



MURRUMBATEMAN LANDFILL POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

May 2013

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YASS VALLEY COUNCIL

yass valley council
the country the people

Document Control

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Foreword

The Pollution Incident Response Management Plan (PIRMP) for the Murrumbateman Landfill is a document that has been developed to be used by Yass Valley Council in the operation and management of incidents at the Murrumbateman Landfill. The purpose of this plan is to ensure that, where possible, pollution incidents are avoided but if they do occur they are managed appropriately to minimise the impacts on the environment and to human health.

This PIRMP addresses the requirements under the *Protection of the Environment Legislation Amendment Act (POELA Act) 2011*.

The objectives of the plan are to:

- communicate in a timely manner and with sufficient detail about a pollution incident to relevant authorities and people outside the facilities who may be affected by the impacts of the pollution incident
- minimise and control the risk of any pollution incident occurring at the facilities by requiring identification of risks and the development of planned actions to minimise and manage those risks ; and
- ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

This management plan is to be continually updated and reviewed by the Manager Business Services, Yass Valley Council.

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1 Introduction

The township of Yass is located 282 km south west of Sydney on the Hume Highway adjacent to the Yass River. Yass currently has a population of approximately 5,600 people.

Yass lies within the Yass Valley Local Government Area (LGA). Yass Valley Council owns and operates Yass Transfer Station, Murrumbateman, Binalong, Bowning, Bookham and Wee Jasper Transfer Stations and Gundaroo Tip.

The only licensed landfill operated by Yass Valley Council is Murrumbateman landfill/transfer station.

1.1 Murrumbateman Landfill/Transfer Station

This landfill managed by Yass Valley Council also operates as transfer station for recyclable items like paper/cardboard, glass, plastic bottles, green waste and steel products. The site (7.4 ha) is located on the perimeter of Murrumbateman village on Lot 2 DP 598315, on Isabel Drive.

This landfill is only licensed to accept the following waste categories:

- A General solid waste (non – putrescibles)
- A General solid waste (putrescibles)
- Asbestos; and
- Waste tyres – only be received from persons resident within the Shire of Yass;

There is a shed on site for salvaged items and equipment storage. The entire site is fenced with one gate located north east. There are two dams on site, one near the eastern perimeter and a leachate and sediment control dam at the lowest point at the south west corner of the site.

The landfill/transfer station operates under an Environmental Protection Licence (EPL) No.5895.

Land use to the north and east of the site includes rural residential, whilst to the south and east of the site land is for agricultural purposes. A residence is located less than 250 m north west of the site and other residences are located less than 500 m east of the site.

1.2 Scope of the PIRMP

The scope of the plan is as follows:

- Description and likelihood of hazards;
- Pre-emptive actions to be taken;
- Inventory of pollutants;
- Safety equipment;
- Contact details;
- Incident classification and notification;
- Minimising harm to persons on the premises;
- Maps showing the location of scheme components;
- Actions to be taken during or immediately after a pollution incident; and
- Staff training.

Figure 1.1 Murrumbateman Landfill Site Plan



2 Context of the Assessment

2.1 Background

A new provision under the *Protection of the Environment Legislation Amendment Act* (POELA) 2011 is the requirement to prepare, keep, test and implement a pollution incident response management plan for each environmental protection licence that Council holds.

The objectives of these plans are to:

- communicate in a timely manner and with sufficient detail about a pollution incident to relevant authorities and people outside the facilities who may be affected by the impacts of the pollution incident
- minimise and control the risk of any pollution incident occurring at the facilities by requiring identification of risks and the development of planned actions to minimise and manage those risks ; and
- ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.

The NSW EPA defines a 'pollution incident' as follows;

"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. "

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

(a) harm to the environment is material if:

- (i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- (ii) 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

(b) 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.

Industry is now required to report pollution incidents *immediately* to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the local council. 'Immediately' has its ordinary dictionary meaning of promptly and without delay. These strengthened provisions will ensure that pollution incidents are reported directly to the relevant response agencies so they will have direct access to the information they need to manage and deal with the incident in as fast a time as is practical.

2.2 Council Commitment

Yass Valley Council is committed to protecting the health of the public, the environment and its workers. The Yass Valley Community Strategic Plan 2011-2030 addresses the long term needs particularly in relation to protecting the natural environment.

NSW Local Government Legislation

The Local Government Act 1993 contains a Charter for Local Government which describes the approach to supplying services and activities. It charges local government with a number of responsibilities including, but not limited to, the following:

- to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible
- to engage in long-term strategic planning on behalf of the local community
- to keep the local community and the State government (and through it, the wider community) informed about its activities

Vision Statement:

In 2030 the people of Yass Valley will be enjoying a country lifestyle whilst living in a harmonious, safe and connected community.

2.3 Regulatory and Formal Requirements

The regulatory and formal requirements applicable to the scheme are shown in **Table 2.1**. These legislative, licensing requirements and guidelines are to be met to ensure the protection of public health, the environment and to satisfy WH&S requirements. This management plan addresses how these requirements are to be met.

Table 2.1: Formal and Regulatory Requirements

Parameter	Instrument	Administered by
Overall Scheme Operation	Waste Avoidance and Resource Recovery Act 2001 Protection of the Environment Operations (Waste) Regulation 2005	NSW EPA
Public Health	Environment Operations Act 2011	NSW Health
Environmental Health	Protection of the Environment Operations Act 1997	NSW EPA
Work health and Safety	Work Health and Safety Act 2011 (WHS Act) and the WHS Regulations.	WorkCover Authority of NSW

The Business Services Manager of Yass Valley Council is responsible for the review and evaluation of this plan and for meeting the regulatory and other requirements.

2.4 NSW EPA Licence

Murrumbateman landfill is covered by the Environment Protection Licence No 5895.

Location of monitoring points for discharges to air and water, and application to land are summarised in **Table 2.2**. Locations are marked on the Site Plan dated 4/8/99.

Table 2.2: Effluent Quality Licence Requirements

EPA Identification No.	Type of Monitoring Point	Location Description
Air		
1	Landfill gas monitoring	Landfill gas well LGW -1
2	Landfill gas monitoring	Landfill gas well LGW -2
Water and Land		
3	Leachate quality monitoring	Leachate pond - Dam
4	Groundwater quality monitoring	Groundwater well GWW -1
5	Groundwater quality monitoring	Groundwater well GWW -2
6	Groundwater quality monitoring	Groundwater well GWW -3
7	Groundwater quality monitoring	Groundwater well GWW -4
8	Groundwater quality monitoring	Groundwater well GWW -5

The total tonnage of general solid waste (non-putrescibles), general solid waste (putrescibles), asbestos waste and waste tyres disposed of at the premises must not exceed 5,000 tonnes per annum.

The level of continuous noise emanating from the operation of the premises must not exceed the background level LA 92, by more than 5dB (A) when measured over a minimum period of 15 min at any point within one (1) meter of the nearest affected resident or any other noise sensitive areas in the vicinity of the premises, using the Fast response on the sound level meter.

Under no circumstances is waste or leachate permitted to be discharged to natural watercourse or dam.

