



INCIDENT RESPONSE MANAGEMENT PLAN

Central West Nutrient Return Centre

192 Back Yamma Road

Forbes NSW 2871

Contents

Hazard Register	3
Incident Accidents/ Emergencies & Pollution Incident Response	4
Accidents, Emergency and Pollution Incidents On-Site	4
Equipment Available in Case of Emergency.....	4
First Aid	4
PPE	4
Fire/Smoke	4
Spill Kit.....	4
Preventative Measures	4
On-Site Emergencies.....	5
Serious Incident Reporting and Response	5
Emergency Evacuation.....	7
Evacuation procedure	7
Emergency Contact List.....	8
POTENTIAL POLLUTANTS REGISTER.....	9
Appendix A.....	10
Code ORANGE – Emergency Evacuation.....	10
Appendix B	12
Code RED – Smoke/Fire	12
Appendix C	15
Code BLUE – Medical Emergency	15
Appendix D.....	18
Code GREEN – Pollution Emergency	18

Hazard Register

Main Hazards to Human Health or the Environment	Likelihood	Events to increase likelihood	Impacts to neighbouring sites	Pre-emptive action to minimise risk
DUST	High	Strong Winds	Medium	Water cart/ sprinkler system to minimise dust
STORMWATER RUN OFF	Medium	Heavy Rain Tank overflow	Medium	Compost Management Plan
HYDRAULIC LEAK ON EQUIPMENT	Low	Damage to hose (inspect before start up)	Low	Spill kit provided on site
DIESEL STORAGE TANK	Low	Damage to tank on machine	Low	Spill kit provided on site
SLIPS TRIPS & FALLS	Medium	Heavy Rain mud and slippery surface	Nil	Correct PPE and none slip footwear/ Training
CHEMICALS ON SITE (See hazardous material register)	Low	Spill during service of equipment	Low	Spill kit provided on site
COLLISION WITH OTHER EQUIPMENT	HIGH	Poor visibility during bad weather	Low	Slow down or cease work during bad weather
Compost pile self-combustion	medium	Not turning rows enough	Low	Work to check schedule turn row and monitor heat with probe
Biosolids Biological harm	High	Spill or personnel coming into contact with Material	Medium	Correct PPE and SWMS
TIPPING TRUCKS	High	Un-level ground /collision with machinery	Low	Flashing lights/Exclusion Zone Training
LOADER / HEAVY EQUIPMENT	Medium	Personnel walking in work area	Low	Flashing lights/Exclusion Zone

Incident Accidents/ Emergencies & Pollution Incident Response

Topsoil Organics' Central West Nutrient Return Centre

Accidents, Emergency and Pollution Incidents On-Site

A Register of Hazards, Injuries and Pollution Incidents on-site and a record of all injuries sustained by any workers is maintained through the SiteDocs Safety Management System. All reported hazards are assessed, and controls are implemented to mitigate or eliminate the hazard where possible. Where an injury or incident has been reported, an incident investigation is undertaken by Topsoil Organics Work Health Safety Representative and recorded in SiteDocs Safety Management System.

Equipment Available in Case of Emergency

First Aid

Occupational High Risk First Aid Kits are available in the Central West Nutrient Return Centre main office and in the de-packaging shed. Type B first aid kits are fitted in all vehicles on-site.

PPE

Personal Protective Gear (PPE) is available for all staff at the front office. All staff, subcontractors, and visitors working on-site are required as a minimum to wear enclosed protective footwear and high visibility vest.

All people working within the de-packaging shed site are required to wear the following minimum PPE:

- Long sleeve hi vis clothing with reflective tape
- Long pants with reflective tape
- Enclosed protective footwear
- Gloves
- Bump-cap
- Safety Glasses

Fire/Smoke

Fire extinguishers are located inside the front crib room and inside the de-packaging shed and in all pieces of equipment.

Spill Kit

There is a spill kit located in the de-packaging shed.

Preventative Measures

All employees or subcontractors working on the Central West Nutrient Return Centre Site are required to complete a full site induction prior to commencing work, as well as present evidence of capability to perform work they are engaged to undertake. Copies of relevant tickets, licenses, induction records, training, and equipment familiarisation are held in the SiteDocs safety management system.

