

McLennan Earthmoving Pty Limited

ABN: 96 055 186 797

Pollution Incident Response Management Plan for Duncans Quarry 3281 Gwydir Highway, Jackadgery 2460

Prepared and Approved by:

McLennan Earthmoving Pty Limited



***Philip McLennan
Managing Director***

***Date: 1 February 2021
V7***

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5	17/11/2017	Checking of final Draft PIRMP confirming information included was accurate and up to date. Consideration was also given to ensuring that PIRMP was able to be implemented at Duncans Quarry, 3281 Gwydir Hwy, Jackadgery in an effective manner. Final amendments made accordingly after the testing of PIRMP.	Phil McLennan & Kim Painter
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Contents

INTRODUCTION	4
DETAILS OF SITE AND SITE OPERATIONS.....	5
EMERGENCY RESPONSE AGENCIES	6
DESCRIPTION AND LIKELIHOOD OF HAZARDS	7
POLLUTING MATERIALS STORED OR USED AT THE SITE	9
POLLUTION INCIDENT RESPONSE	11
MINIMISING HARM TO PERSONS ON / NEAR THE SITE	12
Emergency Management Key Responsibilities (pre-emergency).....	12
Emergency Management Methods.....	12
Chief Emergency Controller (during and post-emergency).....	12
Staff, Employees and Contractors	12
Emergency Warning and Communications System.....	13
Fire-Fighting Appliances	13
Location of Extinguishers	13
Incident and Accident Reporting.....	13
First Aid Equipment Locations.....	13
EMERGENCY RESPONSE AND EVACUATION PLAN.....	14
Discovering a dangerous situation	14
If evacuation is decided.....	14
If emergency services are not required.....	15
First aid.....	15
Media liaison	15
Communication plan with relevant parties.....	15
Emergency equipment	15
LIST OF RELEVANT DOCUMENTS AND PROCEDURES	16
ATTACHMENTS (see following pages).....	16

INTRODUCTION

This Pollution Incident Response Management Plan (PIRMP or “Plan”) has been prepared in accordance with requirements set out in Part 5.7A of the *Protection of the Environment Operation Act 1997* (POEO Act), (13 November 2020), and Part 3A of the *Protection of the Environment Operations (General) Regulation 2009* (01 December 2020).

The Pollution Incident Response Management Plan sits within the overarching Duncans Quarry Safety Management System (SMS).

This plan is kept on file in the office at Duncans Quarry, 3281 Gwydir Highway, Jackadgery. Its contents shall be familiar to all workers, and permanent subcontractors at Duncans Quarry. The plan 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 current induction process for workers and visitors covers emergency procedures including pollution incidents.

The Mine Operator will be responsible for the worker training and the ongoing maintenance of the PIRMP.

The objectives of the PIRMP are to:

- ensure comprehensive and timely communication about a pollution incident to staff on site, the Environmental Protection Authority, Clarence Valley Council, NSW Ministry of Health, SafeWork NSW, and Fire and Rescue NSW as well as 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 the facility by identifying risks and developing 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.

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. Communications with adjoining properties and the community.
7. Minimising harm to persons on/near the site.
8. Site 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 SITE AND SITE OPERATIONS

The site known as “Duncans Quarry” is located at 3281 Gwydir Highway, Jackadgery 2460, 32.8km west of Grafton. The operator of the site is McLennan Earthmoving Pty Limited, and the site contact mobile number is: 0429431521.

The EPA Licence No. for the site is: 13248. All compliance conditions relevant to this site are detailed in the Licence document.

Activities at the site include extraction through blasting (conducted by blasting contractors), excavation, crushing, screening, pre-coating, pug milling, stockpiling of quarry materials and loading of quarry material delivery trucks.

