Dangerous Goods			Tank		
	Name	Class	UN No.	Type	Capacity	Average
1.	Petroleum Gases Liquefied	2.1	1075	Above ground	53,000	35,000
2A.	Diesel	C1	00C1	Above ground	2,000	1,000
2B.	Diesel	C1	00C1	Above ground	1,000	500
2C.	Petrol	3	1203	Above ground	1,000	500
2D.	Petrol + Lead Replacement	3	1203 +1649	Above ground	1,000	500

Gas supplied by ELGAS: **Emergency Number: 1800 819 783**

### 8 POTENTIAL POLLUTANTS

Potential Pollutants	Hazard	Likelihood	Pre-Emptive Actions	Emergency Level
<b>Cotton modules/ Cotton Trash</b>	Fire / Smoke	Low	Fire breaks/ roads segregate module pads.	Site / External
<b>Gin Cotton</b>	Fire / Smoke	Moderate	Monitor module moisture levels.  Fire reels and extinguishers	Local / Site
<b>Cotton Bale</b>	Fire / Smoke	Low	As above	Site / External
<b>Stored Diesel</b>	Leaks / Spills  Fire	Low  Low	Bunding containment wall. No smoking zone.	Local
<b>Stored Petrol</b>	Leaks / Spills  Fire	Low  Low	Bunding containment wall. No smoking zone. Extinguishers.	Local
<b>Bulk LPG storage</b>	Leaks / Explosion	Low Low	Regular maintenance by Elgas. No smoking zone Fire Reel.	Site

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### 9 SITE SPECIFIC SAFETY EQUIPMENT

Fire Reels	Throughout Gin and Site. A map is available at the Site Manifest located at the main entrance.
Fire Extinguishers	Throughout Gin and Site. A map is available at the Site Manifest located at the main entrance.
2 Water trucks with fire hoses and pump	All staff trained in Fire Truck use.
Front End Loader	
Water Storage for filling water trucks	
MSDS	Chemical Storage Container

### 10 EMERGENCY SERVICES

Fire Ambulance Police	000
SES	02 6740 2380
Gunnedah Hospital	02 6741 8000
Tamworth Base Hospital	02 6767 7700



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Role	Responsibility
<b>Managing Director</b>	<ul style="list-style-type: none"> <li>• Provide technical advice and support to the management team in the event of an emergency</li> <li>• Activate the Pollution Incident Response Management Plan if required and assume Team Leader Role</li> <li>• Arrange to routinely test the Pollution Incident Response Management Plan.</li> <li>• Notify external authorities, neighbors and emergency services.</li> <li>• Ensure resources are made available for the inspection, testing, maintenance of equipment and the development and maintenance of Safe Work Procedures.</li> <li>• Ensure resources are made available for the training of Carroll Cotton Co. personnel.</li> </ul>
<b>Shift Supervisor</b>	<ul style="list-style-type: none"> <li>• Direct all employees and contractors to follow this Plan,</li> <li>• Ensure that all persons under their supervision have a sound working knowledge of this Plan,</li> <li>• In emergency situations, take on the role of Emergency Controller/ Fire Warden</li> <li>• Ensure that all incidents, or potential incidents are reported to the Managing Director</li> </ul>
<b>WHS Officer</b>	<ul style="list-style-type: none"> <li>• Arrange for the training of Carroll Cotton Co personnel to effectively utilise the Pollution Incident Response Management Plan.</li> <li>• Ensure that all incidents, or potential incidents are investigated, reviewed and recommendations are implemented and monitored.</li> <li>• Maintain an up to date register and Safety Material Data Sheets of chemicals and materials used and stored on site.</li> </ul>
<b>Maintenance Superintendent</b>	<ul style="list-style-type: none"> <li>• Ensure regular inspection of plant and equipment.</li> <li>• Maintain plant and equipment in a safe condition.</li> <li>• Correctly dispose of waste oils, chemicals, containers and hazardous materials.</li> </ul>
<b>All Site Personnel</b>	<ul style="list-style-type: none"> <li>• Report all incidents or potential incidents to the Shift Supervisor and follow all instructions.</li> <li>• Follow all Safe Work Procedures</li> <li>• Correctly use all required PPE</li> </ul>



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Revisions	Revision Description	Who Consulted	Date
0	Original		Pre 2016
1.0	Standard template, new logo, revised content	Scott Davies, Trudy Davies, Allan Botfield, Lucy Staughton,	04/05/2016
2	Review, update contacts	Allan Botfield, Lucy Staughton,	02/05/2017

Approval	Name	Position	Signed	Date
Document Owner:				
Authorised by:				