

## Revision History

Revision	Date	Author/Reviewer	Details
DRAFT 1	29/10/2012	SALEYARDS OPERATIONS MANAGER	DRAFT
FINAL	31/10/2012	SALEYARDS OPERATIONS MANAGER	FINAL
REVISION 1	18/12/2012	SALEYARDS OPERATIONS MANAGER	CHANGE TO FIRE & RESCUE CONTACT TELEPHONE NUMBER
REVISION 2	1/06/2017	MANAGER OF ENVIRONMENTAL SERVICES	UPDATE PHONE NUMBER AND RESPONSIBLE
REVISION 3	23/02/2018	MANAGER OF ENVIRONMENTAL SERVICES	UPDATE WSC CONTACT DETAILS
REVISION 4	25/06/2019	MANAGER OF ENVIRONMENTAL SERVICES	UPDATE CONTACT DETAILS AND APPENDIXES
REVISION 5	08/11/2021	MANAGER OF PROPERTY SERVICES	UPDATE CONTACT DETAILS AND APPENDIXES
REVISION 6	19/08/2022	MANAGER OF PROPERTY SERVICES	UPDATE CONTACT DETAILS AND EMERGENCY CONTACTS
REVISION 7	03/09/2023	MANAGER OF PROPERTY SERVICES	UPDATE CONTACT DETAILS AND EMERGENCY CONTACTS

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# 1. Introduction

This plan has been developed to document the processes required to prepare for and respond to pollution incidents at the Narrabri Saleyards, Effluent Plant and Settlement Pond (EPA License No. 10697) and to ensure that hazards to the environment, human health and safety are eliminated or minimised. It has been prepared in accordance with the requirements of the Protection of the Environment Operations Act 1997 and Protection of the Environment Operations (General) Regulation 2009.

## 1.1 Scope

This Pollution Incident Response Management Plan applies to the Narrabri Saleyards, Effluent Plant and Settlement Pond (EPA License No. 10697). For site plans, refer to Section 7.1.

# 2. Pollution Incident Response Management Plan

The Effluent Plant at the Narrabri Saleyards is a facility for treating run off from the saleyards prior to discharge into the main sewer. Run off from the yards becomes contaminated with cattle faeces deposited when cattle are present in the yard. Run off is collected in the holding channel prior to passing on to the effluent plant and subsequently discharged into the sewer.

The yards are washed after sales and the discharge is run through a system of channels that catches the solids to reduce the amount of cattle faeces present in run-off. The effluent pit is then discharged into the sediment ponds prior to being discharged to the Narrabri Shire Council Water Treatment Facility. Wastewater is treated with a low energy aeration system combined with aerobe bacteria. The aeration is floated on the surface with diffused air set at sub surface levels creating an aerobic surface zone. The solids are stored and dried within the effluent plant fenced area to ensure any wastewater from rain etc. is returned to the effluent pit. Storm water contaminated with cattle faeces can, if inadvertently discharged, result in contamination of the environment.

## 2.1 Potential Incidents

The potential hazards to the environment include:

- Sewage overflow (raw or partially treated) potentially caused by:
  - Overflow of the storage pond
  - A leak in the Aeration tank or Effluent tank
  - Leak in a pump or associated pipework
  - Treatment plant blockage

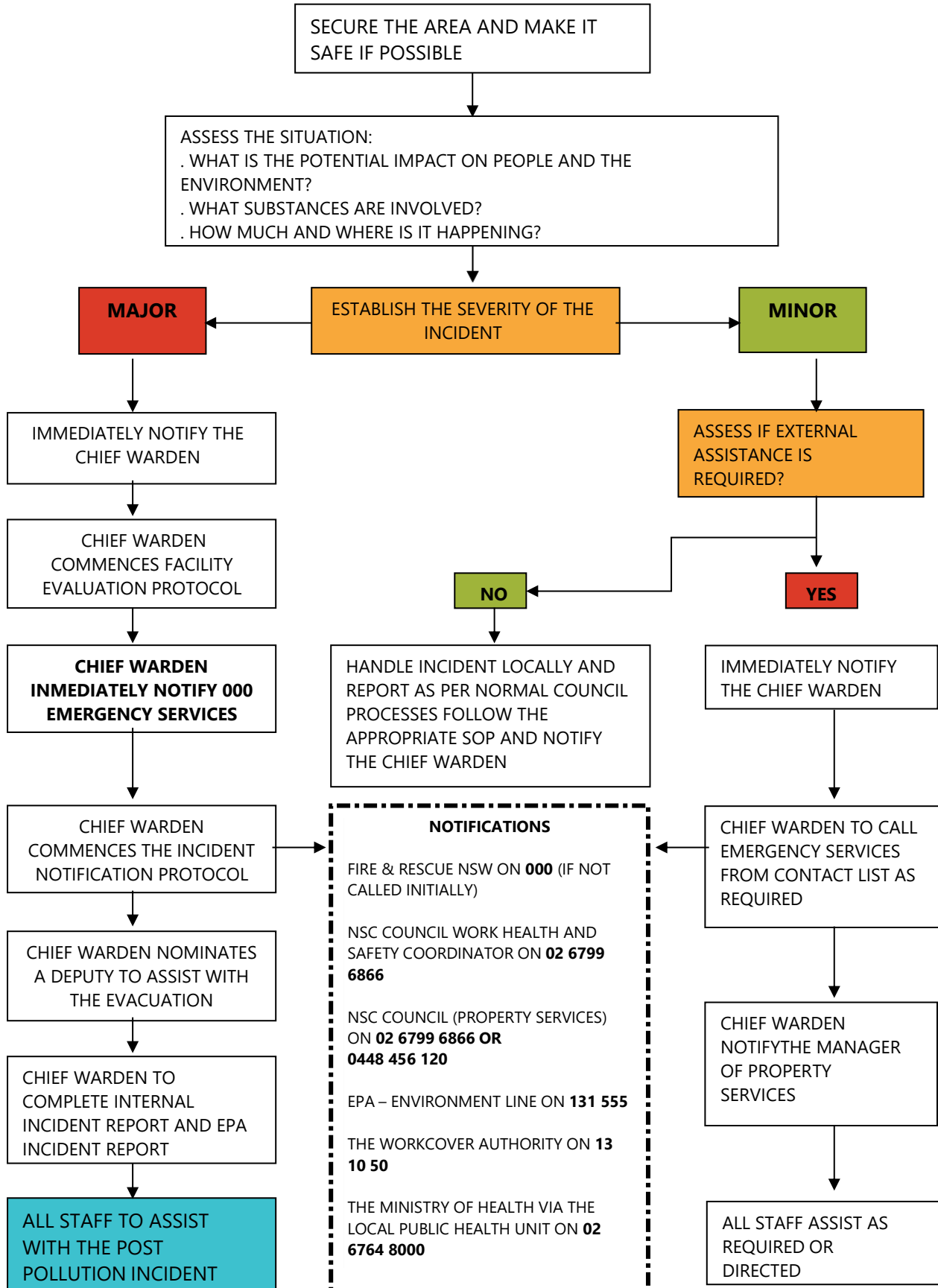
No chemicals are currently stored or used within the treatment plant. A detailed assessment of risks is provided in Section 7.4.

