

# **Pollution Incident Reduction Management Plan**

**Austip Recycling**

**48-52 Edward St Riverstone**

## POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

LICENCE NUMBER: 21421

**Approved by:** Raymond Galea

**Position/Title:** Manager

**Signature:** *R. Galea*

**Date:** 03/01/21

### PURPOSE:

**Austip Recycling Pty Ltd** has applied for an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for **46-52 Edward Street, Riverstone NSW**. 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 licensed premises, or where the activity takes place in the case of mobile plant licences 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 must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. 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 2009.

NOTE: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the Protection of the Environment Operations (General) Regulation 2009.

Licensees should also refer to the EPA's *Guideline: Pollution incident response management plans*.

## Environment Protection Licence (EPL) Details

|  |  |
|--|--|
| <b>Name of licensee:</b><br>(including ABN)  | Austip Recycling Pty Ltd<br>ABN: 49 643 114 881  |
| <b>EPL number:</b>                           | EPL: 21421   |
| <b>Premises name and address:</b>            | Austip Recycling<br>46-52 Edward St, Riverstone NSW 2765   |
| <b>Company or business contact details</b>   | Name: Raymond Galea<br>Position: Manager<br>Business hours contact number: 02 9679 1606<br>After hours contact number: 0426 842 532<br>Email: info@austiprecycling.com |
| <b>Website address:</b>                      | www.austiprecycling.com  |
| <b>Scheduled activity/activities on EPL:</b> | Crushing, grinding or separating<br>Resource recovery<br>Waste storage   |
| <b>Fee-based activity/activities on EPL:</b> | Crushing, grinding or separating<br>Recovery of general waste<br>Waste storage – other types of waste  |

## 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.

|                         |   |
|-------------------------|---|
| <b>PIRMP activation</b> | <b>Name: Raymond Galea</b><br><b>Position: Manager</b><br><b>Business hours contact number: 02 9679 1606</b><br><b>After hours contact number: 0426 842 532</b><br><b>Email: info@austiprecycling.com</b> |
|-------------------------|---|

## Pollution incident – person/s responsible, continued

### Notifying relevant authorities

Notification should be made by a person with an appropriate level of authority within the company.

**Name:** Raymond Galea

**Position:** Manager

**Business hours contact number:** 02 9679 1606

**After hours contact number:** 0426 842 532

**Email:** [info@austiprecycling.com](mailto:info@austiprecycling.com)

### Managing response to pollution incident

**Name:** Raymond Galea

**Position:** Manager

**Business hours contact number:** 02 9679 1606

**After hours contact number:** 0426 842 532

**Email:** [info@austiprecycling.com](mailto:info@austiprecycling.com)

## Notification of relevant authorities

Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in the case of a pollution incident that causes or threatens to cause material harm to the environment.

Relevant authorities include:

1. Fire & Rescue NSW and/or Rural Fire Service as applicable – 000 (first notification)
2. EPA – 131 555
3. NSW Health (nearest public health unit)

See [www.health.nsw.gov.au/Infectious/Pages/phus.aspx](http://www.health.nsw.gov.au/Infectious/Pages/phus.aspx) for local contact details.

4. SafeWork NSW – 131 050
5. Local authority (usually the local council) in which the pollution has occurred.

Note: The local council and public health unit will vary depending on the location of the pollution incident. For mobile plant licences the PIRMP will need to include the person or people who are responsible for identifying the local authority and nearest public health unit.

|   |  |  |
|---|--|--|
| <b>Fire &amp; Rescue NSW / Rural Fire Service</b> | <b>Contact number/s:</b>   | In an emergency: 000<br>Riverstone Fire and Rescue:<br>Address: 66 Riverstone Parade, Riverstone NSW 2765<br>Phone: 02 9627 9003 |
| <b>EPA</b>  | <b>Contact number/s:</b>   | 131 555  |
| <b>NSW Health</b>                                 | <b>Relevant Area Health Service:</b><br><b>Contact number/s:</b> | Parramatta Public Health Unit<br>(Western Sydney LHD)  |

Locked Bag 7118, Parramatta BC 2150  
 Phone: (02) 9840 3603  
 Fax: (02) 9840 3608 / 9840 3591 (secure line)  
 After hours  
 Phone: (02) 9845 5555  
 (Westmead Hospital)  
 - ask for Public Health Officer on call