Safe Operating Procedures are provided to staff for all routine tasks, and Safe Work Method Statements are available for all high-risk work activity. These documents are

available for all staff to access through SiteDocs Safety Management System as well as in the shared dropbox file structure.

Plant and equipment are maintained through use of a spreadsheet based preventative maintenance schedule in line with OEM requirements. Daily Pre-Starts are completed prior to operating any machinery, these are logged in SiteDocs Safety Management System.

On-Site Emergencies

Topsoil Organics have the following procedures in place in case of an emergency:

- Evacuation Emergency Response – Code Orange (Appendix A)
- Smoke/Fire Emergency Response - Code Red (Appendix B)
- Medical Emergency Response - Code Blue (Appendix C)
- Environmental Emergency - Code Green (Appendix D)

These procedures are located within the Emergency Response Plan folders located in the front office, in vehicles and equipment, and in the de-packaging shed.

Serious Incident Reporting and Response

If a serious accident or pollution incident occurs on-site, Topsoil Organics will immediately notify WorkCover, and our insurer.

Serious accident or pollution incidents include:

- Fatalities
- Serious injury or illness, such as when a person:
 - Is placed on life support.
 - Loses consciousness.
 - Is trapped in machinery or a confined space.
 - Has serious burns.
- There is an immediate threat due to major machine or building damage.
- Actual or material harm to the health and safety of human beings or to the ecosystem and environment.

In the event of a serious accident or incident the following actions are to be implemented. After identifying the incident, isolating the area, Topsoil Organics' management will advise if the Emergency Services and Agencies are to be contacted.

1. Notify the appropriate Topsoil Organics' management as per the list below.
2. Isolate the area and ensure all immediate personnel are aware of the issue.
3. Call 000 if the accident or incident presents an immediate threat to human health or property.
4. The appropriate regulatory authority (ARA) for the activity under the POEO Act (EPA or local council)
5. The EPA if environmental harm – Pollution Incident Notification Hotline (131555)
6. The Ministry of Health (via the local public Health unit)

7. Notify Work Cover on 13 10 50
8. Road incident RMS 131 700
9. The local authority (council) if environmental harm
10. Police/Fire and Rescue or Ambulance (000)
11. Daniel Nicholson (Topsoil Organics) 0427 478 103
12. Eloise Clayton (Topsoil Organics) 0427 259 318
13. Lana Nicholson (Topsoil Organics) 0423 868 209

Staff are to assist all attending Emergency Services where possible.

The Topsoil Organics site is to be isolated from the street by closing the front gate. A Topsoil Organics staff member is to be present at the gate at all times to allow emergency services onto site. Topsoil Organics staff are not to provide comment to anyone other than the regulatory authorities attending site.

Following actions to remedy the incident, a full report is to be completed by the site WH&S representative identifying the root cause of the incident and providing recommendations on actions to minimise or eliminate the risk of reoccurrence. Incident Reporting and Investigation is recorded through the SiteDocs Safety Management System.

Topsoil management will finalise the report and sign off within 2 weeks after the incident.

Emergency Evacuation

Topsoil Organics Emergency Evacuation Points are located in the carpark at the western side of the main office (Figure 1), and at the Eastern side of the de-packaging shed beside the product receival area.

Figure 1



Evacuation procedure

In the event of a site evacuation staff will:

- Stop all work immediately and make safe the work area if practical to do so.
- Assist with first aid or first response if trained to do so.
- Calmly make way to the nearest emergency evacuation point.
- The emergency coordinator or senior management are responsible for conducting a roll call to ensure all on-site staff accounted for.

Refer to Appendix A – Emergency Evacuation Response.