3 Assessment of the Risks

3.1 Risk Assessment Workshop

A risk assessment was undertaken at the landfill/transfer station on the 7th of October 2012. The objective of the assessment was to:

- identify the hazards;
- identify hazardous events;
- assess the likelihood of the event and other factors that may increase the likelihood;
- assess the impacts; and
- assess the overall risk.

Shown in **Table 3.1**, **Table 3.2** and **Table 3.3** are the criteria used in the assessment.

Table 3.1: Definitions of Likelihood

Level	Likelihood	Description
A	Almost certain	- The event is expected to occur often (several times per year)
B	Likely	- The event will probably occur often (once every 1-3 years)
C	Possible	- The event might occur at some time (once every 3 to 10 years)
D	Unlikely	- The event could occur at some time (once every 20 years)
E	Rare	- The event may occur only in exceptional circumstances (once every 100 years)

Table 3.2: Definitions of Impact

Level	Classification	Example Definition Human Health	Example Definition Environment
1	Insignificant	No detectable human health illness.	No detectable environmental impact.
2	Minor	Short term, low level illness affecting a small population	Localised, short term environmental impact.
3	Moderate	Short term, low level illness affecting a large population	Localised, medium term environmental impact.
4	Major	Severe illness or death affecting a small population	Severe long term environmental impact.
5	Catastrophic	Severe illness or death affecting a large population	Severe permanent environmental impact.

Table 3.3: Risk Analysis Criteria

Likelihood	Impacts				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain – A	Low	Moderate	High	Very High	Very High
Likely – B	Low	Moderate	High	Very High	Very High
Possible – C	Low	Moderate	Moderate	High	Very High
Unlikely – D	Low	Low	Moderate	High	Very High
Rare – E	Low	Low	Low	Moderate	High

Table 3.4: Risk Register Murrumbateman Landfill

	Contaminant	Risk Category	Human Health (Public Health) Risk	Environmental Risks	Likelihood Almost certain - several times per year Likely - once every 1 - 3 years Possible - once every 3 - 10 years Unlikely - once every 20 years Rare - once every 100 years	Events or Circumstances that would increase likelihood	Impact Insignificant Minor Moderate Major Catastrophic	Assessed Risk Low Moderate High Very High	Pre-emptive Actions (Existing Controls)
1	Leachate	Groundwater quality	√	√	Unlikely	Highly permeable subsurface	Minor	Low	Groundwater monitoring as per the EPA licence.
2		Groundwater quality	√	√	Unlikely	Close proximity to groundwater	Minor	Low	Adequate staff and training for detection.
3		Groundwater quality	√	√	Unlikely	Close proximity to existing groundwater bores	Minor	Low	Leachate dam to collect water from the site. Another small dam for collection and storage of surface water.
4		Groundwater quality	√	√	Rare	High rainfall event	Minor	Low	Leachate barrier system. Filling plan. Elevated site boundaries. Operation and maintenance of leachate pump. Operation and maintenance of leachate sprinklers. Clearing rubbish from leachate dams.

	Contaminant	Risk Category	Human Health (Public Health) Risk	Environmental Risks	Likelihood Almost certain - several times per year Likely - once every 1 - 3 years Possible - once every 3 - 10 years Unlikely - once every 20 years Rare - once every 100 years	Events or Circumstances that would increase likelihood	Impact Insignificant Minor Moderate Major Catastrophic	Assessed Risk Low Moderate High Very High	Pre-emptive Actions (Existing Controls)
5	Loss of amenity	Land uses		√	Unlikely	Close proximity residential zones	Moderate	Moderate	Daily covering of tipping area Low litter fences to prevent litter scattering.
6		Land uses		√	Rare	Slope towards surface water course	Moderate	Low	
7	Hazardous waste -Asbestos	Human health	√		Rare	Unsealed asbestos	Major	Moderate	Asbestos will only be accepted if double wrapped in black plastic.
8	Hazardous waste -chemicals	Human health	√	√	Possible	Chemical container-uncleaned	Moderate	Moderate	Follow procedures of DrumMuster program. Waste screening.
9	Hazardous waste – oil, fuel, chemical				Possible	Containers with oil, fuel or chemical deposited in the landfill cells.	Moderate	Moderate	These containers to be deposited at a concrete pad. A contractor collects hazardous waste from site.
10					Possible	Waste oil and hazardous liquid deposited in the landfill cells.	Moderate	Moderate	Clear signage to indicate of waste oil and hazardous liquid collection tank. Supervision of tipping activity by trained staff.

Contaminant	Risk Category	Human Health (Public Health) Risk		Environmental Risks	Likelihood Almost certain - several times per year Likely - once every 1 - 3 years Possible - once every 3 - 10 years Unlikely - once every 20 years Rare - once every 100 years	Events or Circumstances that would increase likelihood	Impact Insignificant Minor Moderate Major Catastrophic	Assessed Risk Low Moderate High Very High	Pre-emptive Actions (Existing Controls)
									Waste oil and hazardous liquid collection by contractor.
Dust	Environment	√	√		Unlikely	Dust storm	Moderate	Moderate	Revegetation of bare areas. Minimise use of gravel access roads during dry conditions.
Flood	Environment	√	√		Rare	Flood	minor	Low	Not in flood prone area
Fire	Land use and human health				Possible	Fire at the landfill	Major	High	Mowing of long grass. Clear signage advising that flammable liquids are not accepted, inspection of loads. Emergency contact numbers available at site office.
Pests and vermins	Environment				Possible		Moderate	Moderate	Covering of active tipping face. Pest and noxious weed inspection
Various pollutants	Environment and human health				Possible	Illegal dumping of pollutants by customers	Moderate	Moderate	Clear signs indicating the types of wastes accepted and not accepted. Supervision of tipping activity by trained staff.

	Contaminant	Risk Category	Human Health (Public Health) Risk	Environmental Risks	Likelihood Almost certain - several times per year Likely - once every 1 - 3 years Possible - once every 3 - 10 years Unlikely - once every 20 years Rare - once every 100 years	Events or Circumstances that would increase likelihood	Impact Insignificant Minor Moderate Major Catastrophic	Assessed Risk Low Moderate High Very High	Pre-emptive Actions (Existing Controls)
									A gate to the tipping site controls entry by customers,
					Unlikely	Sabotage by trespassers	Moderate	Moderate	Site fully fenced with one locked gate.
	Greenhouse gases	Environment and human health			Possible		Moderate	Moderate	Air quality monitoring as per the EPA licence. Covering of waste. Site capping and revegetation.
	Odour	human health			Likely	Receiving odorous waste	Minor	Moderate	Vegetation buffer. Covering of odorous waste

3.2 Major Findings

From **Table 3.4** the following HIGH residual risks are identified:

- Fire at the landfill is rated as a HIGH risk; and
- All other risks range from LOW to MODERATE.

4 Preventative Actions to be Undertaken

The preventative actions or measures to manage and minimise the risk to human health and the environment involve a multiple barrier approach. The multiple barriers, in order of preference, are as follows;

- Elimination;
- Substitution;
- Isolation;
- Engineering means;
- Administrative; and
- Personal Protection Equipment.

These are readily broken down to the following

- Appropriate design of the facilities;
- Appropriate operation and monitoring; and
- Appropriate education and training.

Photos of the landfill/transfer station are shown in **Photo 4.1 - Photo 4.6**.

Additional preventative actions that have been identified are detailed below.