**SafeWork NSW**

**Contact number/s:**

131 050

### Notification of relevant authorities, continued

**Local authority/s**

**Contact number/s:**

Blacktown City Council  
 Phone: (02) 9839 6000  
 After Hours Emergency: 1300 133 491  
 Email: council@blacktown.nsw.gov.au

**Any other identified organisation or agency requiring notification (if applicable)** e.g. Water NSW, Department of Planning Industry and Environment, Roads and Maritime Services

**Contact number/s:**

N/A

### Notification of neighbours and the local community

Identify owners or occupiers of premises in the vicinity of the licensed premises, including any sensitive premises (e.g. schools, preschools, hospitals, nursing homes):

#### Immediate neighbours:

- Just Mats
- Brighton Saw Sales
- TWS Hire
- Riverstone Frame and Truss P/L
- Sarmort Engineering P/L
- Prime Pumps
- Perfecto Quality Foods

#### Sensitive receivers:

There are no sensitive receivers in the immediate vicinity.

Details of how the neighbours will be informed of the incident, including early warnings and regular updates (e.g. door knock, phone call, emergency alert):

- Where community notification is required following a pollution incident involving trackable waste, this will usually be led by the incident controller from emergency services (NSW Police Force or Fire & Rescue NSW). Austip will consult with the incident controller on what community notification, if any, should be undertaken.
- Public community consultation will be the responsibility of Austip's manager:

**Name: Raymond Galea**

**Position: Manager**

**Business hours contact number: 02 9679 1606**

**After hours contact number: 0426 842 532**

**Email: admin@austiprecycling.com**

- If required, the immediate neighbours will be contacted via doorknock or telephone. The nature of the incident and any health or environmental risks will be explained.
- In the event of a major pollution incident residents and businesses will be further contacted by an emergency service representative.  
An 'all clear' telephone call will be made once there is no longer any concern.
- If required, the wider community will be notified via local media in consultation with the EPA, Council and emergency services.

### Description and likelihood of hazards

Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates:

| Hazard                             | Impact on Human Health and/or Environment  |
|------------------------------------|--|
| <b>Dust emission</b>               | Air pollution from dust. Sources include but are not limited to: Dust from stockpiles and vehicle/machine movement, tipping of bins or loads.                                |
| <b>Contamination (eg Asbestos)</b> | Damage to human health (inhalation of disturbed asbestos)  |
| <b>Wastewater runoff</b>           | Ingress to stormwater infrastructure.  |
| <b>Noise emission</b>              | Disturbance of natural environment. Damage to hearing of site staff and neighbouring business' staff and operations. Disturbance to residents and other sensitive receivers. |
| <b>Storage of waste materials</b>  | Land and water pollution with leachate   |
| <b>Spill/leak</b>                  | Spill that reaches a drain, sewer or natural watercourse. Spills are a slipping hazard for staff.  |
| <b>Fire</b>                        | Injury or death. Damage to property. Damage to natural environment.  |

Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood:

| Hazard                      | Likelihood                        | Conditions or events that may increase likelihood   |
|-----------------------------|-----------------------------------|---|
| Dust emission               | High with no mitigation measures. | Operating crushing machinery with roller door open. High wind event. Malfunction of stockpile dampening system. |
| Contamination (eg Asbestos) | Low                               | Lack of inspection protocols for incoming waste.  |
| Wastewater runoff           | Medium                            | Issue with water detention system or wheel wash system.   |
| Noise emission              | Medium                            | Operating crushing machinery with roller door open.   |
| Storage of waste materials  | Low                               | Improper storage of waste with stockpiles inappropriately sized or located. Storage of waste outside of shed.   |
| Spill/leak                  | Low                               | Wheel wash or sprinkler system malfunction or disrepair. Improper storage and handling or liquids.              |
| Fire                        | Low                               | Malfunction of fire alarm system or fire suppression system. Mismanagement of stockpiles.                       |

### Pre-emptive actions to be taken

Provide detailed descriptions 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:

#### Plant inspection and maintenance:

- Plant and equipment will be inspected on a regular basis to ensure:
  - Integrity of plant;
  - Functionality of processing components; and
  - Functionality of connections.
- A supervised trial will be undertaken to ensure the plant and equipment are working properly.
- Plant and equipment will be maintained on a regular basis in accordance with the manufacturer's recommendations.

#### Training

- Induction, operation, and ongoing training to be provided to staff.

#### PPE

- Floor staff and machinery operators to wear PPE at all times during shift.