Emergency Contact List

Fire /Ambulance/ Police	000
CWNRC Site Emergency coordinator	(Dan Nicholson) 0427 478 103
Topsoil Organics Office	0427 478 103
Emergency evacuation address	192 Back Yamma Road - Forbes
Work Cover	13 10 50
RMS Traffic incidents / road conditions reporting	131 700
EPA	131 555
Daniel Nicholson Director	0427 478 103
Eloise Clayton	0427 259 318
Lana Nicholson	0423 868 209

POTENTIAL POLLUTANTS REGISTER

Hazardous Material Register /SDS

Project: Topsoil Organics		Site Location: 192 Back Yamma Road Forbes NSW 2871			
Work commenced on (date):	NA	Work due for completion on (date):	NA		
PRODUCT NAME	LOCATION	QUANTITY	PRODUCT LABELLED?	MSDS	CLASSIFIED AS HAZARDOUS IN THE MSDS?
			YES / NO	YES / NO	YES / NO
Diesel Fuel	Delivery Vehicle	LITRES	Yes	Yes	Yes
Petrol	Site Shed	10 Litres	Red Plastic Con	Yes	Yes
Castrol Premium HD grease	Site Shed	450g x 20	Yes	Yes	No
Diggers degreaser	Site Shed	5 litres	Yes	Yes	Yes
WD-40	Site Shed	375 ml cans	Yes	Yes	Yes
Green Lube EP2 grease	Site Shed	450g x 20	Yes	Yes	Yes
Havoline 10W-30	Site Shed	5 Litres	Yes	Yes	No
Valvoline Ultramax 46	Site Shed	20 litres	Yes	Yes	No
Valvoline Valplex EP grease	Site Shed	450g x 20	Yes	Yes	No
Dewatered Sewage Sludge (Biosolids)	Hardstand Compost area	Truck loads	Yes	Yes	No

SITE EVACUATION
EMERGENCY REPONSE



Code ORANGE – Emergency Evacuation

<i>Created by:</i>	<i>Reviewed by:</i>	<i>Approved By:</i>	<i>Revision Number:</i>
<i>Siobhan Bermingham</i>	<i>Kylie Martin</i>	<i>Lana Nicholson</i>	<i>Rev1</i>
<i>29/06/2022</i>	<i>29/06/2022</i>	<i>29/06/2022</i>	<i>29/06/2022</i>

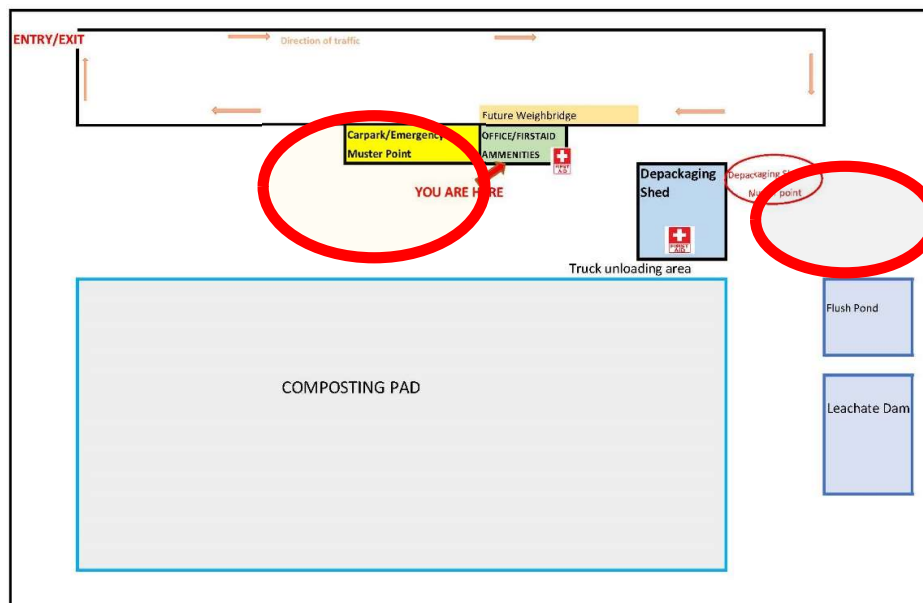
DON'T PANIC

When evacuating a building due to fire alarm or otherwise persons should to the best of their capability maintain a smooth consistent flow of persons from a building. This is more efficient than a crammed rush.

At all times during an emergency follow the instructions of the Building and Area Wardens.