For detail on actions to reduce risks see Sections:

- 2.5 Pre-emptive Measures and
- Section 7.5 Action Plans to minimise harm.

## 2.2 Incident Response

Actions to be taken if you become aware of an incident:



*\*Standard procedures, protocols, report forms are in the emergency package.*

This section details the response requirements in the event of an incident.

In all situations:

**The business hours' number for Narrabri Shire Council is (02) 6799 6866, mobile 0409 101 175.**

**The after-hours emergency number for Narrabri Shire Council is 0429 911 111.**

During working hours, calls are taken by staff on the NSC switchboard. If the call is after hours, Calls are redirected to a call centre in Nowra, who inform the appropriate personnel of issues/incidents. NSC operates a rostered on-call system, ensuring that an experienced operator is on-call at all times. The call centre will contact the on-call operator. The on-call operator has access to other qualified staff to assist in an after-hour repair or emergency. WPG's are in place to cover an after-hour emergency.

### **2.2.1 Human health or Safety Incident**

If there is immediate threat to Human health or Safety, call triple zero "000" and implement the following process:

1. Undertake reporting in accordance with the procedures listed in the NSC **WHS / Incident Reporting Guidelines**
2. If required, evacuate the site
3. Contact **Airport and Saleyards Assistant** on **(0409 101 175)** and/or **Building and Maintenance Coordinator** on **(0448 456 120)** and/or **Manager of Property Services** on **(0448 029 239)**.
4. Report the incident to **Human Resources (02 6799 6866)**

### **2.2.2 Pollution incident**

During a pollution incident which involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, Narrabri Shire Council must notify the following authorities immediately:

1. Fire & Rescue NSW on 000 (if not called initially)
2. NSC Work Health and Safety Coordinator on 02 6799 6866
3. NSC (Property Services) on 02 6799 6866 or 0428 428 859
4. EPA – Environment Line on 131 555
5. SafeWork on 13 10 50
6. The Ministry of Health via the local Public Health Unit on 02 6764 8000
7. NSC Director, General Manager by email.
8. NSC should also consider contacting affected neighbour's as soon as practical.

All communications with emergency response agencies due to incidents that apply to this plan must be made through either the **Building & Maintenance Coordinator** or **Manager of Property Services**.

## 2.3 Community Notification

Impacts on the community due to sewage distribution and treatment incidents are variable and depend on location, volumes of spills or other factors. Communication methods will be used on a case-by-case basis and in all situations Narrabri Shire Council will attempt to provide early warning to directly affected premises by phone call or site visit. Early warning is to include details of what the incident is, and how those affected can prepare and respond, and provide important advice such as avoiding contact and use of affected waterways.

Where early warning is not possible Narrabri Shire Council will provide notification and communication during and after an incident to advise those affected with information, advice and updates.

Notification and communication methods will be determined on a case-by-case basis and the following methods may be used:

- Phone calls
- Media releases (radio/television/newspaper/internet/social media as required)
- Site visits/door knocking
- Letter drops
- Warning signs
- Other methods as the situation requires

Regular communication and notification are to be provided until the incident and clean-up of the impacted site and affected areas has been complete (e.g., faecal coliforms have returned to background levels). Narrabri Shire Council is to take signs down and advise the public that regular activities can be resumed by (as required):

- Phone calls
- Media releases (radio/television/newspaper/internet/social media as required)
- Letter drops
- Other methods as the situation requires

### 2.3.1 Incidents at the Effluent Treatment Plant

The Narrabri Saleyards is located on the corner of Namoi Street and Saleyards Lane in an industrial area approximately 3Km from the centre of Narrabri. The nearest neighbour is located about 150 metres west of the treatment plant. The fall of the land is such that a spillage or overflow from the treatment plant would not pose any threat to neighbours.

