

Pollution Incident Response Management Plan

Trackable Waste Transport Licence
Glendenning Liquid Waste Facility
Seven Hills Liquid Treatment Facility
St Marys Recycling Facility

Version: 4
June 2020



Commercial in Confidence



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1. Scope

The purpose of this document is to satisfy J.J. Richards & Sons Pty Ltd.'s (J.J. Richards) obligations under Section 153A of the Protection of the Environment Operations Act 1997 (NSW).

J.J. Richards has prepared a Pollution Incident Response Management Plan (PIRMP) for the following activities:

- Licence No. 20640 – Recycling Facility located at 8 Kommer Place, St Marys NSW;
- Licence No. 10870 - Liquid Waste Treatment Facility located at Units 23-24/20 Tucks Road, Seven Hills, NSW;
- Licence No 21053 – Liquid Waste Treatment Facility located at 14 Rayben Street, Glendenning, NSW; and
- Licence No. 6427 - Transport of Trackable Waste across various locations in NSW.

2. Contact Details for Regulatory Authorities

Regulatory Authorities	Contact Number
EPA NSW	131 555
WorkCover Authority	131 050
Ministry of Health	(02) 9391 9000
Fire and Rescue NSW	000
Blacktown City Council	(02) 9839 6000
Penrith City Council	(02) 4732 7777
Other Local Authorities	Dependent on location of incident

3. Notification Procedures

In accordance with J.J. Richards & Sons Pty Ltd (J.J. Richards) established Emergency Procedures, the following table identifies the notification responsibilities of the following personnel (where relevant):

Position	Notification Responsibilities
Emergency Team	To notify: <ul style="list-style-type: none">▪ All personnel on the site.
Communications Officer	To notify: <ul style="list-style-type: none">▪ Site manager/supervisor;▪ Neighbours; and▪ Emergency services.
Site Manager/Supervisor	To notify: <ul style="list-style-type: none">▪ HSEQ; and▪ Assist the communications officer with relevant notifications where required.
HSEQ	To notify: <ul style="list-style-type: none">▪ Regulatory authorities i.e. the EPA where required.

4. PIRMP Compliance Matrix

The purpose of this section is to outline the legislative requirements for a PIRMP under the *Protection of the Environment Operations Act 1997* (NSW) and the *Environment Operations (General) Regulations 2009* (NSW) and documents within the Integrated Management System (IMS) which evidence compliance has been achieved.

JJR's IMS which links all aspects of the Company's operations including quality, health, safety and environmental management. On a day to day basis, the IMS is implemented via a Site Based Management Plan, which provides guidelines on how an individual site can achieve compliance with the IMS and forms the basis of this PIRMP.

Required Details	EPA Guideline	JJR IMS
Description and likelihood of hazards [clause 98C (1)(a) and (b)]	<p>Plans must provide a description of the main hazards to human health or the environment associated with the activity being undertaken at the premises, the likelihood of any such hazards occurring, including details of any circumstances or events that could, or would, increase that likelihood. Potential hazards could include the storage of chemicals, waste materials, wastewater such as effluent or contaminated stormwater, the potential failure of containment tanks, the uncontrolled release of gas, and the flooding of effluent storage dams.</p> <p>Licensees of a facility near a sensitive environment, such as a densely populated area, school, hospital or water body, must consider the increased risks of environmental or health impacts of a pollution incident.</p> <p>Licensees of a facility which is located near other facilities which handle dangerous or explosive materials must consider the likelihood of any impacts on neighbouring facilities and consider employing measures to reduce or minimise impacts from a pollution incident which could set off a pollution incident at those facilities.</p>	RA-GEN-001 Site Depot Risk Assessment (Attachment 1)
Pre-emptive actions to be taken [clause 98C(1)(c) & 98C(2)(d)]	<p>Plans must include detailed descriptions of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises. Pre-emptive actions can include the provision and use of spill containment kits, the installation and operation of stormwater cut-off valves, and the installation and use of fire-containment water tanks.</p> <p>Plans must include pre-emptive actions for trackable waste transporters to avoid the escape of waste during transportation. Vehicles must carry a copy of the environment protection licence, and a spill kit during all transportation. They are also required to carry any Guide set out in the yellow section of <i>HB 76:2010, Dangerous Goods – Initial Emergency Response Guide</i> applicable to the waste being transported.</p> <p>Vehicles must ensure that incompatible wastes are not transported together, and any liquid waste, or waste that has been segregated is not mixed with other wastes. Transporters must ensure that waste is covered during transportation.</p> <p>Transporters of liquid waste must also ensure that the waste is able to be sampled by the release of suitable and accessible valves.</p>	SBMP-18.05-00 Spill Management (Attachment 2) Emergency Procedure Guides (Attachment 3) SBMP-14.01-00 Emergency Planning Procedure (Attachment 4) SBMP-14.01-05 Emergency Action (Attachment 5) SBMP-09.02-03 Vehicle and Plant Spot Checklist (Attachment 6) TRN-14.01-01 Fire and Emergency-Truck (Attachment 7) TRN-14.01-02 Fire and Emergency –Site (Attachment 8) SBMP 18.0 Waste Transport Manual (Attachment 9)

Required Details	EPA Guideline	JJR IMS
		All vehicles used to transport trackable liquid waste have accessible sampling points.
Inventory of pollutants [clause 98C(1)(d) and (e)]	Plans must include an inventory of potential pollutants kept on the premises or used in carrying out activities at the premises, including the maximum quantity of any potential pollutant that is likely to be stored or held at the premises. Pollutants can include, but are not limited to, chemicals used in cleaning or production processes, fuels and lubricants used for equipment or machinery, gas cylinders, waste materials or wastewater, effluents and sediment-contaminated stormwater. Details of the pollutant storage locations, including underground storage tanks and storage methods, must also be included. See the requirement for a map in Section 3.3.8 below.	SBMP-10.01-00 Hazardous Chemicals (Attachment 10)
Safety equipment [clause 98C(1)(f)]	Plans must include a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident. Specific details must be provided in relation to any site or activity-specific safety equipment and must include the location where this equipment is stored and the material safety data information for any chemicals or fuels used or stored at the premises. For example, this could include specific personal protective equipment required for the handling of hazardous chemicals or radioactive substances, specific gas monitoring meters used to monitor gas leaks from tanks, floating booms used to contain spills on water bodies, and specific spill containment equipment.	Emergency Diagram – shows location of firefighting equipment. SBMP-18.05-00 Spill Management (Attachment 2) SBMP-18.05-01 Spill Management Matrix (Attachment 11) SBMP-09.01-01 Specific HSE Systems Assessment (Attachment 12) SBMP-09.01-02 Fire Fighting Equipment Register (Attachment 13) TRN-14.02-01 Emergency Team-Warden (Attachment 14) TRN-14.01-01 Fire and Emergency-Truck (Attachment 7) TRN-14.01-02 Fire and Emergency –Site (Attachment 8)

Required Details	EPA Guideline	JJR IMS
Contact details [clause 98C(1)(g) and (h) & clause 98C(2)(a) and (b)]	<p>Individuals who are responsible for activating the plans and managing the response; those authorised to notify relevant authorities, including all five relevant authorities under section 148 of the POEO Act; and those responsible for managing the response to a pollution incident. The EPA has developed a notification protocol (available at www.environment.nsw.gov.au/pollution/notificationprotocol.htm).</p> <p>In addition, plans must include the contact details of the EPA, the local council, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW, relevant to the licensee's premises. The contact details of any other organisation or agency that needs to be advised of the incident should also be included in plans, for example the Department of Planning and Infrastructure, and Department of Primary Industry.</p>	<p>SBMP-14.01-05 Emergency Action (Attachment 5)</p> <p>SBMP-13.01-04 Environmental Incident Management (Attachment 15)</p>
Communicating with neighbours and the local community [clause 98C(1)(i)]	<p>Communicating with neighbours and the local community is an important element in managing the response to any incident. Plans must include details of the mechanisms that will be used for providing early warnings and regular updates to the owners and occupiers of premises who may be affected by an incident occurring on the premises. Communication mechanisms can include incident notifications placed on the licensee's website or social media networks (such as Twitter or Facebook); the use of telephone calls or SMS or other messaging systems; emails to community representatives (for example, a protocol agreed to via a community consultative committee process); and letterbox drops and doorknocking of affected community members, as appropriate to the circumstances.</p> <p>Plans must also include any specific information that could be provided to the community so it can minimise the risk of harm. For example, this could include instructions to close windows and doors and remain inside for incidents involving emission of air pollutants, or avoiding the use of water in creeks or rivers affected, or likely to be affected, by a pollutant discharge.</p> <p>The licensee must consider the types of pollution incidents that are likely to occur at the premises. Examples are discharge of a pollutant to a stormwater system or creek, or an unplanned release of an air pollutant into the atmosphere. In the example of the discharge to the stormwater system, the licensee must notify premises that are adjacent to the stormwater system or creek and consider any downstream users, such as holders of water irrigation licences, recreational water facilities and oyster growers.</p> <p>In determining the extent of community notification for potential air emissions, the licensee should 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.</p> <p>As the location, geography and proximity to neighbours varies for each licensed premises, each licensee must consider the types of pollutant incidents that are likely to occur at the premises and the extent to which those incidents may have an impact on</p>	<p>SBMP-14.01-05 Emergency Action (Attachment 5)</p>

Required Details	EPA Guideline	JJR IMS
	neighbouring industrial, residential or community premises. Consideration must be given to notifying any sensitive premises in close proximity, such as schools, pre-schools, nursing homes and hospitals.	
Minimising harm to persons on the premises [clause 98C(1)(j)]	Plans must include any actions or arrangements that will be in place to minimise the risk of harm to any persons who will be on the premises or who are likely to be on the premises should an incident occur. These can include the activation of evacuation procedures, clearly advertising muster locations to site personnel, or activating visible and/or audible warning alarms. Consideration should also be given to having available at short notice suitable consultants to provide expert medical, toxicology or environmental impact advice.	<p>SBMP-14.01-00 Emergency Planning Procedure (Attachment 4)</p> <p>SBMP-14.01-13NSW Emergency Response Instructions (Attachment 16)</p> <p>SBMP-14.01-05 Emergency Action (Attachment 5)</p> <p>Evacuation Diagram St Marys (Attachment 18)</p> <p>Evacuation Diagram Seven Hills (Attachment 19)</p> <p>Evacuation Diagram Glendenning (Attachment 20)</p>
Maps [clause 98C(1)(k)]	Plans must include a detailed map (or set of maps) showing the location of the premises, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises (including underground tanks), the location of any stormwater drains on the premises, overland flows, drainage pathways and the discharge locations of the stormwater drains to the nearest watercourse or water body. Maps should also show the location of safety equipment, pollution control and pollution response equipment, mains and master switches and the PIRMP and emergency plans.	<p>Evacuation Diagram St Marys (Attachment 18)</p> <p>Evacuation Diagram Seven Hills (Attachment 19)</p> <p>Evacuation Diagram Glendenning (Attachment 20)</p>
Actions to be taken during or immediately after a pollution incident [clause 98C(1)(l), s 153C POEO Act]	Plans must include detailed descriptions of the actions that will be taken by the licensee immediately after a pollution incident to reduce or control any pollution. These should include, as a minimum, early warnings, updates and actions to be taken during and after an incident. Actions may include the deployment of spill containment equipment, activation of stormwater shut-off valves, and shutdown of processes or equipment. Consideration must also be given to assessing how any clean up from an incident will be undertaken, including the procedures to be followed such as the engagement of contractors and use of clean-up equipment like waste disposal tankers and waste disposal facilities.	<p>SBMP-14.01-00 Emergency Planning Procedure (Attachment 4)</p> <p>SBMP-14.01-13NSW Emergency Response Instructions (Attachment 16)</p>