#### Documents:

- The following must be available at the site of the plant at all times:
  - a copy of this PIRMP must be kept with the plant or the immediate operator at all times,

- a copy of the environment protection licence,
- a spill kit that is appropriate for the type of waste being processed.

## Inventory of pollutants

### Provide an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates:

Identify the maximum quantity of any pollutant/s likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.

Example

| Location/Tank | Max. quantity | Contents           | Comments   |
|---------------|---------------|--------------------|--|
| Stockpile 1   | 282m³         | Input material     | The materials received are inert construction and demolition material. |
| Stockpile 2   | 28m³          |                    |  |
| Stockpile 3   | 418m³         |                    |  |
| Stockpile 4   | 246m³         | Processed material |  |
| Stockpile 5   | 368m³         |                    |  |
| Stockpile 6   | 1620m³        |                    |  |
| Stockpile 7   | 484m³         | Input material     |  |
| Stockpile 8   | 37m³          |                    |  |
| Steel Bin     |               | Steel              |  |

## Safety equipment

Describe the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Fire extinguishers and fire hose reels</li> <li>• Spill kit</li> <li>• Emergency shower</li> <li>• Misting devices for stockpiles and crushing machinery</li> <li>• Wheel wash to prevent transfer of dust or dirt outside of site</li> </ul> | <ul style="list-style-type: none"> <li>• Air extraction system to manage dust</li> <li>• Fast closing roller doors</li> <li>• Drainage point to onsite detention</li> <li>• Fire hydrant at Edward St frontage</li> </ul> |
|--|---|



## 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 licence relates or where the scheduled activity is carried out:

### Notification of Works

- If works are to be carried out, neighbours will be notified regarding the nature of works, potential disturbances, and approximate timeframe.

### Complaints Register

- A complaints phone contact is available to members of the public
- A register of complaints, complainants, and corrective activities will be kept and updated by Austip

Develop any specific information that could be provided to the community, so it can minimise the risk of harm:

- Typical site activities are enclosed within the site shed and will not pose substantial risk to the community.
- Should any potential disruption be anticipated, the community would be informed through signage, and/or online posting, and/or individual communications.
- Any pollution incidents that pose a risk to the immediate vicinity will require contact to local authorities, emergency services, and neighbouring properties.

## Minimising harm to persons on the premises

Identify the arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried out:

### Training

- All staff to undergo site induction and ongoing training

### PPE

- Staff are to be provided with the following PPE, as applicable:
  - Dust mask
  - Gloves
  - Ear plugs
  - Hard hat
  - Hi-vis vest

### Operations

- Crushing operations are to occur with doors shut, minimising risk to neighbouring properties
- Operations to occur during daylight hours only

