

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

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BROKEN HILL

CITY COUNCIL

AUSTRALIA'S FIRST HERITAGE LISTED CITY

QUALITY CONTROL

EDRMS REFERENCE	11/200	FILE REFERE	NCE	D20/42791
RESPONSIBLE POSITION	Waste and Sustainability Manager			
APPROVED BY	General Manager			
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EFFECTIVE DATE	ACTION ENDORSED BY		D BY	
1 October 2021	Approved		General I	Manager
July 2024				
NOTES	Front Cover Image: Broken Hill Waste Management Facility. Images sourced from Council's Image Library © Copyright Broken Hill City Council 2020			
ASSOCIATED DOCUMENTS	Landfill Environment Management Plan			

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1. PURPOSE

The Broken Hill City Council holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the Broken Hill Waste Management Facility. As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must **immediately** implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A copy of this plan must be kept at the Broken Hill Waste Management Facility and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

Parts of the plan are also available on the Broken Hill City Council website. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2021.

This plan was developed in accordance with the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2009 and reflects the EPA's Guideline: Pollution Incident Response Management Plans, Update 2019.

A standalone BHWMF Emergency Procedure 2021 has been developed under the requirements of Work Health and Safety legislation and is attached as Appendix G.

Name of licensee: (Including ABN)	Broken Hill City Council ABN: 84873116132
EPL number:	5898
Premises name and address:	Broken Hill Waste Management Facility 1 Wills Street, BROKEN HILL NSW 2880
Company or business contact details:	Position or title: Waste and Sustainability Manager Contact number: 08 8080 3177 After-hours contact number: 0409 316 103
Website address:	https://www.brokenhill.nsw.gov.au/Home
Scheduled activity/activities on EPL:	Waste processing (non-thermal treatment) Waste disposal (application to land) Waste Storage
Fee-based activity/activities on EPL:	Non-thermal treatment of hazardous and other waste Waste disposal (application to land) Waste Storage – waste tyres

2. ENVIRONMENT PROTECTION LICENCE (EPL) DETAILS

3. POLLUTION INCIDENT – PERSON/S RESPONSIBLE

Contact details must include the names, position titles and 24-hour contact details. Details are to include alternative person/s, should the primary contact be unavailable.

	PRIMARY CONTACT
	Position or title: Waste Coordinator
	Contact details: 08 8080 3116
	After-hours contact number: 0409 712 776
PIRMP Activation:	
	ALTERNATIVE CONTACT
	Position or title: Leading Hand Waste Services Operator
	Contact details: 08 8080 3149
	After-hours contact number: 0458 242 190
	Position or title: Waste and Sustainability Manager
	Contact details: 08 8080 3177
	After-hours contact number: 0409 316 103
Notifying Relevant Authorities:	ALTERNATIVE CONTACT
	Position or title: Waste Coordinator
	Contact details: 08 8080 3116
	After-hours contact number: 0409 712 776
	PRIMARY CONTACT
	Position or title: Waste Coordinator
	Business hours contact number: 08 8080 3116
	After-hours contact number: 0409 712 776
Managing Response to	
Pollution Incidents:	ALTERNATIVE CONTACT
	Position or title: Leading Hand Waste Services Operator
	Contact details: 08 8080 3149
	After-hours contact number: 0458 242 190

4. NOTIFICATION OF RELEVANT AUTHORITIES

The notification of the relevant authority when material harm to the environment is caused or threatened must be 'immediate', meaning 'promptly without delay'. Where the pollution incident causes or threatens material harm to the environment or human health, the following authorities must be notified by those authorised to notify relevant authorities.

The Site Supervisor should call 000 if the incident presents an immediate threat to human health and/or property and a combat agency is required (i.e. NSW Fire and Rescue, NSW Ambulance Service, NSW Police Force) and then notify all other parties below including NSW Fire and Rescue via a local telephone number (see Relevant Authorities Contact Details table).

Relevant authorities include:

- Fire & Rescue NSW and/or Rural Fire Service as applicable.
- EPA
- NSW Health
- SafeWork NSW
- Broken Hill City Council

RELEVANT AUTHORITIES CONTACT DETAILS			
Fire & Rescue NSW/ Rural Fire Service	Contact number:	000 (first notification) Ph: 08 8087 2233	
EPA	Contact number:	Griffith Regional Office Ph: 02 6969 0700 Emergency Hotline Number Ph: 131 555 (24 hours)	
NSW Health	Relevant Area Health Service Contact number:	Ph: 08 8080 1499 Public Health Officer on Call (24 hours) Mob: 0417 685 259	
SafeWork NSW	Contact number:	Ph: 131 050	
Broken Hill City Council	Contact number:	Ph: 08 80803300 A/Hs Mobile: 0409 712 776	

ELEVANT AUTHORITIES CONTACT DETAILS

5. NOTIFICATION OF NEIGHBOURS AND THE LOCAL COMMUNITY

The council will notify neighbours initially by telephone, following up with 'door knocking' if unresponsive. If warnings are required, these can be issued via ABC radio and social media.

Identified owners or occupiers of premises in the vicinity of the Broken Hill Waste Management Facility are included in Table 1.

A summary of the neighbour notification procedure is provided in the Pollution Incident Decision Flow Chart in Appendix A.

PROPERTY ADDRESS		OWNER
Cremona Stud	700 Barrier Highway, Broken Hill, NSW 2880	Greg Wilkins PO Box 996 Broken Hill 80886855
Local Land Services	724 Barrier Highway, Broken Hill, NSW 2880	Local Land Services Ph: 08 8087 3378
Essential Water	33 Wills Street, Broken Hill, NSW 2880	Sewage Treatment Plant Office Ph: 13 23 91 (24 hrs.)
Transgrid (Electricity Transmission Authority)	76 Pinnacles Road, Broken Hill, NSW 2880	1800 027 253 (emergencies)
Essential Energy	66-68 Pinnacles Place, Broken Hill, NSW 2880	Essential Energy Regional Office Ph: 13 23 91 (24 hrs.)
Mutooroo Pastoral Company Pty Ltd62-64 Pinnacles Place, Broken Hill, NSW 2880		Mutooroo Pastoral Company Pty Ltd
E C Andrews Drillcore42-56 Pinnacles Place, Broken Hill, NSW 2880		Dept of Planning and Environment 0429874891
Consolidated Broken Hill Holdings70-72 Pinnacles Place, Broken Hill, NSW 2880		
Broken Hill Solar Plant Barrier Hwy Broken Hill, NSW 2880		AGL – Ph: 1800 039 600 AGLCommunity@agl.com.au
Desert Rats Rod and Custom Club Inc Barrier Hwy		Rob Lee 0427872548 Alternative Greg Wilkins

Table 1: List of Neighbours to be Notified.

6. DESCRIPTION AND LIKELIHOOD OF HAZARDS

The primary potential hazards to human health or the environment associated with the activity undertaken at this site – ie 'Pollution Incidents' – include the following:

- Identifying non-domestic quantities (more than 200 millimetres per tonne or 200 grams per tonne) of hazardous substances among waste.
- Surface or subsurface fires.
- Mixing of waste and stormwater.
- Identification of any failure of an environmental protection system.
- Identification of a significant difference in groundwater indicator parameters.
- Acts of vandalism or targets of terrorist activity.
- Any other incident or observation that could potentially pose an immediate environmental hazard outside normal operating conditions.

Incidents can be classified as being of low, medium, or high risk of occurring (likelihood) based on the history of the facility, an assessment of management procedures, staff training and site layout.

The impact of an incident can be classed as low, medium or high based on the potential extent of off-site harm to humans and/or the environment.

The following is an assessment of potential pollution incidents and includes:

SURFACE OR SUBSURFACE FIRES				
Active Landfill, Public Receival	Medium Likelihood	Medium Impact	Contributing Factors	
Areas, and Recycling Facility The BHWMF often deals with the sorting and deposition of combustible waste, coupled with the storage and use of some highly combustible chemicals and fuels.	The likelihood of a fire within the active landfill area is relatively high, for example, kerbside collection can include household fire embers and mulch can self-combust.	A fire of this nature could probably be contained due to the procedures and equipment in place. Therefore, the impact is classed as medium.	Factors that may increase fire risk include high winds, dry weather, prolonged periods of high temperatures and low humidity, spontaneous combustion and hot embers in waste deliveries. Human errors made during waste screening and the poor maintenance of plant and equipment may spark a fire.	
Maintenance and Inactive areas	Low Likelihood The storage of potential accelerants such as maintenance chemicals and fuels are undertaken onsite. These are stored securely and only utilised by trained staff. Minimal Risk.	High Impact If a fire were to initiate within the chemical storage areas or in an inactive area of the site, there is a high risk of spread offsite and to susceptible surrounding low-level stock grazing areas.	Contributing Factors Factors that may increase fire risk include high winds, dry weather, prolonged periods of high temperatures and low humidity.	

MIXING OF WASTE AND STORMWATER				
	Low Likelihood	Medium Impact	Contributing Factors	
	The site has a protective system of drainage, bunding and holding ponds which contain surface water and waste sufficient to manage a 1 in 100-year storm event. On-site roads are designed to channel and capture runoff. Evaporation rates are consistently high throughout the year due to low average annual rainfall and high annual average temperatures.	The site has a protective system of drainage, bunding and holding ponds which are likely to contain and prevent the immediate spread of surface water and waste outside the premises. The impact is considered to be medium due to the stormwater channel running southwards from the south-west corner of the site. Any pollutants that manage to reach the stormwater channel could cause harm to properties and environmental habitats for some distance south of the site.	Prolonged periods of heavy rain and lack of surface water pond and site maintenance may increase risk.	
IDENTIFICATION	OF ANY FAILURE OF AN ENV	VIRONMENTAL PROTECTION	SYSTEM	
	Low Likelihood	Low Impact	Contributing Factors	
	The site has a protective system of drainage, bunding, and holding ponds, and the surface water and groundwater of the premises are regularly monitored.	The site has a protective system of drainage, bunding, and holding ponds and the surface water and groundwater of the premises are regularly monitored. This means any failure in this environmental protection system is likely to be identified well before there is potential for impact outside of the site.	Prolonged periods of heavy rain and/or a mechanical failure of the pump at the stormwater pond may result in the stormwater flowing directly into the adjacent stormwater channel without first being deposited back onto the active landfill cell.	