1. An emergency evacuation will be sounded by “Evacuate, Evacuate, Evacuate” via UHF radio.
2. On hearing the evacuation alarm, immediately prepare to leave the building – secure confidential materials and valuables, collect personal belongings, shut down equipment, switch off computers, electrical appliances, and machinery.
3. If instructed to do so, leave the building by the nearest and safest exit route. All doors should be closed (but not locked) on leaving.
4. If possible take hand held personal belongings (such as handbags and briefcases) with you when you leave. Do not return to collect belongings.
5. Assist any person with a disability to leave the building.
6. Walk quickly and calmly to the designated assembly area located in the carpark by the main office or as advised by a Warden or Fire and Emergency Services personnel.

EMERGENCY ASSEMBLY AREAS (Circled below)



Appendix B

FIRE/SMOKE
EMERGENCY REPONSE



Code RED – Smoke/Fire

<i>Created by:</i>	<i>Reviewed by:</i>	<i>Approved By:</i>	<i>Revision Number:</i>
<i>Siobhan Bermingham</i>	<i>Kylie Martin</i>	<i>Lana Nicholson</i>	<i>Rev1</i>
<i>29/06/2022</i>	<i>29/06/2022</i>	<i>29/06/2022</i>	<i>29/06/2022</i>

In the event of a fire, notify the acting supervisor immediately and phone 000 for ambulance, police, and fire for address: Topsoil Organics – Back Yamma Road Forbes NSW.

Fire extinguishers are located in all pieces of equipment, including the loader in use in the de-packaging shed area. In the event of a fire, **if safe to do so**, use extinguishers to extinguish/contain the fire.

Do not attempt to extinguish a fire where you feel there is a risk to safety or life.

Raise the alarm

1. If safe to do so ensure the immediate safety of anyone within the vicinity of the fire.
2. Raise the alarm by shouting 'Fire, Fire, Fire' and by using UHF Radio Channel 32 to shout "Fire, Fire, Fire" until confirmation is received from the Topsoil office.
3. Evacuate the immediate area.

Fire fighting

5. If safe to do so and if trained in the use of fire equipment – attempt to extinguish the fire.
6. Choose the correct fire extinguisher. **Do not use water or foam on an electrical fire.**

Evacuate





7. Evacuate the building as instructed to do so by a fire Warden or where there is a threat to safety.
8. Walk quickly and calmly to the assembly area located at the front office carpark.
9. Close doors and windows as you exit - do not lock doors. Leave lights on

FIRE SAFETY

Action in the event of **FIRE**

R	A	C	E
			
REMOVE ANY PERSON IN IMMEDIATE DANGER	ALARM ALERT OTHERS BY ACTIVATING/RAISING ALARMS	CONTAIN THE EMERGENCY BY CLOSING DOORS AND WINDOWS (WHERE SAFE TO DO SO)	EVACUATE THE AREA/BUILDING (EXTINGUISH IF YOU'RE TRAINED AND IT'S SAFE TO DO SO)

EXTINGUISH FIRE - only when safe to do so

P	A	S	S
			
PULL THE PIN	AIM AT THE BASE OF FIRE	SQUEEZE HANDLE	SWEEP SIDE TO SIDE

MEDICAL EMERGENCY
EMERGENCY REPOSE



Code BLUE – Medical Emergency

<i>Created by:</i>	<i>Reviewed by:</i>	<i>Approved By:</i>	<i>Revision Number:</i>
<i>Siobhan Bermingham</i>	<i>Kylie Martin</i>	<i>Lana Nicholson</i>	<i>Rev1</i>
<i>29/06/2022</i>	<i>29/06/2022</i>	<i>29/06/2022</i>	<i>29/06/2022</i>

In the event of a medical emergency, notify the acting supervisor immediately and phone 000 for ambulance, police, and fire for address: Topsoil Organics – Back Yamma Road Forbes NSW.

Do not attempt to provide first aid where you feel there is a risk to your personal safety.

Medical Emergency - minor

1. Contact the nearest First Aid Officer on site.
2. Inform supervisor.
3. Complete a confidential incident /injury report form through SiteDocs Safety Management System.