Required Details	EPA Guideline	JJR IMS
	<p>As the costs associated with the clean up of an incident can be significant – in past cases these have been in excess of \$1 million – consideration must also be given to funding arrangements, such as taking out appropriate insurance or having contingency funds available. The cost of any clean up that is undertaken by emergency response agencies and the EPA will generally be recovered from the company or individual responsible for the pollution incident.</p>	<p>TRN-14.02-01 Emergency Team-Warden (Attachment 14)</p> <p>TRN-14.01-01 Fire and Emergency-Truck (Attachment 7)</p> <p>TRN-14.01-02 Fire and Emergency –Site (Attachment 8)</p>
<p>Staff training [clause 98C(1)(m) & 98C(2)(e)]</p>	<p>Plans must include details on the nature and objectives of any staff training program on implementing the plans. Details of the training program must include the frequency of training and how the records of any training are kept. Suitable training could include toolbox talks, formal staff training on incident management, and undertaking simulated incident exercises, including with emergency services. The training needs to be suitable for the level of risk and likelihood of incidents at the premises.</p>	<p>SBMP-14.01-02 Emergency Reaction Debriefing (Attachment 17)</p> <p>TRN-14.02-01 Emergency Team-Warden (Attachment 14)</p> <p>TRN-14.01-01 Fire and Emergency- Truck (Attachment 7)</p> <p>TRN-14.01-02 Fire and Emergency –Site (Attachment 8)</p>
<p>Testing plans [clause 98C(1)(n),(o) and (p) & 98C(2)(f) and (g) & 98E(2)(a) and (b)]</p>	<p>Plans must be tested routinely at least once every 12 months. The testing is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner.</p> <p>Usual methods of testing are undertaking desktop simulations and practical exercises or drills. Testing must cover all components of the plan, including effectiveness of training.</p> <p>Plans must include the manner in which they are to be tested and maintained, the dates on which they have been tested, the names of the staff members who carried out the testing, and the dates they were updated.</p>	<p>SBMP-14.01-02 Emergency Reaction Debriefing (Attachment 17)</p> <p>SBMP-14.01-00 Emergency Planning Procedure (Attachment 4)</p>
<p>Community engagement [clause 98C(2)(c)]</p>	<p>Plans must include community engagement protocol that includes notifying people living or working in the vicinity of a pollution incident and keeping them informed of relevant matters.</p>	<p>Emergency Procedure Guides (Attachment 3)</p> <p>SBMP-14.01-05 Emergency Action (Attachment 5)</p>

Required Details	EPA Guideline	JJR IMS
		SBMP-14.01-00 Emergency Planning Procedure (Attachment 4)
Making the PIRMP publically available [clause 98D(1) and (2)]	Plans can be accessed via the JJ's website (available at https://www.jjrichards.com.au/environment/). Plans must be made available to any authorised officer upon request.	

5. Availability of PIRMPs

Full copies of each PIRMP for the above-mentioned activities are maintained at the following locations:

- 14 Rayben Street, Glendenning NSW;
- Units 23-24/20 Tucks Road, Seven Hills, NSW;
- 8 Kommer Place, St Marys NSW.

A full copy of a site specific PIRMP can be made available upon written request.

6. Attachments

- Attachment 1 - RA-GEN-001 Site Depot Risk Assessment
- Attachment 2 - SBMP-18.05-00 Spill Management
- Attachment 3 - Emergency Procedure Guides
- Attachment 4 - SBMP-14.01-00 Emergency Planning Procedure
- Attachment 5 – SBMP-14.01-05 Emergency Action
- Attachment 6 - SBMP-09.02-03 Vehicle and Plant Spot Checklist
- Attachment 7 - TRN-14.01-01 Fire and Emergency-Truck
- Attachment 8 - TRN-14.01-02 Fire and Emergency – Site
- Attachment 9 - SBMP 18.0 Waste Transport Manual
- Attachment 10 - SBMP-10.01-00 Hazardous Chemicals
- Attachment 11 - SBMP-18.05-01 Spill Management Matrix
- Attachment 12 – SBMP-09.01-01 Specific HSE Systems Assessment
- Attachment 13 – SBMP-09.01-02 Fire Fighting Equipment Register
- Attachment 14 - TRN-14.02-01 Emergency Team-Warden
- Attachment 15 - SBMP-13.01-04 Environmental Incident Management
- Attachment 16 - SBMP-14.01-13NSW Emergency Response Instructions
- Attachment 17 - SBMP-14.01-02 Emergency Reaction Debriefing
- Attachment 18 – Evacuation Diagram St Marys
- Attachment 19 – Evacuation Diagram Seven Hills
- Attachment 20 – Evacuation Diagram Glendenning

Attachment 1 - RA-GEN-001 Site Depot Risk Assessment

SITE BASED MANAGEMENT PLAN

Form

J.J. Richards
& Sons Pty Ltd

SBMP-06.01-02

Risk Assessment Form

PLANT / EQUIPMENT: Site / Depot Hazards/Risks		SITE / DEPOT:	RA #: RA-GEN-001
DATE OF ASSESSMENT:		TIME:	
ASSESSMENT TEAM: Must include a worker using the equipment or plant. Names: Signatures:		CONTEXT: Context of the RA could include Design, Manufacture, Installation, Operational or other processes.	
Generic RA developed by IMS (AA/ER/PC/HF/JH – 09/03/2017)		COMMENTS (if any): <ul style="list-style-type: none"> Complete the Depot Name/Date of Assessment/Assessment Team on this table. This assessment must be completed by the site taking into account the actual Existing Controls in place. Delete those that are not existing and add any other controls currently used. Rate your Risk Score. Additional Controls should be added where identified. Delete questions in italics once you have considered whether relevant or not. Rate your Estimated Risk Score for any Additional Controls added. 	

Risk Assessment Steps: 1. Establish context → 2. Identify hazards → 3. Identify risk → 4. Assess risks → 5. List existing controls → 6. Assess risk with existing controls → 7. Are additional controls required → 8. Implement additional controls → 9. Reassess risk with additional controls → 10. Monitor and review. * Once additional controls implemented, update the risk assessment.

Controls: When determining hazard controls, use the **hierarchy of controls** to determine appropriate action.

1. Eliminate → 2. Substitute → 3. Isolate → 4. Engineer out → 5. Administrative controls → 6. Personal protective equipment

Description e.g. Equipment / part of	Hazard Record how the hazard can cause harm.	Risks Record what harm can arise from this hazard. There may be different kind of harm caused by a hazard, e.g. to human, environment, business & reputation, compliance.	Existing Controls These controls must be verified as being implemented / maintained.	Risk Score (With existing controls)	Additional Controls * If Risk Score is H or E or evidence of near misses or incidents with existing controls in place, what additional controls should be considered? Additional controls for M and L risks may be considered if necessary.	Est. Risk Score With proposed additional controls.	Date Complete Date Additional Control implemented.
Yard / Site Area	<ul style="list-style-type: none"> Lack of direction Vehicle/pedestrian interaction Unauthorised access 	<ul style="list-style-type: none"> Injury or damage to pedestrians, vehicle or property incidents Theft/vandalism 	<ul style="list-style-type: none"> Parking bays Signage <ul style="list-style-type: none"> Speed/traffic PPE/Visitor/Direction signage Visitor Logbook/Tags Site Specific Induction Designated walkways Pedestrian exclusion zones Mirrors for blind corners Traffic management plan Security cameras/systems Fencing 		<ul style="list-style-type: none"> Can workers/visitors to site identify where reception is, speed limits, traffic flow, where to park, what PPE must be worn? 		
Yard / Site Area	<ul style="list-style-type: none"> Poor lighting in car parks outside of daylight hours 	<ul style="list-style-type: none"> Injury to pedestrian incidents including trips and falls/vehicle interaction Vehicle/property damage Theft/vandalism 	<ul style="list-style-type: none"> Well lit parking bays/roadways. Walkways sealed (concrete/asphalt) Hard stand maintained. No admittance after hours (night). Traffic management plan 				
Yard / Site Area	<ul style="list-style-type: none"> Working/driving in vicinity of overhead obstructions: <ul style="list-style-type: none"> Overhead electrical lines contact 	<ul style="list-style-type: none"> Electric shock/burns Fire Loss of services 	<ul style="list-style-type: none"> Warning indicators (e.g. barriers, signage, clearance markers) Exclusion zones 		<ul style="list-style-type: none"> Are there service lines or awnings overhead that pose a risk to high vehicles or tasks. 		

SITE BASED MANAGEMENT PLAN

Form

SBMP-06.01-02

Risk Assessment Form

Description e.g. Equipment / part of	Hazard Record how the hazard can cause harm.	Risks Record what harm can arise from this hazard. There may be different kind of harm caused by a hazard, e.g. to human, environment, business & reputation, compliance.	Existing Controls These controls must be verified as being implemented / maintained.	Risk Score (With existing controls)	Additional Controls * If Risk Score is H or E or evidence of near misses or incidents with existing controls in place, what additional controls should be considered? Additional controls for M and L risks may be considered if necessary.	Est. Risk Score With proposed additional controls.	Date Complete Date Additional Control implemented.
	<ul style="list-style-type: none"> Comms/service lines contact Contact with roofs/awnings. Sagging power/service lines 	<ul style="list-style-type: none"> Electrical incident Damage to property (lines/building) 	<ul style="list-style-type: none"> Work Permits (where necessary) Approved supplier / contractor Hazard Log Book/IRS 				
Yard / Site Area	<ul style="list-style-type: none"> Poor housekeeping. Includes management of litter and waste; poor placement of waste/plant/ parts/bins; blocked drains, overgrown gardens or lawns, vermin 	<ul style="list-style-type: none"> Slip, trip and fall hazards. Stormwater back-up Environmental breach (odour, dust). Vermin / Pests Fire 	<ul style="list-style-type: none"> Inspections (SBMP 05.01-02 GHI) Hazard Log Book/IRS Dedicated storage areas Pest control Grounds maintenance Emergency Planning 				
Yard / Site Area	<ul style="list-style-type: none"> Slippery, damaged, uneven surfaces Spills 	<ul style="list-style-type: none"> Trips and falls Vehicle/property damage Erosion 	<ul style="list-style-type: none"> Non-slip surface Inspections (SBMP 05.01-02 GHI) Hazard Log Book/IRS Signage PPE (suitable footwear) Housekeeping Spill kits Bunded areas 		<ul style="list-style-type: none"> Identify surfaces, roads, parking areas, work areas that may pose a risk of trips and falls. What happens when surfaces are wet/oily? 		
Yard / Site Area	<ul style="list-style-type: none"> Renting/leasing yard space to 3rd party 	<ul style="list-style-type: none"> Injury/property damage to 3rd party Unauthorised activity on site Insurance claims against JJR 	<ul style="list-style-type: none"> Signed agreements Inspections (SBMP 05.01-02 GHI) Combined emergency plans/drills 				
Buildings/Work Areas	<ul style="list-style-type: none"> Damaged building structures. 	<ul style="list-style-type: none"> Security risks Water damage Structure collapse Worker injury 	<ul style="list-style-type: none"> Site inspections (SBMP 05.01-02 GHI) Hazard Log Book/IRS 		<ul style="list-style-type: none"> Are there damaged walls, windows, roof structures? 		
Buildings/Work Areas	<ul style="list-style-type: none"> Slippery, damaged, uneven surfaces Spills 	<ul style="list-style-type: none"> Trips and falls Vehicle/property damage 	<ul style="list-style-type: none"> Non-slip flooring Inspections (SBMP 05.01-02 GHI) Hazard Log Book/IRS Signage PPE (suitable footwear) Housekeeping Spill kits Bunded areas 		<ul style="list-style-type: none"> Identify surfaces, work areas that may pose a risk of trips and falls. What happens when surfaces are wet/oily? 		
Buildings/Work Areas	<ul style="list-style-type: none"> Roof / high point access 	<ul style="list-style-type: none"> Falls from heights Dropped objects/tools Damage to property 	<ul style="list-style-type: none"> High Risk Work Permit Use Elevated Work Platform, (EWP)/Boom to access Section 10.19 Work At Heights Dedicated anchor points/Walkways Approved supplier / contractor 		<ul style="list-style-type: none"> Are workers put at risk accessing roof or other high access points e.g. lights, tanks etc? 		