## Maps

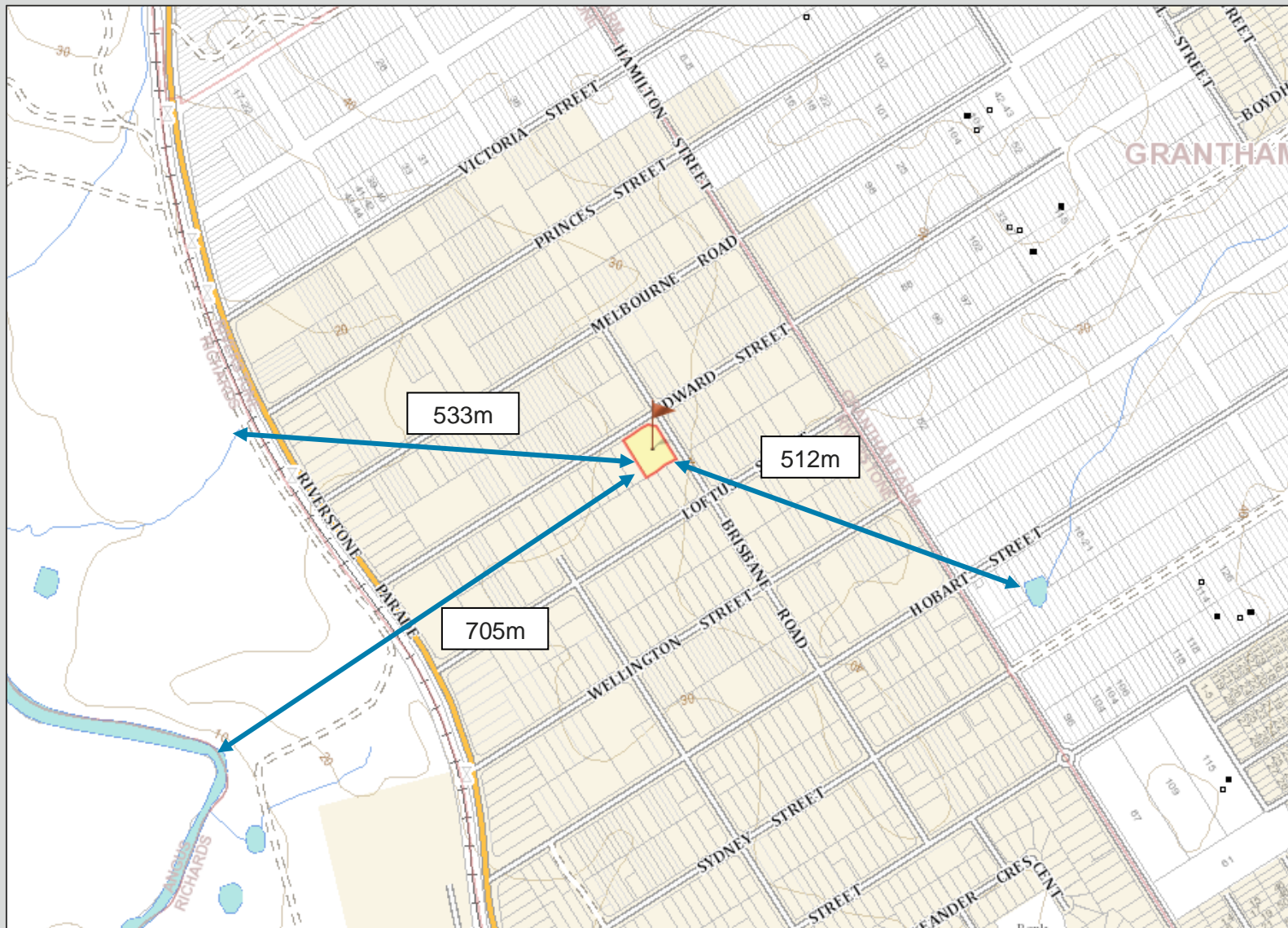
Figure 1: Site in context with its surrounds



Source: Nearmaps, 2020



Figure 2: Separation distance to nearest watercourses



Source: SIX Maps (2020)

