# ENVIRONMENTAL INCIDENT RESPONSE PROCEDURE

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# 1. APPROVAL

| Document Control | | | |
|---|---|---|---|
| **Document:** | Environmental Incident Response Procedure | | |
| **Version:** | 1.0 | | |
| **Released:** | Insert Date | | |
| **Review Date:** | + 1 year | | |
| **Prepared By:** | Insert Person | **Position:** | Insert Pos |
| **Reviewed By:** | Insert Person | **Position:** | Insert Position |
| **Approved By:** | Insert Person | **Position:** | Positio |

This procedure is reviewed to ensure its continuing relevan e s and that it describes. A record of contextual additions or omissio gi belo

| Amendment Record | | | | |
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| **Version** | **Date** | **Context** | **ecti** | **mmary of Amendments** |
| 1.0 | Insert Date | To ensure that res es a processes are in ona to an environmenta ergency o incident. | | Original |
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It is the respon y of the individual to ensure that any hardcopy is the current revision.

A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

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|---|---|---|---|---|---|
| **Document Title:** | Environmental Incident Response Procedure | | | **Rev:** | 1.0 |
| **Uncontrolled Copy:** | ✓ | | **Controlled Copy:** ✓ | **Date:** | Insert Date |

## 2. PURPOSE

The purpose of this procedure is to ensure that an environmental emergency or incident that may lead to unintentional harm to the environment, persons or property is effectively managed. The intent of the procedure is to provide direction to personnel who are responsible for responding to an environmental emergency or incident.

## 3. SCOPE

This procedure describes the actions to be taken by perso[illegible] in the [illegible]ent of environmental emergency or incident and applies to [illegible] pe[illegible] at [illegible] Company workplace.

The key objectives of this environmental incident r[illegible]nse p[illegible]cedure inc[illegible]

- Minimizing the impact of the incident on h[illegible]ma[illegible] and the [illegible]nt.
- Containing and controlling the spread o[illegible]inci[illegible]
- Providing a coordinated response to the [illegible]t inv[illegible]ving [illegible]nt parties.
- Communicating effectively with [illegible]pub[illegible]s[illegible]hold[illegible]her interested parties.
- Meeting legal and regulatory requi[illegible]nts.
- Documenting the envir[illegible]l eme[illegible]cy [illegible]t to identify continuous improvement opportuni[illegible]

## 4. TERMS AND [illegible]NS

| [illegible] | [illegible]ion |
|---|---|
| **Emergency** | Is a [illegible]tate of danger (usually involving people, prop[illegible] the environment) that requires immediate [illegible]ction |
| **E[illegible]** | [illegible]des fire brigades, rural fire services, police, ambulance [illegible]es, state emergency services or any other agency [illegible]ich manages or controls an accredited rescue unit. |
| **Emerg[illegible]** | Is a supervised hands on event that develops, tests or maintains a specific operational or emergency response capability. |
| **Hazardous Atmosphere** | Is an atmosphere in which:<br>• The atmosphere does not have a safe oxygen level.<br>• The concentration of oxygen in the atmosphere increases the fire risk.<br>• The concentration of flammable gas, vapor, mist or fumes exceeds 5% of the LEL for the gas, vapor, mist or fumes. |

| Term | Definition |
|---|---|
| | A hazardous chemical in the form of a combustible dust is present in a quantity and form that would result in a hazardous area. |
| **Hazardous Chemical** | Is any substance which has the potential to cause harm. That is any substance which is:<br>Listed by the National Health and Safety Commission (NOHSC) on the Designated Hazardous Substances List or determined hazardous by the manufacturer on the basis of the National Health and Safety Commission (NOHSC) approved criteria for the classification of hazardous substances. |
| **Heritage Incident** | Is a situation that meets any known and potential any heritage site:<br>• A disturbance.<br>• Damage.<br>• Harm or destruction. |
| **Heritage Sites** (include but may not limited to): | • Indigenous cultural heritage sites<br>• Natural heritage sites.<br>• Historical sites (heritage buildings etc). |
| **Minor incident** | Is an incident that meets the following conditions:<br>• Small releases of materials or substances whose nature and potential hazard are known and are easily controlled.<br>The release presents no or very minimal actual or potential harm to human health or the environment. |
| **Major Incident** | An incident that meets any of the following conditions:<br>• The release of material or substance with hazards and risks that are unfamiliar to personnel.<br>• A large release of material or substance whose nature and potential hazards is known but, is not easily controlled.<br>• The release of material or substance that cannot be identified.<br>• The large release of material or substances that migrates into a stormwater drain or sewer system.<br>• An incident that is regarded to be unsafe to manage without the assistance of emergency services. |
| **Near Miss** | An event that could lead to an incident. |
| **Safety Data Sheets** | Is a document with a variety of information including hazardous nature, dangerous good classification, first aid treatment advice or emergency advice for a particular hazardous chemical. |