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Buildings/Work Areas	<ul style="list-style-type: none"> Poor work layout, poor ergonomics 	<ul style="list-style-type: none"> Sprain / strain injuries 	<ul style="list-style-type: none"> Ergonomic Assessments Manual handling training Mechanical manual handling aids Early intervention program 		<ul style="list-style-type: none"> Does the layout/floor plan of work stations or work areas put workers at risk of injury? 		
Buildings/Work Areas	<ul style="list-style-type: none"> Incoming goods – Includes stationary, workshop consumables, parts. 	<ul style="list-style-type: none"> Sprain / strain injuries Trips/falls due to poor housekeeping Spills / Environmental risk Breach of legislation 	<ul style="list-style-type: none"> Goods acceptance/sign-off process Mechanical manual handling aids <ul style="list-style-type: none"> Trolleys/Forklifts/pallet jacks Specialised equipment Manual handling training Bunding/Storage Cabinets/Shelving Product identification (e.g heavy item, gloves must be worn etc.) Approved supplier / contractor Site licence Designated lay-down areas Risk assessment where required SDS 		<ul style="list-style-type: none"> Do the goods pose a manual handling risk? Are there suitable storage facilities? 		
Buildings/Work Areas	<ul style="list-style-type: none"> Waste storage on site 	<ul style="list-style-type: none"> Environmental breach (odour, dust). Vermis / Pests Breach of licence/legislation 	<ul style="list-style-type: none"> No putrescible wastes to be stored at Depots overnight Reg waste/dead animals stored in refrigerated room Site licence Designated lay-down areas Risk assessment where required 				
General	<ul style="list-style-type: none"> Lack of communication and consultation between management and workers 	<ul style="list-style-type: none"> Incorrect information given Worker error/injury Poor planning Damage to property/equipment Decreased morale/productivity Breach of legislation 	<ul style="list-style-type: none"> Team Briefs / Mgt Review Mtgs Notice boards Memos / Workplace Alerts Induction/training Hazard Log Book/IRS Run Reports / EDN's 		<ul style="list-style-type: none"> As part of the WH&S Act workers must be consulted on any changes to work processes, plant or procedures. 		
General	<ul style="list-style-type: none"> Emergency situations <ul style="list-style-type: none"> Fire Injury Environment Threats <ul style="list-style-type: none"> Bomb Violence Damage Weather 	<ul style="list-style-type: none"> Inadequate firefighting equipment (FFE) Damage to vehicle/property Inadequate first aid / medical resources Contamination of stormwater, sewerage system, air Insufficient infrastructure for weather conditions 	<ul style="list-style-type: none"> Section 14 Emergency procedures SBMP 14.01-05 Emergency Action RA-GEN-002 Site Emergency Identification & Analysis to determine: <ul style="list-style-type: none"> High risk site FFE requirements First aid requirements First Aiders & Wardens Access to medical attention 				

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	<ul style="list-style-type: none"> ▪ Rain ▪ Flood ▪ Severe winds/cyclone ▪ Heat ▪ Dust 	<ul style="list-style-type: none"> • Injury / Illness 	<ul style="list-style-type: none"> ◦ Key contact phone numbers • Firefighting equipment • Spill kits • Inspections (SBMP 05.01-02 GHI) • Weather warnings monitored. • Contingency planning • Drills? 				
General	<ul style="list-style-type: none"> • Aggressive / disgruntled customer / visitor / former employee on site (e.g. threats) 	<ul style="list-style-type: none"> • Assault / vandalism • Injury • Stress / PTSD • Property / vehicle damage 	<ul style="list-style-type: none"> • Security systems • Emergency procedures • Provision of counselling services for staff if required 		<ul style="list-style-type: none"> • 		
General	<ul style="list-style-type: none"> • Electrical equipment hazards 	<ul style="list-style-type: none"> • Electric shock • Electrocution • Fire • Property damage • Breach of legislation 	<ul style="list-style-type: none"> • Inspections (SBMP 05.01-02 GHI) • Hazard Log Book/IRS • Elect Test & Tag / RCD testing • Switchboards locked and/or live parts concealed • Electrical work completed by authorised personnel • Signage/Safety Notices • WP-GEN-246 Isolation of Plant • Section 10.20 Test & Tag • Approved supplier / contractor • Housekeeping 		<ul style="list-style-type: none"> • Are switchboards and electrical equipment managed to control risks? 		
General	<ul style="list-style-type: none"> • Excessive site generated noise 	<ul style="list-style-type: none"> • Hearing loss • Complaints from 3rd parties • Breach of legislation 	<ul style="list-style-type: none"> • Work within limits of site/operating licence conditions • SBMP 10.02a-01 Preliminary Noise Assessment • Noise barriers • Hearing protection for workers • Audiometry testing at start of employment and every two years (high risk workers) or as prescribed • SBMP 12.01-01 Compliments, Complaints, Requests, Enquiries 		<ul style="list-style-type: none"> • Do activities pose a risk to workers hearing and/or noise nuisance to neighbours? • What conditions are set for site licences? 		
General	<ul style="list-style-type: none"> • Untreated wash waters released to stormwater. 	<ul style="list-style-type: none"> • Environmental Licence breach/shut down activity • Site contamination • Adverse effect on reputation 	<ul style="list-style-type: none"> • Wash bay with water treatment • Trade waste agreement • Spill kits • Bunding/Shut-down valves 		<ul style="list-style-type: none"> • Does the site have any areas where wash waters from trucks, sinks etc flow to stormwater drains? 		

SITE BASED MANAGEMENT PLAN

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SBMP-06.01-02

Risk Assessment Form

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			<ul style="list-style-type: none"> • Inspections (SBMP 05.01-02 GHI) • Hazard Log Book/IRS • Emergency Training 				
General	<ul style="list-style-type: none"> • Work requiring permits: <ul style="list-style-type: none"> ○ Hot work ○ Confined space ○ Working at heights ○ Excavation/trenching ○ Work in restricted areas ○ Work on Fire Protection Systems 	<ul style="list-style-type: none"> • Fire / explosion • Burns • Injury to worker • Engulfment/Asphyxiation • Falls from heights • Property/vehicle damage 	<ul style="list-style-type: none"> • Section 06-02 Work Permits • Designated hot work areas • Approved supplier / contractor • Training/qualification • Emergency training 		<ul style="list-style-type: none"> • If hot work, confined space or high risk work is completed on site is it managed by the permit system? 		
General	<ul style="list-style-type: none"> • Operating without appropriate environmental licencing/approvals 	<ul style="list-style-type: none"> • Site contamination • Environmental breach • Loss of reputation • Licence breach/shut down activity 	<ul style="list-style-type: none"> • Site licences & approvals – including terms and conditions: <ul style="list-style-type: none"> ○ Waste tracking & procedures ○ Infrastructure (tanks/containment, bunding/structures etc) • Audits • Training 				
General	<ul style="list-style-type: none"> • Use of shipping containers for storage/Work areas <ul style="list-style-type: none"> ○ Incompatible chemical storage ○ Excessive heat ○ Lack of ventilation 	<ul style="list-style-type: none"> • Asphyxiation • Heat stroke • Sprains/strains opening doors • Trips and falls when accessing/egressing • Fire • Chemical reaction 	<ul style="list-style-type: none"> • Whirly birds / vents • Doors remain open when inside • Inspections (SBMP 05.01-02 GHI) • Housekeeping • Emergency Planning/Training • Early intervention • Manual Handling training 				
General	<ul style="list-style-type: none"> • Hazardous Chemicals <ul style="list-style-type: none"> ○ Purchasing Controls ○ Signage, Labelling & Placarding ○ Chemicals not labelled correctly ○ Segregation & Storage ○ Flammables or flammable vapours may be present. 	<ul style="list-style-type: none"> • No purchasing controls in place to regulate chemicals purchased. • Quantity exceeds regulatory limits. • Chemicals stored in incorrect storage areas, i.e. incompatibilities. • Incorrect labels: <ul style="list-style-type: none"> ○ Chemical unable to be identified. ○ Staff not aware of hazards • Signage not effective/ignored. • Required PPE not worn. • Fire/explosion. • Injury to staff. • Property damage. • Environmental harm. • Stock/productivity loss. 	<ul style="list-style-type: none"> • SDS' reviewed to identify hazards. • Risk Assessment <ul style="list-style-type: none"> ○ Chemicals eliminated (if possible). ○ Substitution for a non-hazardous alternative ○ Exclusion zones ○ Ventilation ○ Ignition sources / Hot work • All containers have labels. • Quantities assessed as per SBMP 10.01 Chemical Management. • Placarding where required. • Warning signage • Storage areas assessed for: <ul style="list-style-type: none"> ○ Location 				

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Description e.g. Equipment / part of	Hazard Record how the hazard can cause harm.	Risks Record what harm can arise from this hazard. There may be different kind of harm caused by a hazard, e.g. to human, environment, business & reputation, compliance.	Existing Controls These controls must be verified as being implemented / maintained.	Risk Score (With existing controls)	Additional Controls * If Risk Score is H or E or evidence of near misses or incidents with existing controls in place, what additional controls should be considered? Additional controls for M and L risks may be considered if necessary.	Est. Risk Score With proposed additional controls.	Date Complete Date Additional Control implemented.
			o Incompatibility]				
General]	• Exposure to chemicals (storage, handling, use)]	• Negative health effects caused by exposure to hazardous chemical • Injury caused by exposure to hazardous chemical]	• Health monitoring and surveillance conducted as per Section 10.22. • Use of hazardous chemicals eliminated (where possible). • Requirements incorporated into JSEA's for high risk tasks. • Controls put in place to mitigate risk/s (e.g. ventilation, PPE) • Staff trained in task/process.]]]	•]]]]]

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SBMP-06.01-02

Risk Assessment Form

HAZARD TABLE (Highlight or add Hazard(s) for the plant/equipment being assessed).

Workplace (W)	Vehicle (V)	Plant (P)	Process & Tasks (T)
Access & egress	Access & egress	Condition of plant	Cleaning
Air quality	Blockage	Controls on plant	Compressed air
Building structure	Brakes / tyres	Electrical energy	Cutting
Confined spaces	Vehicle condition	Structure / body	Vibration
Electricity	Cabin / seat	Heat / cold	Stored energy
Noise	Motor & transmission	Stored energy	Excavation
Floor/ground conditions	Hydraulics	Maintenance program	Falling objects
Housekeeping	Kinetic energy	Mobile equipment	Handling hot / cold
Lighting	Lights – All	Moving parts / nip point	Hot work / welding
Thermal comfort	Overloading	Noise	Obstruction/protrusion
Traffic, zone sharing	Overhead elect lines	Overhead elect lines	Pressure / vacuum
Visibility	Registration & plates	Scaffolding	Performed by 3 rd party
Work at heights	Emissions	Vibration	Non-routine
Harmful airborne contaminants	Blind spot / obstructed view	Plant / human interaction	Monotonous / repetitive
Restricted / obstructed	Motion	Unexpected movement	
Work area/platform	Unknown content / load	Modifications	
People & HR (H)	Manual Handling (M)	Environment (E)	Materials & DGs (D)
Behaviour	Awkward posture	Air pollution	DG & Haz substances
Certification	Bench design	Animals	Delivery / transport
Clothing	Bending / twisting	Ground condition	Disposal process
Training	Carrying, dragging	Humidity	Elect accessories
Skills & competency	Gripping	Insects	Waste
Communication	Lifting & lowering	Noise pollution	Fire risk (flammables)
Hair & jewellery	Moving objects	Plants / flora	Instructions
Instruction	Picking up, putting down	Weather conditions	Packaging
PPE provision	Pulling, pushing	Storm water	Integrity of containment
Ergonomics	Reaching & stretching	Sun exposure	Storage facilities
Job design	Repetition	Thermal conditions	Damaged product
Infection / disease	Work layout	Waste control	Incompatible product
Physical / mental state	Standing or seated	Visibility e.g. dust, smoke	Liquid load
Individual allergies	Stooping	Fumes / gas	Toxic compounds
Fatigue / stress	Too close, far, high, low		Corrosive compounds
Impairment	Weight, size, shape		Ignition sources