Once the additional preventative actions identified have been undertaken, the assessed risks will be lowered.

Leachate Management

To prevent overflowing of the dam, water (including leachate) in the dam should be discharged for irrigation over the completed areas of the landfill within the landfill boundary.

Weekly Monitoring

The weekly monitoring is undertaken by an appropriately trained staff member and involves traversing the majority of the site while recording various parameters (e.g. odours, water levels, pump checks etc). This allows staff to pre-empt incidents and introduce appropriate mitigation measures to avoid the likelihood of pollution incidents.

Communication

All staff have access to a fixed landline on-site.

Photo 4.1 - Site Office



Photo 4.2 - Aluminium Pile



Photo 4.3 - Tyres Stockpile



Photo 4.4 - Timber Stockpile



Photo 4.5 - Garbage Bins



Photo 4.6 - Degassed Appliances



5 Inventory of Pollutants

5.1 Inventory and Usage of Chemicals

Nil chemicals stored on site.

5.2 Pollutants Onsite

Waste received onsite are recorded and quantified in cubic meters. This will assist in assessing the annual waste volume disposed. **Table 5.1** below provides a summary of the annual waste quantity received.

Table 5.1: Waste Types and Quantity

Waste Types	Tonnage per Annum
General solid waste (non-putrescible)	3158.72
Asbestos Waste	28.19
Waste Tyres	
Total	3186.91

6 Safety Equipment

Safety equipment and other devices that are onsite will minimise the risks to human health or the environment and contain or control a pollution incident. These will include any PPE, MSD sheets, monitoring devices and spill containment facilities/equipment.

6.1 List of PPE Equipment Onsite

The following PPE safety equipment is provided onsite:

Table 5.1: List of PPE Equipment Onsite

Type	Use	Location
Personal Protective Equipment (PPE)	Personal protection against fumes, smoke, noise, eye irritations, skin irritations	Site office.
Spill Kit	Clean up of liquid spills (e.g. fuels, oils, chemicals)	Stored Oil Storage Tank.
Fire Extinguishers	Combating fires (when appropriate)	Office.
Materials Safety Data Sheet (MSDS) folder	Reference material for chemical spills	Office.

6.2 List of Monitoring Devices

Nil monitoring devices on site.

7 Roles, Responsibilities and Contact Details

7.1 Stakeholder Responsibilities and Engagement

Yass Valley Council has committed to operating its Murrumbateman Landfill/transfer station in a responsible manner. Effective stakeholder engagement is necessary to fulfil this commitment. **Table 7.1** presents the stakeholders involved in the operation of the landfill/transfer station, sets out their roles and the communication expected to occur to achieve safe operation of the plant. Further information on the operation of the system and communication protocols is addressed later in this plan.

Table 7.1: Stakeholder Responsibilities and Engagement

Stakeholder	Responsibility	Communicates with	Reason
Yass Valley Council Director of Operations	Overall scheme operation/ responsibility	Manager Business Services	Management of operations staff
		NSW Health	Health advice, reporting incidents
		NSW EPA	Reporting on Licence compliance, reporting incidents
		Community of Yass	Advice where required during incidents
		WorkCover	Reporting of injuries and accidents where required.
Business Services Manager	Management of scheme operation and maintenance, emergency response	Council operators and Director of Operations	Management of operations staff, reporting issues regarding operation, maintenance and compliance to Council, resolving site issues,
	Contractors working on site	Construction companies	Council induction onto site. Dial before you dig to obtain information on services.
Business Services Co-ordinator and Transfer Station Staff	Day to day operation and transport system, response to emergencies	Business Services Manager	Communicates issues regarding operation, maintenance and compliance
Police /Fire brigade/HAZMAT/ Ambulance/ SES	Response to emergencies	Director of Operations	Response to spills, injuries, accidents

7.2 Council Procedures for Contacting Staff to Respond to a Possible Incident

During normal office hours – 8.30am to 4.30pm Monday to Friday

Residents contact the Yass Valley Council Office on 02 6226 1477. The Customer Service Officers collect the details of the incident (including contact details of the person making the report) and immediately notify the relevant officers on their mobile telephone. For landfill/transfer station the following hierarchy is followed for notification.

Waste Operator – Business Services Coordinator – Business Services Manager – Director of Operations

The Customer Service Officers call those on the list until an operator answers and takes the incident details. The Operator then responds immediately to the incident.

After hours – 4.30pm to 8.30am weekdays and all day Saturday and Sunday

Residents contact the On Call Overseer on 0428 954 445. The On Call Duty Officer collects the details of the incident (including contact details of the person making the report) and immediately notify the relevant officers on their mobile telephone. For landfill/transfer station the following hierarchy is followed for notification.

Business Services Manager – Business Services Coordinator - Director of Operations

The On Call Duty Officer shall call those on the list until an operator answers and takes the incident details. The Operator then responds immediately to the incident.

7.3 List of Contact Details

The contact details of the stakeholders are listed below in **Table 7.2**.

Table 7.2: Stakeholder Contact Details

Organisation	Position and Contacts	Phone	Email
Yass Valley Council	The after hours contact number for	0408 625 694	
	Council during business hours	6226 1477 1300 553 652	
	Director of Operations Nathan Cooke	6226 9248 0418 484 138	NCooke@yass.nsw.gov.au
	Business Services Manager Tony Stevens	6226 9268 0427 379 577	Tony.Stevens@yass.nsw.gov.au
	Acting Maintenance manager Seamus mcGurk	6226 9240 0409 830 567	Seamus McGurk@yass.nsw.gov.au
NSW EPA	Pollution Line	131 555	
	Regional Office Queanbeyan	02 6229 7000	
Ministry of Health	Public Health Unit Goulburn	4824 1840 (normal hours) 6080 8900 (after hours)	
HAZMAT		000	
Poisons Information Line		13 11 26	
Rural Fire Service		000	
State Emergency Service	Police, Fire Brigade, Ambulance, Hazmat	000	

8 Incident Classification and Reporting

To determine the appropriate communication strategy for an incident the incident needs to be categorised. Once categorised the agreed communication strategy can be deployed.

8.1 Incident Classification

This site will adopt standard coding for all emergency situations. These codes are to be used for all emergencies:

- **Code Green:** Event requiring staff attendance but no evacuation
- **Code Blue:** Events requiring evacuation of area around casualty; and
- **Code Red:** Major Emergency requiring total facility evacuation.

Detailed below is an explanation of these codes.

- **Code Green (Minor Risk Incident):** managed by routine procedures/work practices.
 - Incident affects small area only AND
 - Incident is easy to clean up without additional assistance AND
 - No evacuation required.
- **Code Blue (Moderate Risk Incident):** further investigation may be required and assessment of management options; in the short term, operations and maintenance adjusted to reduce the consequences, likelihood and exposure.
 - Incident affects more than one property OR
 - There is a risk of pollution or material harm to the environment BUT
 - Clean up can be completed without assistance AND
 - Require evacuation around causality.
- **Code Red (Major Risk Incident):** further detailed investigation and assessment of management options is required; immediate review and adjust operations and maintenance to reduce the consequences, likelihood and exposure; clean-up and notification procedures become high priority.
 - Potential or actual harm to humans and the environment AND/OR
 - Assistance is required with cleanup from other agencies

8.2 Incident Reporting

Leachate Pond Spills or Similar Pollution Incidents

When the incident to be reported involves a leachate spill or similar pollution incident then the following action is required to comply with the site licences and the Protection of the Environment Operations Act. Monitoring and clean-up will need to commence as soon as possible.