The active plant on site consists of:

- Wheel loaders
- Skid steer loaders
- Tip trucks
- Water carts
- Articulated dump trucks
- Excavators
- Forklifts
- Dozers
- Cone crushers
- Jaw crushers
- Mobile crushers
- Screening plant
- Wheeled conveyor
- Sand washing plant
- Graders
- Service trucks
- Elevated work platform
- Pugmill
- Hard hose irrigator
- Water pumps
- Multiple utes

The number of workers/personnel on site consists of 4 – 20 people, which includes subcontractors working on site and McLennan Earthmoving trucks and subcontractor trucks entering and leaving site.

The site comprises of the following areas:

- Roads, silt dams, sediment dams and water dam areas
- Granite pit working area.
- Argillite pit working area.
- Pre-coat area
- Pug milling area
- Machinery, crusher & screening areas (wet plant area & dry plant areas)
- Stockpile loading and unloading areas.
- Weighbridge
- Visitor parking, assembly and office areas
- Crib room and facilities

- Machinery sheds
- Storage sheds
- Mechanical storeroom and workshop
- Control room on western side and switchboard on the eastern side for dry plant
- 2 storage containers (ISO and silo)
- 1 diesel fuelling station

The site plan (refer Figure 1) shows the location of administration office, visitor parking, machinery sheds, weighbridge, drainage/sediment traps, stockpiles areas, wet and dry plant areas and emergency assembly area.

EMERGENCY RESPONSE AGENCIES

If a pollution incident occurs 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
Large fuel spill	Moderate	<ul style="list-style-type: none"> Fuel Tank is double bunded. 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. Maintenance activities are to be 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. Good housekeeping and tidy work areas are maintained to help prevent accidents and spills.
Stored chemicals leakage and/or spillage causing contamination	Low	<ul style="list-style-type: none"> Bitumen pre-coat is stored in covered concrete and block bunded area with a spill capacity of twice the capacity of the holding tank. 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). SDSs are reviewed and available for reference for the correct handling and clean up procedures. Good housekeeping and tidy work areas are maintained to help prevent accidents and spills. Refer also to the Safety Data list for chemicals stored on site.
Fire	Moderate/Low	<ul style="list-style-type: none"> Flammable and combustible liquids are stored in an undercover area on appropriate drip/spill containment trays. 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. Good housekeeping and tidy work areas are maintained to help prevent accidents and spills. Fire extinguishers are provided on all items of plant and throughout the site, and staff are trained in their use. Staff and visitors to the site are instructed in the emergency procedures and evacuation points during their site induction. Due to the nature of the surrounding bushland, fire from external sources are a higher risk than fire within the quarry area. Duncans Quarry water carts are kept filled and can attend and put out small spot fires that are close to boundary of quarry before they have time to develop.

HAZARD DESCRIPTION	LIKELIHOOD	CONTROL MEASURES
Fire	Moderate/Low	<ul style="list-style-type: none"> Personnel driving to and from the quarry remain alert to bush fires and report to the local fire authority any site that appears to have become ignited.
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 by bund walls. Sediment control measures are implemented and maintained.
Dust emissions from operations & vehicle movements	High	<ul style="list-style-type: none"> Hardstand areas and roads are kept in a damp state with the use of a water truck, with more frequency during windy conditions. Use of the water truck is logged, and records retained on site. Stockpiles are regularly watered down with sprinklers and the water trucks, with more frequency during windy conditions. Plant that causes extreme dust emissions are watered down via sprinkler systems while in operation. Operators work within enclosed plant cabins, with air conditioning and/or ventilation in operation. Loads are covered during transport. PPE - dust face masks are available for all operators, personnel and visitors to site. PPE - Full face respirators are available for staff working in extreme dust situations and all staff have attended a toolbox training session on the correct fitting and use of dust protection.
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, and these are emptied into the appropriate skip bins, as necessary. Large skip bins are emptied by JR Richards as required. Waste not appropriate to skip bins is taken to Council 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 are stored on site.