HARM TABLE (Highlight or add Harm that can arise from the Hazard)

Heart Attack	Burns	Other diseases of the skin	Spill / leachate
Seizure	Injuries to nerves / spinal cord	Hernia	Noise
Suffocation	Poisoning & toxic effects	Digestive system disease	Contaminated load
Fractures	Effects of weather/exposure	Respiratory system disease	Fire
Dislocations	Multiple injuries	Circulatory system disease	Explosion
Sprains / strains	Damage to artificial aids	Cancers & chronic illness	Litter
Head Injury / concussion	Skin irritation	Mental disorders	Overflow / run off
Open wound	Hearing Loss / deafness	OHS: other (specify)	Environment: other (specify)
Amputation	Eye disorder / blindness	Dust	Vehicle / structure damage
Internal injury (chest, abdomen, pelvis)	Nervous system & sensory organs	Odour	3 rd party damage
Superficial (cut, scratch, abrasion)	Disorder of muscles, tendons, tissues	Infectious & parasitic disease	Stock/productivity loss
Crush	Disorder of musculoskeletal	Emissions / fumes	Regulatory fine / prosecution
Foreign body in eye/ear	Dermatitis & eczema	Waste	Business: other (specify)

RISK ASSESSMENT TABLE Select Consequence (C) first, Likelihood (L) next

CONSEQUENCES (C)		INJURY	ENVIRONMENT	PROPERTY / VEHICLE / PLANT DAMAGE	BUSINESS & REPUTATION	COMPLIANCE				
5	Catastrophic	<ul style="list-style-type: none">• Fatality or impairment.• Permanent disability.	<ul style="list-style-type: none">• Major environmental harm causing significant damage requiring ongoing remediation.	<ul style="list-style-type: none">• Long term site closure.	<ul style="list-style-type: none">• Long term loss of operation or production.• Repeated adverse publicity or media attention.	<ul style="list-style-type: none">• Prosecution and conviction.• Significant fines.				
4	Major	<ul style="list-style-type: none">• Requires medical treatment including return to work plan & suitable duties.• Results in a full shift or more of lost time off work.	<ul style="list-style-type: none">• Incident resulting in an offsite release – remediation required with no long term effects.• Breach of licence condition.	<ul style="list-style-type: none">• Damage greater than \$100,000.• Vehicle / plant rollover.• Vehicle / plant write off.• Hitting / pulling power lines.• Failure of steering.• Failure of brakes.	<ul style="list-style-type: none">• Loss of operation or production for greater than one day.• Adverse publicity or media attention.• Breach of contract.• Potential for numerous complaints.	<ul style="list-style-type: none">• Major breach of legislative requirement.• Possibility of prosecution or fines.• Obligation to report incident or legislative requirement breach to regulator.• Investigation by regulator.				
3	Moderate	<ul style="list-style-type: none">• Requires medical treatment including return to work plan & suitable duties.• Less than full shift lost time off work.	<ul style="list-style-type: none">• Release contained to JIR site which requires remediation but no long term effects.• Breach of JIR environmental procedures.	<ul style="list-style-type: none">• Damage within \$50,000 - \$100,000.• Vehicle has to be towed.	<ul style="list-style-type: none">• Loss of operation or production for less than one day.• Adverse publicity or media attention likely.• Potential breach of contract.• External complaints.	<ul style="list-style-type: none">• Breach of legislative requirement.• Little potential for fines.• Potential for investigation by regulator.				
2	Minor	<ul style="list-style-type: none">• Requires medical treatment but returns to work on full duties within 24 hours.• First aid treatment.	<ul style="list-style-type: none">• Small release contained and managed with little risk of environmental harm.	<ul style="list-style-type: none">• Damage up to \$50,000.• Any damage that requires insurance assessment.	<ul style="list-style-type: none">• Loss of operation or production for less than ½ a day.• Low risk of adverse publicity or media attention.• Breach of contract unlikely.• Possibility of complaints.	<ul style="list-style-type: none">• Minor breach of legislative requirement.• Possibility of fine unlikely.				
1	Insignificant	<ul style="list-style-type: none">• Self-treatment of injury.• No injury.	<ul style="list-style-type: none">• No or minimal risk of environmental harm.	<ul style="list-style-type: none">• Superficial damage.	<ul style="list-style-type: none">• No or minimal impact to business.• No or minimal risk of complaints.	<ul style="list-style-type: none">• No or minimal risk of breach of legislative requirement.				
LIKELIHOOD (L)		Likelihood Description	Frequency	RISK TABLE						
A	Almost Certain	Will occur in almost all circumstances	Once a week	R = C x L	Insufficient 1	Minor 2	Moderate 3	Major 4	Catastrophic 5	
B	Likely	Will probably occur	Once a month	A Almost certain	M11	H16	H20	E23	E25	
C	Possible	Might occur at some time	Once in 6 months	B Likely	M7	M12	H17	H21	E24	
D	Unlikely	Slight possibility of occurrence at some time	Once in 12 months	C Possible	L4	M8	M13	H18	H22	
E	Rare	Slight possibility of occurrence at some time May occur in exceptional circumstances	Once in 5 years	D Unlikely	L2	L5	M9	M14	H19	
				E Rare	L1	L3	L6	M10	M15	

SITE BASED MANAGEMENT PLAN

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SBMP-06.01-02

Risk Assessment Form

Personnel completing the activity or handling equipment associated with this RA are responsible for ensuring they understand the hazards/risks associated with this equipment and/or activity and that all control measures required are in place and monitored. Personnel must sign this "Acknowledgment" section before commencing the work.

ACKNOWLEDGEMENT: The following personnel have read and understood the content of this Risk Assessment

Plant / Equipment	Site / Depot Hazards/Risks	RA #	RA-GEN-001
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Name	Signature	Date		Name	Signature	Date

Remember: Safety is everyone's responsibility.



SITE BASED MANAGEMENT PLAN

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Risk Assessment Form

PLANT / EQUIPMENT: Site / Depot Hazards/Risks		SITE / DEPOT: Glendenning Liquid Waste Farm	RA #: RA-GL-001
DATE OF ASSESSMENT: 12/04/2018		TIME:	
ASSESSMENT TEAM: Must include a worker using the equipment or plant. Names: <ul style="list-style-type: none"> Ben Martis Daniel Lownds Marc Lequesne 		CONTEXT: Context of the RA could include Design, Manufacture, Installation, Operational or other processes.	
Signatures:  		COMMENTS (if any):	

Generic RA developed by IMS (AA/ER/PC/HF/JH – 09/03/2017)

Risk Assessment Steps: 1. Establish context → 2. Identify hazards → 3. Identify risk → 4. Assess risks → 5. List existing controls → 6. Assess risk with existing controls → 7. Are additional controls required → 8. Implement additional controls → 9. Reassess risk with additional controls → 10. Monitor and review. * Once additional controls implemented, update the risk assessment.

Controls: When determining hazard controls, use the *hierarchy of controls* to determine appropriate action.
1. Eliminate → 2. Substitute → 3. Isolate → 4. Engineer out → 5. Administrative controls → 6. Personal protective equipment

Description e.g. Equipment / part of	Hazard Record how the hazard can cause harm.	Risks Record what harm can arise from this hazard. There may be different kind of harm caused by a hazard, e.g. to human, environment, business & reputation, compliance.	Existing Controls These controls must be verified as being implemented / maintained.	Risk Score (With existing controls)	Additional Controls *	Est. Risk Score With proposed additional controls.	Date Complete Date Additional Control implemented.
Yard / Site Area	<ul style="list-style-type: none"> Lack of direction Vehicle/pedestrian interaction Unauthorised access 	<ul style="list-style-type: none"> Injury or damage to pedestrians, vehicle or property incidents Theft/vandalism 	<ul style="list-style-type: none"> Parking bays Signage <ul style="list-style-type: none"> Speed/traffic PPE/Visitor/Direction signage Visitor Logbook/Tags Site Specific Induction Designated walkways Pedestrian exclusion zones Mirrors for blind corners Traffic management plan Security cameras/systems Fencing 	M9			
Yard / Site Area	<ul style="list-style-type: none"> Poor lighting in car parks outside of daylight hours 	<ul style="list-style-type: none"> Injury to pedestrian incidents including trips and falls/vehicle interaction Vehicle/property damage Theft/vandalism 	<ul style="list-style-type: none"> Well lit parking bays/roadways. Walkways sealed (concrete/asphalt) Hard stand maintained. No admittance after hours (night). Traffic management plan 	L3			

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Yard / Site Area	<ul style="list-style-type: none"> Poor housekeeping. <ul style="list-style-type: none"> Includes management of litter and waste; poor placement of waste/plant/ parts/bins; blocked drains, overgrown gardens or lawns, vermin 	<ul style="list-style-type: none"> Slip, trip and fall hazards. Stormwater back-up Environmental breach (odour, dust). Vermin / Pests Fire 	<ul style="list-style-type: none"> Inspections (SBMP 05.01-02 GHI) Hazard Log Book/IRS Dedicated storage areas Pest control Grounds maintenance Emergency Planning Roller doors to be closed at all times during loading /Unloading process 	M9			
Yard / Site Area	<ul style="list-style-type: none"> Slippery, damaged, uneven surfaces Spills 	<ul style="list-style-type: none"> Trips and falls Vehicle/property damage Erosion 	<ul style="list-style-type: none"> Non-slip surface Inspections (SBMP 05.01-02 GHI) Hazard Log Book/IRS Signage PPE (suitable footwear) Housekeeping Spill kits Bunded areas 	M9			
Yard / Site Area	<ul style="list-style-type: none"> 3rd party Activity Onsite 	<ul style="list-style-type: none"> Injury/property damage to 3rd party Unauthorised activity on site Insurance claims against JJR 	<ul style="list-style-type: none"> Onsite induction for all users Visitor log book to be enforced Correct signage to be displayed for unauthorized entry/use locations 	L6			
Buildings/Work Areas	<ul style="list-style-type: none"> Damaged building structures. 	<ul style="list-style-type: none"> Security risks Water damage Structure collapse Worker injury 	<ul style="list-style-type: none"> TMP to be displayed and understood by all Site inspections (SBMP 05.01-02 GHI) Hazard Log Book/IRS 	M10			
Buildings/Work Areas	<ul style="list-style-type: none"> Slippery, damaged, uneven surfaces Spills 	<ul style="list-style-type: none"> Trips and falls Vehicle/property damage 	<ul style="list-style-type: none"> Non-slip flooring Inspections (SBMP 05.01-02 GHI) Hazard Log Book/IRS Signage PPE (suitable footwear) Housekeeping Spill kits Bunded areas 	M9			
Buildings/Work Areas	<ul style="list-style-type: none"> Roof / high point access 	<ul style="list-style-type: none"> Falls from heights Dropped objects/tools Damage to property 	<ul style="list-style-type: none"> High Risk Work Permit Use Elevated Work Platform, (EWP)/Boom to access Section 10.19 Work At Heights Dedicated anchor points/Walkways 	L6			