			ICATOR PARAMETERS
	Low Likelihood	Low Impact	Contributing Factors
	The site has a protective system of drainage, bunding, and holding ponds, and the surface water, groundwater, surface gas and sub-surface gas of the premises are regularly monitored.	The site has a protective system of drainage, bunding and holding ponds and the surface water and groundwater of the premises are regularly monitored. This means any significant difference in groundwater indicator parameters is likely to be identified well before there is a potential impact outside of the site.	Prolonged periods of heavy rain may increase risk.
ACTS OF VANDA	ALISM OR TARGET OF TERROF		I
	Medium Likelihood	Medium Impact	Contributing Factors
	The site is enclosed by secure fencing and some sections of the site are covered by CCTV cameras. Although the site is of limited strategic value in terms of being a potential target for terrorism, the premises may prove attractive to arsonists as it is isolated from habited areas and deals with the sorting and deposition of combustible waste, coupled with the storage and use of often highly combustible chemicals.	The site is surrounded by low-level stock grazing areas susceptible to fire.	Increased risk during hours of closure and sustained periods of ho and dry weather.
	IDENT OR OBSERVATION THA	L OPERATING CONDITIONS	
	Low Likelihood	Low Impact	Contributing Factors
	The site has significant and advanced environmental protection measures and monitoring equipment.	The site has significant and advanced environmental protection measures and monitoring equipment that are likely to identify,	N/A.

	contain, and prevent the immediate spread of environmental hazards outside of the premises even outside of normal operating conditions.	
Medium Likelihood Non-domestic quantities of hazardous waste could be discovered at the point of entry into the site, during waste deposition and/or during waste/recycling spreading, sorting, and/or compaction.	Low Impact The site has a protective system of drainage, bunding, and holding ponds which are likely to contain and prevent the immediate spread of hazardous substances outside of the premises.	Contributing Factors Human errors made during waste screening, or deception by landfill patrons.

7. PRE-EMPTIVE ACTIONS TO BE TAKEN

The following provides a detailed description of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises.

IDENTIFYING NON-DOMESTIC QUANTITIES OF HAZARDOUS SUBSTANCES

The following practices apply to the screening of incoming wastes:

- Public access is only permitted during opening hours.
- Drivers are asked to describe the type of waste to be deposited on entry to the Facility.
- Inspections of waste loads are made when required.
- Drivers are directed to the correct area of the facility (facility has clear signage) for disposal of specific loads (eg builder's wastes, greens, whitegoods, tyres, derelict cars, etc)
- Wastes are monitored and inspected as they are being discharged to ensure excluded non-approved wastes are not being disposed; of and
- Wastes are monitored and inspected during spreading, compaction and covering.

The following steps are undertaken if non-domestic quantities of hazardous wastes are identified. A more detailed procedure is highlighted in the Safe Work Procedure (SWP) relating to Asbestos and the BHWMF Asbestos Management Plan 2024.

- If identified at the point of entry, the vehicle is refused entry, and the driver is advised to contact the EPA for advice on proper disposal of the hazardous waste.
- If identified during waste deposition, the waste facility operators immediately advise the Waste Leading Hand (Landfill Supervisor). The supervisor advises the driver that the waste is not acceptable and organises for the waste to be loaded back onto the vehicle, where practicable and safe to do so. The supervisor then escorts the load off-site and advises the driver to contact the EPA for advice on the proper disposal of the excluded waste.

- If identified during waste spreading and compaction the waste facility operators will:
 - Staff to notify Weighbridge staff that the area is contaminated and to close that area of the facility. Staff will section off contaminated areas.
 - Staff to notify the Waste Services Coordinator for direction.
 - Waste services Coordinator/staff will wear full PPE while evaluating the amount of Asbestos.
 - The site will be covered with water to avoid any chance of Asbestos becoming airborne.
 - Less than 10m2 Asbestos.
 - Staff will follow the procedure for disposal of Asbestos: Full PPE (Mask, gloves, coveralls)
 - Asbestos will be double bagged with 200-micron plastic and tape or 200-micron plastic bags. Ensuring no breakage.
 - Asbestos is then taken to the Asbestos Pit for disposal and covered with 500ml of Soil/dirt.
 - Removal of PPE is completed as per SafeWork Australia recommendations.

All staff are trained in identifying Asbestos and the correct procedures for safe handling, PPE use, and disposal, by the <u>Work Health and Safety Act</u> 2011 Work Health and Safety Regulation 2017, and <u>Protection of the Environment Operations Act 1997</u>

• More than 10m2 Asbestos.

- The Waste Services Coordinator will contact a licensed contractor to remove the Asbestos.
- Contractor will supply the Council with a copy of their public liability insurance, Asbestos license, EPA consignment notice, Asbestos removal Control plan, and a notice of intent from SafeWork NSW. Once the job has been completed, they will provide a Visual Clearance Certificate.
- The contractor will then dispose of the Asbestos into the Asbestos pit.
- Staff will cover with 500ml of Soil/Dirt.

All staff are trained in identifying Asbestos and the correct procedures for safe handling, PPE use, and disposal, by the <u>Work Health and Safety Act</u> 2011 <u>Work Health and Safety Regulation 2017</u>, and <u>Protection of the Environment Operations Act 1997</u>

Any materials other than Asbestos that is still classified as a 'hazardous Substance' will be treated similarly to the above. If in doubt the Supervisor will contact the EPA or Safe Work NSW for advice.

• SURFACE OR SUBSURFACE FIRES

The potential for fires to occur at the site are controlled by:

- A security fence to prevent unauthorised access and acts of vandalism.
- Maintaining machinery in good working order to minimise the risk of sparks.
- Smothering immediately with soil or water sprayed from the water cart.
- Adequately compacting and covering waste.

- Mulched green waste can spontaneously combust. This risk is minimised via shaping into divided windrows (ie small cones) to isolate/contain any fires.
- Regular litter patrols.
- Ensuring fire breaks are maintained around any temporary stockpile of combustibles.
- Access to on-site firefighting equipment; and
- Accepting only permitted wastes.

No compacting of construction/timber materials on days when:

- Temperature 38 degrees or above.
- Above 30km an hour wind.
- High fire danger warning issued by NSW Government.
- During extended 'High Fire Danger warnings' eg More than 10 days: The waste manager shall conduct a written risk assessment if compaction of construction/timber materials that need to be crushed to reduce the storage pile is to be completed, therefore reducing the risk of fire. This may be conducted after the assessment has been undertaken with no wind and low temperatures eg early morning.

In addition to the above preventative measures, operators at the Facility maintain the firefighting equipment to ensure that the on-site firefighting capability is maintained. Specifically, this involves:

- Ensuring that the water cart permanently located at the facility is full at all times and that it is positioned in a readily accessible location.
- Weekly testing of the tanker pump and checks that the motor is topped with fuel and oil; and
- Weekly checks that the overhead standpipe that feeds the water cart is functional.

• MIXING OF WASTE AND STORMWATER

The potential for the mixing of waste and stormwater is controlled by ensuring that the level of the surface water ponds is regularly checked. If the level of a pond is too high and at risk of flooding, then the excess water is pumped back onto the active landfill site to create airspace.

ACTS OF VANDALISM OR TARGET OF TERRORIST ACTIVITY

The boundary road fence along Depot Road and Wills Street limits unauthorised access outside operational hours. All staff are required to be vigilant and aware that the site is a potential target for vandalism, particularly by arsonists. The boundary fence is checked daily and maintained as required following these checks.

8. INVENTORY OF POLLUTANTS

LOCATION/TANK	MAXIMUM QUANTITY	CONTENTS	COMMENTS
Oil Tank - CRC	55,000L	Waste Oil	Maximum of 2,500L on-site at any given time
Diesel Tank	2,000L	Diesel	Double Bunded

Asbestos Pit	125 tonnes	Asbestos Waste	Asbestos received and covered in accordance with EPA asbestos guidelines
SLUDGE PIT	200L		Grease trap and septic

9. SAFETY EQUIPMENT

The BHWMF maintains a water truck with advanced fire suppression and firefighting capabilities, including a remote-operated water cannon and low-positioned spray nozzles designed to target ground-level fires effectively. This vehicle is complemented by two 45,000-litre water tanks and can be mobilised immediately to the site of the fire as and when required. The Waste Transfer, weighbridge, and shed are protected from fire by several hose reels, fire extinguishers, and hydrants.

To manage leaks, chemicals such as diesel fuel are kept on mobile self-bunded trolleys to allow their safe use in less well-protected areas of the site. Spill Sorb (or similar) is present on-site to manage fuel and oil spills and is located at the Community recycling Centre (CRC station). The used Spill Sorb is then deposited in the landfill. In the event of a chemical spill, PPE is provided for onsite staff which consists of safety goggles, safety vests, ear plugs, masks and protective gloves.

Staff are required to wear steel cap boots, long pants and long-sleeved high visibility shirts at all times whilst on site.

The extra protective gear of safety glasses, ear plugs and protective gloves are also stored on site. These are checked daily and replaced if required.

Spill kits are provided at the waste oil area, the shed/lunchroom area and the bitumen area.

10. COMMUNICATING WITH NEIGHBOURS AND THE LOCAL COMMUNITY

Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the license relates or where the scheduled activity is carried out:

KEY MECHANISMS

Neighbours are to be notified in the event of an incident causing or threatening material environmental harm to the environment, as set out in Part 5.7 of the *Environment Operations Act 1997*, which proposes a threat to the off lease surrounding environment.

The council will notify neighbours initially by telephone, following up with 'door knocking' if unresponsive. If warnings are required, these will be issued via Media releases, the Council webpage, Council social media, radio, and newspaper adverts.

The following will be considered when deciding what methods to employ and the extent of the communications with neighbors and the wider community:

- The size of the emission or discharge.
- The type of pollutant.
- What the pollutant(s) might impact (eg water, land).
- The size of the potentially impacted area.
- Weather conditions.
- Potential duration of the incident.

Specific information to be provided to the community in the event of an incident so it can minimise the risk of harm, will include but not be limited to:

KEY MESSAGING

• Details of the type of incident.