On the east side of the Saleyards site is a rail corridor followed by rural land. To the north of the treatment plant is a vacant paddock owned by Council. To the south is also a vacant parcel of land. The ground here is higher than the treatment plant and there is little possibility that this area would be affected by any incident at the Effluent Plant.

The main concern in the event of overflow from the Saleyards Effluent Plant is the potential for contamination of Doctors Creek, located to the West of the Saleyards on the other side of Saleyards Lane. This Creek flows into the Namoi River /Creek which in turn runs through the centre of the town.

If an incident occurred that had the potential to affect any community members or neighbour's the processes listed in **Section 2.3, Community Notification** would be implemented as required.

### 3. Pre-emptive Measures

#### 3.1 Physical and preventative measures

Management of the Saleyard's Treatment Plant is focused on avoiding a pollution incident. Risk analysis indicates that the most likely pollution scenario is overflow of the holding pond in heavy rainfall or heavy use of the Truck Wash facility. Run off from the yard and truck-wash passes first into the Effluent pit before being pumped into the Sediment Ponds to the north of the pit. An automated system is in place to ensure that the Effluent pit does not overflow.

Preventative measures include:

- Regular inspections of the Effluent plant to ensure that no leakage is occurring
- Ensuring the pond level is kept as low as possible to maximise capacity to accommodate heavy rainfall.
- Initiate manual bypass of the Effluent plant when required
- Monitor weather conditions and consider cancelling an upcoming sale if there is the possibility of prolonged heavy rainfall when cattle will be in the yard.
- No dangerous chemicals are kept within the treatment plant

In the event that these systems fail, Narrabri Shire Council has portable bypass pumps and other containment options available.

#### 3.2 Preventative monitoring and maintenance

Narrabri Shire Council uses monitoring and preventative maintenance to reduce the potential for incidents at the Effluent Plant. Details of regular operational/maintenance activities are provided below;

##### Activity Frequency Effluent Treatment Plant

Item	Inspection Frequency
Operate the Effluent plant as per operation and maintenance procedures	Daily
Inspection of tanks, pumps and pipework	Daily
Monitor ponds	Fortnightly
Remove sludge from holding pond	Annually
Visual check of pumping operations	Weekly
Maintain Treatment Plant area free from weeds & garbage	Ongoing
Service pumps	Annually (minimum)
Electrical inspections of pump controls	Annually
Pump refurbishments	Determined by service reports
Pump replacements/upgrades	Determined by service reports



## 4. Post Pollution Incident Recovery

This section of the Pollution Incident Response Plan identifies those activities necessary to support Council staff and contractor's staff during and following a pollution incident and those activities necessary to restore operations at the **Saleyards Facility**.

### 4.1 Recovery Operations

The recovery of facility operations and services will depend on the extent of damage suffered by the facility. The **Building & Maintenance Coordinator (NSC)**, in collaboration with the **Manager Property Services (NSC)** will need to prioritise activities that can be accomplished with available staff and resources. Immediately following the emergency phase of an incident, the **Manager Property Services (NSC)** will develop an operational recovery plan following appendix 7.7.

### 4.2 Incident Investigation (After Action Review)

A pollution incident must be investigated as soon as possible following its occurrence. The investigation is designed to determine why the incident occurred and what precautions can be taken to prevent a recurrence. The **Manager Property Services (NSC)** is responsible for ensuring that an incident investigation is conducted following all pollution incidents that occur at the facility.

#### 4.2.1 Small Incidents

For small incidents, the **Building & Maintenance Coordinator (NSC)** will normally conduct the investigation.

#### 4.2.2 Major Incidents

For major pollution incidents where material harm to the environment is caused or threatened statutory authorities and emergency response agencies will generally be involved in conducting the investigation. The **Building & Maintenance Coordinator (NSC)** and **Manager Property Services (NSC)** will assist the authorities as needed.

## 5. Documentation

Documentation of response activities is of critical importance following a pollution incident. All records and forms used during the incident to document activities must be retained for future reference.

Following a pollution incident or emergency, the **Building & Maintenance Coordinator (NSC)** will have the responsibility for collecting all records and forms used during the incident. These will be used for several purposes, such as incident investigation, insurance claims and potential legal actions.

The **Building & Maintenance Coordinator (NSC)** must prepare a report documenting activities that took place during a major pollution incident appendix 7.8.

The report of the **Building & Maintenance Coordinator (NSC)** and all related documentation will be submitted to the **Manager Property Services (NSC)** for review and necessary follow-up actions.

The **Manager Property Services (NSC)** will make any necessary follow up reports to the **EPA or other Agencies**.

## 5.1 Incident Impact Assessment

Following an incident, an assessment of impact that has occurred to the facility, the environment and equipment must be conducted.

The major goal of this assessment will be to determine the extent of damage to facilities and/or the environment resulting from the incident and identify repairs or restoration that must be initiated to minimise further damage and restore the facility for operational use or to rehabilitate the environment. The assessment form is in appendix 7.9.