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			• Approved supplier / contractor				
Buildings/Work Areas	• Poor work layout, poor ergonomics	• Sprain / strain injuries	• Ergonomic Assessments • Manual handling training • Mechanical manual handling aids • Early intervention program	L3			
Buildings/Work Areas	• Incoming goods – Includes stationary supplies office, Chemicals, parts.	• Sprain / strain injuries • Trips/falls due to poor housekeeping • Spills / Environmental risk • Breach of legislation	• Goods acceptance/sign-off process • Mechanical manual handling aids o Trolleys/Forklifts/pallet jacks o Specialised equipment • Manual handling training • Bunding/Storage Cabinets/Shelving • Product identification (e.g heavy item, gloves must be worn etc.) • Approved supplier / contractor • Site licence • Designated lay-down areas • Risk assessment where required • SDS	L6			
Buildings/Work Areas	• Waste storage on site	• Environmental breach (odour, dust). • Vermin / Pests • Breach of licence/legislation	• Specific shut off valves for the liquid storage tank to be closed at end of day as per procedure. • Authorised person ONLY to operate the Loading/Unloading controls • No putrescible wastes to be stored at Depots overnight • Site licence • Designated lay-down areas for trucks • Risk assessment where required	M4			
General	• Lack of communication and consultation between management and workers	• Incorrect information given • Worker error/injury • Poor planning • Damage to property/equipment • Decreased morale/productivity • Breach of legislation	• Team Briefs / Mgt Review Meetings • Notice boards • Memos / Workplace Alerts • Induction/training • Hazard Log Book/IRS • Run Reports / EDN's	L6			
General	• Emergency situations o Fire o Injury o Environment	• Inadequate firefighting equipment (FFE) • Damage to vehicle/property	• Section 14 Emergency procedures • SBMP 14.01-05 Emergency Action • RA-GEN-002 Site Emergency Identification & Analysis to determine:	M10			

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	<ul style="list-style-type: none"> Threats <ul style="list-style-type: none"> Bomb Violence Damage Weather <ul style="list-style-type: none"> Rain Flood Severe winds/cyclone Heat Dust 	<ul style="list-style-type: none"> Inadequate first aid / medical resources Contamination of stormwater, sewerage system, air Insufficient infrastructure for weather conditions Injury / Illness 	<ul style="list-style-type: none"> High risk site FFE requirements First aid requirements First Aiders & Wardens Access to medical attention Key contact phone numbers Firefighting equipment Spill kits Inspections (SBMP 05.01-02 GHI) Weather warnings monitored. Contingency planning Emergency Evacuation Drills? 	MIO L6			
General	<ul style="list-style-type: none"> Aggressive / disgruntled customer / visitor / former employee on site (e.g. threats) 	<ul style="list-style-type: none"> Assault / vandalism Injury Stress / PTSD Property / vehicle damage 	<ul style="list-style-type: none"> Security systems Emergency procedures Provision of counselling services for staff if required 	L6			
General	<ul style="list-style-type: none"> Electrical equipment hazards 	<ul style="list-style-type: none"> Electric shock Electrocution Fire Property damage Breach of legislation 	<ul style="list-style-type: none"> Inspections (SBMP 05.01-02 GHI) Hazard Log Book/IRS Elect Test & Tag / RCD testing Switchboards locked and/or live parts concealed Electrical work completed by authorised personnel Signage/Safety Notices WP-GEN-246 Isolation of Plant Section 10.20 Test & Tag Approved supplier / contractor Housekeeping 	L6			
General	<ul style="list-style-type: none"> Excessive site generated noise 	<ul style="list-style-type: none"> Hearing loss Complaints from 3rd parties Breach of legislation 	<ul style="list-style-type: none"> Work within limits of site/operating licence conditions SBMP 10.02a-01 Preliminary Noise Assessment Noise barriers Hearing protection for workers Audiometry testing at start of employment and every two years (high risk workers) or as prescribed SBMP 12.01-01 Compliments, Complaints, Requests, Enquiries 	MIO			

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General	<ul style="list-style-type: none"> Work requiring permits: <ul style="list-style-type: none"> Hot work Confined space Working at heights Excavation/trenching Work in restricted areas Work on Fire Protection Systems 	<ul style="list-style-type: none"> Fire / explosion Burns Injury to worker Engulfment/Asphyxiation Falls from heights Property/vehicle damage 	<ul style="list-style-type: none"> Section 06-02 Work Permits Designated hot work areas Approved supplier / contractor Training/qualification Emergency training 	LG	• / /		
General	<ul style="list-style-type: none"> Operating without appropriate environmental licencing/approvals 	<ul style="list-style-type: none"> Site contamination Environmental breach Loss of reputation Licence breach/shut down activity 	<ul style="list-style-type: none"> Site licences & approvals – including terms and conditions: <ul style="list-style-type: none"> Waste tracking & procedures Infrastructure (tanks/containment, bunding/structures etc) Audits Training 	MO	• / /		
General	<ul style="list-style-type: none"> Hazardous Chemicals <ul style="list-style-type: none"> Purchasing Controls Signage, Labelling & Placarding Chemicals not labelled correctly Segregation & Storage Flammables or flammable vapours may be present. 	<ul style="list-style-type: none"> No purchasing controls in place to regulate chemicals purchased. Quantity exceeds regulatory limits. Chemicals stored in incorrect storage areas, i.e. incompatibilities. Incorrect labels: <ul style="list-style-type: none"> Chemical unable to be identified. Staff not aware of hazards Signage not effective/ignored. Required PPE not worn. Fire/explosion. Injury to staff. Property damage. Environmental harm. Stock/productivity loss. 	<ul style="list-style-type: none"> SDS' reviewed to identify hazards. Risk Assessment <ul style="list-style-type: none"> Chemicals eliminated (if possible). Substitution for a non-hazardous alternative Exclusion zones Ventilation Ignition sources / Hot work All containers have labels. Quantities assessed as per SBMP 10.01 Chemical Management. Placarding where required. Warning signage Storage areas assessed for: <ul style="list-style-type: none"> Location Incompatibility 	MO	• / /		
General	<ul style="list-style-type: none"> Exposure to chemicals (storage, handling, use) 	<ul style="list-style-type: none"> Negative health effects caused by exposure to hazardous chemical Injury caused by exposure to hazardous chemical 	<ul style="list-style-type: none"> Health monitoring and surveillance conducted as per Section 10.22. Use of hazardous chemicals eliminated (where possible). Requirements incorporated into JSEA's for high risk tasks. Controls put in place to mitigate risk/s (e.g. ventilation, PPE) Staff trained in task/process. SDS to be at location of Caustic Tank 	MO	• / /		

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Form

SBMP-06.01-02

Risk Assessment Form

HAZARD TABLE (Highlight or add Hazard(s) for the plant/equipment being assessed).

Workplace (W)	Vehicle (V)	Plant (P)	Process & Tasks (T)
Access & egress	Access & egress	Condition of plant	Cleaning
Air quality	Blockage	Controls on plant	Compressed air
Building structure	Brakes / tyres	Electrical energy	Cutting
Confined spaces	Vehicle condition	Structure / body	Vibration
Electricity	Cabin / seat	Heat / cold	Stored energy
Noise	Motor & transmission	Stored energy	Excavation
Floor/ground conditions	Hydraulics	Maintenance program	Falling objects
Housekeeping	Kinetic energy	Mobile equipment	Handling hot / cold
Lighting	Lights – All	Moving parts / nip point	Hot work / welding
Thermal comfort	Overloading	Noise	Obstruction/protrusion
Traffic, zone sharing	Overhead elect lines	Overhead elect lines	Pressure / vacuum
Visibility	Registration & plates	Scaffolding	Performed by 3 rd party
Work at heights	Emissions	Vibration	Non-routine
Harmful airborne contaminants	Blind spot / obstructed view	Plant / human interaction	Monotonous / repetitive
Restricted / obstructed	Motion	Unexpected movement	
Work area/platform	Unknown content / load	Modifications	
People & HR (H)	Manual Handling (M)	Environment (E)	Materials & DGs (D)
Behaviour	Awkward posture	Air pollution	DG & Haz substances
Certification	Bench design	Animals	Delivery / transport
Clothing	Bending / twisting	Ground condition	Disposal process
Training	Carrying, dragging	Humidity	Elect accessories
Skills & competency	Gripping	Insects	Waste
Communication	Lifting & lowering	Noise pollution	Fire risk (flammables)
Hair & jewellery	Moving objects	Plants / flora	Instructions
Instruction	Picking up, putting down	Weather conditions	Packaging
PPE provision	Pulling, pushing	Storm water	Integrity of containment
Ergonomics	Reaching & stretching	Sun exposure	Storage facilities
Job design	Repetition	Thermal conditions	Damaged product
Infection / disease	Work layout	Waste control	Incompatible product
Physical / mental state	Standing or seated	Visibility e.g. dust, smoke	Liquid load
Individual allergies	Stooping	Fumes / gas	Toxic compounds
Fatigue / stress	Too close, far, high, low		Corrosive compounds
Impairment	Weight, size, shape		Ignition sources

HARM TABLE (Highlight or add Harm that can arise from the Hazard)

Hazard Table (Highlight or add harm that can arise from the hazard)			
Heart Attack	Burns	Other diseases of the skin	Spill / leachate
Seizure	Injuries to nerves / spinal cord	Hernia	Noise
Suffocation	Poisoning & toxic effects	Digestive system disease	Contaminated load
Fractures	Effects of weather/exposure	Respiratory system disease	Fire
Dislocations	Multiple injuries	Circulatory system disease	Explosion
Sprains / strains	Damage to artificial aids	Cancers & chronic illness	Litter
Head Injury / concussion	Skin irritation	Mental disorders	Overflow / run off
Open wound	Hearing Loss / deafness	OHS: other (specify)	Environment: other (specify)
Amputation	Eye disorder / blindness	Dust	Vehicle / structure damage
Internal injury (chest, abdomen, pelvis)	Nervous system & sensory organs	Odour	3 rd party damage
Superficial (cut, scratch, abrasion)	Disorder of muscles, tendons, tissues	Infectious & parasitic disease	Stock/productivity loss
Crush	Disorder of musculoskeletal	Emissions / fumes	Regulatory fine / prosecution
Foreign body in eye/ear	Dermatitis & eczema	Waste	Business: other (specify)

RISK ASSESSMENT TABLE Select Consequence (C) first, Likelihood (L) next

CONSEQUENCES (C)		INJURY	ENVIRONMENT	PROPERTY / VEHICLE / PLANT DAMAGE	BUSINESS & REPUTATION		COMPLIANCE	
5	Catastrophic	<ul style="list-style-type: none"> Fatality or impairment. Permanent disability. 	<ul style="list-style-type: none"> Major environmental harm causing significant damage requiring ongoing remediation. 	<ul style="list-style-type: none"> Long term site closure. 	<ul style="list-style-type: none"> Long term loss of operation or production Repeated adverse publicity or media attention 	<ul style="list-style-type: none"> Prosecution and conviction. Significant fines. 		
4	Major	<ul style="list-style-type: none"> Requires medical treatment including return to work plan & suitable duties. Results in a full shift or more of lost time off work. 	<ul style="list-style-type: none"> Incident resulting in an offsite release – remediation required with no long term effects. Breach of licence condition. 	<ul style="list-style-type: none"> Damage greater than \$100,000. Vehicle / plant rollover. Vehicle / plant write off. Hitting / pulling power lines. Failure of steering Failure of brakes. 	<ul style="list-style-type: none"> Loss of operation or production for greater than one day. Adverse publicity or media attention Breach of contract. Potential for numerous complaints. 	<ul style="list-style-type: none"> Major breach of legislative requirement. Possibility of prosecution or fines. Obligation to report incident of legislative requirement breach to regulator. Investigation by regulator. 		
3	Moderate	<ul style="list-style-type: none"> Requires medical treatment including return to work plan & suitable duties. Less than full shift lost time off work. 	<ul style="list-style-type: none"> Release contained to JIR site which requires remediation but no long term effects. Breach of JIR environmental procedures. 	<ul style="list-style-type: none"> Damage within \$50,000 - \$100,000. Vehicle has to be towed. 	<ul style="list-style-type: none"> Loss of operation or production for less than one day. Adverse publicity or media attention likely. Potential breach of contract. External complaints. 	<ul style="list-style-type: none"> Breach of legislative requirement. Little potential for fines. Potential for investigation by regulator. 		
2	Minor	<ul style="list-style-type: none"> Requires medical treatment but returns to work on full duties within 24 hours. First aid treatment. 	<ul style="list-style-type: none"> Small release contained and managed with little risk of environmental harm. 	<ul style="list-style-type: none"> Damage up to \$50,000. Any damage that requires insurance assessment. 	<ul style="list-style-type: none"> Loss of operation or production for less than 1/2 a day. Low risk of adverse publicity or media attention. Breach of contract unlikely. Possibility of complaints. 	<ul style="list-style-type: none"> Minor breach of legislative requirement. Possibility of fine unlikely. 		
1	Insignificant	<ul style="list-style-type: none"> Self-treatment of injury. No injury. 	<ul style="list-style-type: none"> No or minimal risk of environmental harm. 	<ul style="list-style-type: none"> Superficial damage. 	<ul style="list-style-type: none"> No or minimal impact to business. No or minimal risk of complaints. 	<ul style="list-style-type: none"> No or minimal risk of breach of legislative requirement. 		