Topsoil First Aid Wardens

Daniel Nicholson	0427 478 103
Adam Price	0428 090 904
Daniel Rogan	0466 472 940

Medical Emergency – major








1. Care for injured person(s) – call for assistance.
2. Send someone to contact front office via UHF Channel 32.
3. For life threatening emergencies call external 000 then phone the front office.

Provide all information

- Name;
 - Location (building, work area);
 - Nature and type of injury;
 - State of consciousness of the injured person(s);
 - Age and gender of the injured person(s);
 - If possible, the names of the injured person(s); and
 - Any relevant information – breathing/not breathing, chest pains, bleeding.
4. Ensure the area is clear for emergency personnel.
 5. Inform your supervisor.
 6. Complete a confidential incident/injury report form.

RESUSCITATION

In an emergency call triple zero (000) for an ambulance

<p>D Danger</p>	<p>Ensure the area is safe for yourself, others and the patient</p>	
<p>R Response</p>	<p>Check for Response:</p> <ul style="list-style-type: none"> • ask name • squeeze shoulders <p>NO RESPONSE RESPONSE</p> <p>send for help make comfortable, monitor response</p>	
<p>S Send for help</p>	<p>Call triple zero (000) for an ambulance</p> <p>or ask another person to make the call</p>	
<p>A Airways</p>	<p>Open mouth: if foreign material present:</p> <ul style="list-style-type: none"> • place in recovery position • clear airway with finger 	
<p>B Breathing</p>	<p>Check for breathing: look, listen, feel</p> <p>NOT NORMAL BREATHING NORMAL BREATHING</p> <p>start CPR • place in recovery position • monitor breathing</p>	
<p>C CPR 30:2</p>	<p>Start CPR</p> <p>30 chest compressions : 2 breaths</p> <p>continue CPR until help arrives or patient recovers</p>	
<p>D Defibrillation</p>	<p>Apply defibrillator</p> <p>if available - follow voice prompts</p>	

ENVIRONMENTAL SPILL

EMERGENCY REPOSE



Code GREEN – Pollution Emergency

<i>Created by:</i>	<i>Reviewed by:</i>	<i>Approved By:</i>	<i>Revision Number:</i>
<i>Siobhan Bermingham</i>	<i>Kylie Martin</i>	<i>Lana Nicholson</i>	<i>Rev1</i>
<i>29/06/2022</i>	<i>29/06/2022</i>	<i>29/06/2022</i>	<i>29/06/2022</i>

Raise the alarm

1. Where the pollution incident poses a risk to safety, ensure the immediate safety of anyone within the vicinity
2. if the pollution incident presents an immediate threat to human health and/or property damage, and a combat agency (i.e. Fire and Rescue NSW, NSW Ambulance Service, NSW Police Force) is required, call 000, before informing your supervisor and/or management.
3. Notify management and office immediately through UHF 32 or via the contact phone numbers listed in Table 1 below:

MANAGEMENT CONTACTS

CWNRC Director	Site Supervisor
Name: Daniel Nicholson	Adam Price
Phone:	
Mobile 0427 478 103	0418 570 278

4. Evacuate the immediate area around the pollution.
5. Walk quickly and calmly to the assembly area or as advised by the emergency personnel.

Management Response

6. The CWNRC Manager or Site Supervisor must determine if there is a risk of 'material harm to the environment'. If there is, then either of them must immediately notify the relevant authorities listed in Table 2 below.

Table 2 – Notifiable Authorities

Relevant Authority	Phone Number	Fax
1. Emergency Services	000 ¹	-
2. Environment Protection Authority (EPA)		
Bathurst Office PO Box 1388, Bathurst NSW 2795	(02) 6332 7600	(02) 6332 7630
Environment Line (24 hour)	131 555	
3. Ministry of Health (via the local Public Health Unit)	1300 066 055	
Bathurst Office PO Box 143, Bathurst, 2795	(02) 6330 5941	(02) 6332 3137 (*s)
4. Workcover NSW	13 10 50	-
5. Forbes Shire Council 2 Court St Forbes NSW 2871	(02) 6850 2300	-
6. Fire and Rescue NSW (Non-emergency only)	1300 729 579	
Fire and Rescue NSW Forbes Fire Station 46 Templar St, Forbes NSW 2871	(02) 6851 1843	-

Cleaning Up Spills

- Only dry methods of clean-up will be utilised.
- Spilt material should be contained as necessary so as it does not spread.
- The following is a list of materials and equipment to be utilised by CWNRC Employees in the event of a spill:
 - Shovels.
 - Yard brooms.
 - Kitty litter, sawdust.
 - Booms (on-ground).
 - FEL (front end loader).
 - Screens/temporary fencing.
 - portable bin; and/or
 - a wheelbarrow(s).