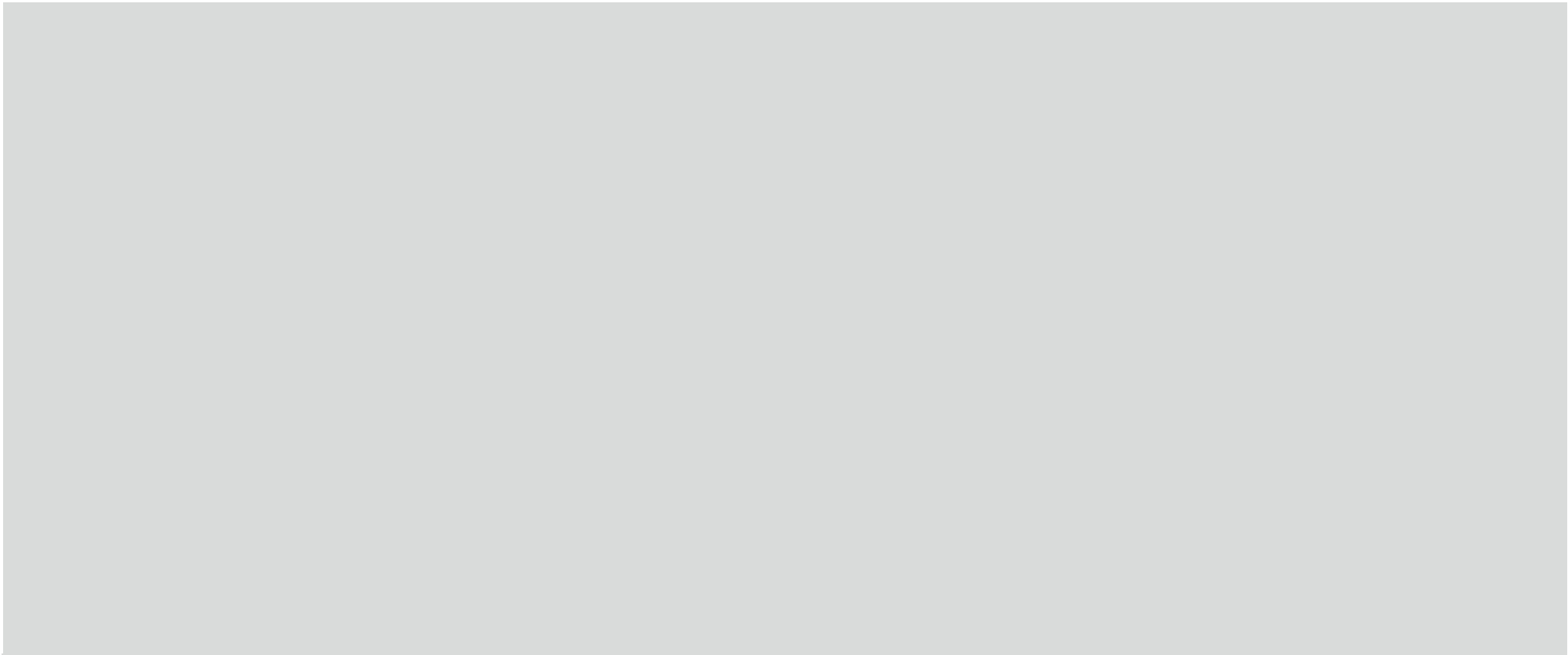
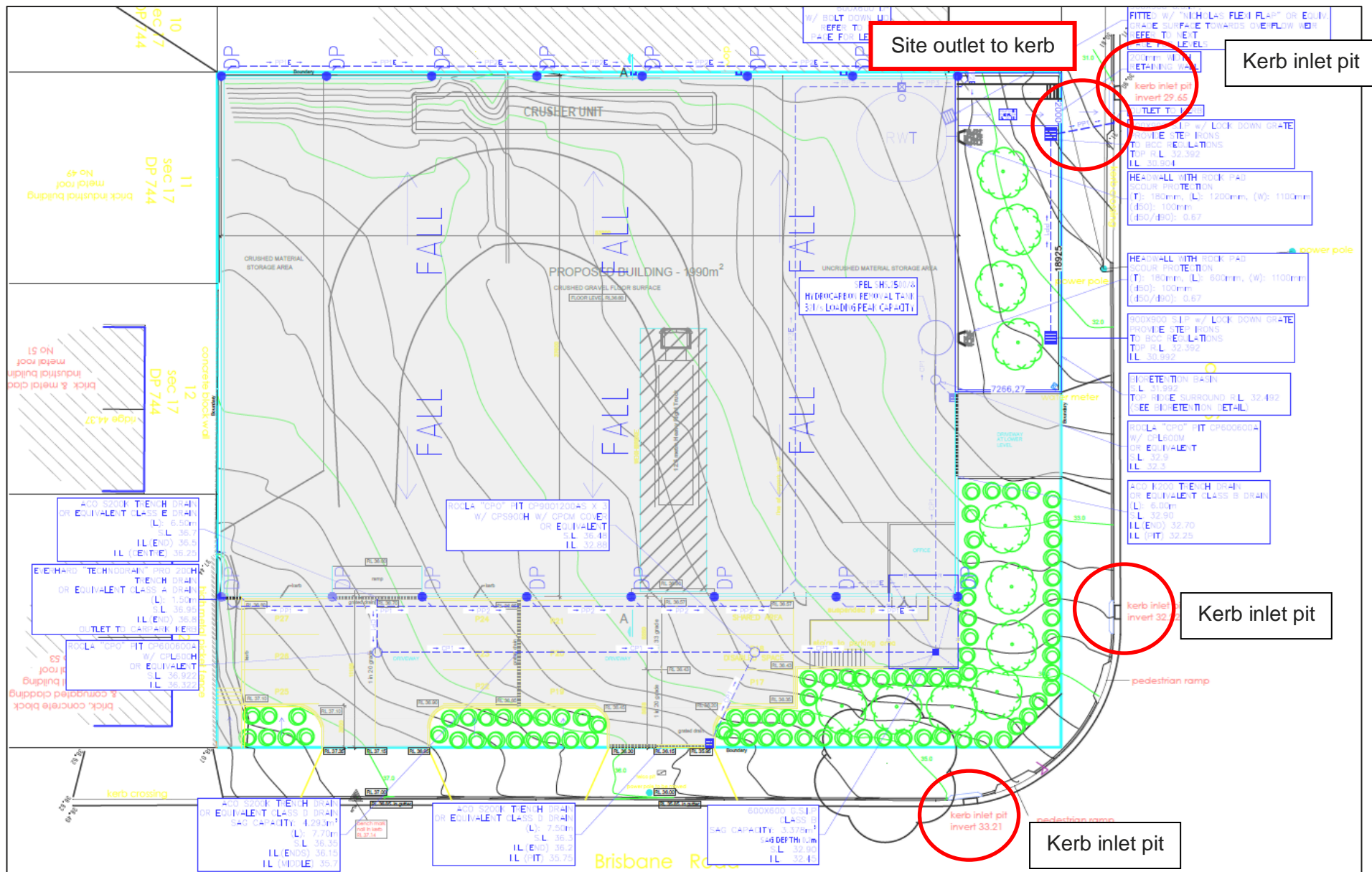