LIKELIHOOD (L)		Likelihood Description	Frequency	RISK TABLE	R = C x L	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A	Almost Certain	Will occur in almost all circumstances	Once a week		A Almost certain	M11	H16	H20	E23	E25
B	Likely	Will probably occur	Once a month		B Likely	M7	M12	H17	H21	E24
C	Possible	Might occur at some time	Once in 6 months		C Possible	L4	M8	M13	H18	H22
D	Unlikely	Slight possibility of occurrence at some time	Once in 12 months		D Unlikely	L2	L5	M9	M14	H19
E	Rare	May occur in exceptional circumstances	Once in 5 years		E Rare	L1	L3	L6	M10	M15

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SITE BASED MANAGEMENT PLAN
Form



SBMP-06.01-02 Risk Assessment Form

Personnel completing the activity or handling equipment associated with this RA are responsible for ensuring they understand the hazards/risks associated with this equipment and/or activity and that all control measures required are in place and monitored. Personnel must sign this "Acknowledgment" section before commencing the work.

ACKNOWLEDGEMENT: The following personnel have read and understood the content of this Risk Assessment

Plant / Equipment	Site / Depot Hazards/Risks	RA #	RA-GEN-001
-------------------	----------------------------	------	------------

Name	Signature	Date
Daniel Lownds	Danellian	

Name	Signature	Date

Remember: Safety is everyone’s responsibility.

Attachment 2 - RA-GEN-002 Site Emergency Identification and Analysis

SITE BASED MANAGEMENT PLAN

Form

J.J. Richards
& Sons Pty Ltd

SBMP No. 06.01-02

Risk Assessment Form

PLANT / EQUIPMENT: Site Emergency Identification and Analysis		SITE / DEPOT: Glendenning Liquid Waste Facility	RA #: RA-GL-002
DATE OF ASSESSMENT: 12/04/2018		TIME:	
ASSESSMENT TEAM: Must include a worker using the equipment or plant. Names: <ul style="list-style-type: none"> Ben Martis Marc Lequesne Daniel Lownds 		CONTEXT: Context of the RA could include Design, Manufacture, Installation, Operational or other processes. COMMENTS (if any):	

Generic RA developed by IMS (AA/ER – 03/03/2017)

Risk Assessment Steps: 1. Establish context → 2. Identify hazards → 3. Identify risk → 4. Assess risks → 5. List existing controls → 6. Assess risk with existing controls → 7. Are additional controls required → 8. Implement additional controls → 9. Reassess risk with additional controls → 10. Monitor and review.
Controls: When determining hazard controls, use the *hierarchy of controls* to determine appropriate action.
 1. Eliminate → 2. Substitute → 3. Isolate → 4. Engineer out → 5. Administrative controls → 6. Personal protective equipment

Description e.g. Equipment / part of	Hazard Record how the hazard can cause harm.	Risks Record what harm can arise from this hazard. There may be different kind of harm caused by a hazard, e.g. to human, environment, business & reputation, compliance.	Existing Controls These controls must be verified as being implemented / maintained.	Risk Score (With existing controls)	Additional Controls * If Risk Score is H or E or evidence of near misses or incidents with existing controls in place, what additional controls should be considered? Additional controls for M and L risks may be considered if necessary.	Est. Risk Score With proposed additional controls.	Date Complete Date Additional Control implemented.
Fire & Smoke Emergencies Explosion	<ul style="list-style-type: none"> Hot Work on site. Storage of flammable & combustible liquids Large storage of solid combustibles Site located in bush fire prone area Site located in the vicinity of other facilities which store flammables and combustibles (liquids & solids). Landfill/Transfer Station 	<ul style="list-style-type: none"> Medical Treatment Permanent Impairment/ Disabilities Vehicle and property damage Loss of production/operation. Site closure Media Coverage Major Fines Prosecution/Conviction 	House Keeping <ul style="list-style-type: none"> Exits/routes kept clear and free of trip hazards. IMS <ul style="list-style-type: none"> Emergency Plan & Response Fire Equipment inspection/testing Hot Work Permit General Hazard Inspections (GHI) Hazard Log Book Training <ul style="list-style-type: none"> General Evacuation Instructions Evacuation Coordination First Response Scheduled Evacuation Exercises Facilities <ul style="list-style-type: none"> Evacuation Alarm / Fire Panel Emergency Lighting and Exits 	66	<ul style="list-style-type: none"> 		

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& Sons Pty Ltd

SBMP No. 06.01-02

Risk Assessment Form

Description e.g. Equipment / part of	Hazard Record how the hazard can cause harm.	Risks Record what harm can arise from this hazard. There may be different kind of harm caused by a hazard, e.g. to human, environment, business & reputation, compliance.	Existing Controls These controls must be verified as being implemented / maintained.	Risk Score (With existing controls)	Additional Controls * If Risk Score is H or E or evidence of near misses or incidents with existing controls in place, what additional controls should be considered? Additional controls for M and L risks may be considered if necessary.	Est. Risk Score With proposed additional controls.	Date Complete Date Additional Control implemented.
			<ul style="list-style-type: none"> Fire Fighting Equipment (Extinguishers, Hose Reels, Fire Blankets, Sprinklers, Hydrants). Fire Detection Systems (Smoke/Thermal/Gas Detectors) Designated hot work areas and Safety Notice 				
Hazardous Materials & Environmental Emergencies	<ul style="list-style-type: none"> Confined space work. Storage of hazardous materials. Incorrectly stored hazardous materials. Diesel storage on site. Oil Storage on site. Site located in the vicinity of other facilities which large amounts of hazardous materials 	<ul style="list-style-type: none"> Medical Treatment Multiple injuries Permanent Impairment/ Disabilities Loss of production/operation. Site closure Closure of neighbouring sites. Media Coverage Major Fines Prosecution/Conviction 	Housekeeping <ul style="list-style-type: none"> Chemicals stored in bunded areas. Chemicals segregated, SDS/manifest Exits kept and routes free from trip hazards. IMS <ul style="list-style-type: none"> Emergency Plan Hazard Log Book Scheduled Evacuation Exercises General Hazard Inspections Facilities <ul style="list-style-type: none"> Bunded areas Spill Kits Eye Wash Stations 	LG			
Medical Emergency	<ul style="list-style-type: none"> High Risk tasks and activities. Site Traffic Industrial site. Sudden illness 	<ul style="list-style-type: none"> Medical Treatment Permanent Impairment/ Disabilities Major Fines Prosecution/Conviction 	<ul style="list-style-type: none"> First Aid Kits Training: First Aid Personnel Site Rules / Site signage Transport arrangements Adequate communications 	LG			
Medical Emergency	<ul style="list-style-type: none"> Inadequate First Aid personnel 	<ul style="list-style-type: none"> Lack of, or non-existent first aiders to treat injuries 	<ul style="list-style-type: none"> RA-GEN-001 Site Depot Generic Risk Assessment used to determine if site is "High Risk". 1st Aiders available at the Glendenning depot 	LG			
Medical Emergency	<ul style="list-style-type: none"> Inadequate First Aid facilities/Kits 	<ul style="list-style-type: none"> Lack of, poorly stocked or non-existent first aid kits to treat injuries 	<ul style="list-style-type: none"> Location of First Aid stations highlighted on emergency plan. First Aid kits available and regularly checked/restocked (sites & vehicles). 	LG			
Bomb Threat/Suspicious Objects Emergency	<ul style="list-style-type: none"> Bomb threat/incident. 	<ul style="list-style-type: none"> Medical Treatment Permanent Impairment/ Disabilities Loss of production/operation. 	<ul style="list-style-type: none"> Bomb threat guidelines listed in SBMP 14.-5. Hazard Log Book 	M10			

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SITE BASED MANAGEMENT PLAN

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J.J. Richards
& Sons Pty Ltd

SBMP No. 06.01-02

Risk Assessment Form

Description e.g. Equipment / part of	Hazard Record how the hazard can cause harm.	Risks Record what harm can arise from this hazard. There may be different kind of harm caused by a hazard, e.g. to human, environment, business & reputation, compliance.	Existing Controls These controls must be verified as being implemented / maintained.	Risk Score (With existing controls)	Additional Controls * If Risk Score is H or E or evidence of near misses or incidents with existing controls in place, what additional controls should be considered? Additional controls for M and L risks may be considered if necessary.	Est. Risk Score With proposed additional controls.	Date Complete Date Additional Control implemented.
		<ul style="list-style-type: none"> Site closure Media Coverage 	<ul style="list-style-type: none"> Emergency Plan & Emergency Response Procedures 	MD			
Natural Disasters (Flooding, Storms & Cyclones)	<ul style="list-style-type: none"> Site located in flood prone area. Site located in Cyclone/Hurricane prone area. Intense rain/hail storm 	<ul style="list-style-type: none"> Medical Treatment Injuries Loss of production/operation. Site closure Property Damage 	<ul style="list-style-type: none"> Emergency Plan & Emergency Response Procedures Weather warnings monitored. Contingency planning 		<ul style="list-style-type: none"> 		
Confined Space Emergencies	<ul style="list-style-type: none"> Confined space work conducted on site or on customer sites. 	<ul style="list-style-type: none"> Medical Treatment Loss of production/operation Media Coverage 	<ul style="list-style-type: none"> Confined Space Entry training Confined Space Entry Permit. Confined Space Entry Assessment Rescue Plan Approved supplier 	MD	<ul style="list-style-type: none"> 		
Health Outbreaks (Hep A, Hep B)	<ul style="list-style-type: none"> Employees who have contracted infectious conditions/diseases. 	<ul style="list-style-type: none"> Health Outbreak in workplace. <ul style="list-style-type: none"> Inability to service customers, run operations etc. due to absences. Loss of productivity 	<ul style="list-style-type: none"> Section 10.14 Occupational Immunisation Program. Additional vaccination/immunising if deemed necessary. Contingency planning 	LG	<ul style="list-style-type: none"> 		
Site Threat	<ul style="list-style-type: none"> Aggressive / disgruntled: <ul style="list-style-type: none"> Employee / former employee Visitor / unauthorised person Customer Vandalism Siege 	<ul style="list-style-type: none"> Threats to other employees or business Assault / vandalism Injury Stress / PTSD Property / vehicle damage 	<ul style="list-style-type: none"> SBMP 12.01-01 Compliments, Complaints, Requests, Enquiries Security systems Emergency procedures Provision of counselling services for staff if required 	LG	<ul style="list-style-type: none"> 		
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 		
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 		
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Risk Assessment Form

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Noise	Motor & transmission	Stored energy	Excavation
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Work at heights	Emissions	Vibration	Non-routine
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Clothing	Bending / twisting	Ground condition	Disposal process
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Infection / disease	Work layout	Waste control	Incompatible product
Physical / mental state	Standing or seated	Visibility e.g. dust, smoke	Liquid load
Individual allergies	Stooping	Fumes / gas	Toxic compounds
Fatigue / stress	Too close, far, high, low		Corrosive compounds
Impairment	Weight, size, shape		Ignition sources

