

DOCUMENT CONTROL	
Doc No. BRK-NAT-4.3-P10	Version: V3
Reason for Revision: Added Anderson Quarry EPL20938	
Issue Date: Aug 2018	Review Date: Aug 2020
Writer: Nat WHSE Mgr	Authorised by: Nat WHSE Mgr

TITLE: PROCEDURE FOR NOTIFYING POLLUTION INCIDENTS - NSW (Web Edition)

PURPOSE

This procedure sets out the process to be followed when notifying authorities and/or the local community of a pollution incident that will cause or threaten to cause material harm to the environment or human health, and outlines how the risk of harm will be reduced.

SCOPE

This procedure applies to all PGH Bricks' NSW EPA Licenced sites and is in line with the sites' Pollution Incident Response Management Plan (PIRMP).

DEFINITIONS

Nil

REFERENCES

SHE-006-CG Incidents

SHE-014-CG External Communication

PROCEDURE

1. Incident Assessment

In the event of an incident, the sites' PIRMP process for incident assessment is initiated. The incident must be assessed using PGH Bricks' Risk Matrix to determine if it has caused, or threatens to cause, material harm to the environment.

- Material harm is defined by the Protection of the Environment Operations Act 1997, as;
 - causing actual, or having the potential to cause, harm to the health or safety of human beings or to ecosystems that is not trivial, **or**
 - resulting in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000, **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.
- Call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, responsible for controlling and containing incidents.

Incidents will be managed in accordance with PGH Brick's relevant procedures and plans. Each site PIRMP outlines detailed actions to be undertaken in the event of an incident.

DOCUMENT CONTROL	
Doc No. BRK-NAT-4.3-P10	Version: V3
Reason for Revision: Added Anderson Quarry EPL20938	
Issue Date: Aug 2018	Review Date: Aug 2020
Writer: Nat WHSE Mgr	Authorised by: Nat WHSE Mgr

2. Notification obligations

There are a series of immediate notifications that must be made.

In the first instance, notify the PGH Bricks internal management team as specified in the sites PIRMP

Secondly, commence verbal (telephone) notification to external authorities including:

- 1) The Appropriate Regulatory Authority (ARA)
- 2) If the EPA is not the ARA – contact the EPA
- 3) The local authority/council if they are not the ARA
- 4) The Ministry of Health
- 5) SafeWork NSW (formally WorkCover)
- 6) Fire and Rescue NSW
- 7) If so directed by the EPA (verbally or in writing), notify such other persons as the EPA requires.

For each relevant authority, the appropriate point of 24-hour contact is:

- EPA – Environment Line on 131 555
- Ministry of Health - via the local Public Health Unit (see: <http://www.health.nsw.gov.au/publichealth/Infectious/phus.asp>)
- SafeWork NSW on 13 10 50 (SafeWork will ask for the ABN, all sites (licensed and non-licensed). For PGH Bricks Pty Limited this is ABN 68 168 794 821.
- Fire and Rescue NSW on 1300 729 579

The appropriate contact for the relevant local authority and Public Health Unit will vary depending on location. All relevant contact numbers are contained with the sites' PIRMP

Table A below outlines the local council and public health unit contact details.

DOCUMENT CONTROL	
Doc No. BRK-NAT-4.3-P10	Version: V3
Reason for Revision: Added Anderson Quarry EPL20938	
Issue Date: Aug 2018	Review Date: Aug 2020
Writer: Nat WHSE Mgr	Authorised by: Nat WHSE Mgr