Broken Hill City Council Pollution Incident Response Management Plan 2024

- Potential threats of the incident.
- Likelihood of the incident and/or impacts.
- Timeframe of incident and clean-up operations.
- Primary community contact regarding the incident.
- How community members should respond (eg lock windows and stay indoors, leave the neighbourhood).
- Any land or waterways where contact should be avoided.

If a pollutant extends outside the facility, the Council may erect signage in prominent locations to warn users of possible contamination and to advise the affected area. Once any affected area is cleaned up and deemed safe to the public, the Council will inform the public and staff that regular activities may resume in the area.

11. MINIMISING HARM TO PERSONS ON THE PREMISES

In the event of a pollution incident occurring, all members of the public and other Council staff will be mustered by Council site staff to the Emergency Assembly Point at the front entrance of the facility (identified on Site Plan **09A_EV03**), after which they will be safely evacuated from the site where appropriate. It is a condition of entry that in the event of an emergency, both the public and staff must adhere to directions given by the Site Supervisor.

12. MAPS

Maps are attached in Appendix F.

13. ACTIONS TO BE TAKEN DURING OR IMMEDIATELY AFTER A POLLUTION INCIDENT

All site personnel with relevant training must make every effort to contain the pollution incident on site, without putting themselves at risk of harm.

ALL ACTIONS TAKEN DURING OR IMMEDIATELY AFTER A POLLUTION INCIDENT MUST BE IN ACCORDANCE WITH THE BHCC Emergency Procedures – Broken Hill Waste Management Facility (Attachment G).

In the case of a fire, attempts must be made – where safe – to extinguish or contain the fire immediately. This could be through the use of a fire extinguisher, fire hose, water cart, or smothering with cover material. The NSW Fire and Rescue must be notified.

In the event of a chemical spill that is not contained by bunding, Spill Sorb (or similar) must be used to restrict the spread of the chemical.

If the surface water ponds are nearing capacity, staff must initiate pumping of liquid back to the active landfill to retain headspace. If pollution is identified through groundwater or surface monitoring, procedures identified in the LEMP will be followed.

It is possible that the dumping of hazardous waste may occur outside the boundary, but in close visual proximity to the BHWMF outside of normal operational hours. In this instance, if the pollution is a risk of material harm to the environment and/or human health, then the NSW Fire and Rescue service should be contacted immediately. The initial response to the pollution and assessment of

the situation thereafter will be managed by the NSW Fire and Rescue service. Refer to Document A – Pollution Incident Decision Flow Chart in Appendix A for details.

The notification of the relevant authority when material harm to the environment is caused or threatened must be '*immediate*', meaning '*promptly without delay*', but it does not mean undertaking notification ahead of doing what is necessary to make the environment safe.

Develop a detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) employing early warnings, updates, and the action to be taken during or immediately after a pollution incident to reduce that risk:

- In the event of a pollution incident occurring during operational hours of 8 am to 4 pm, contact is to be made with the weighbridge operator (0428 134 929), who will initiate the sound alarm advising everyone within the facility that an incident has occurred and to commence evacuation. Council site staff will immediately attend the access gate to ensure no members of the public enter the premises. All members of the public and other Council staff will be mustered by Council site staff to the Emergency Assembly Point at the front entrance of the facility (identified on Site Plan 09A_EV03), after which they will be safely evacuated from the site where appropriate.
- It is a condition of entry that in the event of an emergency, both the public and staff must adhere to directions given by the Site Supervisor.

Identify any actions to be taken in combating the pollution caused by the incident and how any clean-up and associated funding resulting from an incident will be undertaken:

Hazardous Waste including Illegal Asbestos

- Non-domestic quantities of hazardous waste and/or asbestos could be discovered at the point of entry into the site, during waste deposition and/or during waste/recycling spreading, sorting and/or compaction.
- If handled inappropriately Hazardous Waste including Illegal Asbestos can be a major health hazard to workers and the public.
- Hazardous Waste including Illegal Asbestos must be managed in line with the Council's procedures and the Landfill Environmental Management Plan (LEMP).
- If Hazardous Waste including Illegal Asbestos is found inappropriately dumped, the following procedure will be followed:
 - Evacuate the immediate area. If discovered at the Waste Transfer Station, the whole facility is to be evacuated following the evacuation plan.
 - Workers attending the incident must have full PPE including suit, gloves and mask.
 - A water truck to be employed to water down contaminants to eliminate windblown particle emission.
 - Double wrap in plastic and remove to asbestos pit.
 - Bury as per the asbestos procedure outlined in the Landfill Environmental Management Plan (LEMP).

• Fire at Waste Facility

- o Dial 000
- Notify the weighbridge to close the facility and attend the gate to stop the public from entering the facility.
- If safe to do so, small surface fires can be isolated from the remainder of the landfill by using earthmoving equipment to push waste or soil.

- All fires must be reported to NSW Fire & Rescue to determine if it is safe to isolate it or if it is deep, dig it out with an excavator.
- ALL ACTIONS TAKEN DURING OR IMMEDIATELY AFTER A FIRE MUST IN ACCORDANCE WITH THE BHCC Emergency Procedures – Broken Hill Waste Management Facility (Attachment G).
- Fire in Green Waste Generally, these are smouldering fires and can often be readily isolated from the rest of the mulch heap using a loader or alternative earth-moving equipment. If safe to do so, the mulch can be spread thinly and hosed down until smouldering ceases.

NOTIFICATION OF FIRES TO THE EPA AND SAFEWORK NSW IS MANDATORY

14. COORDINATING WITH PERSONS

Identify the procedures to be followed for coordinating with the authorities or persons who have been notified:

If the incident poses an immediate threat to human health or safety, the absolute priority is calling triple zero '000'.

Then proceed with the following as required:

- Any environmental or pollution incidents must be reported immediately to the site supervisor.
- Then, if not already aware of the incident, the Waste and Sustainability Manager and Waste Coordinator must be notified when a decision is made on whether to notify external authorities.

In all situations, pollution incidents must be lodged in the BHCC Incident reporting app, DoneSafe. Internal incident reports are investigated, and corrective actions are instigated in accordance with Council procedures.

Notification to all external authorities is required immediately if any of the following circumstances occur as a result of a pollution incident:

- i. There is actual or potential harm to the environment.
- ii. There is actual or potential harm to human health or safety.

Identify the person/s through whom all communications are to be made:

- Notification to authorities will occur at the level of Manager (or someone delegated by the Manager), however, if personal contact cannot be made with any of the Coordinators or Managers listed then a staff member aware of a pollution incident causing (i) or (ii) or must immediately call the relevant external authorities.
- Notification is made by contacting the relevant external authorities listed under Notification
 of relevant authorities in this Plan. Contact must be made in the order shown in the list. If
 emergency services were notified as part of the immediate reporting process, they do not
 need to be notified again. If, at the time of making the notification, it is believed that some
 of these authorities do not need to attend the incident, you may provide that advice.
 However, you must still provide all the information you have regarding the incident to each
 authority. It is the responsibility of each authority to decide whether they need to attend
 the incident.

15. STAFF TRAINING

Identify the nature and objectives of any staff training program in relation to this plan:

All staff and relevant contractors will be inducted under the new plan; further inductions will be completed for new staff members as required. The induction must cover the purpose, requirements, and responsibilities detailed in this PIRMP.

All staff should receive sufficient training to enable them to carry out their assigned duties competently and safely. In particular:

- Staff must be capable of using the fire-fighting equipment.
- Staff must be capable of identifying excluded wastes.
- Staff must be capable of identifying potential pollution incidents; and
- Staff must be familiar with the requirements and procedures contained within this PIRMP.

Staff competency will be monitored through audits, public complaints and pollution incident reports.

At least once every year staff should undertake a simulated pollution incident response exercise, including with emergency services, to familiarise site personnel with the requirements of this management plan. A register of staff training can be found in **Appendix A** and must be kept on-site and updated regularly.

Regular site briefings and toolbox meetings should be held when considered appropriate to draw attention to potential pollution incidents and identify improvements to on-site safety procedures.

Consideration of **Section 3.2** 'Site Supervision, Control and Training' in the Landfill Emergency Management Plan is required, and the staff training register (**Form 3.14c**) is to be updated as required.

15.1 TESTING AND UPDATING THE PIRMP

The PIRMP is a living document required to be reviewed, tested, and updated at least once every 12 months to ensure accuracy and effectiveness. A review must also be undertaken within one month of any pollution incident occurring. For these reasons, document control is an important part of the environmental management system. It is critical that PIRMP storage locations are made known to all relevant staff members and that only the latest version is in use. Details of the version and date of issue are recorded on each page of the PIRMP in the bottom left-hand corner.

Revised and updated versions of the PIRMP will always be issued with a cover memo summarising the changes. When a new PIRMP is received, the old version is replaced in its entirety. A register for updating and testing the PIRMP can be found in Appendix A and must be kept on-site and updated regularly.

Five copies of any new PIRMP will need to be produced. They are to be distributed to the following:

- o General Manager (or delegate), Broken Hill City Council.
- o Director Infrastructure and Environment, Broken Hill City Council.
- Waste and Sustainability Manager, Broken Hill City Council.
- Waste Coordinator, Broken Hill City Council; and
- o Administration Manager, Broken Hill City Council.