The **Manager Property Services (NSC)** will have the primary responsibility for conducting the damage assessment following an incident.

Assistance will be obtained as needed from facility employees and outside organizations, such as ecologists, engineers and clean up contractors. An incident investigation will be conducted using appendix 7.11.

## 5.2 Incident Debriefing

The purpose of incident debriefing is to inform employees about any hazards that may still remain on the facility property following the incident and to identify unsafe conditions that may still exist. The debrief will be documented using a pre-start form appendix 7.10.

## 5.3 After Action Review & PIRMP Update / Amendment

This will occur within 30 days of any pollution incident.

The AAR will analyse the actions that took place during the pollution incident (both good and bad) and will seek to identify opportunities to improve the effectiveness of the PIRMP, through Prevention, Preparation, Response and Recovery procedures in place for the facility see appendix 7.12.

The AAR findings will produce Actions to amend, modify or may determine no change to requirements are necessary for the PIRMP.

# 6. Staff Training & PIRMP Testing

## 6.1 PIRMP Distribution

A copy of this PIRMP is to be kept at the premises to which the relevant Environmental Protection Licence (EPL) relates, or where the relevant activity takes place, so that it is readily available to those responsible for its implementation and to any Authorised Officer on request.

A copy of this PIRMP is also to be retained by the **Manager Property Services (NSC)**.

The master copy of this PIRMP is to be maintained by the **Building & Maintenance Coordinator (NSC)** who will be responsible for revisions of the PIRMP and for the distribution of revised copies to the above-mentioned persons and locations.

## 6.2 PIRMP Review

The PIRMP is to be reviewed annually by the **Building & Maintenance Coordinator (NSC)** in conjunction with relevant Council staff including the **Manager Property Services (NSC)**.

When revisions are made to the PIRMP, the revised document will be re-distributed and redundant copies collected and discarded. The date of issue and revision number is to be recorded on the title page of the document for future reference.

As part of the revision process, a Notification of Change Form, appendix 7.13 will be provided which must be signed by each responsible party indicating that the party has received a copy of the changes and that the copy of the PIRMP assigned to that party has been updated. This form is to then be retained on file by the **Building & Maintenance Coordinator (NSC)**.

## 6.3 PIRMP Training

To ensure that this PIRMP is properly followed in the event of a pollution incident, training programs shall be provided to relevant **Council Employees**. The objectives of the training program shall be as follows:

- a) *To ensure that **Council Employees** are knowledgeable of their roles and responsibilities concerning this PIRMP.*
- b) *To ensure that **Council Employees** are knowledgeable of the PIRMP's procedures to affect a safe and appropriate response to pollution incidents.*

**Council Employees** will receive training in the PIRMP appropriate to the level of their expected involvement. The following is the general training program which is to be implemented in support of this PIRMP:

### 6.3.1 Training Frequency

**Council employees** working at the facility will receive training during initial employment orientation / induction and refresher training at least annually.

Additional training will also be provided to employees whenever the PIRMP is changed.

### 6.3.2 Training Level

All **Council employees** will receive training in the general PIRMP procedures and Standard Operating Procedures related to the PIRMP.

Training shall cover routine pre-emptive inspections, incident discovery and management, (standard operating procedures), notifications, incident response and best practice facility management.

### 6.3.3 Supervisor Training

The **Building & Maintenance Coordinator (NSC)** will receive additional training, beyond that received by Council employees or other site personnel, dealing with actions that are necessary to provide for the safety of employees, facility users and ancillary site operators, the protection of facility assets and the management of pollution incidents.

### 6.3.4 Training Competencies

Details of the training competencies achieved by **Council Employees** relevant to this PIRMP are provided in appendix 14.

## 7. PIRMP Drills & Exercises

To ensure that this PIRMP will meet current conditions and that all involved individuals will respond appropriately, the PIRMP will be tested on an annual basis. The testing will include at least the following:

- a) Reaction and accountability of facility personnel; and
- b) Adherence to PIRMP procedures.

All drills and exercises of the PIRMP will be documented, indicating the results of the exercise and any problems that were encountered, along with recommendations for PIRMP modifications.

The **Building & Maintenance Coordinator** (NSC) will complete a Pollution Incident Exercise Evaluation Form appendix 15 and maintain copies for review.

**Table 7 - Pollution Incident Exercise records.**

Test Date	Incident Tested	Person Who Carried Out Test
21/7/2021	Overflow of treatment beds due to pump failure	Building and Maintenance Coordinator
2/8/2022	Overflow of evaporation ponds with effluent making its way into Doctors Creek	Building and Maintenance Coordinator, Airport and Saleyards Assistant
30/8/2023	Chemical spill within the saleyards	Building and Maintenance Coordinator, Airport and Saleyards Assistant

### 7.1 Form of PIRMP

As the purpose of this PIRMP is to mitigate the likelihood and to improve the management of pollution incidents and facilitate better coordination with the relevant response agencies, this PIRMP must be provided in written form, be available at the subject premises, be able to be provided to an authorised EPA officer on request and available to any person who is responsible for implementing the PIRMP.

#### 7.1.1 Emergency Package

Emergency packages have been developed to assist staff to manage pollution incident. The packages contain flow charts, protocols and standard operational procedures that apply if an incident shall occur.