The following additional details are to be included on the log:

- Date and Time of incident starting (if known);

- Brief Description;
- Did pollution enter drain or waterway?;
- Estimate of quantity;
- Brief description of action taken to remedy;
- Your name;
- Best contact phone number

All incidents involving a risk to the environment and/or human health is to be recorded in the *Accident/Incident/Near-Miss Report (Appendix A)*. The Site Officer is required to fill this form and forward to the Supervisor.

The Site Manager is responsible for ensuring that appropriate reporting is undertaken. Ongoing monitoring of the waste facility allows for early identification of potential environmental, safety or legal issues and highlights issues of concern that require reporting. Where there is insufficient room on the routine monitoring form to report particular incidents, then this form is to be used.

Fire Incident

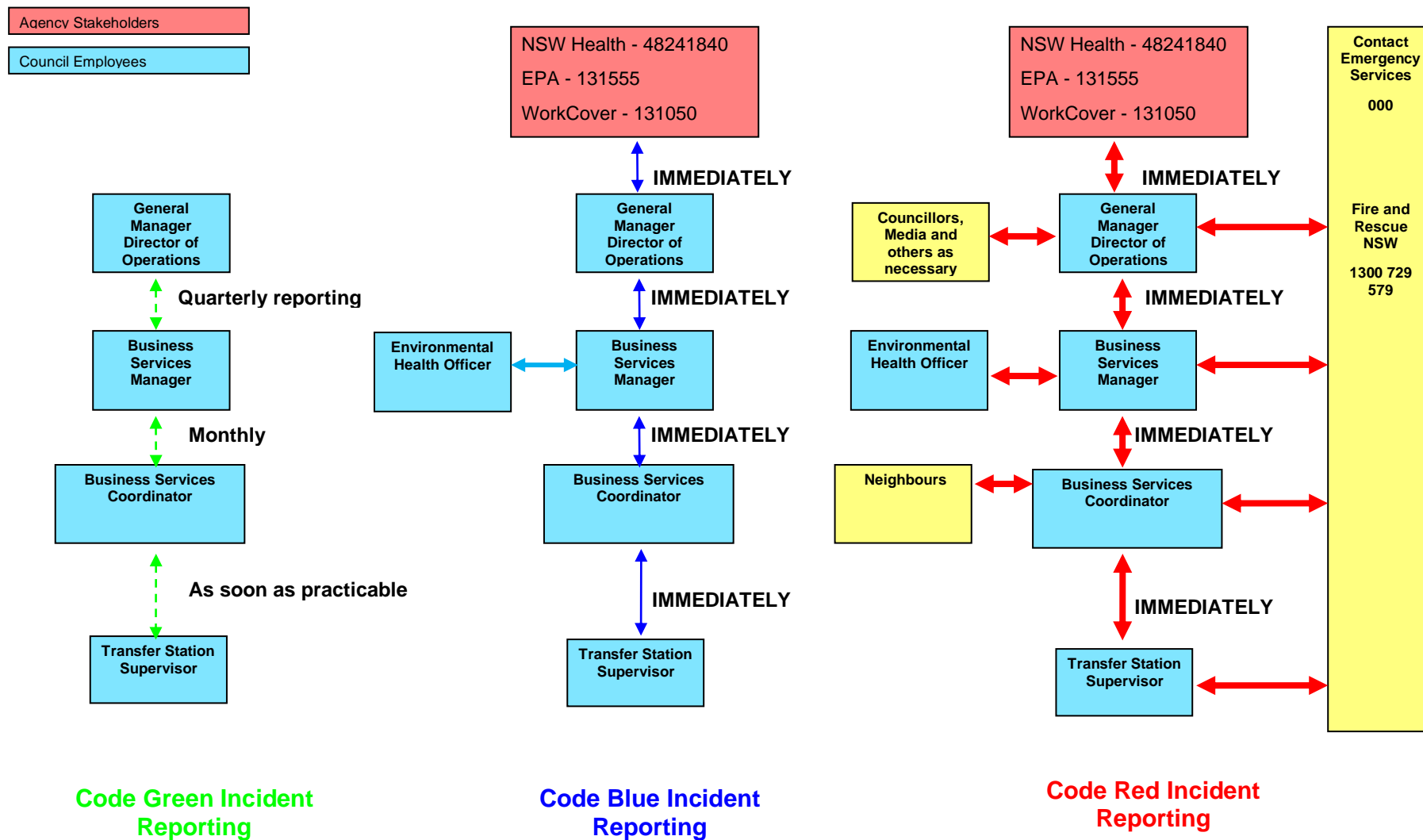
Fire incidents are to be recorded and reported using the *Fire Log (Appendix B)* as appropriate.

Submission of a copy of these reports to the Waste Co-ordinator is required with the *Operational Monitoring Log (Appendix C)*.

This procedure will form part of the operator, contractor and user training and awareness.

Incident reporting includes communicating the incident and also documenting the incident.

Figure 8.1 Incident Communication Protocols – Murrumbateman Landfill/transfer Station



9 Emergency Procedures and Notification

9.1 Injury Procedure

Code Green – Minor Emergency

- A single staff member cannot supervise the Transfer Station and patrons during an emergency. Where available, a second staff member or other responsible person must be called to cover the area left unsupervised. When only one staff member is present, he/she must decide before responding the necessity to evacuate patrons from the Transfer Station.
- Where there is more than one staff member on duty, the responding staff member must ensure that the second staff member is alerted to cover their area of responsibility.
- First staff member to check for dangers and respond.
- Administer minor first aid or otherwise assist the person in difficulty according to the nature of the problem.
- Minor emergencies are to be treated as Minor Incidents and a *Accident/Incident/Near-Miss Report (Appendix A)* filled out.

Examples include a cut or graze requiring first aid, minor injuries to patrons(e.g. Sprain, fracture etc.) where the patient is still conscious and mobile and mild asthma attack.

In all cases staff are to aim to shield patrons from viewing the incident.

Code Blue – Moderate Emergency

- Staff Member 1 to recognise the emergency quickly. Determine whether a major emergency and if so initiate response with appropriate signalling to Staff Member 2 to ensure emergency procedures are initiated.
- Should no other staff be present, contact emergency services as a priority.
- Priorities for other responding staff members are as follows:
 - Contact emergency services
 - Safety of all other patrons
 - Assisting Staff Member 1
 - Contact Council and securing Council Property
- Patrons must be kept as far away from the emergency as possible, and any stressed patrons will need reassurance.
- The emergency services should be met and brought to the emergency site.
- Assisting Staff should initiate reporting procedures including:
 - Recording details of witnesses to accident and any friends present.
 - Noting time of call to emergency services
 - Treatment details
- Contact details of family.
 - Contact Transfer Station Supervisor if not already on duty.
 - The family of the patient should be contacted, if not present, by the Transfer Station Supervisor.