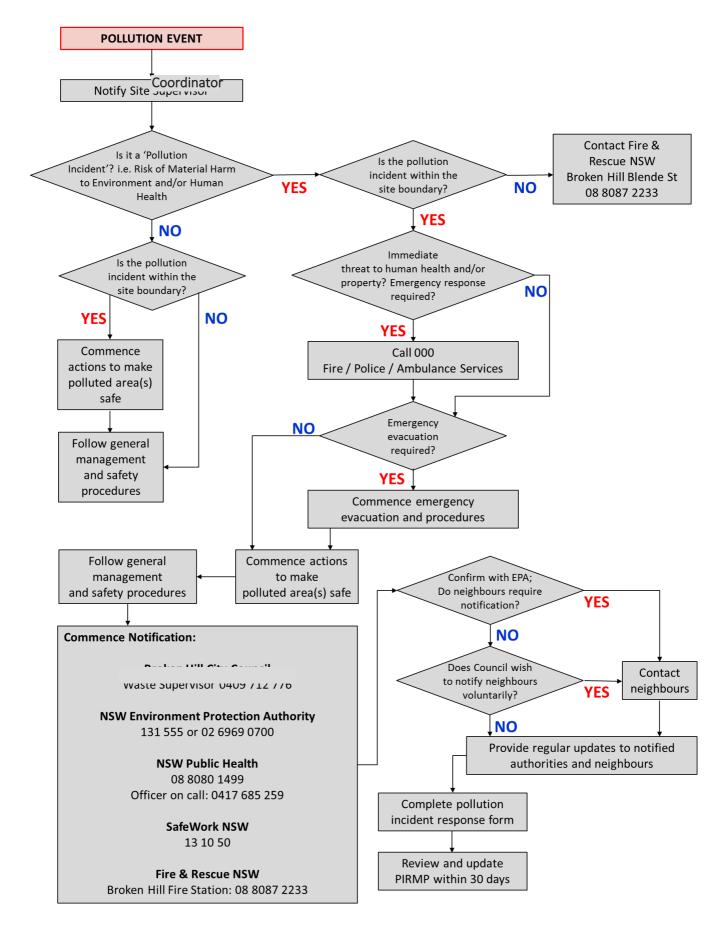
Mock emergency response training events for the premises are held at least annually and can include desktop exercises and practical exercises or drills. These events are utilised to demonstrate readiness and refine responses to specific scenarios for which Emergency Scenario Responses have been documented. De-briefing after the training event allows for further staff consultation and procedural refinement of the response. Within one month of a pollution incident occurring, an additional test of the PIRMP will be conducted to assess, in the light of that incident, whether the relevant responses can be implemented effectively. Details of the dates on which the plan was updated and tested are outlined in Appendices D and E - PIRMP Testing Register and PIRMP Update Register.

16. APPENDICES

APPENDIX A – POLLUTION INCIDENT CLASSIFICATION, RISK ASSESSMENT AND CONTRIBUTING FACTORS

DESCRIPTION OF POLLUTION INCIDENT	LIKELIHOOD	IMPACT	CONTRIBUTING FACTORS
Identifying non-domestic quantities of hazardous substances among waste	Medium	Low	Human errors made during waste screening. Deception by landfill patrons.
Surface or subsurface fires at active landfills, public received areas, or recycling facilities	Medium	Medium	High winds, dry weather, prolonged high temps and low humidity. Human errors were made during waste screening, poor maintenance of plant and equipment, spontaneous combustion, and hot embers in waste deliveries.
Surface or subsurface fires at maintenance and inactive areas	Low	High	High winds, dry weather, prolonged high temps, low humidity, and spontaneous combustion.
Mixing of waste and stormwater	Low	Medium	Prolonged periods of heavy rain, lack of surface water pond, and site maintenance.
Identification of any failure of an environmental protection system	Low	Low	Prolonged periods of heavy rain and/or a mechanical failure of the pump at the leachate pond.
Identification of a significant difference in groundwater indicator parameters	Low	Low	Prolonged periods of heavy rain
Acts of vandalism or target of terrorist activity	Medium	Medium	Increased risk during hours of closure
Any other incident or observation that could potentially pose an immediate environmental hazard outside normal operating conditions	Low	Low	n/a

APPENDIX B – POLLUTION INCIDENT DECISION FOW CHART



APPENDIX C – POLLUTION INCIDENT REPORTING FORM

BROKEN HILL CITY COUNCIL		
POLLUTION INCIDENT REPORT	FING FORM	Office Hours: 8.30am – 5pm 240 Blende Street PO Box 448 Broken Hill NSW 2880 council@brokenhill.nsw.gov.au www.brokenhill.nsw.gov.au General Enquiries Phone: 08 8080 3300
INCIDENT NO:	TIME:	
DATE:		
DATE:	DURATION OF INCIDENT:	
NATURE OF INCIDENT:		

TEMPERATURE:	°C	WIND DIRECTION & SPEED:	KM/HR
RELATIVE HUMIDITY:	%	RAINFALL SINCE 9AM:	мм
FIRE DANGER RATING:			

THE LOCATION OF THE PLACE WHERE POLLUTION IS OCCURRING OR IS LIKELY TO OCCUR:

THE NATURE, THE ESTIMATED QUANTITY OR VOLUME, AND THE CONCENTRATION OF ANY POLLUTANTS INVOLVED:

THE CIRCUMSTANCES IN WHICH THE INCIDENT OCCURRED, INCLUDING THE CAUSE OF THE INCIDENT:

THE CORRECTIVE ACTION TAKEN OR PROPOSED TO BE TAKEN TO DEAL WITH THE INCIDENT AND ANY RESULTING POLLUTION OR THREATENED POLLUTION:

NOTIFICATIONS:				
STAKEHOLDER	DATE/TI/	ME		CONTACT
Broken Hill City Council	/	/	AM/PM	
NSW Environment Protection Authority	/	/	AM/PM	
NSW Public Health	/	/	AM/PM	
SafeWork NSW	/	/	AM/PM	
NSW Fire & Rescue	/	/	AM/PM	
NOTIFICATION OF NEIGHBOURS REQUIRE	D BY EPA:			
YES 🗆		N	ЭП	
IF NOT, HAVE NEIGHBOURS BEEN NOTIFIE	D VOLUN	TARI	LY:	
YES 🗆		N	ЪС	
PARTICULARS:				

DECLARATION:			
SIGNATURE:	DATE:	/	/
DIRECTOR INFRASTRUCTURE AND ENVIRONMENT SIGNATURE:	DATE:	/	/

APPENDIX D – PIRMP TESTING REGISTER

DATE TESTED	TESTED BY	DETAILS OF TEST	FINDING OF TEST, including issues identified	NEXT SCHEDULED TESTING DATE (must be within 12 months from the current test)
October 2015	Brendan Stuart (Geolyse)	Simulations: 1. Excluded waste rejected 2. Fire (lightning) at tipping face 3. Unidentified waste observed	Contact details out of date.	
September 2016	Training of all waste staff completed 2 September and 6 September 2016.	Testing with scenarios. Training completed internally	Process reviewed and found adequate following two fires on site – May 2016 and July 2016	
September 2017	Training of all waste staff completed 27 September and 28 September 2017.	Testing with scenarios. Training completed internally		
October 2020	Internal Waste and Sustainability Manager	Desktop review Testing with scenarios Training completed internally	Contact details are out of date. Plan updated in line with new guidelines.	September 2021
February 2021	Internal Manager Sustainability Waste and Works	Desktop review	Update emergency response and mitigation measures.	December 2021
March 2021	Fire Response Training	Training in push and cover method of firefighting in conjunction with CFS and Fire and Rescue NSW. Training in water truck use and water cannon use.	All staff trained in emergency response.	March 2022

DATE TESTED	TESTED BY	DETAILS OF TEST	FINDING OF TEST, including issues identified	NEXT SCHEDULED TESTING DATE (must be within 12 months from the current test)
November 2021	NSW Fire and Rescue/BHCC Response Training	Training/Drill in water transfer from new BHCC water truck to NSWF&R unit to ensure uninterrupted water supply in fire response.	No issues were identified. Emergency response improvements inc new water storage on-site and a new BHCC water truck tested with positive results.	November 2022
February 2023	NSW Fire and Rescue/BHCC Fire Response	Staff implemented PIRMP with NSW Fire and Rescue in response to a small site fire.	PIRMP was followed. NSW Fire and Rescue supplied feedback that the response was well executed. No issues were identified.	February 2023.
January 2024	NSW Fire and Rescue/BHCC Waste Facility Staff	Staff implemented PIRMP with NSW Fire and Rescue in response to a small site fire.	PIRMP was followed. NSW Fire and Rescue supplied feedback that the response was well executed. No issues were identified.	January 2024
February 2024	NSW Fire and Rescue/BHCC Waste Facility Staff	Staff implemented PIRMP with NSW Fire and Rescue in response to a small site fire.	PIRMP was followed. NSW Fire and Rescue supplied feedback that the response was well executed. No issues were identified.	February 2025
March 2025	NSW Fire and Rescue/BHCC Waste Facility Staff	Staff implemented PIRMP with NSW Fire and Rescue in response to a small site fire.	PIRMP was followed. NSW Fire and Rescue supplied feedback that the response was well executed. No issues were identified.	March 2026

APPENDIX E – PIRMP UPDATE REGISTER

DATE UPDATE OCCURRED	REASON FOR UPDATE	DETAILS OF UPDATES	DATE THE UPDATED VERSION UPLOADED TO THE WEBSITE	DATE OF COMPLETION	DISTRIBUTED
March 2013	Annual Review	Contact Details Content check Website Upload	March 2013	March 2013	Trimmed electronically and copy provided for landfill
September 2014	Annual Review	Content check Contact Details	October 2014	October 2014	Trimmed electronically and copy provided for landfill
October 2015	Annual Review	Content of document updated to reflect changes at the facility, contact numbers checked and updated as required			Trimmed and updated copies provided for landfill. Senior staff notified that updated copies are now available
September 2017	Annual Review	Content updated to reflect changes on site including hours and operations. Contact details checked and updated where required.			Saved in TRIM (version 8). Copies were provided to staff in training sessions and copies were taken to the landfill.
February 2019	Review	Contact Details Content Check and corresponding amendments.			
December 2019	Update/review after fire incident	Contact Details Updated to reflect new guidelines. Community notification response updated. Pollutant register updated. Maps updated			
September 2020	Review and update to new 2019 Guidelines	Contact Details Content check Website Upload	October 2020	October 2020	Saved in TRIM. Copies were provided to staff in training sessions and copies were taken to the landfill.

February 2021	Update/review after fire incident	Contact Details reviewed – no changes. Standalone Emergency Procedure included in plan as Appendix G. Mitigation measures updated to include no compaction of construction/timber material in adverse conditions.		
November 2021	Update and review	Contact and content check		Electronically updated Trim. Hard copies were provided to BHWMF.
January 2022	Update/review after fire incident	Document and Contact Details reviewed – no changes.		Electronically updated Trim. Hard copies were provided to BHWMF.
July 2022	Update	Detailed survey plan updated.		Electronically updated Trim. Hard copies were provided to BHWMF.
March 2023	Updated	Contact Details changed. Minor content changes	April 2023	Electronically updated Trim. Hard copies were provided to BHWMF.
May 2024	Updated	Contact Details changed. Information reviewed with no changes	May 2024	Electronically updated Trim. Hard copies were provided to BHWMF.
May 2025	Updated	New formatting, contact details updated, Information reviewed, and remains relevant. Risk register updated.	June 2025	Electronically updated trim. Hard copies were provided to the BHWMF

APPENDIX F – PLANS

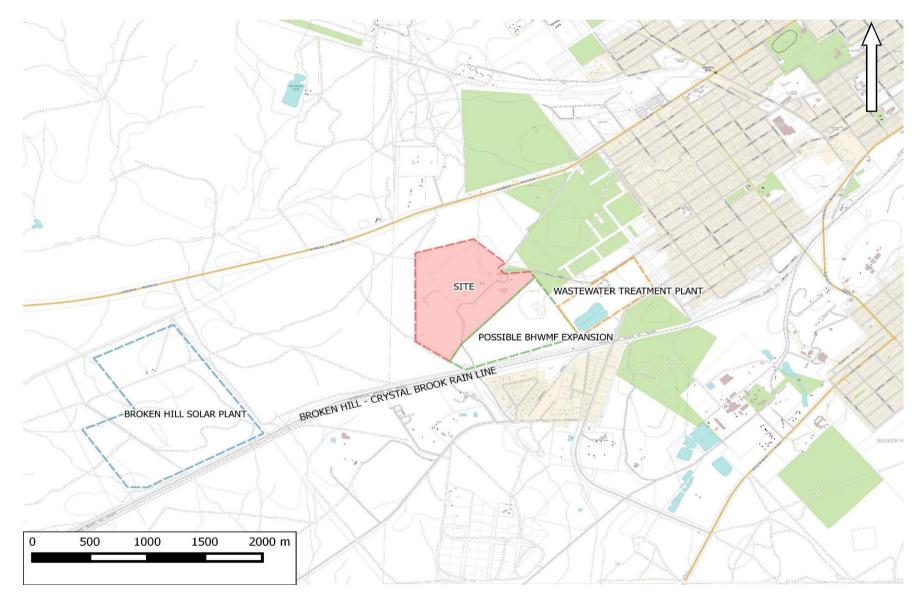


Figure 1. Broken Hill Waste Management Facility locality map

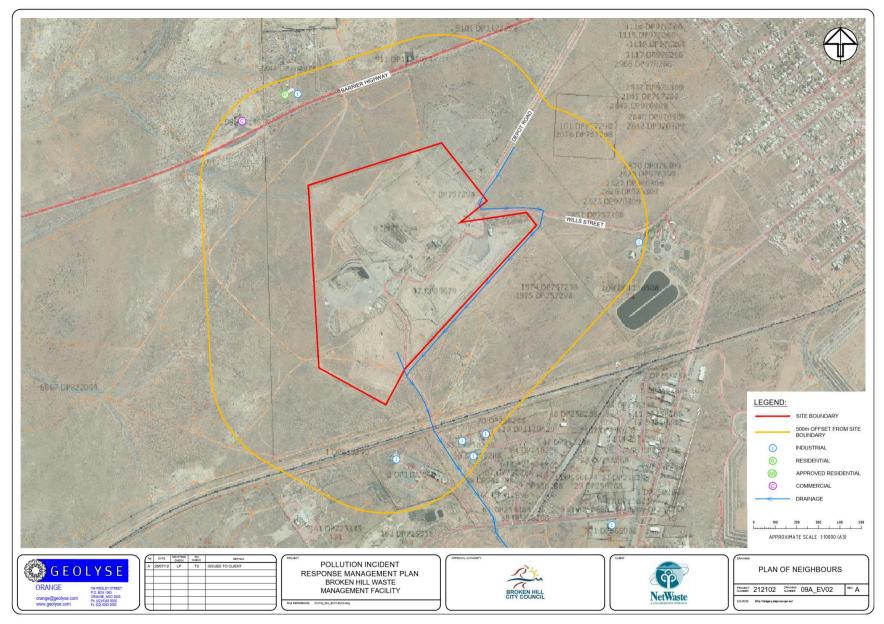


Figure 2. Broken Hill Waste Management Facility surrounding environment

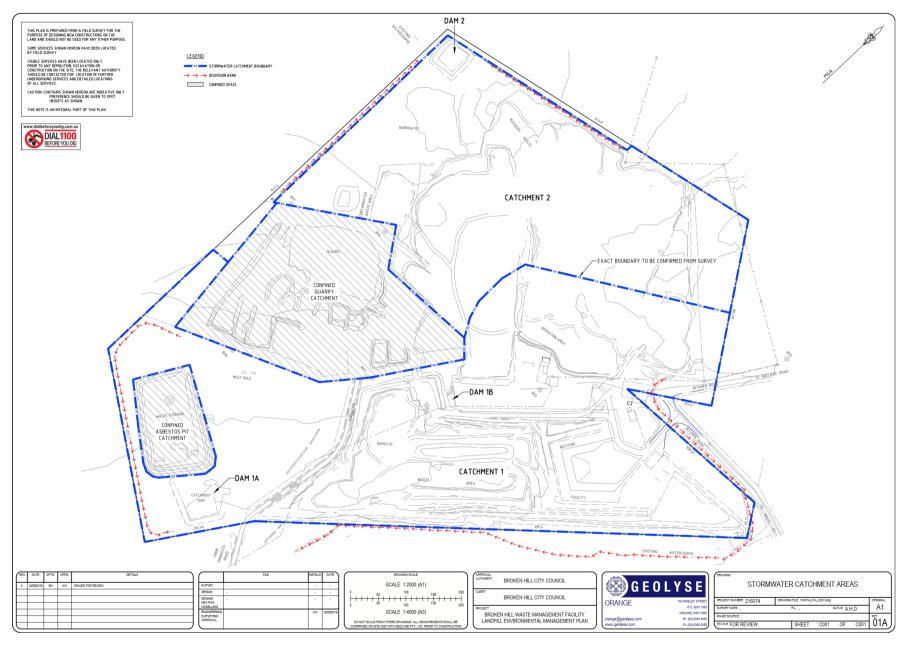


Figure 3. Broken Hill Waste Management Facility Stormwater Catchment Areas

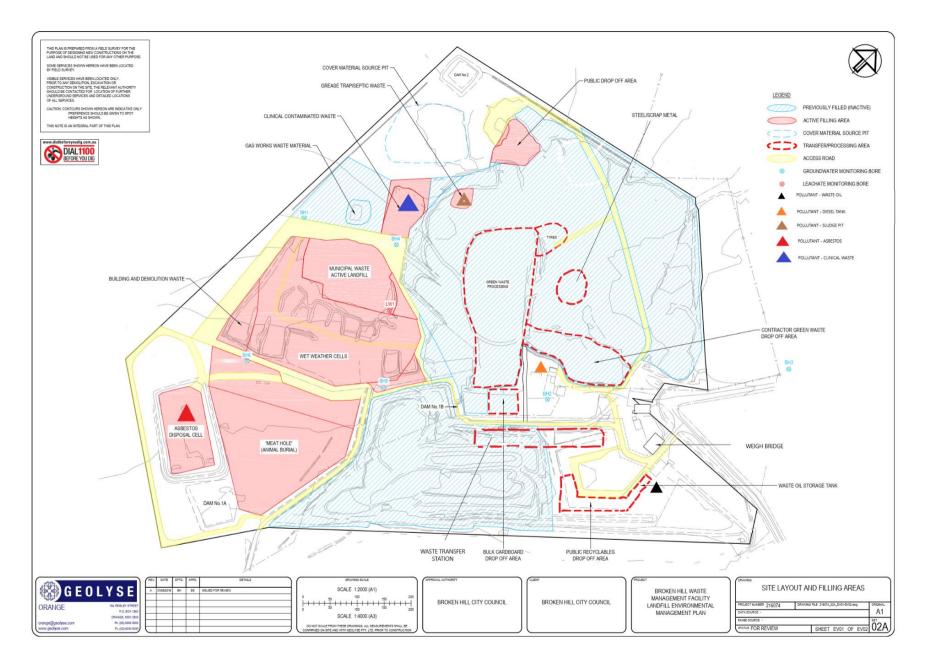


Figure 4. Broken Hill Waste Management Facility Layout Plan showing pollutant locations

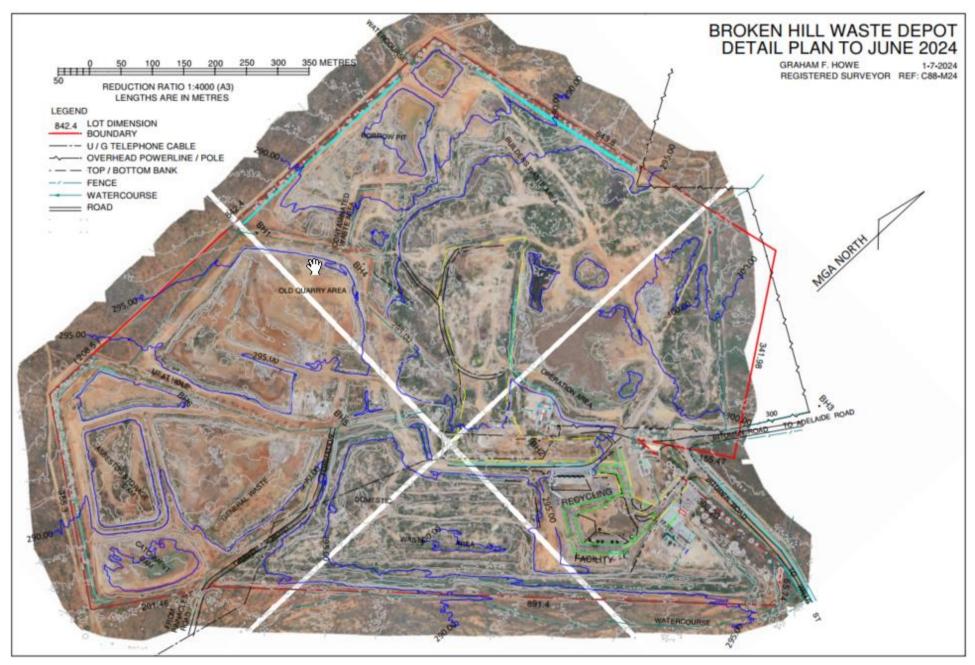


Figure 5. Broken Hill Waste Management Facility 2024 Survey Plan

APPENDIX G - WASTE MANAGEMENT FACILITY EMERGENCY RESPONSE PROCEDURES

Waste Management Facility EMERGENCY RESPONSE PROCEDURES

BROKEN HILL

CITY COUNCIL

AUSTRALIA'S FIRST HERITAGE LISTED CITY

EMPLOYEE ASSISTANCE PROGRAM

EMERGENCY CONTACT NUMBERS						
Emergency Services	Police, Ambulance, NSW Fire and Rescue, Ambulance (Via Mobile)	000 112				
NSW Fire and Rescue		08 8087 2233				
EPA		131555				
Marisa Pickett	Waste and Sustainability Manager	0880803177 0409316103				
Lyle Maguire	Waste Services Coordinator	08 80803116 0409712776				
Chris Manoel L-H Waste Services Operator		0458242190				
Andrew Finlayson	GTE Contractors - Manager	0438688443				
Weighbridge		0428134292				
UHF Channel		2				
EAP	Workplace Options	Free Phone 1800 730 931 Direct Dial 02 8046 6416				

EMERGENCY RESPONSE PERSONNEL						
Warden Phone		Email	Work Area			
Wade Nilsen	0422144687	Wade.Nilsen@brokenhill.nsw.gov.au	BHWMF			
Cathryn Horne	0477536628	Cathryn.Horne@brokenhill.nsw.gov.au	BHWMF			
Chris Manoel	0458242190	Chris.Manoel@brokenhill.nsw.gov.au	BHWMF			
First Aid						
Peter Bessell	0488576151	Peter.Bessell@brokenhill.nsw.gov.au	BHWMF			
Wade Nilsen	0422144687	Wade.Nilsen@brokenhill.nsw.gov.au	BHWMF			
Cathryn Horne	0477536628	Cathryn.Horne@brokenhill.nsw.gov.au	BHWMF			
Randall Pettitt		Randall.Pettitt@brokenhill.nsw.gov.au	Mobile Operator			
Dale Turner		Dale.Turner@brokenhill.nsw.gov.au	Mobile Operator			
Mason Ferguson		Mason.Ferguson@brokenhill.nsw.gov.au	Mobile Operator			
Rodney Tozer		Rodney.Tozer@brokenhill.nsw.gov.au	BHWMF			
Ebony Bessell		Ebony.Bessell@brokenhill.nsw.gov.au	Weighbridge			

EMERGENCY RESPONSE ASSETS				
Emergency Communication	Portable Air Horn - Mobile Phone – Verbally (face to face) - UHF Channel 2			
Emergency Assembly Point Entry Gate				
Warden / Incident Control Point Weighbridge / Crib Room				
Warden Identification White Vest – Chief Warden				
Site Plan / Map Weighbridge / Crib Room / Intranet				
First Aid Kits	Weighbridge, Crib Room, Mobile Plant			
Defibrillator Weighbridge				
15kl Water Truck	Fitted with sprinkler system and water cannon			
2 x Loaders - 1x Dump Truck	Available to load / transport soil			
Stockpiled Soil	Located at strategic locations for current operations			
Air Horns	Located in Weighbridge - Additional units available for mobile plant if required			

WARDEN - INCIDENT CONTROLER - SUPERVISORS - COUNCIL OFFICERS

Evacuation

- 1. Consider if a broader evacuation is required.
- 2. Raise the alarm/alert all persons to commence an orderly evacuation of the waste facility immediately.
- 3. Coordinate, instruct and communicate the emergency response to Council Personnel.
- 4. All Council officers must report to the Emergency Assembly Point at the entry gate of the facility or as instructed.
- 5. All persons must follow all reasonable instruction from the Warden, Incident Controller, Council Officer or Emergency Services Personnel.

Fire

- 1. If safe to do so, coordinate local fire- fighting efforts (no larger than 2m2).
- 2. Ensure that all non-essential persons are evacuated from the immediate vicinity (200m) exclusion zone.
- 3. Consider if a broader evacuation is required.
- 4. Ensure that the Fire NSW/Emergency Services have been advised.
- 5. Prepare Fire Fighting equipment as instructed by FRNSW (loader, water tanker etc).
- 6. Provide a current plan of the BHWMF to FRNSW/Emergency Services/Police if required.
- 7. Must remain on site for the entirety of the incident (or until relieved) to liaise and coordinate all instructions issued by FRNSW / Emergency Services/Police.

Reporting

- 1. Ensure Senior Management or Risk Team are advised at soon as practicable.
- 2. Notifiable incidents will be reported to SafeWork by the Risk Team or Responsible ELT Manager
- 3. Under no circumstances must any BHCC employees, volunteers, contractors, or officers make any comment or release any visual images to a media organisation or on a social media platform regarding any emergency at Council operated facilities.
- 4. All Emergency Events and Incidents must be recorded in Vault as soon as reasonably practicable.

Investigation

- 1. All notifiable incidents and emergencies will be investigated by authorised/nominated Council Officer.
- 2. Investigations will comply to the WHS Regulation.

Employee Assistance Program	Council's EAP program is available to all personnel or family	
Linployee Assistance Hogian	may be adversely impacted after being involved in or expos	
	emergency	

members that sed to and

EVACUATION

1. All persons must respond emergency communications or alarms.





- 2. The Weighbridge operator must communicate the approximate location of all vehicles, members of the public and contractors who have entered the facility to the waste facility operators by UHF 2
- 3. Waste facility personnel must alert members of the public or contractors that don't hear the alarm of the emergency and commence an evacuation.
- 4. The weighbridge operator or nominated officer must close the gate to prevent access into the facility to all persons not involved in the emergency.
- 5. A nominated waste facility operator must stay the front gate and ensure that only Emergency Service Workers' have access to the facility.
- 6. Waste facility personnel must report to the Emergency Assembly Point at the entry gate even if they have used the alternative emergency exits.



- 7. Waste facility operators must confirm status of the evacuation to the responsible person.
- 8. Only nominated waste operators / council representatives can remain on the premises in an Emergency.
- 9. All officers must wait for instruction from Emergency Services before re- entering the facility.

FIRE

ALL FIRES AT THE WASTE FACILITY MUST BE REPORTED TO FRNSW – OOO EMERGENCY

RESCUE PEOPLE

- 1. You must consider your own safety first.
- 2. Remove all persons from the immediate danger IF SAFE TO DO SO

ALARM

- 1. Council personnel must notify weighbridge officer of all fires.
- 2. Council operators and members of the public must evacuate the facility in the event of any uncontrolled fire.
- 3. The weighbridge officer must initiate an Evacuation of the Facility.
- 4. The weighbridge officer must call 000 (FRNSW) immediately.
- 5. If the weighbridge officer is not available, the waste facility officer must contact 000.
- 6. When reporting fires to the 000 Call centre you must advise:
 - The status of the fire/materials/location.
 - Whether the fire has been extinguished and controlled.

CONTAIN FIRE & SMOKE

- 1. Council officers must only attempt to contain a fire using the correct firefighting equipment and must be trained.
- 2. Waste Facility operators may attempt to apply soil to a naked flame that is no larger than 2m2.
- 3. Adequate soil must can be applied onto a naked flame.
- 4. Waste facility operators must NEVER drive a vehicle into a flame.
- 5. The water truck and cannon can be used contain/extinguish small fires.
 - a) If the flame has been extinguished after applying soil the waste facility operator must apply water to the area to ensure no re-ignition or flare up occurs and monitor the area.
 - b) If a fire is extinguished prior to FRNSW arrival the area must quarantined and inspected by a FRNSW representative and cleared before the facility/vicinity is reopened for operations.

EXTINGUISH

- 1. Waste operators must never attempt to fight or control a large fire.
- 2. FRNSW will attend and extinguish large fires at the facility.

FIRE PREVENTION

Fires present significant risk to Health and Safety of persons and the Environment at the 'Broken Hill Waste Facility' Controls must be implemented and maintained to prevent fires.

FIRE CONTROLS

- The facility is continually monitored for fire.
- The Broken Hill Waste Facility is a 'No Smoking Workplace'
- Security fencing to prevent unauthorised entry.
- Maintaining machinery in good working order to minimise the risk of sparks.
- Ensure adequate stockpiles of soil are available at designated locations to cover fires.
- Adequately compacting and covering wastes.
- Slashing heavy stands of grass before the bushfire season commences.
- Access to on-site firefighting equipment; and
- Accepting permitted waste only.
- Regulated / recyclable waste stored in approved locations (batteries, hydrocarbons)
- Regular litter patrols
- Ensuring fire breaks around the perimeter access roads of the depot and around all combustibles materials on the site are maintained.
- Reducing and limiting sizes of stockpiles of combustible waste.
- No compacting of construction/timber materials on 'High Fire Danger' warning issued by the NSW Government
- No compacting of construction/timber materials with temperature above 38c or wind speeds above 50 km/hour
- If compaction on extended days of 'Hire Fire Warnings' is required a Risk Assessment must be conducted by the site supervisor, considerations.
 - 1. Early morning (low temperature)
 - 2. No wind
 - 3. Water truck available and in proximity
 - 4. All waste is deluged prior to compaction.

MEDICAL EMERGENCY

INJURED OR ILL PERSONS - PUBLIC

- 1. Assess the scene.
- 2. Commence First Aid as required if trained DRSABCD.
- 3. Notify the Weighbridge Officer, Supervisor or First Aider
- 4. Advise of any additional required resources Defibrillator First Aid Kit
- 5. Call Ambulance 000 if required.
- 6. Do not move casualty unless exposed to life threatening situation.
- 7. Stay with injured, ill person to complete handover with ambulance / first responders.

INJURED OR ILL PERSONS – PERSONNEL

- 1. Notify your supervisor or colleague if you are injured or become ill.
- 2. Commence First Aid as required if trained DRSABCD.
- 3. Discuss any medical conditions or allergies eg, Asthma, Diabetes, Anaphylaxis
- 4. Call Ambulance 000 if required.
- 5. Do not move casualty unless exposed to life threatening situation.
- 6. Stay with injured, ill person to complete handover with the ambulance or first responders.

DECEASED PERSON

- 1. Remain calm.
- 2. Non disturbance of the body, site, or possible evidence.
- 3. Avoid contact with blood and other body fluids.
- 4. Call 000 Police.
- 5. Quarantine Area remove spectators.
- 6. Notify Chief Warden, Manage or Supervisor.
- 7. Remove friends/colleagues of the deceased to private area away from scene.
- 8. Segregate witnesses to private area away from scene.
- 9. Complete handover/report with Police.





PERSONNEL THREAT- ABUSE

IF YOU ARE INVOLVED IN OR WITNESS PERSONAL THREATS

- 1. Remain Calm.
- 2. Keep a safe distance.
- 3. Avoid Eye Contact.
- 4. Do not physically engage or obstruct persons.
- 5. Do not antagonize, argue, or ask for personal details.
- 6. Alert team members.
- 7. Call Police 000 if required.
- 8. Record details if safe to do so (Names, Rego Numbers, Vehicles).



PERSONAL THREAT - ASSAULT

POLICE MUST BE CALLED IMMEDIATELY ON 000

Personal Assault

- If you are assaulted move away from the assailant if safe to do so.
- Do not provoke the assailant or aggravate the situation if still on the premises.
- Apply First Aid DRSABCD if required.
- Call 000 Police/Emergency Services/Ambulance as required.
- Seek Assistance/Send for help immediately if safe to do so.
- Report to the Council officer/Supervisor as soon as possible.

Witness Assault

- Assess the situation.
- Do not provoke the assailant or aggravate the situation if still on the premises.
- Isolate victim or persons from assailant if safe to do so.
- Assist Victims if safe to do so.
- Apply First Aid DRSABCD if required.
- Call 000 Police/Emergency Services/Ambulance as required.
- Seek Assistance/Send for help immediately if safe to do so.
- Disperse spectators but ask witnesses to remain.
- Record witness names, addresses and timelines where possible.



BOMB THREAT

• Complete handover with Police/Ambulance

Bomb threats are usually received by a telephone call, but occasionally a written threat. The response to a bomb threat is totally different from other emergencies. Every threat must be treated a genuine until proven otherwise.

Remain Calm

- Treat the call or threat as genuine.
- DO NOT hang up your telephone, even after the caller has hung up, as calls may be traced.
- Note the number if digitally displayed.

Record

• As much information as possible on Appendix 4

Attract Attention

- Raise the attention of second person (if possible)
- Supervisor, Warden, Facility Coordinator
- Call 000 Police

Evacuate

Commence evacuation of the facility to the nominated Emergency Assembly Point when instructed by the Chief Warden, Supervisor or Emergency Service Personnel (200m) exclusion zone.

Instruction

- Follow all instruction from police or emergency services personnel.
- Follow any further instructions from your Facility / Service Manager or In-charge (after hours).

Suspicious Items

- Do not touch or approach suspicious items.
- Report the item to Warden, BHCC Officer, Supervisor immediately including the location.
- Commence evacuation of the facility to the nominated Emergency Assembly Point when instructed by the Chief Warden, Supervisor or Emergency Service Personnel (200m) exclusion zone.

Clearance

 No persons are to re- enter a facility or premises after a bomb threat until it has been inspected and cleared by the Emergency Services Personnel





EXTREME WEATHER

DUST STORM - HIGH WINDS - LIGHTNING - HIGH RAINFALL

A risk assessment must be completed for all Extreme Weather Conditions that present a risk to Health & Safety. Direction and velocity of wind (flying objects) Dust storm (visibility) Lightning Strike.

- Initiate facility EVACUATION of all patrons.
- Close gate
- BHCC officers retreat to safe location (weighbridge/crib room)
- Do not return to work until risk has passed / subsided.

EXPLOSION

- Call 000 Emergency Services Immediately.
- Evacuate all persons where possible and safe to do so to Emergency Assembly Point. or other location determined by Chief Warden/Incident Controller/Supervisor
- Follow EVACUATION PROCEDURE.
- Notify emergency service personnel of ALL unaccounted persons.
- Apply first aid where required to persons at Emergency Assembly Point.
- Seriously injured persons may be attended by first aiders at the scene (if safe to do so) until Ambulance Officers arrive.
- No persons are to re- enter a facility or premises until it has been inspected and cleared by the Emergency Services Personnel.

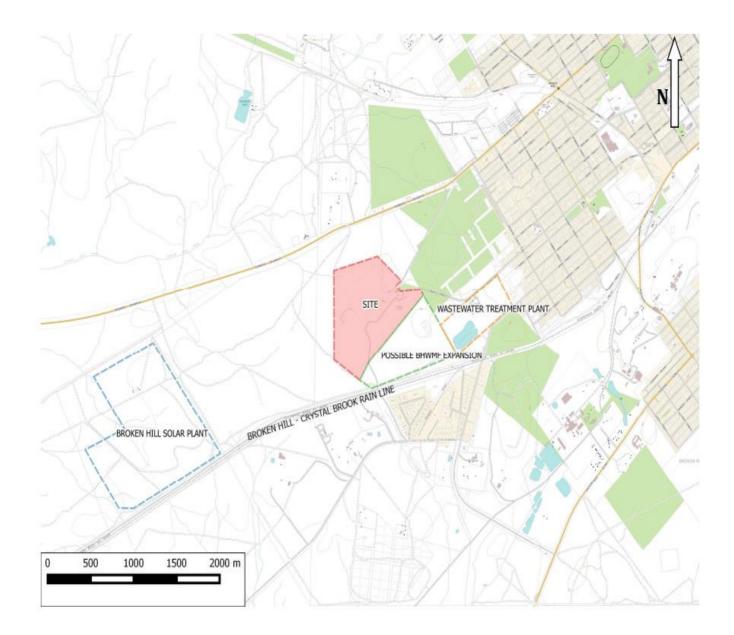
Actions

- A minimum 200 metre radius 'no-go' zone is required to be placed around the scene.
- Emergency Services personnel will manage the scene, only authorised persons are permitted inside this restricted area.
- Trained / Inducted personnel may be deployed to isolate/shut down hazardous processes or equipment which could present a risk to rescue and recovery operations.
- All efforts must be made to preserve the physical and legal integrity of all evidence.
- Nothing must be touched without the permission of the senior emergency services officer present. Buildings must be quarantined until inspected for structural damage and cleared for re-entry by a qualified engineer.