| Term | Definition |
|---|---|
| **Threatened Species** | Is any species which is likely to become an endangered species within the foreseeable future throughout all or a significant portion of its range. |

# 5. ROLES AND RESPONSIBILITIES

**Managers are responsible for:**

- Determining if the incident is minor, major, heritage or other.
- If it is required, calling emergency services.
- Coordinating the development of incident repo[illegible] all [illegible]ironm[illegible] emergency response activities.
- Implementing corrective actions as required.
- If a large or heritage environmental emerg[illegible]or i[illegible]ent occu[illegible]g the Environmental Protection Authority.

**Supervisors are responsible for:**

- Ensuring that each person who enters t[illegible] giv[illegible] a[illegible]ate induction outlining emergency response [illegible]quiren[illegible]ts [illegible]s e[illegible] someone who has).
- Acting as leader, including the a[illegible]g and o[illegible] persons in their roles and responsibilities.
- Ensuring that regular i[illegible] merg[illegible]pment is undertaken.

**Workers are responsible for:**

- Understandi[illegible]d follo[illegible]g the [illegible] response procedures and the directions o[illegible] emer[illegible] respons[illegible]el.
- Reporting [illegible]tal h[illegible] they have identified to management immediately.



# 6. PROCEDURES

## 6.1. [illegible] Incident Sequence Actions

A[illegible] [illegible]ety of all persons in the event of an environmental emergency or i[illegible] [illegible]e initiating the following steps to contain an environmental emerg[illegible] [illegible]cident.

1. Any en[illegible]nmental emergency or incident (including near misses, heritage sites or other) must be reported to management regardless of the degree or type of incident. Notification shall be in a timely manner and every possible effort must be made (if safe to do so) to control and/or contain the environmental emergency or incident.
2. Management will determine the type of emergency/incident and (if safe to do so) act accordingly to control and/or contain the environmental emergency or incident.

3. Management will contact emergency services, if required. If management are unavailable this responsibility will be designated to the next level of authority.
4. After any environmental emergency or incident (including a near miss) management will ensure an investigation of the emergency or incident is conducted.

### 6.2. Personal Protection Guidelines for an Emergency or Incident Clean-up

- After any clean up, always wash your hands thoroughly in w soa water before eating, drinking, smoking or using toilet facilities.
- Consult the safety data sheets and adhere to them.
- Wear appropriate PPE as required (e.g. gloves, pro ive clothin ogg dust mask etc).
- Avoid the spilled material having contact with sk e
- Avoid breathing in any the dust or vapors.
- Use appropriate respiratory protection, if re
- Smoking is prohibited during a clean-u

### 6.3. Hazardous Chemical Spill

A hazardous chemical spill may inclu and lu ill.

1. **Assess the Spill**

The first step in managing a s che al s ess the extent of the spill. This will involve determining d th f the spilled chemical. You may also need to identify a al h ociated with the chemical. If necessary, remove nition es with eter radius of the spill.

2. **Stop the Source the S**

Once the spill h taine rce of the spill should be stopped or controlled to prev fur rele chemical. This could involve shutting off ves, pping pump usin ntrol methods.

3. **Contain t S**

The next st ntain il. This can be done by using appropriate barriers, such as terials, and, or booms. The purpose of containment is to preve eading to other areas, especially those that could cause vironment. Vapor-suppressing foam should be used to y.

4. **Clean Up the Spill**

The lean up the spill. This should be done using appropriate materials and m avoid spreading the chemical further. For example, you may need to use ab ent materials, such as towels or pads, to soak up the spilled substance. The clean-up process should also include proper disposal of any contaminated materials.

5. **Evaluate the Impact**

After the spill has been cleaned up, you should evaluate the impacts of the spill. This will involve assessing any potential harm to people, animals, or the environment, and determining the appropriate measures to mitigate any impacts.

6. **Complete a Report**