- Transfer Station Supervisor to finalise incident and debrief staff and patrons involved.
- Professional counselling will be offered to all staff member(s) if required.
- Continuation of normal operations shall be at the discretion of the Transfer Station Supervisor after consultation with staff.
- Transfer Station Supervisor to lodge copies of *Accident/Incident/Near-Miss Report (Appendix A)* to Council not later than the next available business day.

Examples include significant accident/trauma injury, cardiac arrest and epileptic fit.

Code Red - Major Emergency

- Senior Staff Member to recognise the emergency quickly. Determine whether a major emergency and if so initiate response with appropriate signalling to Staff Member 2 to ensure emergency procedures are initiated.
- The decision to evacuate should be made early. The lives of staff and patrons should never be put at risk.
- In the case of an evacuation the senior staff member should brief all staff to ensure a coordinated response.
- Priorities for responding staff members are as follows:
- Contact emergency services
- Establish designated assembly area
- Safe evacuation of all patrons and staff
- Contact Transfer Station Supervisor
- The Transfer Station Supervisor must contact the Business Services Manager and advise of the evacuation
- Advise patrons that the Transfer Station is to be evacuated. Do this in a calm, controlled and firm voice so as not to cause panic.
- Direct patrons to the nominated exit. In the case of a fire at the facility this will be dependent on the location of the fire.
- Staff will assist or recruit an able bodied adult to assist those patrons that require help to evacuate.
- Staff must check that all areas have been evacuated without endangering themselves. As each room is searched and cleared the door is to be closed to inhibit or contain the threat.
- The senior staff member should be the last person to leave the building.
- Once the evacuation is complete staff and patrons will only return to the buildings once advised by emergency services.
- Transfer Station Supervisor to finalise incident and conduct a debrief with staff and patrons involved.
- Professional counselling will be offered to all staff member(s) if required.
- Continuation of normal operations shall be at the discretion of the Transfer Station Supervisor after consultation with the Business Services Manager.
- Transfer Station Supervisor to lodge copies of *Accident/Incident/Near-Miss Report (Appendix A)* to Business Services Manager at the next available business day

Examples include Toxic emissions/gas leak, hold up, fire and bomb threat

9.2 Theft Procedure

Theft is defined as “dishonestly appropriating property belonging to another with the intention of permanently depriving them”.

Responsibility for personal property is not taken by Yass Valley Council. Members of the public using the Transfer Stations and facilities are responsible for the security of their own property. In the event that theft of personal property is reported, the person making the report should be advised to contact the police. None-the-less, a record of the report should be maintained in case a pattern of thefts becomes clear that could help police in their investigations. This will be done by recording the theft on the *Accident/Incident/Near-Miss Report (Appendix A)*.

Security of Council property is, however, a matter for Council employees at the Transfer Station and any thefts must be reported in accordance with the following procedure:

Procedure in the event of theft of Council Property

Upon discovery of a loss, the staff member concerned should inform the Council’s Business Services Manager who should take steps to establish that a loss has actually occurred, i.e. apparently missing cash may have been already banked, etc. If the theft is confirmed, the Business Services Manager should notify the Police. If an identified member of the public or, a member of staff, is suspected as having committed the theft that information should be passed onto the Police at that time.

Whether or not the individual responsible is identified, once the Business Services Manager has established that cash or property is unaccounted for he/she should make an initial evaluation as to whether the incident should be treated as a theft or a fraud and take appropriate action. Depending upon their decision either they or the Business Services manager should inform the General Manager as appropriate.

In cases of theft of Council cash/property, the Business Services Manager will be responsible for conducting a review of the adequacy of security arrangements and recommending action to address any weaknesses. An incident report should be presented to the General Manager.

The report should include details of the incident, actions already taken by management and any further action, in conjunction with any Police investigation.

Any further investigation or action (subject to any Police recommendation) to be taken should be agreed between the Business Services Manager and the General Manager.

9.3 Assault Procedure

Should a member of the public exhibit extreme behaviour the following steps need to be followed:

1. Remain calm
2. Do not aggravate the situation.
3. Speak with a quiet voice.
4. Do not make any threats
5. Ask the person – don’t tell.
6. Step back from the person. - Send a responsible person to obtain assistance if the situation cannot be resolved or if you cannot leave the scene.
7. Notify your supervisor
8. Call the police if required
 - If possible, take immediate steps to remove the person from the Transfer Station area.

- Maintain a safe distance from the person
- De-fuse the situation and restore calm if possible. Do not put yourself at risk.

9.4 Fire Procedure

If you discover a fire or receive a report of a fire:

1. Raise the alarm by calling Emergency "000" by phone
2. State the location of the fire and, if possible:
 - The type of fire i.e. Bright flames, smouldering, amount of smoke.
 - The extent of the fire i.e. large, medium, small
 - The material which is burning or smouldering ie paper, cardboard, liquid.
3. Attend the scene of the fire and ensure all people are clear.
4. If possible, and without risk to yourself, use an extinguisher to control or extinguish the fire;
5. If necessary, take steps to evacuate the facility.
 - Be ready to evacuate - subject to supervision and in an orderly manner, particularly if the fire is in a chemical storage area.
 - Take vital personal belongings with you, remove or secure cash if possible, don't re-enter a burning building to collect personal belongings.
 - Switch off office computers, machinery, etc (if possible).
 - Isolate power supply (if possible).
 - Proceed to a designated assembly zone.
 - Notify Emergency Services of the location of any people who are injured, unconscious or have a disability.
6. Complete *Fire Log* (**Appendix B**)

9.5 Bomb Threat Procedure

If you find a suspicious object:

Do not touch it, take steps to identify if it belongs to any Transfer Station patron.

Clear the Transfer Station facility and prevent other persons from going near the object.

Don't panic, go to the nearest phone and call the Police

- Take you belongings with you, secure or remove cash.
- Proceed to a designated assembly zone.
- Notify Emergency Services of the location of any people who are in need of assistance.
- Complete *Accident/Incident/Near-Miss Report* (**Appendix A**).

If you receive a bomb threat telephone call:

- DON'T HANG UP endeavour to obtain as much information as possible about the threat.
- Advise Council
- If safe, investigate the threat to determine if it is likely to be a hoax.
- Complete *Accident/Incident/Near-Miss Report* (**Appendix A**).

9.6 Toxic/chemical Leak Procedure

Chemical Spill

- Extinguish all ignition sources.
- Contain the spill if possible without danger to yourself or others.
- Walk away from the spill and contact emergency services.
- Evacuate injured person(s) to a place of safety, in a manner that does not harm them or yourself.
- If necessary stay with the injured person and if possible immediately wash chemically affected area of the body with water.
- If necessary stay with the injured person until Emergency Services arrive.
- If the injured person is mobile and other staff are available to monitor site, then escort person to the Hospital.
- Withdraw any personnel and stop people entering into the area.
- Complete *Accident/Incident/Near-Miss Report (Appendix A)*.

Gas leaks or suspicious odours

If you detect a suspicious odour (may be gas odour, chemical odour):

- If it is safe to do so extinguish all initiation sources.
- During normal working hours, contact Emergency Services.
- Describe the location of the odour and the odour itself.
- Leave the area and wait for assistance.
- Complete *Accident/Incident/Near-Miss Report (Appendix A)*.