POLLUTING MATERIALS STORED OR USED AT THE SITE

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

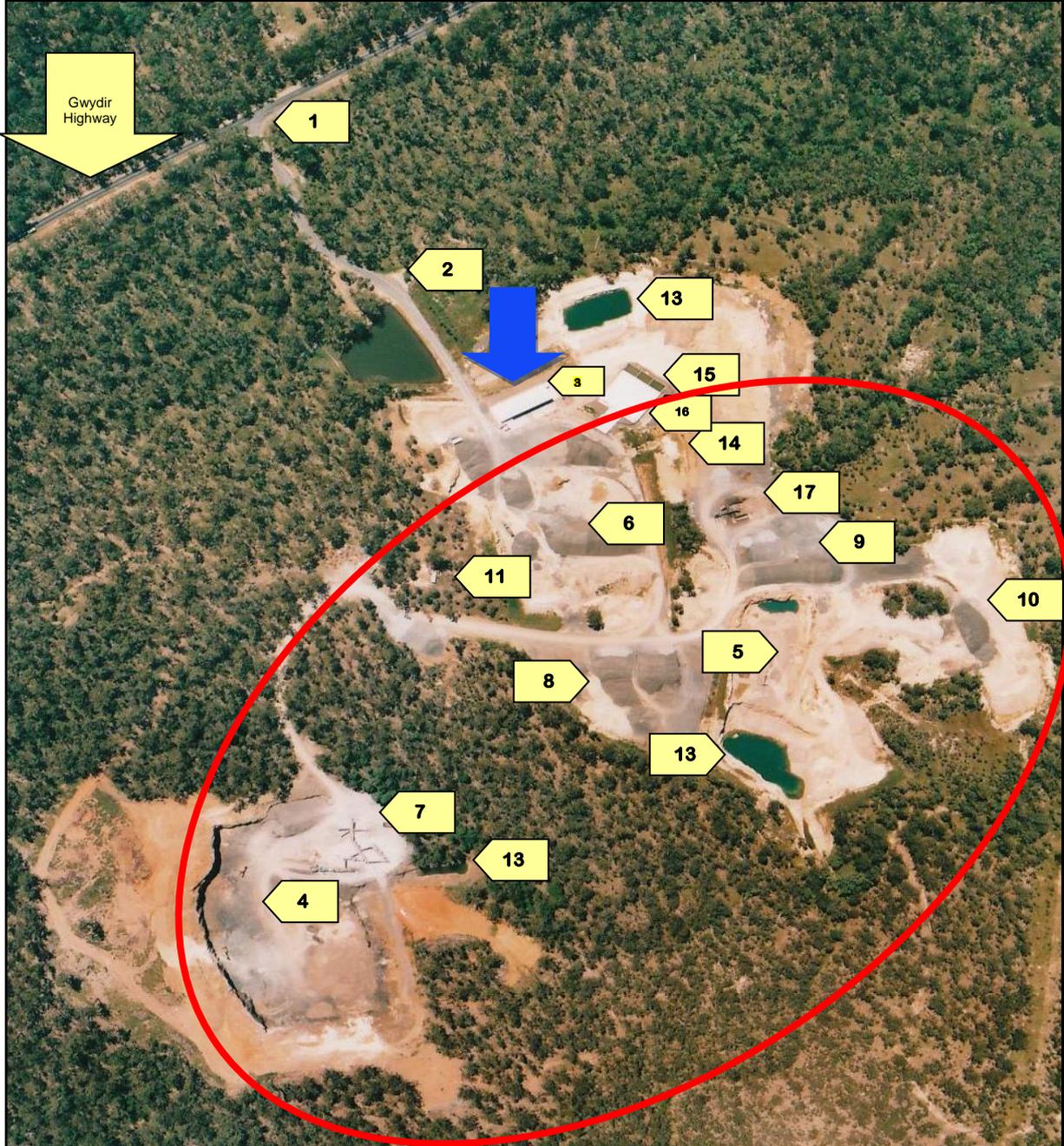
Material	Quantity and Storage Location	Preventative Measures
Diesel Regular (unleaded) petrol	There is one bunded diesel tank on site, with 65,000 litres capacity. Service vehicles with diesel fuel tanks with capacity of up to 400 litres are used for refuelling excavators, dump trucks etc. Very little petrol is kept on site, about 5 litres maximum, in a small jerry can for small engines such as chainsaws.	<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 are on all items of plant, and in all service vehicles and located at several locations around site (signposted). • Machines/plant are turned off during refuelling. • Petrol jerry can is kept closed and kept in a secure cool maintenance shed area.
Assortment of oils and lubricants	Stored in machinery shed. Stored in service vehicles, in sealed containers.	<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 to coat and clean up spilled substance. • Service vehicles carry small amounts of oils, lubricants etc. These are in tubes, cans and other sealed containers. • If containers/lids sustain damage and are unable to be properly closed, those containers are disposed of in the relevant waste disposal manner.
Bitumen pre-coat	Stored in bunded concrete area.	<ul style="list-style-type: none"> • Bitumen pre-coat is stored in covered concrete and block bunded area with a spill capacity of twice the capacity of the holding tank
Cement Powder Cement/Slag Hydrated Lime Slag/Lime	Stored in ISO (18 tonne) and a horizontal silo - 30 tonne capacity.	<ul style="list-style-type: none"> • Signage indicate contents of the ISO & Silo. • Most recent delivery dockets indicate the immediate contents of the tanks. • Workers in direct contact with either product during loading/unloading wears the appropriate dust mask, long sleeves, long pants, hard hat, eye protection and gloves. • These products are delivered by specialist contractors who are responsible for the loading into the silo and ISO. Safety procedures are followed to ensure minimal contact with both products.