Spills Resulting in A Release to Onsite Containment Basins

- Test for pH, dissolved oxygen (DO), electrical conductivity (EC) and redox potential.
- If pH adjustment is required, introduce dilute solutions to neutralise. This can be determined by performing a jar or bucket test, whereby solutions of sodium bisulphate or dilute solutions of either sulphuric acid or sodium hydroxide can be added to a sample of contaminated water to determine the volume required. **However, since both sulphuric acid and sodium hydroxide represent a strong acid and alkali respectively, consideration should be given to the use of weaker acids and bases if a significant adjustment is not required. Contact should be made with a person who is appropriately qualified to make this determination.**
- Ensure that an aerator is operating to efficiently aerate contaminated water if required.
- If rapid oxidation is required above what the aerator can induce, then consideration should be given to introducing ozone or hydrogen peroxide. If initially ozone or hydrogen peroxide cannot be introduced, calcium nitrate should be utilised to increase the redox potential. **Given the hazardous nature of hydrogen peroxide, specialist help will be required when introducing it to the dam.**
- As an alternative to the above, ensure microbial inoculums are regularly dosed to the leachate containment system to suppress odour.
- Continue monitoring pH, DO, EC and redox potential after the addition of agents.
- Ensure appropriate protocols are adopted in the event of a release.

Record Keeping (Refer to Appendix 1: Form 23 – Incident Notification)

Record all volumes spilt and actions taken to remedy the spill.

If a release to on site containment basins occurs, record parameters required.

Record any adjustments made to basins to control DO, pH or odour, including the use of an aerator.



Form 23 – Incident Notification

(Page 1 of 3)

The following form must be completed following an incident, fire, release, or spill (> 10 litres), and a copy must be sent to the EPA and the landowner with 24 hours. This document must be uploaded to SiteDocs Safety Management System for record keeping. *If necessary*, a copy of this completed form must be sent to all other relevant authorities within 7 days of the incident.

Company Name:	Topsoil Organics Pty Ltd
Approval Reference:	
Incident Details	
Date and time of the incident:/...../.....am/pm
Is the incident presenting any immediate safety risk to others, e.g. other road users or bystanders?	
Yes / No (Please circle answer)	
If so, has the Police or Fire and Rescue NSW been notified? Call 000, if there is any possible safety risk.	
Yes / No (Please circle answer)	
Nature of the incident:	
Nature of the pollutants involved, including concentrations (if known):	
Approximate volume of the spill/release or area affected?	
.....litres or m ²	
Location of incident, where is pollution occurring or likely to occur?	
Street address:
Location description:
Circumstance of the incident and suspected cause:	



Form 23 – Incident Notification

(Page 2 of 3)

Has Error! Reference source not found. for the day of the incident been attached to this form?	
Yes / No (Please circle answer)	
Have any samples been collected?	
Yes / No (Please circle answer)	
<i>If a contaminant is being released to the air or water after a spill, collect a sample in a sample container or take a photograph of the release to the air or water. Ensure sample is marked with the date, time and name of the person taking sample. Ensure sample is handed to the Manager responsible.</i>	
Details of samples collected:

Have any actions been taken to minimise/mitigate the environmental effects of the incident, e.g. blocked drains?	
.....	
.....	
Has this action been successful?	
Not at all / Somewhat / Prevented further release(s) (Please circle answer)	
Name of the Manager responsible:	
Manager's contact phone number(s):	Mobile:
	Landline:
Transporter Details (if applicable)	
Transporter's Company Name	
.....	
Vehicle type:	
.....	
Vehicle registration number:	
.....	
Name of driver:	
.....	
Contact number of driver:	
.....	