TABLE A Local Council and Public Health Contact Details

PGH Site	EPL	Location	Local Authority/Council	Public Health Unit
Horsley Park	123	Old Wallgrove Road, Horsley Park, 2164	Fairfield City Council http://www.fairfieldcity.nsw.gov.au/ General Contact 02 9725 0222 Pollution Issues 02 9725 0222	Camperdown Office- Contact Details PO Box 374, Camperdown 2050 Ph: 02 9515 9420 and ask for the Environmental Health Officer Fax: 02 9515 9440
				After Hours Ph: 02 9515 6111 (Royal Prince Alfred Hospital) or Ph: 02 9828 3000 (Liverpool Hospital) - ask for the Environmental Health Officer on call
Cecil Park	1027	Lot 7 Cecil Road, Cecil Park, 2178	As Above	As Above
Badgerys Creek	684	235 Martin Rd Badgerys Creek 2171	Liverpool City Council lcc@liverpool.nsw.gov.au General contact- 1300 362 170	Liverpool office- Contact Details P.O. Box 38, Liverpool BC NSW 1871 Ph: 02 8778 0855 Fax: 02 8778 0838
				After Hours Ph: 02 9828 3000 (Liverpool Hospital) ask for Public Health Officer on call
Bringelly	1808	Lot 2 Greendale Rd Bringelly NSW 2171	As Above	As Above
Bathurst (Raglan)	261	Lot 1 Ceramic Avenue, Raglan, 2795	Bathurst Regional Council http://www.bathurst.nsw.gov.au/ General Contact 02 6333 6111 After hours 02 6333 6170 emergency	Bathurst Office- Contact Details PO Box 143, Bathurst, 2795 Ph: 02 6330 5880 Fax: 02 6332 3137 (*s)
				AH Mob: 0428 400 526
Schofields	2014	75 Townson Road, Schofields, 2762	Blacktown City Council http://www.blacktown.nsw.gov.au General Contact 02 9839 6000 After hours 1300-133-491 emergency	Parramatta Office Contact Details Locked Bag 7118, Parramatta BC 2150 Ph: 02 9840 3603 and ask for the Environmental Health Unit Fax: 02 9840 3608
				AH Ph: 02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call
Albury (Jindera)	1515	Hueske Rd Jinderra NSW 2642	Greater Hume Shire Council http://www.greaterhume.nsw.gov.au General Contact 1300 653 538 Email: mail@greaterhume.nsw.gov.au	Albury Office Contact Details PO Box 3095, Albury, 2640 Ph: 02 6080 8900 Fax: 02 6080 8999
				AH Ph: 02 6080 8900 (diverts to Albury Base Hospital) - ask for Public Health Officer on call
Oakland	11196	Oaklands PML 4" "Carberry", Urana, NSW, 2645	Federation Council https://www.federationcouncil.nsw.gov.au General Contact 02 6033 8999 Email: council@federationcouncil.nsw.gov.au	Urana and District Health Services Hospital-02 6920 8106 Community Health-02 6920 8101
Anderson (Springdale Heights)	20938	253 Shaw St, Springdale Heights NSW 2641.	Albury City Council https://www.alburycity.nsw.gov.au/ General Contact 02 6023 8111 After Hours 1300 133 391 Email: info@alburycity.nsw.gov.au	Albury Office Contact Details PO Box 3095, Albury, 2640 Ph: 02 6080 8900 Fax: 02 6080 8999
				AH Ph: 02 6080 8900 (diverts to Albury Base Hospital) - ask for Public Health Officer on call

DOCUMENT CONTROL	
Doc No. BRK-NAT-4.3-P10	Version: V3
Reason for Revision: Added Anderson Quarry EPL20938	
Issue Date: Aug 2018	Review Date: Aug 2020
Writer: Nat WHSE Mgr	Authorised by: Nat WHSE Mgr

3. Updating original notification

Post the initial notification, if new information becomes apparent, then repeat the verbal external notification process to authorities as outlined above.

Examples of new information:

- 1) the nature, the estimated quantity or volume and the concentration of any pollutants involved;
- 2) the circumstances in which the incident occurred (including the cause of the incident, if known);
- 3) the actions taken or proposed to be taken to deal with the incident, any resulting pollution or threatened pollution.

4. Community Notification

Sites will rely on letter box drops to provide early warnings and regular updates to all premises within a 500m radius of the site (as a general rule) of any potential harm from a pollution incident. The decision to provide early warnings will be made between the Site Manager (or their delegate) the National WHSE Manager and the Group Environment Manager.

- 1) When determining, who is notified, Site Managers will consult their PIRMP's.
- 2) In determining the extent of community notification for potential air emissions, the Site Manager will consider aspects such as the type of pollutant, prevailing winds, height and magnitude of an emission, as well as the location of any on-site fallout or off-site impacts, the likelihood of the pollutant reaching ground level, and possible impacts on sensitive receptors as identified in their PIRMP.

The content of any letter box drop will be subject to approval from National WHSE Manager and the GM Investor Relation & Corporate Communications. All statements must be reviewed and approved by PGH Brick's head office and PGH Bricks Legal before distribution.

ROLES AND RESPONSIBILITIES

National WHSE Manager	<p>The National WHSE Manager, is the authorised owner of this procedure and responsible for:</p> <ul style="list-style-type: none"> ➤ Defining and making available incident notification process and requirements and related training materials. ➤ Responsible for providing guidance and support on the incident notification process including implementation of the process. ➤ Assist emergency response teams where their technical knowledge and experience are required.
Site Managers	<p>The Site Manager is responsible to ensure:</p> <ul style="list-style-type: none"> ➤ the processes set out in this procedure are followed; ➤ training is provided to employees; ➤ they have allocated resources required to develop emergency response plans; ➤ the person or group assigned responsibility for site emergency preparedness can access additional training, information and external resources, as required, to discharge their responsibility effectively.

DOCUMENT CONTROL	
Doc No. BRK-NAT-4.3-P10	Version: V3
Reason for Revision: Added Anderson Quarry EPL20938	
Issue Date: Aug 2018	Review Date: Aug 2020
Writer: Nat WHSE Mgr	Authorised by: Nat WHSE Mgr



Persons or group assigned responsibility for site emergency preparedness

Persons or Groups assigned responsibility for emergency preparedness are responsible to ensure:

- that a site Pollution Incident Management Plan is developed and maintained
- ensuring that the site Pollution Incident Management Plan (or Emergency Response plan for unlicensed sites) includes arrangements for communication and co-operation with external agencies.

DOCUMENTATION

IMS Incident Reports

Community Notifications

REVIEW AND EVALUATION

This procedure, including records and associated attachments will be reviewed through the audit process to ensure relevance and compliance to WHSE system requirements. Corrective actions will be implemented where identified to ensure continuous improvement.

Relevant WHSE system documentation shall be reviewed if they are associated with an incident, change in legislation, standards, codes of practice and the like or when the revision date is reached.

This procedure will be reviewed at least every three years.