SITE PLAN - DUNCANS QUARRY EXCLUSION ZONE WHEN BLASTING

←Glen Innes

Grafton→

Duncans Quarry, 3281 Gwydir Highway, Jackadgery



(MUSTER AREA)

POLLUTION INCIDENT RESPONSE

If a spill or leak of polluting material occurs, the Spill Control procedure (EM-11) displayed on the noticeboard at the office shall be followed. A copy of the Spill Control Procedure (EM-11) is attached. All personnel working at Duncans Quarry shall become familiar with these steps. Detailed below are steps to be taken in the event of a spill or leak of polluting material:

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 on site, immediately contact the EPA on phone: 131 555. 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 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 Clarence Valley Council 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 Incident/Hazard and report 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 phone and a provide a written advice within 7 days of the incident, with the following information:
 - a) Site name and location.
 - 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 Safety Data Sheets (SDS) located at the site.

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 Emergency Plan and 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.
- Co-ordination of evacuation exercises (drills).
- Post-emergency / exercise review.

Emergency Management Methods

- The Site has an Emergency Plan.
- A complete copy of the Plan shall be retained on site and is displayed in the Administration Office.
- This plan forms part of the overarching Duncans Quarry Safety Management System.

Chief Emergency Controller (during and post-emergency)

The Emergency Controller for Duncans Quarry 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:

- Attendance of any emergency preparedness training.
- In the event of emergency event, report all emergency incidents to the Managing Director.
- Follow instructions given in the event of an emergency.
- Co-operate 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

- UHF Radios in all plant, weighbridge and vehicles, mobile phones.
- Verbal communication with staff.
- Duncans Quarry is equipped with emergency sirens, which are to be used during an emergency.
- 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 plant as per the Emergency Response Plan.

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.

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:

- If an ambulance is required, one will be called for immediately and first aid applied until they arrive.
- There are trained and accredited First Aid Officers on site and present during normal business hours.
- The contact number of the First Aid Officer is displayed at the Site office.
- All injuries shall be reported to the Managing Director (or his delegate) immediately and an incident / injury report (SF-02) completed 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 (includes defibrillator)
- In the Dry Plant Control Room
- In all vehicles
- In most items of mobile plant

EMERGENCY RESPONSE AND EVACUATION PLAN

Discovering a dangerous situation

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 personnel, 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.