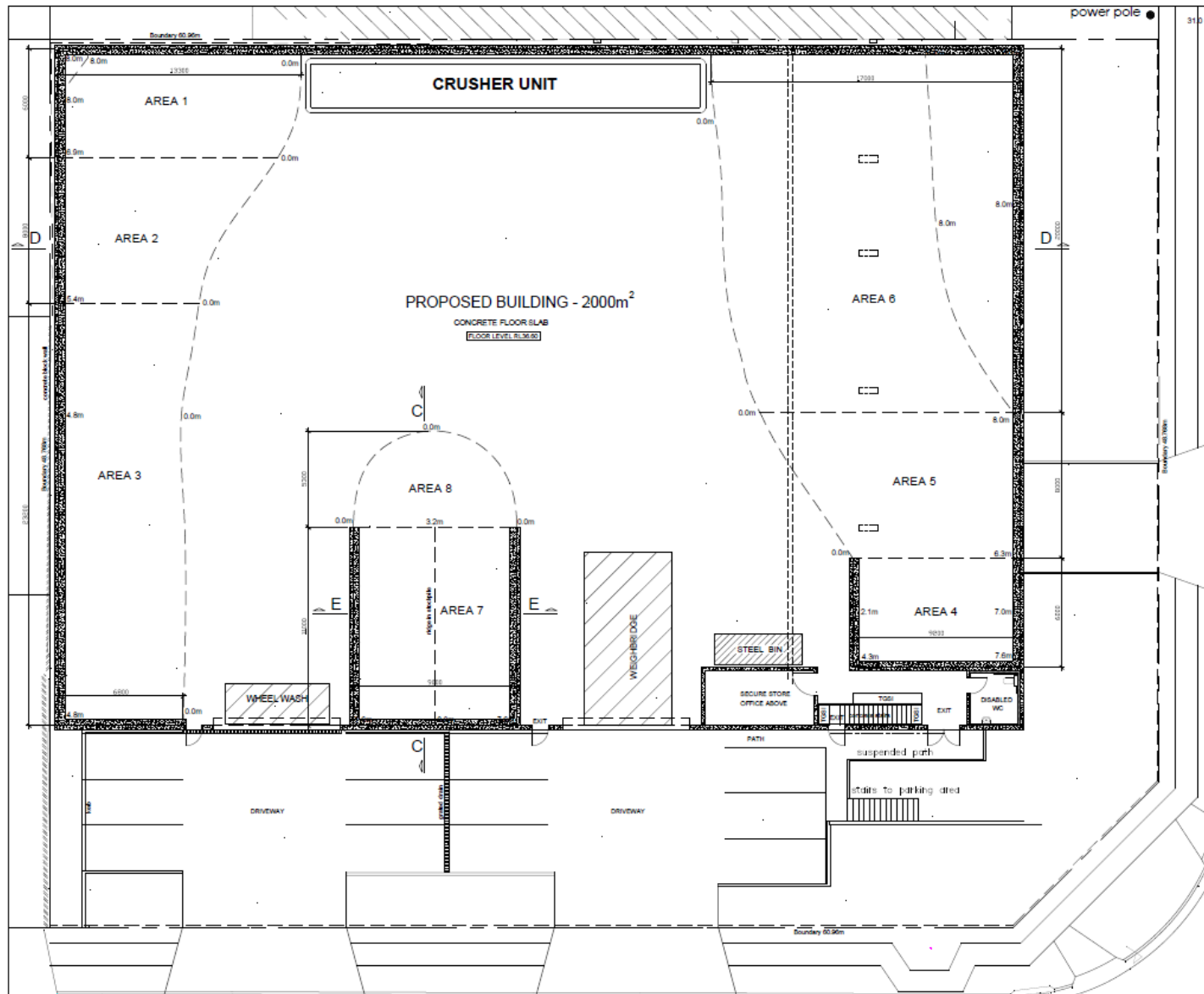