Work Procedure – Day Failure

1. Ensure all public areas are adequately lit.
2. Explain to patrons what is happening.
3. Evacuate the facility if power failure is sustained for more than thirty minutes.
4. If power is restored whilst still at facility, continuity of operation may be acceptable provided all plant and equipment has restarted and is operating normally.

9.7 Workplace Incidents

The following incidents and injuries must be reported to WorkCover:

- Notifiable incidents involving a fatality or a serious injury or illness
- Notifiable incidents involving a fatality or serious injury or illness to other people at your workplace.
- Notifiable incidents that present a serious risk to health and safety at your workplace (dangerous incidents)
- Other incidents involving an injury or illness where workers compensation is payable

9.8 Investigation of incidents and emergencies

Following any incident or emergency situation, an investigation will be undertaken and all involved staff should be debriefed, to discuss performance and address any issues or concerns.

The investigation will consider factors such as:

- What was the initiating cause of the problem?
- How was the problem first identified or recognised?
- What were the most critical actions required?
- What communication problems arose and how were they addressed?
- What were the immediate and longer term consequences?
- How well did the protocol function?

9.9 Notification to Neighbours

Irrespective of whether EPA directs Council to notify neighbours and depending on the circumstances of the particular pollution incident, Council may at their own discretion voluntarily choose to notify neighbours.

10 Minimising Harm to Persons on the Premises

10.1 Site Induction

Visitors are inducted to the site by the Waste services operator. Waste facility site induction form is used and kept on-site.

10.2 Staff Training

All staff should receive sufficient/appropriate training to enable them to undertake assigned duties in competent and safe manner. A register of staff training can be found in **Appendix C** and must be kept on site and updated regularly.

10.3 Evacuation Procedure

The objective of this procedure is to ensure that Council staff and members of the public are evacuated safely from the landfill/transfer station in the case of an emergency.

If you discover an emergency that warrants evacuation of the landfill/transfer station area:

1. Attract the attention of the other people in the immediate vicinity. Do not shout or cause panic.
2. Raise the alarm by contacting Emergency Services.
3. Carefully describe -
 - The location of the emergency.
 - The type of emergency, ie; fire, chemical spill, suspicious object.
 - Your name, where you are, and your telephone number.

Evacuating the landfill/transfer station area:

- Advise all staff and members of the public attending the landfill/transfer station that evacuation is required.
- Advise all people to leave by the nearest marked exit and when appropriate do the same yourself.
- Take your valuables and close all doors.
- Assist persons with disabilities in exiting the Transfer Station area. Advise Emergency Services if a person with a disability is unable to be evacuated.
- Once outside, proceed to a clear area that is at least 100 meters away from the landfill/transfer station fence. Keep clear of the fire routes, hydrants and walkways used for emergency vehicles and personnel.
- Do not return to the landfill/transfer station area unless informed it is safe to do so by an Emergency Response Team member.
- Complete *Accident/Incident/Near-Miss Report* (**Appendix A**)

Warden Duties - Emergency functions

On a call for evacuation of the landfill/transfer station area, the Wardens shall:

1. Don a yellow helmet or a high visibility vest.

2. Enter each accessible room including toilets and direct occupants to leave the building. Do not open doors which have hot handles or smoke coming from under door or areas where there is a smell of chemical fumes.
3. When Emergency Services arrive, report on the state of evacuation of the landfill/transfer station area
4. Take direction from the Emergency Services.
5. Prevent re-entry to buildings.

Warden Duties - Non-emergency functions

The Warden shall report to Emergency Services:

- any obstructions to egress routes within building
- local changes in the use of the building, hazardous goods or equipment, or people still within the landfill/transfer station complex;
- chemical or other hazardous substances;
- faulty or missing fire extinguishers

Staff undertaking duties as emergency personnel may be exposed to human products where there is a risk of transmission of disease. Staff undertaking these duties must have had the appropriate training and use the appropriate personal protective equipment (PPE).

10.4 Emergency Evacuation

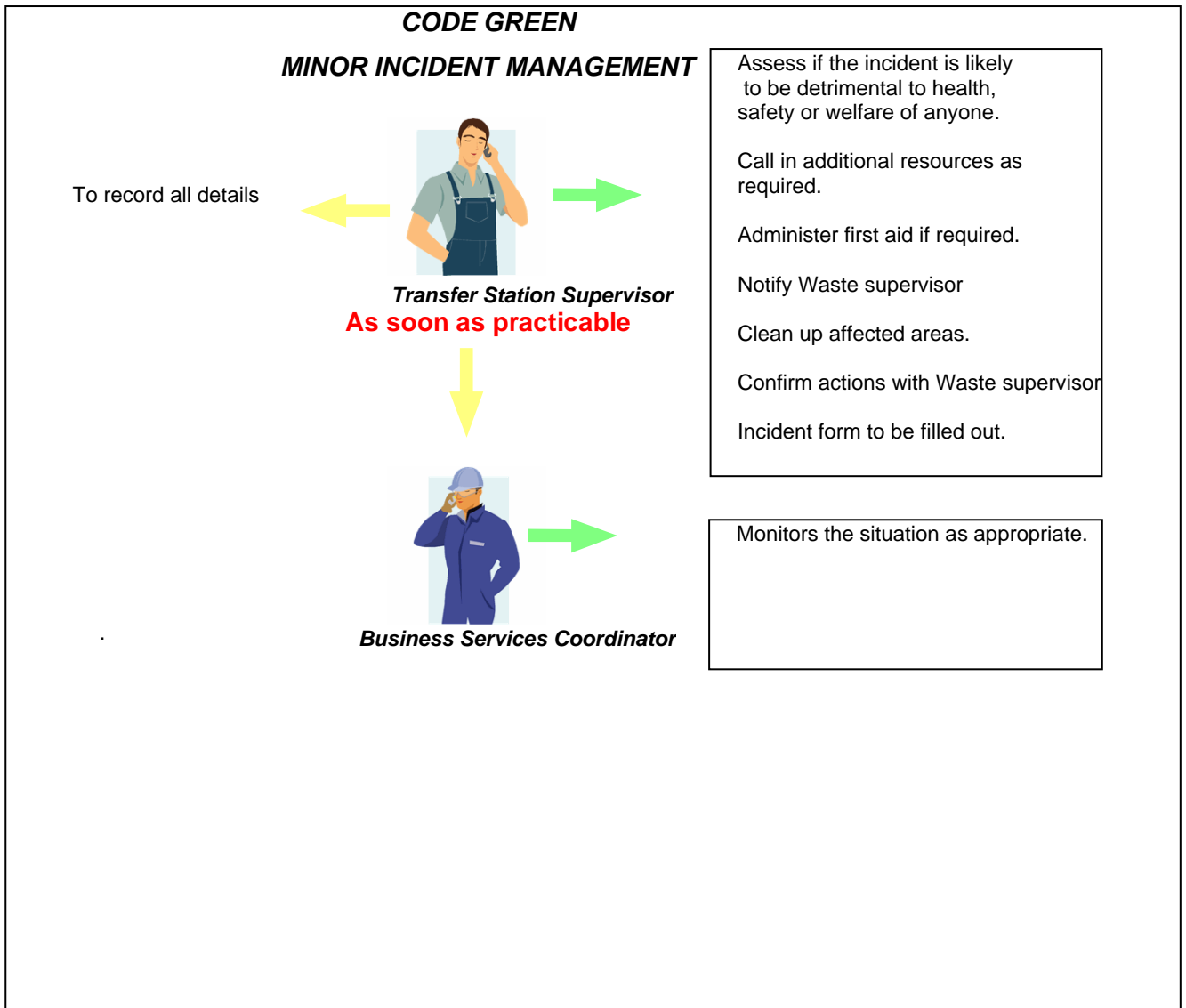
The emergency evacuation location is adjacent to the main entry/exit gate on Isabel Drive.