Address:	3281 GWYDIR HIGHWAY, JACKADGERY NSW 2460
Nearest Cross Road:	Purgatory Creek Road, Jackadgerly NSW 2460
Contact Name 1:	Give the operator YOUR name and contact number. The person who contacts the Emergency Services is the First Contact and MUST stay on the phone to the services until teams have been deployed or you have been advised that it is clear to disconnect from the call.
Contact Name 2:	Phil McLennan – 0428 664 515

If the situation is not immediately life threatening or out of control and it is necessary, deploy other personnel 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 **you** stay on the phone to the emergency services until they arrive on site.

Report to the person in charge of the emergency services immediately upon their arrival to site. Once emergency services arrive on site, follow their instructions to ensure best safety results for all personnel on site, as well as minimising potential pollution incidents.

If evacuation is decided

If the safety delegate decides an evacuation is necessary, "emergency, emergency, emergency" is to be called over the UHF channel 34 and then over UHF channel 40 (to ensure that all personnel on site as well as those entering or leaving are advised of evacuation), while the emergency alarms are being activated. All personnel are to move quickly to the **Emergency Assembly Point on the left of the weighbridge (heading toward site exit)**. Do not waste time collecting documents or personal items.

If you are unable to get to the Emergency Assembly Point, make contact via UHF radio or phone contact to advise your health status and location, and then take all available steps to ensure your safety until Emergency Services can get to you.

The safety delegate is responsible to ensuring personnel 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.

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 either a fire extinguisher or if small area only, a fire blanket.

Once the immediate threat of fire is over, contact Manager or other available personnel 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.

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 other personnel 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 situation.

In all the above scenarios, an Environmental Hazard/Incident 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.

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.

Communication plan with relevant parties

In the event of an emergency, depending on the wind and weather conditions, surrounding properties may be able to hear the emergency sirens, but there is no residential property in the immediate vicinity of the quarry. The adjoining land is mostly vacant land.

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 available and water trucks kept filled.
- Spill Station Control Kit
- Hand shovels

STAFF TRAINING

The current induction process for workers and visitors covers training and awareness of emergency procedures including management of pollution incidents.

A training program on hazardous waste and polluting materials management has been incorporated into the company's emergency response training programme and is updated, as necessary.

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

Refresher training of existing employees and relevant contractors will be undertaken every 2 years.

LIST OF RELEVANT DOCUMENTS AND PROCEDURES

- Environmental Protection Licence (Ref # 13248)
- McLennan Earthmoving Management System Overview, Incorporating Quality, Safety & Environment (refer McLennan Earthmoving Website Safety & Environment portal)
- Site Hazardous Materials Register & SDS file (refer McLennan Earthmoving Website Intranet Safety Portal)
- Various company SWP's and SWMS's (refer McLennan Earthmoving Website Intranet Safety Portal)

ATTACHMENTS (see following pages)

- Environmental Protection Licence (Ref # 13248)
- EM-11 Spill Control
- Emergency Guidelines Procedure (WHS-31)
- Environmental Incident/Hazard Report Form (SF-01)

ATTACHMENTS

Section 55 Protection of the Environment Operations Act 1997

Environment Protection Licence

Licence - 13248

Licence Details

Number: 13248

Anniversary Date: 15-June

Licensee

MCLENNAN EARTHMOVING PTY LIMITED

PO BOX 7

SOUTH GRAFTON NSW 2460

Premises

DUNCANS QUARRY

GWYDIR HIGHWAY

JACKADGERY NSW 2460

Scheduled Activity

Extractive activities

Fee Based Activity

Land-based extractive activity

Scale

> 500000-2000000 T annual capacity to extract, process or store

Region

North - North Coast

NSW Govt Offices, 49 Victoria Street

GRAFTON NSW 2460

Phone: (02) 6640 2500

Fax: (02) 6642 7743

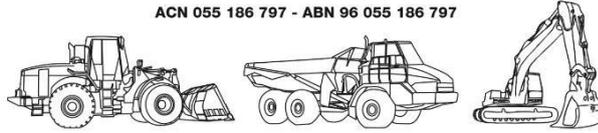
PO Box 498 GRAFTON

NSW 2460

McLENNAN EARTHMOVING

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

Environmental Management

Document No: EM-11 Spill Control and Clean Up Controlled Document	Updated: 17 December 2020 Revision No. 03 Review Due: 17 December 2022
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Procedure

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

Be Prepared

As a contingency, the following recommendations regarding spill control should be adopted.

