

	ILLAWARRA COKE COMPANY PTY LTD	DOCUMENT No. : ICC002E
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Coalcliff Cokeworks Pollution Incident Response Management Plan		REVISION No. : 13
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Prepared/Amended	Ruth Churchill	Date: 18/07/2017

1.0 PURPOSE

The Illawarra Coke Company is required under Part 5.7A of the Protection of the Environment Operations Act 1997 (POEO Act) to prepare, keep, test and implement a pollution incident response management plan for each facility.

The purpose of this procedure is to outline how pollution incidents are reported, managed and communicated to the staff; the relevant authorities; and the locally affected community.

2.0 SCOPE

This Pollution Incident Response Management Plan (PIRMP) is applicable to the Coalcliff Cokeworks, 280 Lawrence Hargrave Drive, Coalcliff 2508.

The PIRMP must be in a written form and must be made available to an authorised EPA officer on request.

The PIRMP identifies the Key Personnel authorised to implement the PIRMP and the steps to be taken during a pollution incident. The PIRMP includes risk assessments of the potential pollution incidents that may occur onsite. The PIRMP also describes the procedure for communicating with the community and the relevant authorities.

3.0 REFERENCES

- Protection of the Environment Operations Act 1997 (POEO Act).
- Risk Assessment Methodology (ICC027C)
- Emergency Procedure (ICC004S)
- Spill Clean Up Procedure (ICC001E)

4.0 DEFINITIONS

- PIRMP – Pollution Incident Response Management Plan
- The company – The Illawarra Coke Company (Coalcliff Cokeworks)
- Pollution incident - means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

- Material harm to the environment – harm to the environment is material if:
 - it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial
 - or
 - it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and
- Loss - includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.
- Key Personnel – a person who has been identified in section 5.0 (contact details of Key Personnel) of the PIRMP.

5.0 PROCEDURE

Description and likelihood of pollution incidents

The pollution risks associated with the activities onsite are described in the Coalcliff Cokeworks PIRMP risk assessment document which is attached to this PIRMP.

Pre-emptive actions

- Potential pollution incidents that may occur onsite have been risk assessed and controls (listed below) have been put in place to keep the risk as low as reasonably practical. Pollution incident risk assessments will be reassessed as part of the PIRMP testing procedure.
- Site inductions for contractors are to include environmental awareness and this includes reporting incidents/potential incidents to Key Personnel.
- Site inductions for truck drivers are to include environmental awareness and this includes reporting incidents/potential incidents to Key Personnel.

Inventory of potential pollutants

No potential pollutants are currently stored on site. Refer to D0001Ce Coalcliff Water Drawing All for details of stormwater and drainage on the site.

Contact details of Key Personnel

The following company people have been identified as Key Personnel and at least one of these individuals must be contacted in the event of a pollution incident:

- Ruth Churchill mobile 0421 600 653
- Steve Brine Mobile 0420 206 957

Communication with the community

Communication with the community will be conducted by whoever is in control of the incident.

If Emergency Services have control of the incident, then they will have overall responsibility for the site, including contacting the community.

If the company has control of the incident and it is deemed necessary to contact the community then the appropriate residences in the community will be contacted by letterbox drop.

The decision to contact the community will be made by one of the Key Personnel identified in the PIRMP. The information contained in the letter will advise the community on how to minimise their risk of harm.

Minimising harm to personnel on site

In the event of pollution incident in which personnel are put at risk, the company's Emergency/Disaster procedure (ICC004S) will be initiated.

Action to be taken in the event of a pollution incident

1. In the event of a pollution incident (as defined in the section 4.0) or a potential pollution incident one or more of the Key Personnel identified the PIRMP are to be contacted immediately. Contact should attempt to be made in the order as shown in the paragraph "Contact details of Key Personnel".
2. The Key Personnel will determine who is to be the Incident Controller.
3. The Incident Controller will ensure the incident is contained – the method of containment will depend on the actual incident, but may involve diverting flow away from a drain.
4. The Incident Controller will arrange for the incident to be reported immediately to external agencies if required (this will need to done if there is *material harm*

to the environment as defined in section 4.0) as described in the POEO Act; the agencies will be contacted in the following order:

- Emergency Services 24-hr contact 000
- EPA 24-hr contact 131 555
- Ministry of Health (Wollongong Office) 8:30am – 5:00pm 02 4221 6700
Public Health Officer
- or if after hours Wollongong Hospital 5:00pm – 8:30am 02 4222 5000
- Safework NSW 24-hr contact 131 050
- *Fire and Rescue NSW 24-hr contact 1300 729 579

***Note:** If the situation warranted calling 000 as a first point of notification, you do not need to ring Fire and Rescue NSW again.

Details (if known at the time) to be given to the agencies will include:

- Exact location of the incident
- Type of pollutant
- Quantity of pollutant
- Duration of pollution incident
- Action taken
- Risk/potential risk (if any) to the community
- Any other details which may be of assistance

Two people should be involved in contacting the external agencies if required. They should clarify the details of the incident before contact is made, and one person should make notes of any calls (including time, date and details of the conversation).

5. The Incident Controller will co-ordinate any requests made by the external agencies.
6. The Incident Controller will co-ordinate the investigation and follow-up of any recommended action(s).
7. The Incident Controller will ensure that detailed notes are taken by all personnel involved in the incident and any clean-up.
8. The Incident Controller will ensure that this procedure is tested and revised as part of the incident follow-up.

If emergency services assume control of the incident then the company is obliged to follow their instructions and will provide aid as requested.

If the company remains in control of the incident then they will manage the incident as directed by the Incident Controller.

PIRMP testing

The PIRMP is to be tested annually or within one month of a pollution incident using two different (desktop and practical) methodologies.

PIRMP testing is carried by at least two of persons listed as Key Personnel in the PIRMP (additional personnel are included if necessary) and involves the following:

Desktop testing

- All data in the PIRMP is checked and updated as necessary (contacts details, chemical inventory, etc).
- PIRMP risk assessments are reassessed.
- Additional risk assessments are conducted if necessary.
- PIRMP and other pollution/environment training effectiveness is evaluated if relevant.

Practical testing

- The delegation of responsibilities in the event of an incident is tested.
- The response time (mobilisation of equipment) is evaluated.

In each case the PIRMP testing log-sheet is completed and filed with the respective facility copy.

PIRMP training records are to be kept by the Key Personnel.

DOCUMENTATION

- F0013E ICW PIRMP Risk assessments
- F0009E PIRMP Testing Log-sheet
- D0001Ce Coalcliff Water Drawing All