HARM TABLE (Highlight or add Harm that can arise from the Hazard)

Heart Attack	Burns	Other diseases of the skin	Spill / leachate
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Fractures	Effects of weather/exposure	Respiratory system disease	Fire
Dislocations	Multiple injuries	Circulatory system disease	Explosion
Sprains / strains	Damage to artificial aids	Cancers & chronic illness	Litter
Head Injury / concussion	Skin irritation	Mental disorders	Overflow / run off
Open wound	Hearing Loss / deafness	OHS: other (specify)	Environment: other (specify)
Amputation	Eye disorder / blindness	Dust	Vehicle / structure damage
Internal injury (chest, abdomen, pelvis)	Nervous system & sensory organs	Odour	3 rd party damage
Superficial (cut, scratch, abrasion)	Disorder of muscles, tendons, tissues	Infectious & parasitic disease	Stock/productivity loss
Crush	Disorder of musculoskeletal	Emissions / fumes	Regulatory fine / prosecution
Foreign body in eye/ear	Dermatitis & eczema	Waste	Business: other (specify)

RISK ASSESSMENT TABLE Select Consequence (C) first, Likelihood (L) next

CONSEQUENCES (C)		INJURY	ENVIRONMENT	PROPERTY / VEHICLE / PLANT DAMAGE	BUSINESS & REPUTATION			COMPLIANCE			
5	Catastrophic	<ul style="list-style-type: none">• Fatality or impairment.• Permanent disability.	<ul style="list-style-type: none">• Major environmental harm causing significant damage requiring ongoing remediation.	<ul style="list-style-type: none">• Long term site closure.	<ul style="list-style-type: none">• Long term loss of operation or production.• Repeated adverse publicity or media attention.	<ul style="list-style-type: none">• Prosecution and conviction.• Significant fines.					
4	Major	<ul style="list-style-type: none">• Requires medical treatment including return to work plan & suitable duties.• Results in a full shift or more of lost time off work.	<ul style="list-style-type: none">• Incident resulting in an offsite release – remediation required with no long term effects.• Breach of licence condition.	<ul style="list-style-type: none">• Damage greater than \$100,000.• Vehicle / plant rollover.• Vehicle / plant write off.• Hitting / pulling power lines.• Failure of steering.• Failure of brakes.	<ul style="list-style-type: none">• Loss of operation or production for greater than one day.• Adverse publicity or media attention.• Breach of contract.• Potential for numerous complaints.	<ul style="list-style-type: none">• Major breach of legislative requirement.• Possibility of prosecution or fines.• Obligation to report incident or legislative requirement breach to regulator.• Investigation by regulator.					
3	Moderate	<ul style="list-style-type: none">• Requires medical treatment including return to work plan & suitable duties.• Less than full shift lost time off work.	<ul style="list-style-type: none">• Release contained to JUR site which requires remediation but no long term effects.• Breach of JUR environmental procedures.	<ul style="list-style-type: none">• Damage within \$50,000 - \$100,000.• Vehicle has to be towed.	<ul style="list-style-type: none">• Loss of operation or production for less than one day.• Adverse publicity or media attention likely.• Potential breach of contract.• External complaints.	<ul style="list-style-type: none">• Breach of legislative requirement.• Little potential for fines.• Potential for investigation by regulator.					
2	Minor	<ul style="list-style-type: none">• Requires medical treatment but returns to work on full duties within 24 hours.• First aid treatment.	<ul style="list-style-type: none">• Small release contained and managed with little risk of environmental harm.	<ul style="list-style-type: none">• Damage up to \$50,000.• Any damage that requires insurance assessment.	<ul style="list-style-type: none">• Loss of operation or production for less than ½ a day.• Low risk of adverse publicity or media attention.• Breach of contract unlikely.• Possibility of complaints.	<ul style="list-style-type: none">• Minor breach of legislative requirement.• Possibility of fine unlikely.					
1	Insignificant	<ul style="list-style-type: none">• Self-treatment of injury.• No injury.	<ul style="list-style-type: none">• No or minimal risk of environmental harm.	<ul style="list-style-type: none">• Superficial damage.	<ul style="list-style-type: none">• No or minimal impact to business.• No or minimal risk of complaints.	<ul style="list-style-type: none">• No or minimal risk of breach of legislative requirement.					
LIKELIHOOD (L)		Likelihood Description	Frequency	RISK VALUE	R = C x L	Insignificant	Minor	Moderate	Major	Catastrophic	
					1	2	3	4	5		
A	Almost Certain	Will occur in almost all circumstances	Once a week		A	Almost certain	M11	H16	H20	E23	E26
B	Likely	Will probably occur	Once a month		B	Likely	M7	M12	H17	H21	E24
C	Possible	Might occur at some time	Once in 6 months		C	Possible	L4	M8	M13	H18	H22
D	Unlikely	Slight possibility of occurrence at some time	Once in 12 months		D	Unlikely	L2	L5	M9	M14	H19
E	Rare	May occur in exceptional circumstances	Once in 5 years		E	Rare	L1	L3	L6	M10	M15

SITE BASED MANAGEMENT PLAN

Form

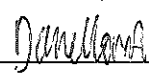
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SBMP No. 06.01-02 Risk Assessment Form

Personnel completing the activity or handling equipment associated with this RA are responsible for ensuring they understand the hazards/risks associated with this equipment and/or activity and that all control measures required are in place and monitored. Personnel must sign this "Acknowledgment" section before commencing the work.

ACKNOWLEDGEMENT: The following personnel have read and understood the content of this Risk Assessment

Plant / Equipment	Site Emergency Identification & Analysis	RA #	RA-GEN-002
-------------------	--	------	------------

Name	Signature	Date	Name	Signature	Date
Daniel Lownds		4-5-18			

Remember: Safety is everyone's responsibility.

Attachment 2 - SBMP-18.05-00 Spill Management

SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-18.05-00

Spill Management

Introduction

This section of the Site Based Management Plan (SBMP) addresses the management of spills in the workplace, including vehicles.

Instruction 1	Determine Spill Kit Requirements (Site and Vehicle) <ul style="list-style-type: none">Assess the workplace for areas where the potential for spills exist (i.e. waste/chemical storage areas, workshop floors).Note the type and volume of substances and determine the potential size of the spill in these areas and where the spill is likely to run.Review vehicle operations and identify the type and volume of wastes being transported by each vehicle.After assessing the “type” and “volume” of waste, refer to the Spill Management Matrix for spill management requirements.
↓	
Instruction 2	Maintaining Spill Kits <ul style="list-style-type: none">Contents of all spill kits must be regularly checked and restocked to ensure maximum spill control at all times. For vehicles, refer to <i>SBMP-09.02-03 Vehicle and Plant Spot Checklist</i> and for sites to <i>SBMP-05.01-02 GHI Combined Admin and General</i>.
↓	
Instruction 3	Training <ul style="list-style-type: none">Employees are required to be trained in the use of spill kits. Refer to <i>TRN-14.01-01 Fire and Emergency-Truck</i>, <i>TRN-14.01-02 Fire and Emergency-Site</i> and <i>TRN-14.01-03 Fire and Emergency-NZ</i>.
↓	
Instruction 4	Emergency Procedure Guides <ul style="list-style-type: none"><i>Emergency Procedure Guides</i> must be present at the workplace and in vehicle cabins at all times.
↓	
Instruction 5	Disposal of Absorbent <ul style="list-style-type: none">Check with the supplier or manufacturer that the absorbent passes the US EPA Paint Filter Liquids Test – Method 9095A. This means that the absorbent can be disposed of as general waste as it encapsulates the liquid (i.e. hydrocarbons) to ensure that it will not leach out.Absorbents that are unable to be disposed of, as general waste must be removed by an appropriately licenced transporter for disposal/treatment at a licenced receival facility.
↓	
Instruction 6	Incident Reporting <p>Refer to <i>SBMP-13.01-04 Environmental Incident Management</i>.</p>

Attachment 3 - Emergency Procedure Guides

EMERGENCY PROCEDURE GUIDE

Safety and Environment

EPG-GEN-08

Dealing with Aggressive People

Procedure Flowchart

TASK	ACTION	ALERT
Aggressive person/s approaches	<ul style="list-style-type: none">▪ Remain calm▪ Keep your distance from the person/s, if possible▪ If in the vehicle, DO NOT get out	Physical Abuse
Look for other person/s to assist you	<ul style="list-style-type: none">▪ Seek assistance, if possible▪ Call 000 if you feel you are in danger	Person better suited to assist or can act as witness
Dealing with aggressive person/s	<ul style="list-style-type: none">▪ Be polite▪ Listen▪ Maintain eye contact	Physical or verbal abuse
Responding to aggressive person/s	<ul style="list-style-type: none">▪ Use their name (if known) when responding▪ Respond firmly but DO NOT raise your voice▪ DO NOT threaten the person/s▪ Allow the person/s to leave	Physical or verbal abuse
Aggressive Person leaves	<ul style="list-style-type: none">▪ Notify your Supervisor immediately and provide details of the incident.	Police may need to be notified
Return to depot	<ul style="list-style-type: none">▪ Complete an accident/incident report form when you return to the depot.	May be required to support any legal action

EMERGENCY PROCEDURE GUIDE

Safety and Environment

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EPG-GEN-20

Vehicle Fire

HAZARDS

Health

- Inhalation of fumes may damage the lungs and cause skin and eye irritation

Environment

- Wastewater runoff – from fire control may pollute waterways
- Air pollution

PUBLIC SAFETY

Evacuation

- Consider initial evacuation for 25m in all directions (major fire 100m)
- Warn other traffic
- Keep unauthorised persons away
- Keep upwind and to higher ground (take mobile phone with you)
- CONTACT OPERATIONS AND EMERGENCY SERVICES

Procedure Flowchart

TASK	ACTION	ALERT
Engine Fire	<ul style="list-style-type: none">▪ Shut off engine and any electrical equipment and leave off▪ Isolate battery with main switch▪ Use dry powder extinguisher to extinguish the fire or if necessary, sand, earth or large amounts of water▪ Inject contents of extinguisher through any available opening, without raising the bonnet or tilting the cab	Do not turn engine back on
Cabin Fire	<ul style="list-style-type: none">▪ Shut off engine and any electrical equipment and leave off▪ Isolate battery with main or isolator switch▪ Remove burning materials if safe to do so▪ Use dry powder extinguisher to extinguish the fire or if necessary, sand, earth or large amounts of water	Only remove materials if safe to do so
Tyre Fire	<ul style="list-style-type: none">▪ Stop vehicle – Assess fire in relation to load and its hazards▪ Flood tyre with plenty of water – If water is not available, use fire extinguisher provided in vehicle, earth or sand▪ If safe to do so, change tyre and place it at least 15m from vehicle in an area away from combustible materials: tyre may reignite – Stand by with extinguisher ready▪ If fire cannot be extinguished, do one of the following:<ul style="list-style-type: none">▪ If tyre is on truck and if safe to do so, drop trailer and carefully drive truck to a nearby safe location, or▪ Drive carefully until the burning rubber is thrown off	Only change the tyre if it is safe to do so

EMERGENCY PROCEDURE GUIDE

Safety and Environment

EPG-GEN-20

Vehicle Fire

TASK	ACTION	ALERT
Brake Overheating	<ul style="list-style-type: none">Stop vehicle – Assess fire in relation to load and its hazardsAllow brake to coolIf on fire or immediate danger of fire, use extinguisher or waterDo not drive vehicle until the brakes have been inspected by a competent person and if necessary, replaced	Do not drive until brakes are inspected
Fire in Load	<p style="text-align: center;">↓</p> <ul style="list-style-type: none">If compactor body, engage PTO and pack the load with as much force as possible. Hold the blade into the load to try and smother the fire.If fire cannot be extinguished using compactor method and/or the vehicle does not have a compactor, proceed to the following steps. <p>Empty Load in Suitable Open Area</p> <ul style="list-style-type: none">If present location is too far from the disposal facility, move to an open area (e.g. sports ground, empty car park)Assess whether the area is suitable for the contents of the load to be emptied.<ul style="list-style-type: none">Is the area clear of persons or property?Could environmental conditions (high winds and surrounding environment) create a greater risk of the fire spreading?If considered safe to do so, follow the normal procedure for emptying the load.If safe to do so, use fire extinguisher to extinguish the fire.Ensure that any drains have appropriate bunding prior, so as not to cause any egress to drains / waterways for fire wash water. <p>Empty Load at Disposal Facility</p> <ul style="list-style-type: none">If there is a fire in load whilst at a disposal facility, notify onsite operational staff immediately and seek instruction on where to unload. <p style="text-align: center;">↓</p>	<p>Assess whether the area is safe to empty the load.</p> <p>Only attempt to extinguish if it is safe to do so</p> <p>WA-11-002</p>
Notification / Reporting	<ul style="list-style-type: none">Advise operations immediately and complete any required reporting paperwork as required. The Operations Team will ensure that appropriate reporting is undertaken.	<p>SafetyMax Reporting – for injuries, vehicle or property damage</p> <p>Environmental Reporting Process – for any environmental impacts</p>

EMERGENCY PROCEDURE GUIDE

Safety and Environment

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EPG-GEN-19

Used Oil Transport-Spills and Leakage

HAZARDS

Health

- May cause irritation to skin and eyes if come into contact.
- If a fire, may produce irritating fumes.