11 Actions to be Undertaken During or Immediately After a Pollution Incident

11.1 Minor Incident Action Plan

The action plan for the following minor incidents is shown in **Figure 11.1:**

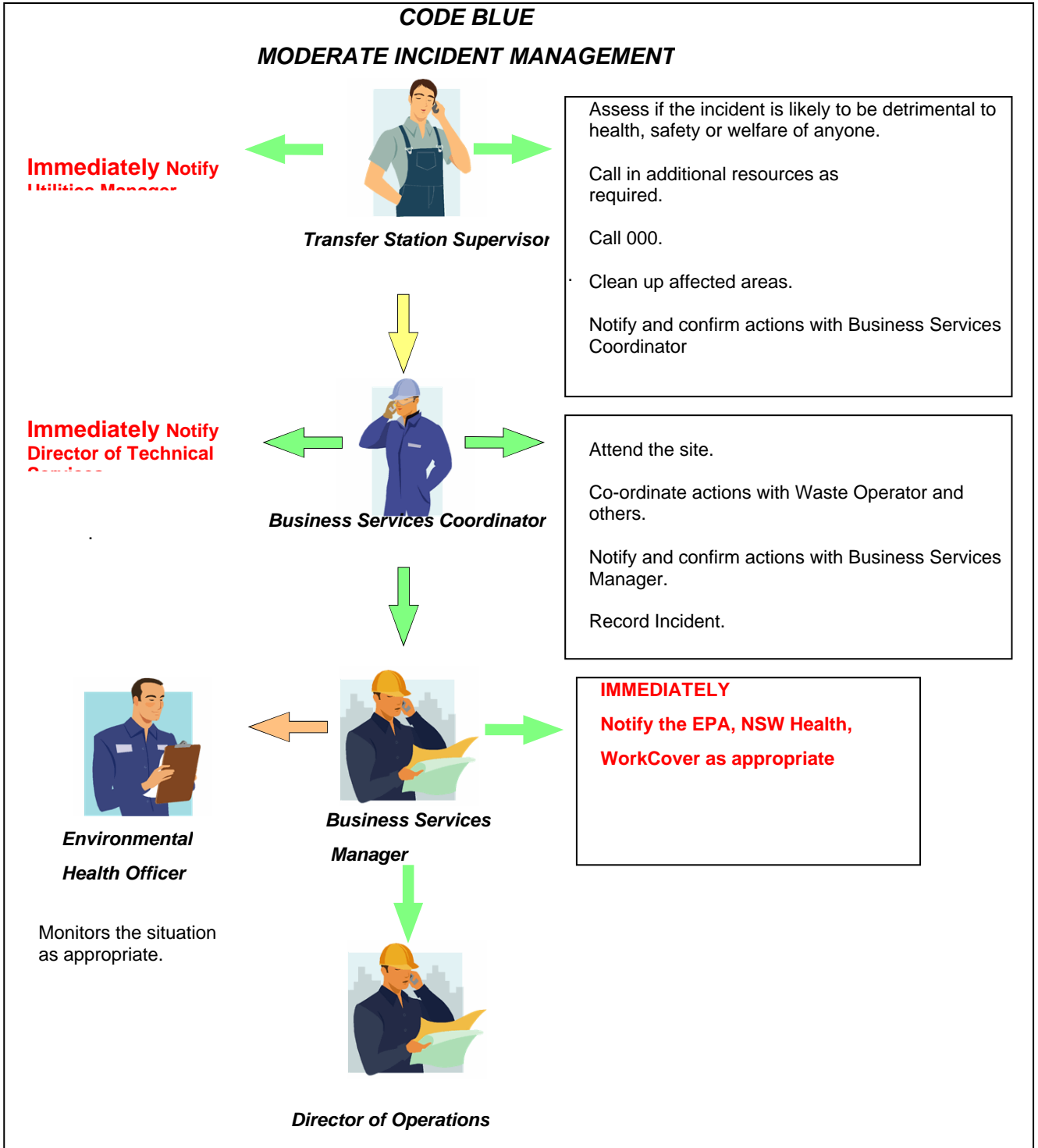
Figure 11.1 Minor Incident Action Plan



11.2 Moderate Incident Action Plan

The action plan for the following incidents is shown in Figure 11.2 :

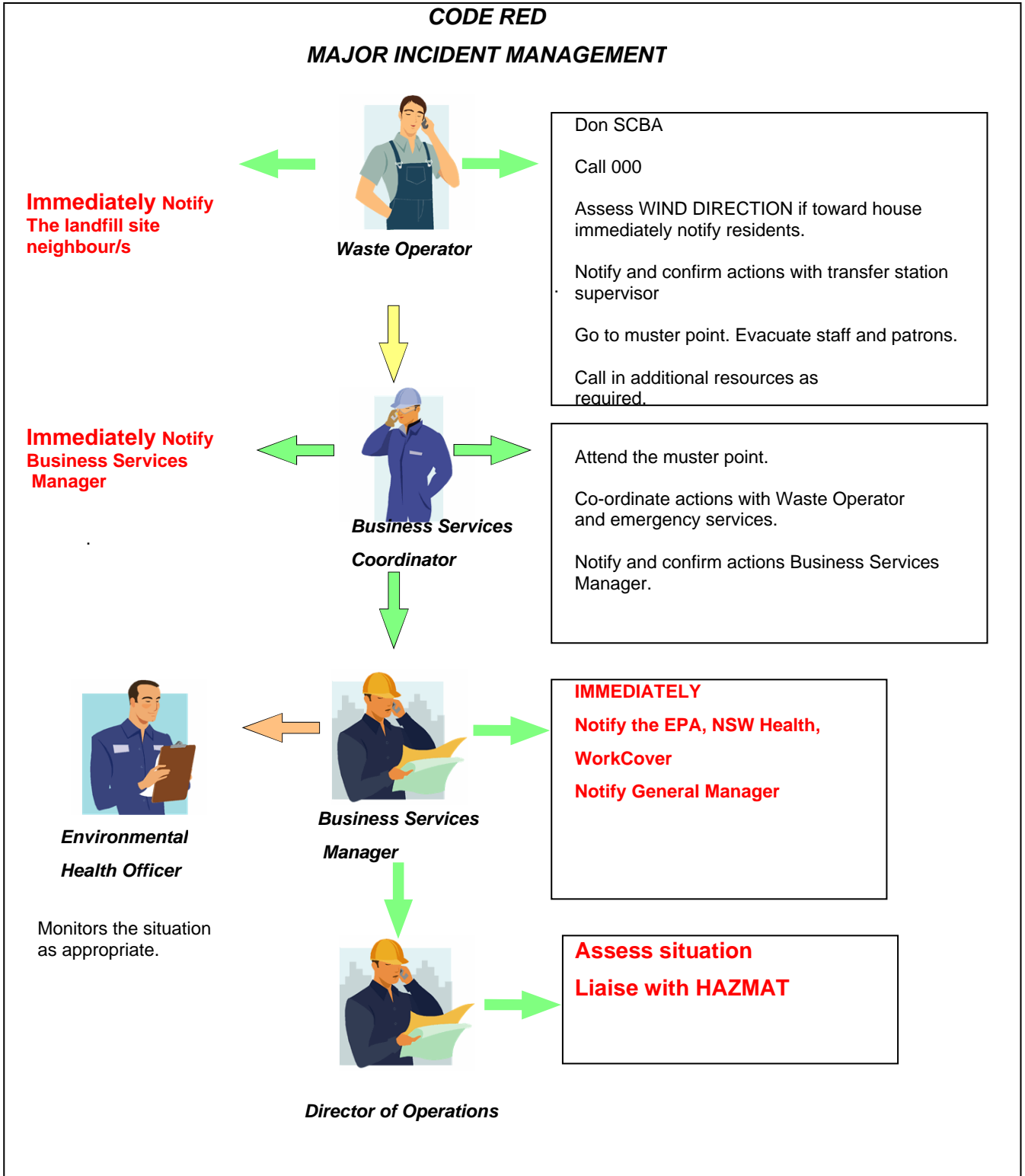
Figure 11.2 Moderate Incident Action Plan