Figure 3: Water drainage points



Source: Stormwater Management Report, Envirotech (17 May 2018)

Figure 4: Site stockpile plan



Source: Abode Designs 4.2.2020

## Actions to be taken during or immediately after a pollution incident

Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution. These should include as a minimum, early warnings, updates and actions to be taken during and after an incident:

### Assessment of Incident

- The shift supervisor or relevant member of staff will undertake an initial assessment to determine the scale and severity of the pollution incident.
- If the incident is small scale, does not involve hazardous materials (such as friable asbestos or chemicals) and can be managed internally within the site, relevant protocols for management will be undertaken (proceed to **Manage Incident** below).
- If the incident involves potentially hazardous materials, reaches stormwater drainage pits, extends beyond the site shed, or is of a scale incapable of management, evacuation of the site, notification of neighbours (if necessary), and contact with relevant emergency services and authorities will be made.

### Evacuation Procedures

- All staff on site will be evacuated to the emergency meeting point as noted in Figure 1 above.
- All site works will be stopped until the incident has been resolved.
- Provide first aid (if necessary).

### Contact with Emergency Services/Relevant Authority/Neighbouring property

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Contact emergency services (000) if not already contacted</li><li>• If any risk to neighbours, contact through doorknock</li><li>• Contact the NSW EPA (131500)</li><li>• Contact NSW Health Public Health Unit (1300 066 055)</li><li>• Contact Local Health Unit Parramatta (Westmead): 02 9845 5555 (after hours)</li></ul> | <ul style="list-style-type: none"><li>• Contact Safe Work (131 055)</li><li>• Contact Local Council (Blacktown City Council): Phone: (02) 9839 6000, After Hours Emergency: 1300 133 491</li><li>• DPIE (notifiable environmental incident): 1800 680 244</li><li>• Fire and Rescue (general enquiries – non-emergency): 1300 729 579</li></ul> |
|--|---|

### Manage Incident

- The Environmental Management Team (EMT) formed of **Raymond Galea and Charles Galea** will coordinate the response to the incident.
- EMT to liaise with site supervisor
- Site supervisor to implement controls and risk mitigation (at direction of authorities/emergency services if attending)
- Implement communication protocols
- Inform and liaise with stakeholders

### Return to Normal

- EMT to identify business recovery requirements
- Appoint management staff to recovery coordinator if necessary
- Return to normal business operations
- Advise stakeholders of return to normal operation conditions or alternatives

### Investigation of Incident



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- EMT to implement incident reporting and investigation procedures
  - Prepare incident report
  - Conduct debrief with site staff and management
  - Implement corrective actions and update site documentation such as OEMP and PIRMP as required

#### **Corrective Actions**

- Review progress with corrective actions
- Update risk assessment
- Review PIRMP
- Continue implementation of corrective actions as necessary
- Review progress on ongoing basis

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

#### **Training of staff**

- All staff will undergo induction and ongoing training on safe and effective use of machinery onsite.
- Training sessions will be recorded in training register.
- Any observed instance of non-compliant operations will require retraining for the individual(s).

#### **Inspection of machinery**

- Regular inspection of machinery on a daily basis to confirm good working order and identify wear and tear

#### **Regular maintenance**

- Schedule regular maintenance of machinery and site systems such as roller doors, air extraction, dampening systems

#### **PPE**

- Ensure staff have access to, are trained on, and wear relevant PPE at all times during shifts

#### **Management of stormwater infrastructure onsite**

- Inspect and maintain stormwater infrastructure onsite including onsite detention, drainage pits, wheel wash, and outlet to kerb.