- Regularly inspect and maintain hoses and fuel lines on plant and equipment for leaks or damage before they burst or fail.
- Ensure a spill kit or alternative material is available on site to use in the event of a spill.
- At the site induction all personnel should 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 should be contacted to advise the company on the appropriate method of clean up.
- The client should also be notified where required.
- 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 should be disposed of accordingly.

Material used to clean up the spill should be placed in a drum labelled “Spill Kit Waste”. When this drum is full it should be removed from site as prescribed waste. Refer to Work Instruction – Disposal of Prescribed Waste. In some instances, an EPA licensed tanker may be required to vacuum up the liquid.

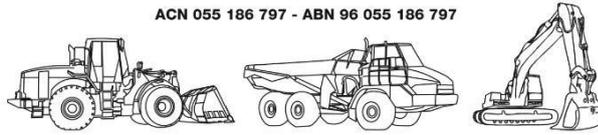
Replacement of Spill Kit Contents

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.

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Work Health & Safety

Document No: WHS-31 Emergency Guidelines Procedure	Updated: 17 December 2020 Revision No. 03 Review Due: 17 December 2022
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Procedure

Being prepared for emergency situations will ensure that any damage, injury, trauma or other consequences are minimised.

Both internal and external emergency situations can affect the safety of workers and clients of McLennan Earthmoving Pty Ltd.

Internal emergencies are those that endanger workers and clients whilst at McLennan Earthmoving Pty Ltd premises and include fire, sabotage and bomb threat, medical emergencies and hazardous material spills.

External emergencies are those that occur outside of McLennan Earthmoving Pty Ltd premises but are still a part of the working environment. External emergencies include road traffic accidents, or an emergency on the job site.

Whilst workers/contractors are working on a client site they should follow all rules relating to emergencies as per client guidelines.

Process:

Internal Emergency

Office

- Render first aid immediately if required, including calling an ambulance if necessary.
- Report emergency to your supervisor, who will assess the emergency and phone for emergency services if required.

External Emergency

- Render first aid immediately if required, including calling an ambulance if necessary.
- Report emergency immediately to your supervisor or if alone you will need to make the emergency call.
- Supervisor will assess the emergency and phone for emergency services if required.
- “000” should be dialled in the first instance, but “112” may be used if you are out of your network coverage area but within the coverage area of another network.
- If an emergency occurs and you are alone (e.g., vehicle accident) you will need to advise your supervisor of the emergency as soon as it is practicable after the incident and when it is safe to do so.
- If working on a client site report all emergencies immediately to site manager.

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.

Some important points to remember when dialling emergency numbers:

- Answer the call taker’s questions as calmly and clearly as you can and stay on the line until they advise.

you it is ok to hang up.

- The call taker may ask for your call back number so they can contact you again whilst the emergency service is on its way to you.

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.

Medical Emergency (additional information in the First Aid procedure)

- First Aid officer to initiate usual first aid procedures.
- Make the injured person as comfortable as possible without moving them until the ambulance arrives. Use the "Priorities of Patient Management" (refer to First Aid procedure.)
- The First Aid officer oversees the casualty until the emergency services arrive.

Fire Emergency (additional information in the Fire Protection procedure)

- Use fire extinguisher to contain fire only if safe to do so.
- Move all site personnel to a safe area and await fire/emergency services.

Gas Cylinder Emergency

- Turn off cylinder valves - only if safe to do so - evacuate the area and wait for emergency services instructions.