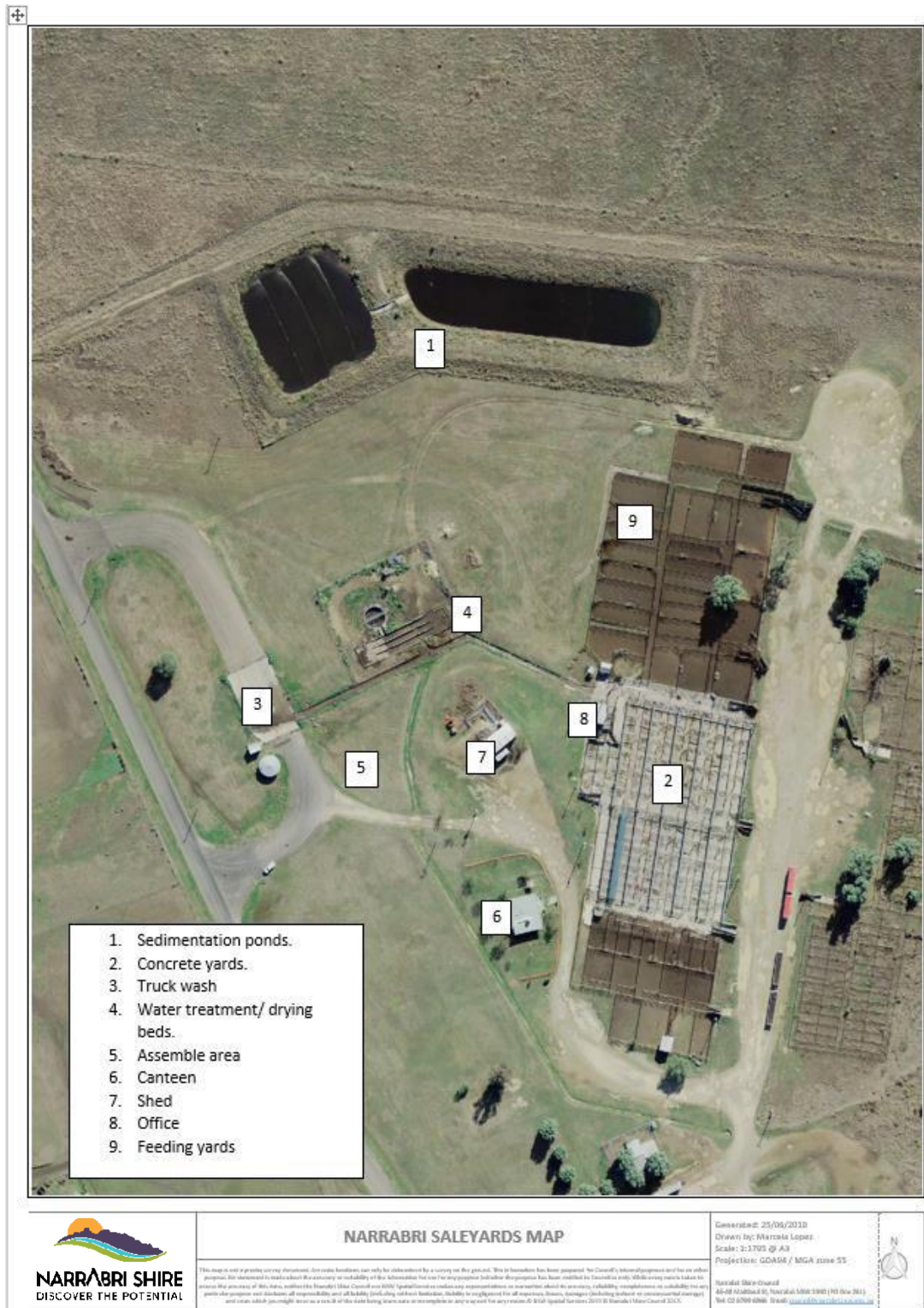
## **7.2 Relationship with Other Emergency & Incident Response Plans**

This PIRMP can function as a standalone document, the implementation of which is required to be undertaken to mitigate risk of a pollution incident but also to respond to a likely pollution incident where there is a potential of 'material harm to the environment'.

If other plans, procedures and protocols provide for enhanced or ancillary complementary actions, then they may and should be implemented concurrently.

## 8. Appendices

### 8.1 Appendix 1 - Site Plans Narrabri Saleyards & Effluent Treatment Plant



## 8.2 Appendix 2 - Site Chemical Register

Chemical name	Manufacturer	Maximum Volume of Chemicals Stored	Location where Chemical is Stored
Diesel	Caltex	20 Lts	Workshop
DY Mark Spray and Mark	Dy Mark	12 x 350gm	Workshop
Inox mx3	Candan Enterprises	3 x330gm	Workshop
Lemosol	Liquid Engineering	5ltr	Workshop
LPG	Origin		Workshop
Master Flow	Liquid Engineering	5ltr	Workshop
Multi Lube Grease	Valvoline		Workshop
Orange Scrub	Septone	5ltr	Workshop
Supreme General Purpose Thinner	KCB	5ltr	Workshop
Unleaded Fuel	Caltex	15ltr	Workshop
Wonder flush Toilet Blocks	Mountain Cleaning Products	10kg	Workshop
XLD Plus 20w/50 Oil	Valvoline	6ltr	Workshop
Zeolite	Global Spill Control		Workshop

### 8.3 Appendix 3 - Personal Protective Equipment

This section list the standard PPE items required.

#### **Saleyards Effluent Treatment Plant**

The following items are to be used at the Narrabri Saleyard Effluent Treatment Plant:

- Ear/hearing protection
- Sun screen
- Rubber Gloves
- Goggles
- Gumboots
- Steel capped Boots

### 8.4 Appendix 4 - Action plans to minimise harm

To minimise the risk of sewage overflows Narrabri Shire Council has in place a number of management actions comprising one or more of the following:

- Further detailed investigation of risks
- Regular dredging of the holding pond
- Planned Renewal of Existing Assets
- Continuous Improvement of Sewerage System Operations
- Incident Response Protocol



## 8.5 Appendix 5 – Emergency Contacts

### **EMERGENCY AGENCIES**

AMBULANCE	000
FIRE BRIGADES	000
POLICE STATIONS	000
NARRABRI POLICE	02 6792 7199
RURAL FIRE SERVICE	000
STATE EMERGENCY SERVICES (SES)	13 25 00
NARRABRI HOSPITAL	02 6799 2800
ELECTRICITY (ESSENTIAL ENERGY)	13 20 80
WORKCOVER	13 10 50
LOCAL EMERGENCY MANAGEMENT OFFICER	
EPA ENVIRONMENT LINE	13 15 55

### **COUNCIL**

COUNCIL AFTER HOURS	0429 911 111
NARRABRI SHIRE COUNCIL	02 6799 6866
MANAGER PROPERTY SERVICES	0448 029 239
BUILDING & MAINTENANCE COORDINATOR	0448 456 120

### **MEDIA**

THE COURIER	02 6792 1011
MAX FM	02 6792 4884



<b>MISSING PERSONS</b>		
<b>Number</b>	<b>Name</b>	<b>Contact number/ LAST PLACE SEEN</b>
<b>MANAGEMENT AUTHORISATION:</b>		
<b>DATED:</b>		
I acknowledge I completed this form at the best of my knowledge and that I have include all people located at the evacuation point including, contractors, staff members and customers.		
<b>SIGNED:</b>	<b>NAME:</b>	<b>DATED:</b>

The Operational Recovery Plan is to support Narrabri Saleyards in the ability to remain operational after an adverse event. The goal is to limit risk and get an organization running as close to normal as possible after an unexpected interruption.

## 8.7 Appendix 7 – Operational Recovery Plan

Incident: _____	
<b>Distribution</b> <ul style="list-style-type: none"><li>• Tech One copy</li><li>• Site copy</li></ul>	<b>Date Sent / ISSUED:</b>
<b>1. Assess physical damage of the facility.</b>	
<ul style="list-style-type: none"><li>• Can the facility fully or partially be opened to the public? Is it safe to do so?</li> <li>• Are all areas safe for the staff and the public?</li> <li>• Are there any areas that need to be restricted from public access?</li> <li>• Describe the damage which occurred, calculate time of repairs and possible cost (estimates).</li> <li>• Can the recovery be done by staff or does Council need to engage a qualified consultant to quantify the damage and develop a remediation plan?</li></ul>	
<b>2. Assess what resources are needed to restrict access to the site.</b>	
<ul style="list-style-type: none"><li>• What resources are needed to isolate the area? Example: Extra signage, barricades, temporary fence, more personal...</li> <li>• Are the resources installed/ in place?</li></ul>	

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**3. Assess what type of communication is required. Internal or external.**

- Do you need to advertise partial closure of the Saleyards?
  
- Do you need to notify Saleyards disruptions to other staff members?

**4. Assess if any response equipment has been used.**

- What response equipment was used?
  
- Has the response equipment been replaced or ordered?

**5. Complete The impact assessment appendix 9 to identify all the potential risk.**

**MANAGEMENT AUTHORISATION:**

**DATED:**

**SIGNED:**

**NAME:**

**DATED:**

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## 8.8 Appendix 8 – Pollution Incident Report Form

<b>INCIDENT:</b> _____	
<b>Distribution</b>	<b>Date Sent / ISSUED:</b>
<ul style="list-style-type: none"> <li>• Tech One copy</li> <li>• Site copy</li> </ul>	
Name of Chief Warden:	
the cause (R.3.3.a)	
time (R.3.3.a)	
duration of the event (R.3.3.b)	
the type, volume and concentration of every pollutant discharged as a result of the event. (R.3.3.b)	
the name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event (R.3.3.c)	
the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort (R.3.3.d)	
action taken by the licensee in relation to the event, including any follow-up contact with any complainants (R.3.3.e)	
details of any measure taken or proposed to be taken to prevent or mitigate against a recurrence of such an event; (R.3.3.f)	
Phone relevant Emergency Service?	
<b>IF SITE EVACUATION IS NECESSARY:</b>	
Evacuation signal activated / advice issued?	
Deputy/ Area Wardens report evacuation is complete:	
Other Actions taken	
<b>EPA REFERENCE NUMBER</b>	<b>COUNCIL REFERENCE NUMBER</b>

## 8.9 Appendix 9 – Pollution Incident Impact Assessment

Incident: _____								
<b>Distribution</b> <ul style="list-style-type: none"> <li>Tech One copy</li> <li>Site copy</li> </ul>					<b>Date Sent / ISSUED:</b>			
<b>Example:</b>								
Installation (container delivery and final fit out on site)	<ul style="list-style-type: none"> <li>Public access to site prior to completion of installation presents slips, trips, falls, cutting or crushing hazards</li> <li>Vehicles on site for delivery hazard</li> </ul>	Possible (C)	Moderate (3)	<b>Significant</b>	<ul style="list-style-type: none"> <li>Secure work area – only authorised personnel on site</li> <li>Supervision of container transport and placement</li> <li>Barricades</li> <li>Signage</li> <li>Foreman or security on site at all times during installation</li> </ul>	Adrian Snelling / 3D Designer / Stephen Hain	<b>Low</b>	
<b>Environmental risk:</b>								
	•				•			
	•				•			
	•				•			
	•				•			
<b>Social risk:</b>								
	•				•			
	•				•			


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## 8.9 Appendix 9 – Pollution Incident Impact Assessment

Incident: _____								
<b>Distribution</b> <ul style="list-style-type: none"> <li>• Tech One copy</li> <li>• Site copy</li> </ul>					<b>Date Sent / ISSUED:</b>			
<b>Economic risk:</b>								
	•				•			
	•				•			
	•				•			
	•				•			

## 8.10 Appendix 10 – Prestart Meeting Form

	<h3>Pre-Start Meeting Record</h3>
<b>Form Description:</b> To record conversations & up skilling topics from all Pre-Start meetings.	

<b>Location:</b>		<b>Section:</b>			
<b>Date conducted:</b>		<b>Time:</b> am/pm	<b>Time Taken:</b>		
<b>Shift Completed On:</b>	<input type="checkbox"/> Day Shift <input type="checkbox"/> Afternoon <input type="checkbox"/> Night				
<i>Who Conducted Meeting (Print Name)</i>		<i>Position/Role</i>			
<b>SUBJECT OF TALK / TOPICS DISCUSSED</b>			<b>Notes Provided (attach copy)</b>		
1.			<input type="checkbox"/>		
2.			<input type="checkbox"/>		
3.			<input type="checkbox"/>		
4.			<input type="checkbox"/>		
5.			<input type="checkbox"/>		
6.			<input type="checkbox"/>		
<b>Sign Off for Attendance</b>					
<b>Name</b>	<b>Signature</b>	<b>Name</b>	<b>Signature</b>		
<b>CONCERNS RAISED BY WORKERS</b>		<b>Action</b>	<b>By Who</b>	<b>Action Date</b>	<b>Action Completed (Sign)</b>
<b>This section MUST be completed. Workers MUST be asked of their concerns or hazards</b>					
1.		<input type="checkbox"/>		...../...../20.....	
2.		<input type="checkbox"/>		...../...../20.....	
3.		<input type="checkbox"/>		...../...../20.....	
4.		<input type="checkbox"/>		...../...../20.....	
5.		<input type="checkbox"/>		...../...../20.....	
<b>FUTURE PS TOPICS SUGGESTED:</b>					
1.		3.			
2.		4.			

Please check with your Supervisor to ensure this is the current version				
<b>Department:</b> Health and Safety	<b>Role Responsible:</b>	<b>Date of Release:</b>	<b>Version</b> 1	<b>Page:</b> 1 / 2



Complete the incident investigation form by logging into the Vault Notification portal. The following information is required:

### 8.11 Appendix 11 – Vault Incident Investigation Form

Incident: _____	
<b>Distribution</b> <ul style="list-style-type: none"> <li>• Tech One copy</li> <li>• Site copy</li> </ul>	<b>Date Sent / ISSUED:</b>
<b>Item</b>	<b>Comments</b>
<b>Person Reporting *</b>	
<b>Person Reporting Name *</b>	
<b>Person Involved *</b>	
Person Involved Name *	
<b>Sensitive Event</b>	
Event happened offsite	
<b>Accountable Site *</b>	
Location of Event *	
Event Date *	
Event Time *	
Subject *	
<b>What Happened *</b>	Magnitude of impact? Possible Causes? Why did the incident occur?
<b>Who Else Was Involved *</b>	
<b>What Initial Actions / Corrections Were Taken *</b>	
Attach Photo	

## 8.12 Appendix 12 – After Action Review Form

Incident: _____		
<b>Distribution</b> <ul style="list-style-type: none"> <li>• Tech One copy</li> <li>• Site copy</li> </ul>	<b>Date Sent / ISSUED:</b>	
<b>STEP</b>	<b>POSSITIVE ACTIONS</b>	<b>WHAT CAN WE IMPROVE</b>
Prevention		
Preparation		
Response		
Recovery		

### 8.13 Appendix 13 - PIRMP AMENDMENT NOTIFICATION FORM

<p>Following a review of the Pollution Incident Response Management Plan that was conducted on:          (Date): _____ the following amendments to the plan have been made.          Accordingly, these changes are to be incorporated into the PIRMP document which is held by you.</p>		
<p><b>Distribution</b></p> <ul style="list-style-type: none"> <li>• Tech One copy</li> <li>• Site copy</li> <li>• <b>Manager Environmental Services (NSC)</b></li> <li>• copy</li> </ul>		<p><b>Date Sent / ISSUED:</b></p>
<b>Page Number</b>	<b>PIRMP Section</b>	<b>Description of Change</b>
<p><b>MANAGEMENT AUTHORISATION:</b></p>		
<p><b>DATED:</b></p>		
<p>I acknowledge receipt of the amendments to this PIRMP and have incorporated these into the document for which I am responsible.</p>		
<p><b>SIGNED:</b></p>		<p><b>DATED:</b></p>
<p><b>NAME:</b></p>		

## 8.14 Appendix 14 – Training Competences

### 8.14.1 Training Competences For Staff & Contractors

#### **PURPOSE AND SCOPE:**

To ensure the safe and effective management at the **Narrabri Saleyards** it is essential that all relevant staff receive training appropriate to their position, duties and level of responsibility.

The purpose of this procedure is to outline the minimum training requirements which are applicable to staff involved in the operations of the waste management facility and in the provision of waste management services.

**Primary Environmental Goal** – Adequate staffing and training. EPA Benchmark Technique 39.

#### **PROCEDURE/STANDARD:**

Staffing and training requirements shall be adequate to enable proper management and service delivery

Staff will undergo a variety of training to ensure an adequate level of skill and education is possessed to enable all tasks and activities to be carried out successfully. Training will be conducted in house, on the job or by external providers.

The guidance for specific training programs that are integral to the operation of Council's facilities is described below.

#### **PROGRAM A – SITE ENVIRONMENT INDUCTION:**

Key points to be covered in this program may include:

- environmental impacts of Saleyards
- pollution incident response
- hours of operation and traffic management
- environmental mitigation measures and controls
- record keeping and reporting
- evacuation procedures

This training would generally be provided by the **Building & Maintenance Coordinator (NSC)** when new staff / contractors commence at the site. Ongoing "on the job" training will also be necessary.

#### **PROGRAM B – FIRE FIGHTING**

Key points to be covered in this program may include:

- Types of fires (e.g. oil, electrical)
- Determining responsibilities in the event of a fire (staff/fire brigade)
- Procedures for extinguishing fires
- Types/location and maintenance of firefighting equipment
- Prevention of fires
- Procedures for communication in the event of fire

This training would be undertaken in the form of a toolbox talk and may include practical demonstrations. The training would be prepared and delivered by suitably qualified personnel (internal or external). Input may also be provided by officers of the local NSW Fire & Rescue Brigade or NSW Rural Fire Service

**PROGRAM C – EFFUENT MANAGEMENT**

Key points to be covered in this program may include:

- Use and interpretation of Material Safety Data Sheet for Bio earth.
- Cleaning of the yards and drainage beds
- Maintenance of the system including maintenance of the sedimentation ponds
- Water sampling at the discharging point
- Monitoring of the sedimentation ponds
- Spill management and basic first aid procedures

This training would be undertaken in the form of a toolbox talk and may include practical demonstrations. The training would be prepared and delivered by suitably qualified personnel (internal or external). Input may also be provided by officers of the local NSW Fire & Rescue Brigade or NSW Rural Fire Service

**TRAINING RECORDS**

A record of all training undertaken will be maintained at the **Council’s Offices** and will be made available for inspection by authorised personnel.

**BENEFIT OF COMPLIANCE TO PROCEDURE:**

- Impacts on the natural environment are minimised
- Operational issues identified
- Demonstrated operational competency
- Employee’s safety protected
- Health and safety of public / facility users / neighbours protected
- Meeting environmental goal

**CONSEQUENCE OF NON-COMPLIANCE TO INSTRUCTION:**

- Violations and/or fines from Regulatory Agencies
- Pollution of the environment
- Unresolved operational issues
- Injury/Death to employee
- Injury/Death to public / facility users

**REVIEWED BY:**

**DATE:**

**APPROVED BY:**

**DATE:**



**8.14.2 Pollution Incident Response Management Plan**

**Training / Competency Summary**

OPERATIONAL STAFF	TRAINING / COMPETENCY STREAM		
	PROGRAM A	PROGRAM B	PROGRAM C
	Environmental & General Safety Induction for Facility	Fire Fighting & Emergency Incident response.	Hazardous Substance & Dangerous Goods Management
NAME & POSITION	DATE OF TRAINING COMPLETION		
<b>REVIEWED BY:</b>  <b>DATE:</b>	<b>APPROVED BY:</b>  <b>DATE:</b>		

## 8.15 Appendix 15 - PIRMP Exercise Record & Evaluation Form

**FACILITY:** Saleyards

**DATE:**

<b>EMERGENCY SEQUENCE:</b>	<b>TIME</b>	
	<b>Hours</b>	<b>Minutes</b>
<b>Matters:</b>		
Incident uncovered		
Assessment of significance		
Initiation of incident response/notification of incident		
Evacuation alarm sounded (if necessary)		
Incident control/remediation action commenced		
Evacuation commenced (if necessary)		
Warden checks for personnel present		
Evacuation completed (if necessary)		
Pollution contained		
Clean up commenced		
Clean up completed		
All clear given		
Pollution Incident Report Form completed		
Exercise terminated		

**COMMENTS:**

1. Compliance with Standard Operating Procedures (SOP's)
2. Competency of Employees assessment
3. Time frames for response
4. General Comments/Recommendations for action

**OBSERVER**

**SIGNED:**

**DATE:**