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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:

#### **Spill Kits**

Spill kits will be available, and staff will be trained in their use to contain spills

#### **Inspection and management of stormwater infrastructure (in the case of pollution incident to stormwater)**

Including filters, pipes and drain covers

#### **Review of management measures for dust and noise**

In the event of a complaint about dust and noise emissions, management measures will be reviewed and improved



## Coordinating with persons

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

**Name:** Raymond Galea

**Position:** Manager

**Business hours contact number:** 02 9679 1606

**After hours contact number:** 0426 842 532

**Email:** info@austiprecycling.com

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

**Name:** Raymond Galea

**Position:** Manager

**Business hours contact number:** 02 9679 1606

**After hours contact number:** 0426 842 532

**Email:** info@austiprecycling.com

## Staff training

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

### Staff Training

Training will be undertaken to ensure staff understand their responsibilities and have the skills and knowledge to respond to incidents.

Staff would be trained in the following environmental management procedures:

Table 1: Staff training

| Type  | Frequency        | Documentation                         | Record keeping |
|---|------------------|---------------------------------------|----------------|
| Staff induction                                 | Initial training | Staff induction form                  | 5 years        |
| Toolbox talks                                   | 6 months         | Dates and attendees will be recorded. | 5 years        |
| Pollution incident drill                        | Yearly           | Dates and attendees will be recorded. | 5 years        |
| Staff training in incident response             | Yearly           | Dates and attendees will be recorded. | 5 years        |
| Staff training in transport of trackable wastes | Yearly           | Dates and attendees will be recorded. | 5 years        |

## Testing and updating of the PIRMP

It is a legal requirement to test the plan every 12 months and within one month of any pollution incident.

Detail the manner in which the plan is to be tested and maintained to ensure the information included in the plan is accurate and up-to-date and the plan is capable of being implemented in a workable and effective manner:

Detail how the testing is documented and recorded (this must include the testing dates and the names of all staff members who carried out the testing):

### Records – Testing the PIRMP

A record of the testing of this PIRMP will be kept by Austip Recycling either in hard or soft copy format with the documentation details outlined in Table 2.

### Manner of Testing the PIRMP

This PIRMP will be scheduled for testing commencing in the month of February each year and within 1 month of a pollution incident.

The methodology for testing the plan is outlined in Table 2:

Table 2: Testing of the PIRMP

| Stage   | Responsibility                    | Frequency           | Documentation   |
|---|-----------------------------------|---------------------|---|
| 1. Staff training in incident response            | Operations Manager/Leading Driver | Yearly.             | Dates, trainers, and attendees will be recorded.                        |
| 2. Pollution Incident drill                       | Operations Manager/Leading Driver | Yearly, following 1 | Dates, trainers and attendees will be recorded.                         |
| 3. Documentation of response to drill             | Operations Manager                | Yearly, following 2 | Meeting minutes will record the response to the drill.                  |
| 4. Identification of shortcoming and improvements | Management/Operations Manager     | Yearly, following 3 | Meeting minutes will record shortcomings and improvements.              |
| 5. Modification of the PIRMP                      | Management                        | Yearly, following 4 | Plan will be updated and new document tracking number will be assigned. |

Detail the dates on which the plan was updated:

### Example: PIRMP testing details

| Date tested | Tested by | Details of test<br>(e.g. nature of the test, involvement of other agencies) | Finding of test, including issues identified | Next scheduled testing date |
|-------------|-----------|---|--|-----------------------------|
|-------------|-----------|---|--|-----------------------------|

|               | (to include the names of all people involved in testing) | Note: Testing must cover all components of the plan. |   | (must be within 12 months from current test) |
|---------------|--|--|---|--|
| e.g. 24.02.18 | Joan Smith,<br>Environment<br>Manager                    | Desktop simulation – chemical spill                  | Contact details, map and pollutant inventory<br>out of date | 23.02.19                                     |

xx November 2020

Raymond Galea,  
Manager

#### PIRMP update details

| Date update occurred           | Reason for update (e.g. address issues identified in testing, contact details/personnel have changed) | Details of updates (nature of changes to PIRMP) | Date the updated version uploaded to website (if applicable) | Date of completion             |
|--------------------------------|---|---|--|--------------------------------|
| 25 <sup>th</sup> November 2020 | Draft PIRMP.  | Draft PIRMP.                                    |  | 25 <sup>th</sup> November 2020 |
| 22 <sup>nd</sup> August 2021   | Draft PIRMP   | Draft PIRMP                                     |  | 22 <sup>nd</sup> August 2021   |
| 24 <sup>th</sup> August 2022   | Draft PIRMP   | Draft PIRMP                                     |  | 24 <sup>th</sup> August 2022   |

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