Power Line Emergency

- Follow the emergency guidelines set down in procedure for 'Overhead Electrical Wires'

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.

Emergency Services Contacts

Emergency services contacts (Emergency Contact Numbers sheet SF-03) will be displayed near all phones.

Material/Product Spill.

Hazardous material/dangerous goods spills may occur on sites.

- If a hazardous material/dangerous good is spilt the Manager must be contacted immediately.
- Attempt to clean up spill with spill kit, only if safe to do so.
- Contact the emergency services on "000" if required.
- Provide as much information about the hazardous material/dangerous good as possible.

If the spill is a suspected flammable material.

- Remove any ignition sources.
- Evacuate all persons in immediate danger and await instruction from the fire brigade/emergency services.
- Do not attempt to re-enter the affected areas until all clear is given.

The nature of the spill should be assessed and its potential for entry into water courses. Spill kits may be used to prevent this from happening.

Depending on the type, size and location of spill it may be a legal requirement to inform the following authorities.

- Fire Service.
- Police.
- Environmental Protection Agencies (only contacted by management).

Sabotage and Bomb Threat

- A bomb warning is a notice received by any means of an explosive or any other hazardous device having been placed to cause risk or damage to McLennan Earthmoving Pty Ltd business.
- All bomb threats are to be treated seriously. Necessary actions and precautions must be taken to minimise danger to the public, workers and the premises until the risk has been removed or until the warning has been proven to be unfounded.
- Quick and accurate communications are essential. Staff who may have to handle initial communications will be thoroughly familiar with these procedures.
- Members of the press, other news media and the public must not be admitted into the area in which the bomb etc. may be located.

Sabotage and Bomb Alerts

The person taking the call should:

- Remain calm.
- If possible, attract their Supervisor/ Manager's attention or share the call with another person.
- Take notes during phone call.
- If possible, keep the caller talking by asking questions to continue the conversation, such as: When will it go off? Hour or time remaining? Where located? What kind of bomb? Why did the person choose this location?
- Complete the Bomb Threat Report (SF-07) noting: Male/ Female voice; Accent/ voice pitch/ noticeable remarks; Background noise- if any.

All information attained must be passed to the supervisor/ manager **immediately**.

- Supervisor/ Manager to arrange evacuation of area and will notify the Police, Bomb Squad etc.

Emergency Evacuation Plans

Emergency evacuation plans and procedures will be displayed in the offices of McLennan Earthmoving Pty Ltd and on the Health & Safety Notice Boards.

Emergency Drill

- Emergency drills are essential for all workers, including subcontractors and clients to practice safe exiting McLennan Earthmoving Pty Ltd premises as quickly and safely as possible.
- Emergency drills are a necessary precaution and will be held at irregular intervals. At least 1 emergency drill will be held per year.
- An emergency evacuation plan detailing the emergency assembly area will be posted at all exits of buildings and on the notice board.
- The manager/fire warden will signal the commencement of an emergency drill.
- On hearing the signal staff/clients will be required to exit their workstation/ work area in an orderly fashion, moving quickly and quietly to the emergency evacuation assembly area and should listen for additional instructions given by the manager.
- Staff and clients are to remain at the assembly area until the manager/fire warden has given the 'all clear'. Once the 'all clear' is given staff/clients should return promptly to their work area.
- On completion of the Emergency Evacuation Drill the Operations Manager and fire warden will assess the efficiency of the drill and detail results on the Practice Evacuation Report SF-09. These reports will be used to make necessary changes to evacuation procedures to ensure their effectiveness in operation and to document that an emergency drill has been completed.

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SYSTEM FORM

Document No: SF-01 Environmental Incident/Hazard Report Controlled Document	Updated: 17 December 2020 Revision No. 03 Review Due: 17 December 2022
Use this form to report any environmental near miss, incident or hazard. Once completed, please submit this form to the office.	
Incident Report # ENV (Please check incident register for correct numbering)	
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	
Investigators name:	Position:
Signature:	Date: