



## POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

### Purpose

To ensure Brandster Services operates in an environmentally responsible manner and with due diligence to remain current with changes in Acts and Regulations, and providing the necessary instructions, training and reporting framework for environmental management and incident response.

### Authority and Responsibility

The Managing Director has the authority and responsibility for ensuring that Brandster Services acts with due diligence in ;

- training all employees with the requirements of this procedure
- ensuring the necessary resources are allocated to remaining compliant with this procedure
- monitoring all environmental incident data
- maintaining record data
- communication and reporting to relevant authorities
- media reporting

### Environmental Incidents

Include, but are not limited to:

- events or circumstances that are **notifiable** (see definition below), or which may result in the receiving of a warning, infringement notice or other penalty from a regulator;
- sediment in runoff from sites, spoil or waste
- leaks, spills or releases of any substance (other than clean water) into water, air or land;
- explosion, and/or fire at Brandster Services premises, or any other work site caused by or involving Brandster Services equipment or employees.

A **notifiable incident** is defined as an incident that must be reported to the Department of Environment and Conservation pursuant to the *Protection of the Environment Operations Act 1997*. A notifiable incident is one that causes material harm to the environment. More specifically, the incident:

- involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; and/or,
- □ results in actual or potential loss or property damage in excess of \$10,000, including the costs and expenses that would be incurred in taking all reasonable and practical measures to prevent, mitigate or remediate harm to the environment.



### **Protocol for Industry Notification of Pollution Incidents**

Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1977* (POEO Act) specify new requirements relating to the notification of pollution incidents as of 6 February 2012.

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order. The 24-hour hotline for each authority is given when available:

- the appropriate regulatory authority (ARA) for the activity under the POEO Act (usually the EPA or local authority) – the local authority is a local council of an area under the Local Government Act 1993), the Lord Howe Island Board for Lord Howe Island, or the Western Lands Commissioner for the Western Division (except any part of the Western Division within the area of a local council)
- the **EPA**, if it is not the ARA – phone **Environment Line on 131 555**
- the **Ministry of Health** via the local Public Health Unit – see [www.health.nsw.gov.au/publichealth/infectious/phus.asp](http://www.health.nsw.gov.au/publichealth/infectious/phus.asp)
- the **WorkCover** Authority – phone **13 10 50**
- the **local authority** if this is not the ARA
- **Fire and Rescue NSW** – phone **1300 729 579**.

The appropriate contact for the relevant local authority and Public Health Unit will vary. All necessary contact numbers should be found in advance and stored for immediate access should a pollution incident need to be notified. These contact numbers should also be identified in the Pollution Incident Response Management Plan prepared for the premises.

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by WorkCover.



## EMERGENCY SPIL RESPONSE PROCEDURE

If adequate resources are not available to contain material released in a pollution incident and it threatens public health, property or the environment, **Fire and Rescue NSW, NSW Police and the NSW Ambulance Service** should be contacted for emergency assistance - phone **000**.

### Incident Categories

Brandster Services uses three categories in defining environmental incidents:

- **Category 1** - Short term or minor incident with minimal or no effect on the environment. Eg. A small spill easily cleaned up by operator.  
A report must be filled out and given to the Logistics Supervisor upon returning to the depot or at end of day with drivers Log Sheet.
- **Category 2** - A moderate incident that requires extensive Company resource management to rectify with potential medium term harm to environment or public safety, or causes public complaint.
- **Category 3** – A Major incident that causes measurable environmental harm, with long term impacts, requiring emergency services assistance, or community concerns requiring significant rectification measures. Incidents that require assistance beyond the companies' resources.

### Incident Reporting

All environmental incidents must be reported to the Brandster Services Office (02) 9623 1177 immediately. The following information will be provided and assessed for response.

1. Name and contact details
2. Location of incident
3. Time of incident
4. Nature of incident

Management will assess the information on a risk basis and take the appropriate steps for the category requirements.

- **Category 1**  
Internal reporting to Logistics Supervisor via incident form.
- **Category 2 and 3 Incidents**  
Report to Brandster Services Office **(02) 9623 1177**  
Brandster Services Management to report to:  
Environment Protection Authority via Pollution Hotline **131555**  
Upon assessment of potential to manage incident if life, property or environment are under threat of harm:  
Local Council  
Fire & Rescue **1300 729 579**  
Police **000**  
Sydney Water **132 090** (24 hours)  
WorkCover **131050**  
MSB **1800 641 792**

Units 4-7 15 Leeholm Road St Marys NSW 2760

Phone : 02 9623 1177

[www.brandsterservices.com.au](http://www.brandsterservices.com.au)

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## ENVIRONMENT MANAGEMENT PROCEDURE

For the pick-up and Transportation of Liquid Waste

It is Brandster Services Policy to operate its fleet in a clean, well maintained, and environmentally friendly manner. This pertains to the mechanical performance of the truck and the auxiliary pumping equipment.

- Upon arriving at a managed site each employee will report to the site office or contact person to liaise with them regarding the site-specific instructions. And, if necessary, undergo any required induction training for the safe completion of their work.
- Whilst on site Brandster Services employees will comply with all site specific WHS regulations.
- Within a site all vehicles will be driven in a safe and proper manner according to site regulations.
- All due diligence will be taken to ensure that during connection and disconnection of hoses and fittings there is no spillage leading to contamination of the area.
- Brandster Services vehicles are fitted with latest in noise, smoke and odour reduction equipment.
- Brandster Services employees will be aware of other workers or general public in the vicinity and act in a professional manner to ensure their comfort and safety is maintained whenever possible.
- Upon completion of their work Brandster Services employees will fill out the necessary documentation, recording the task undertaken by site, volume removed and where required, notation of time spent on location.
- When leaving the site, the employees will again report to the site office or contact, and present documentation for signing and leave a copy of service docket or invoice with clientele.



## ENVIRONMENTAL INCIDENT REPORT FORM

This form is to be completed by the Brandster Services representative in attendance at the environmental incident and forwarded to Brandster Services Management within 24 hours of the incident.

Incident Type	
Environmental Incident	<input type="checkbox"/> Environmental Complaint

Employee Details
Name:

Incident Location	
Brandster Services Site (St Marvs)	Yes <input type="checkbox"/>
If No. Address where Incident occurred:	
Street:	Suburb:
Nearest X Street:	

Incident Details	
Date of Incident:	Time of Incident:
Type of Pollutant: eg ( Septic, Sullage, J120 Oily waters, Odour etc)	
Estimated Quantity/Volume:	
Details of Incident: How/Why and steps taken to minimise effect and rectify.	
Note: Attach separate sheet if insufficient space.	

Notification of Incident (To be completed by Brandster Services)			
EPA Pollution Hotline	Yes / No	NSW Fire Service (Hazmat)	Yes /No
Local Council	Yes / No	Other:	

Incident Attended By:
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