11.3 Major Incident Action Plan

The action plan for the following significant incidents is shown in **Figure 11.3** :

Figure 11.3 Major Incident Action Plan



12 Evaluation, Audit and Review for Continuous Development

12.1 Evaluation and Review

A systematic review of the plan will be undertaken by the Business Services Manager annually or within one month of an incident occurring at the plant. The evaluation will :

- Assess the relevance of the risk assessment against the current state of the plant;
- Identify any emerging problems and trends;
- Assess the communication between Council, Council operational staff and regulators;
- Assist in determining priorities for improving procedures;
- Assess incidents and responses determined; and
- Determine when and what is to be audited in the next six months.

Evaluation of results described above will be documented and the plan updated.

Evaluation will be reported to the Council stakeholders.

12.2 Auditing

Auditing of the pollutant inventory is to be done annually.

An audit may also be triggered by a significant incident.

13 References

1. Yass Valley Council, Local Disaster Plan, November 2005
2. Yass Valley Council, Council Procedures Emergency Evacuation – Murrumbateman Landfill Site, RM-OP-25, 9 November 2010.
3. NSW Environment Protection Authority, Environment Pollution Licence No.5895, June 2012.
4. Yass Valley Council, Community Strategic Plan 2011- 2030, June 2011
5. Yass Valley Council, Waste Services Operations Manual, February 2006.
6. Yass Valley Council, Waste Management –Murrumbateman Landfill Operating Procedures, April 2000
7. National Environmental Consulting Services, Landfill Environmental Management Plan – Murrumbateman NSW, December 1997
8. POEO Act 1997

14 Appendices

APPENDIX A - ACCIDENT/INCIDENT/NEAR-MISS REPORT



121

Accident / Incident / Near-Miss Report

THIS FORM IS TO BE COMPLETED BY THE WORKER INVOLVED

REPORT NO.
3563

Name of worker involved	Name of supervisor
-------------------------	--------------------

Details of incident

Date of incident		Time of incident am/pm	
Date reported	Time reported am/pm	Name of person incident reported to	
Describe precisely the location where the incident occurred (eg. MR 56 segment 10, Level 2 Walker Park)			
Describe how the incident occurred including details of any plant, vehicles, equipment or substances involved			
Describe injuries the worker suffered? (eg. strain, sprain, laceration, none)			
What part(s) of the body was affected? (eg. right ankle, left shoulder)			
Was there damage to plant, vehicles or equipment? YES / NO		Plant number involved	
If yes, please describe the damage			
Names of witnesses to the incident			

Details of treatment provided

Was first aid treatment provided? YES / NO	Name of person providing first aid		
Describe the first aid treatment provided			
Was the worker referred for further treatments? YES / NO		If yes, where was the worker referred? Doctor Hospital Other	
Did the worker stop work because of the injury? YES / NO	If yes, date stopped work	Time stopped work am/pm	
Worker's signature	Date signed	Time signed	

This form should be completed and handed to your supervisor on the day of the incident

Document No: RM 121	Created: July 2010	Review date: July 2011
Version No: 2	Author: Human Resource Officer	Doc Type: 25
File Name: Accident Incident Report Form	Approved By: Organisational Development Manager	

Appendix B – WASTE FACILITY FIRE LOG

WASTE FACILITY FIRE LOG

Complete the following details for all fires (circle correct information)

Site: _____ Date of completion: _____

Type of Fire: Wood Stockpile, Accidental, Intentional, Illegal (*provide information below*)

Wood pile dried for ___ months

Buffer zones checked: (yes/no)

Size of pile _____

Local Residents notified: (yes/no) Describe Who, How and When:

Bush Fire Permit Required: (yes/no) and obtained: (yes/no)

For unplanned fires provide details of causes leading to fire and parties responsible:

Location of Fire: _____

Predicted Weather (Wind) Conditions (for planned fires):

Weather Conditions and Smoke Behaviour at Fire Commencement:

Changes to Weather and Smoke Behaviour During Fire (*sketch details on back*):

Date and Time Fire Commenced: _____ at _____ am/p.m.

Date and Time Fire Notified: _____ at _____ am/p.m.

Date and Time Fire Extinguished / Burnt Out: _____ at _____ am/p.m.

Details of feedback or other Additional Notes:

Log completed by: _____ Signed: _____

Appendix C - TRAINING/ EDUCATION REGISTER

Course Details	Completion Date	Person(s) responsible	Personnel
Introduction to the process: ie manual preparation, training sessions, test.			
Introduction to Standards Documentation, attendance records			
Background of Council employment conditions, Staff Behaviour, Other general conditions, Work Roster, inc lunch			
Staff Duty Statements			
7 Day Task Matrix and procedures needed to clarify			
Current fees and charges			
Daily takings and account customers procedures			
Daily Monitoring Sheet			
Fire Report, Incident Report			
Emergency Response procedures			

APPENDIX D – AUDIT LOG FORM

Auditor/ reviewer comment (System deficiency and non-compliances)	Scheme response	Corrective actions to prevent reoccurrence	Timetable for corrective/preventive action	Person(s) responsible	Completion Date
Audit/Review undertaken	Nil	Nil	Nil	T. Stevens	2/12/2014
	Nil	Nil	Nil	T. Stevens	19/06/2015
	Nil	Nil	Nil	T. Stevens	10/02/2016
	Nil	Nil	Nil	T. Stevens	25/05/2017
	Nil	Nil	Nil	T. Stevens	22/6/2018
	Nil	Nil	Nil	T Stevens	20/6/2019
	Nil	Nil	Nil	T Stevens	22/6/2020
	Nil	Nil	Nil	T Stevens	18/06/2021
	Nil	Nil	Nil	T Stevens	15/07/2022
	Nil	Nil	Nil	T Stevens	7/06/2023

The report must be signed by the Business Services manager.



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