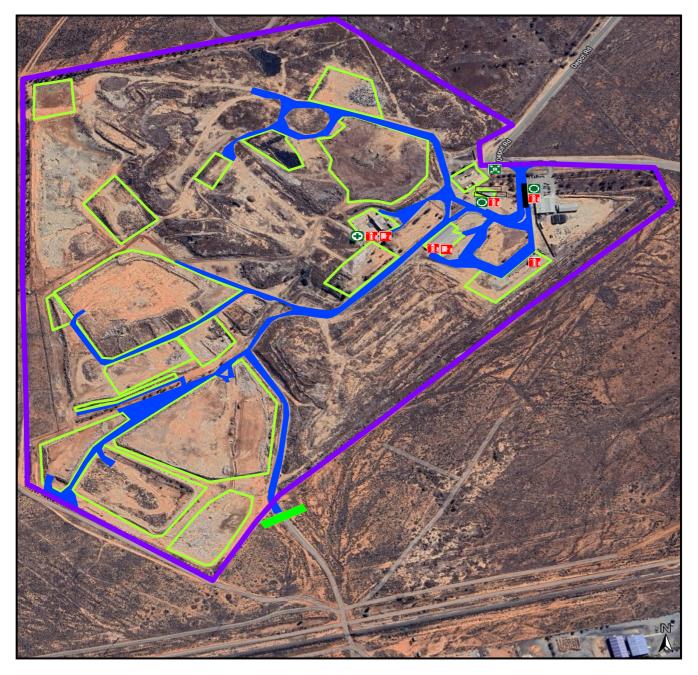


EMERGENCY ASSEMBLY POINT

WASTE FACILITY MAP - LOCATION

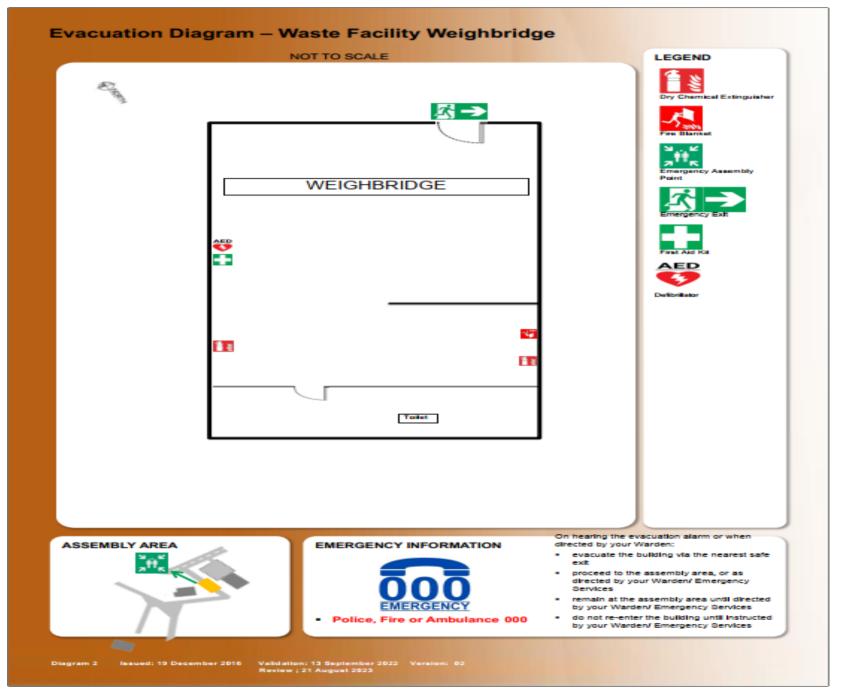


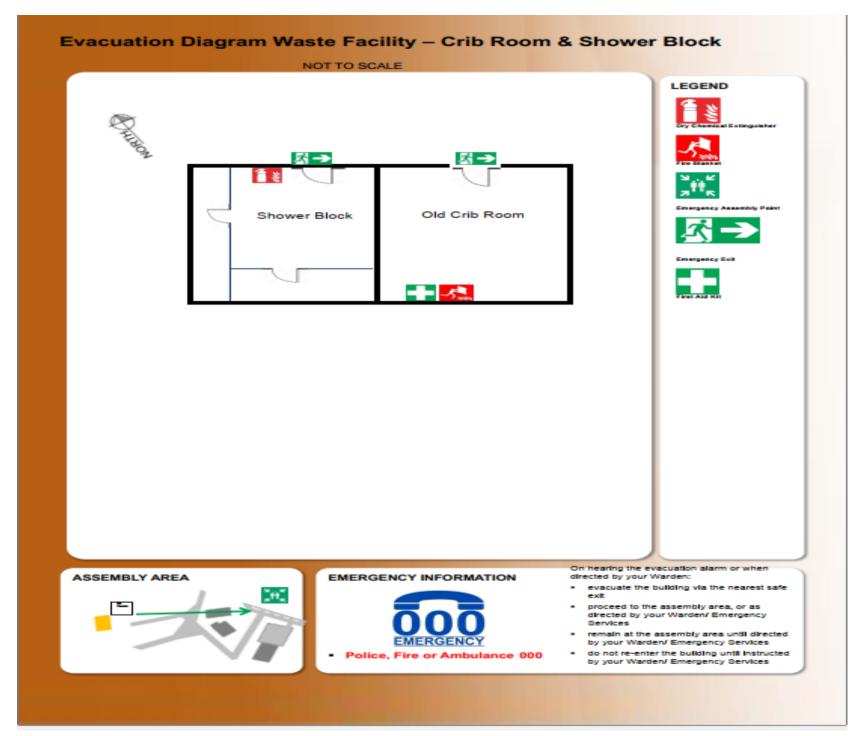
WASTE FACILITY LAYOUT

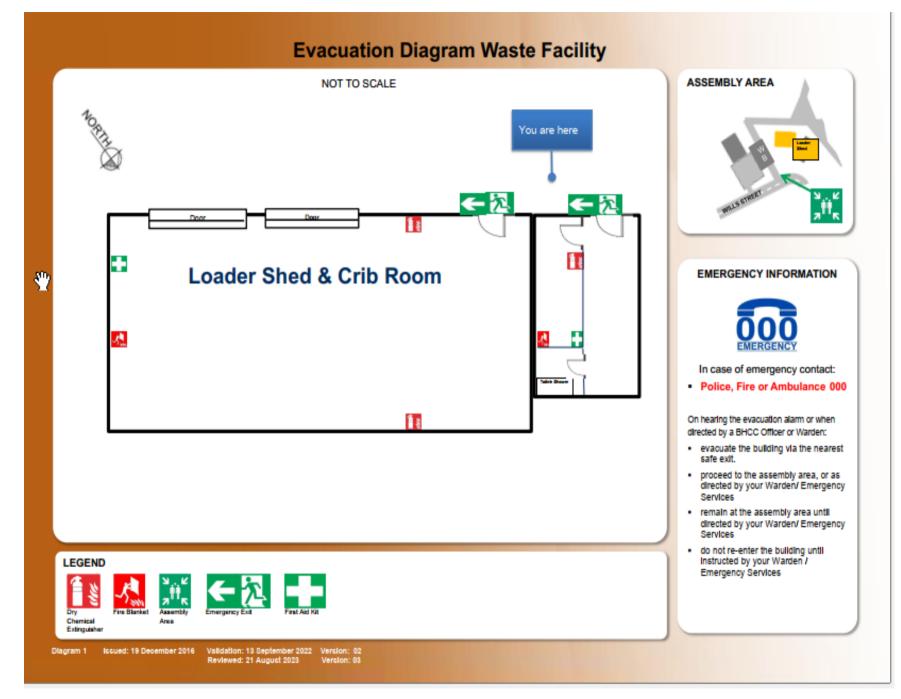


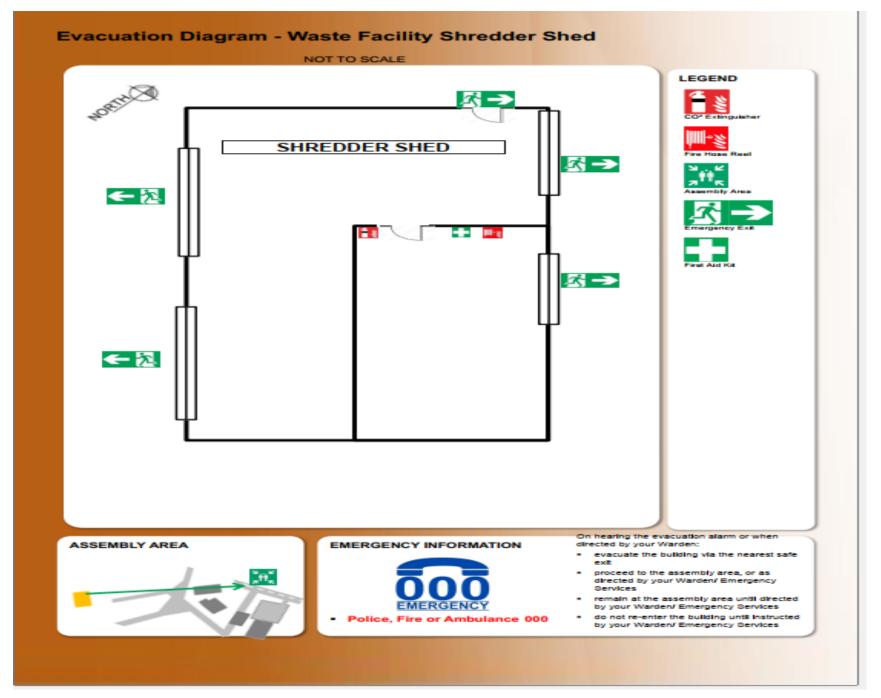
Plan #: Layout 2024	Location: Broken Hill	Title: Broken Hill Waste Management Facility Layout
-		

Notes: Purple Outline - Facility				On-Site Contact: Lyle Maguire - Waste Services Coordinator		
Boundary Blue Line - Travel Road Green Outline - Waste Location			Site Induction:	Date Drawn:	0 25 50 75 100m Scale 1:3974	
				License #:	Drawn By: Michael Maalste	
Posted Speed: 10 & 20	Reduced Speed:	Revision:	Signature:	Date and Time of Project:		BROKEN HILL City Council









Work Health and Safety Act 2011

35. Notifiable Incidents

- a) the death of a person, or
- b) a serious injury or illness of a person,
- c) a dangerous incident.

36. Serious Injury or Illness

- a) immediate treatment as an in-patient in a hospital, or
- b) immediate treatment for-the amputation of any part of his or her body, or
- c) a serious head injury,
- d) a serious eye injury
- e) a serious burn
- f) the separation of his or her skin from an underlying tissue such as degloving or scalping
- g) a spinal injury
- h) he loss of a bodily function
- i) serious lacerations
- j) medical treatment within 48 hours of exposure to a substance
- k) any other injury or illness prescribed by the regulations.
- I) but does not include an illness or injury of a prescribed kind.
- 37. Dangerous Incident an incident in relation to a workplace that exposes a worker or any other person.
- a) an uncontrolled escape, spillage, or leakage of a substance
- b) an uncontrolled implosion, explosion, or fire
- c) an uncontrolled escape of gas or steam
- d) an uncontrolled escape of a pressurised substance
- e) electric shock
- f) the fall or release from a height of any plant, substance, or thing
- g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations.
- h) the collapse or partial collapse of a structure

- i) the collapse or failure of an excavation or any shoring supporting an excavation.
- j) the inrush of water, mud, or gas in workings, in an underground excavation or tunnel
- k) the interruption of the main system of ventilation in an underground excavation or tunnel
- I) any other event prescribed by the regulations but does not include an incident of a prescribed kind.

38. Duty to notify of notifiable incidents.

A person who conducts a business or undertaking must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred. The notice must be given in accordance with this section and by the fastest possible means.

39. Duty to preserve incident sites.

The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.

Site includes any plant, substance, structure, or thing associated with the notifiable incident.

Subsection (1) does not prevent any action.

- (a) to assist an injured person, or
- (b) to remove a deceased person, or
- (c) that is essential to make the site safe or to minimise the risk of a further notifiable incident, or
- (d) that is associated with a police investigation, or
- (e) for which an inspector or the regulator has given permission.

APPENDIX 4

Telephone Bomb Threat Checklist					
WHAT TIME w received?	vas the call				
WHAT DID th	e caller say?				
WHERE exac	tly is it?				
WHEN will it e	explode?				
WHAT does i	t look like?				
WHAT will mo	ake it explode?				
DID you plac	ce the bomb?				
WHY did you	place the bomb?				
WHO are you	ŝ				
How did the	caller sound?				
Angry			Drug/Alcohol		
Calm			Affected		
Irrational			Abusive		
What can yo	ou remember about the	e caller?			
Sex					
Nationality					
Age					
Voice					
What else could you hear?					
Background noise					
Mobile phone/pay phone, etc.					
Notes					

Waste Management Facility Emergency Response Procedure V1						
Date	April 23, 2021 David Baker, Kathy Graham, Scott Howe					
Review Date	August 24, 2024 Rod Squire, Lyle Maguire, Chris Manoel, Wade Nilsen, Cathryn Horne					
Hard Copies	Waste Facility – Weighbridge and Crib					
	Room FR NSW – Weig	Ihbridge				
	Waste Facility					
	Personnel ECO					
	Personnel/Warden					
Electronic Copy	Intranet – Documents – Risk Management					
	Emergency Response Procedure – Waste					
	Facility					
Communication	Waste Facility Manager					
	Waste Facility Coordinator/Leading Hand					
Approval	Waste and stainabilit	у	Signature	Date		
	Manager			26 November		
	Marisa Pickett		yreth	2024		