Environment

- Runoff may pollute waterways.
- May cause long-term adverse effects to the aquatic environment.

PUBLIC SAFETY

Evacuation

- Consider initial evacuation for 25m in all directions. If major spill 100m.
- Warn other traffic.
- Keep unauthorised persons away.
- CONTACT OPERATIONS AND EMERGENCY SERVICES.

COMMUNICATION

In all cases of a spill, contact your supervisor immediately so that emergency services or JJR emergency response teams can be deployed to assist. (Refer to Emergency Action Plan – Waste Transport)

Procedure Flowchart

TASK	ACTION	ALERT
Identify where spill is coming from	<ul style="list-style-type: none">▪ Deal with spill/leak at its source (turn off valve, secure lock etc.), if possible.	
Contain spill	<ul style="list-style-type: none">▪ Contain the spill using the WASTE OIL - VEHICLE SPILL KIT equipment:<ul style="list-style-type: none">○ Place drain covers over nearby drains;○ Use booms, socks and absorbent to contain as much of the oil as possible;○ If near a stormwater drain or watercourse use the absorbent to create a barrier to prevent entry.Notify Operations of the spill and, depending on the size of the spill, request a clean up crew and/or emergency services.	<p>All tankers should be equipped with a minimum of one drain cover as well as booms, socks and absorbent to create a barrier to drains/ waterways.</p> <p>Use sand or soil if spill kit is not sufficient.</p> <p>Spread absorbent low to the ground to prevent wastage and dust from entering your eyes.</p> <p>Place safety triangles out if a traffic hazard.</p>

EMERGENCY PROCEDURE GUIDE

Safety and Environment

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EPG-GEN-19

Used Oil Transport-Spills and Leakage

TASK	ACTION	ALERT
Clean up spill	<ul style="list-style-type: none">Depending on the volume of the spill, it may be necessary to organise for a vacuum tanker to be brought in to suck up as much of the oil as possible.To pick up the remaining residue, cover the entire area of the spill with absorbent. Sweep or shovel back and forth until oil is absorbed and no slick remains.DO NOT walk through the waste.DO NOT touch the waste.	Depending on the size of the spill, additional measures may be required such as contaminated soil excavation and disposal and potentially waterway clean up.
Disposal of absorbent and contaminated soil	<p>↓</p> <ul style="list-style-type: none">Place spent absorbent, booms and socks in plastic bags provided in your spill kit and dispose of appropriately.Depending on the size of the spill, additional measures may be required such as contaminated soil excavation and disposal.Seek advice from your Supervisor on how to dispose of the waste.	Depending on the products used to contain the oil, the waste produced may be regulated waste and will require waste tracking.
Return to depot	<p>↓</p> <ul style="list-style-type: none">Report incident to your Manager/Supervisor who will report in line with <i>SBMP-13.01-04 Environmental Incident Management</i>.Restock any products used, i.e. absorbent.	Evidence that corrective/preventative action/s were taken.

EMERGENCY PROCEDURE GUIDE

Safety and Environment

EPG-GEN-17

Spills-Liquid and Solid

Procedure Flowchart

TASK	ACTION	ALERT
Identify where spill is coming from	<ul style="list-style-type: none">Where possible, deal with spill/leak at its source:<ul style="list-style-type: none">For liquid - turn off valve, secure lock, stem flow;For solids - shut door, cover with tarp or lid to prevent further spillage.	Safety first! Make sure you wear your PPE and only go near spill if safe to do so.
Contain spill	<ul style="list-style-type: none">Contain the spill using the VEHICLE SPILL KIT equipment.For a Liquid spill/leak:<ul style="list-style-type: none">Surround the outer edge of spill with a thick layer of absorbent to contain;If near a stormwater drain or watercourse use the absorbent/boom to create a bund to prevent entry.For a Solid spill:<ul style="list-style-type: none">Contain the spilt waste to ensure that any litter does not escape into surrounding areas;If any liquid is noted, follow liquid directions above and spread absorbent as required to contain.If near a stormwater drain or watercourse use the absorbent/boom to create a bund to prevent entry. Notify Operations of spill and, if required, request a clean-up crew or emergency services if a traffic hazard.	<p>Prevent runoff into drains and watercourses first.</p> <p>Use sand or soil if spill kit absorbent is not sufficient.</p> <p>Spread the absorbent low to the ground to prevent wastage and dust in your eyes.</p> <p>Place triangles out if a traffic hazard.</p>
Clean up spill	<ul style="list-style-type: none">If liquid, cover the entire area of the spill with absorbent. Sweep or shovel back and forth until liquid is absorbed and no slick/liquid remains.If solid, sweep, shovel or use excavation equipment to pick up spilt waste for disposal to appropriate facility.DO NOT walk through the waste.DO NOT touch the waste.A road sweeper or similar may be required if any residue is deemed to be a hazard.	<p>Wear appropriate PPE at all times.</p> <p>IF you are concerned about the contents of the load (i.e. contamination), advise operations and request an SDS if you can identify the product.</p>
Dispose of absorbent	<ul style="list-style-type: none">Place spent absorbent in plastic bags provided in your spill kit.Seek advice from your Supervisor on how to dispose of the waste.	Some waste cannot be disposed of to landfill
Return to depot	<ul style="list-style-type: none">Report incident to your Manager/Supervisor who will report in line with <i>SBMP-13.01-04 Environmental Incident Management</i>.Restock any products used, i.e. absorbent.	Evidence that corrective/preventative action/s were taken

EMERGENCY PROCEDURE GUIDE

Safety and Environment

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EPG-GEN-14

Motor Vehicle Accident

Procedure Flowchart

TASK	ACTION	ALERT
Immediate Actions Drivers	<ol style="list-style-type: none">Attend to the immediate safety of all persons involved or potentially affected by the accident/incident.Where possible move your vehicle off the road.Find a safe area to notify your manager of the incident and exchange details with any other third party involved in the incident.<ul style="list-style-type: none">If the vehicle cannot be driven find a safe place away from traffic to wait for instruction;If you are on a highway and there is no other safe place to wait for instructions, remain in the cab of the vehicle and activate your hazard lights, if safe to do so.Implement measures to prevent further risk to health and environment, as per the applicable Emergency Procedure Guide (EPG) or as advised by manager (I.e. Spills).Exchange Details (Third Party Involved): Complete <i>SBMP-13.00-01 At Scene Incident Report</i>.<ul style="list-style-type: none">If a third party is involved and refuses to provide you with their details/information call 131 444 (Police Assistance Line) to provide a record of the incident.Detach the section of the form labelled "Third Party Copy" and give this to the third party involved in the incident. <p style="text-align: center;">↓</p>	<p>Call 000 immediately if:</p> <ul style="list-style-type: none">anyone is injured,power lines are involved (see <i>EPG-GEN-06 Contact with Live Wires</i>),the vehicle cannot be moved off the road, orany third party is aggressive towards you.
Immediate Actions Managers	<ol style="list-style-type: none">Ensure that 000 is contacted in any of these circumstances:<ol style="list-style-type: none">A party is injured in the crash;Power lines are involved (see <i>EPG-GEN-06 Contact with Live Wires</i>); orThere is significant damage to property which is likely to cause a hazard or obstruction (i.e. vehicle cannot be moved off road).If any third party is aggressive towards staff.Organise for relevant JJR staff to attend the scene to investigate and pick up a staff member where necessary, if required. <p style="text-align: center;">↓</p>	
Environmental Incident	<ol style="list-style-type: none">Utilise the EPG specific to the waste type that has been spilled to commence the appropriate clean-up.	<p>DO NOT attempt clean up on a busy road or highway.</p> <p>Await management's instructions.</p>

Attachment 4 - SBMP-14.01-00 Emergency Planning Procedure

SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-14.01-00

Emergency Planning Procedure

Introduction

This section of the SBMP outlines the requirements for the establishment and implementation of an emergency plan for a facility in order to ensure the safety of its occupants and visitors during an emergency situation.

New Zealand Only - Whilst all JJR facilities require an emergency plan, certain buildings in NZ (those that provide employment facilities for 10 or more persons) require an Evacuation Scheme*. For buildings requiring an Evacuation Scheme, refer to Instruction 15 for additional measures to be implemented.

*This does not apply to buildings with an automatic sprinkler system that is used for providing employment facilities for 10 or more persons.

Emergency Plan Components

The following components of the Emergency Plan, must be available for inspection by authorities on request. You should collate current copies of these documents for presentation if requested. *The instructions below provide further information as required*

- SBMP-14.01-05 Emergency Action (SBMP-14.01-05NZ)
- SBMP-14.01-13 Emergency Response Instructions
- SBMP-14.01-02 Emergency Reaction Debriefing
- SBMP-14.01-11 Personal Emergency Evacuation Plan (where applicable)
- RA-GEN-002 Site Emergency Identification and Analysis
- Evacuation Diagrams for the site
- Occupant Training and Communication - refer Instruction 9, evidence should be accessible on the LMS



Instruction 1

Establishing an Emergency Team

Establish an Emergency Team which will be responsible for:

- Establishing and maintaining Emergency Planning and Response Procedures
- Ensuring the training and management of Emergency Team (Wardens)
- Arranging for the coordination of evacuation exercises
- Reviewing the effectiveness of the evacuation exercises and documentation

Emergency Team Membership and Training

- The Emergency Team must have at least two members, one of which must be part of the site's management team (e.g. depot manager)
- TRN-14.02-01 Emergency Team-Warden Training provides guidelines on team numbers, and how to plan and develop emergency response procedures
- QLD ONLY: For high occupancy buildings (a site with 30 or more people in a single building or with a room where 30 or more staff can congregate) a Fire Safety Advisor (FSA) is required. Contact IMS for assistance



Instruction 2

Emergency Identification and Analysis

The Emergency Team is required to identify emergency events and scenarios that might affect the site. This should include potential emergencies that are:

- Internal to the site
- External to the site
- Within the site that may affect other sites

Potential emergencies likely to impact on the site are identified and analysed using the Risk Assessment Process. Conduct a Risk Assessment using RA-GEN-002 Site Emergency Identification and Analysis.

Remove any items that do not apply to your site. Add additional site specific emergencies, hazards and risks that have not been incorporated and apply site specific controls.



SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-14.01-00

Emergency Planning Procedure

Instruction 3

Emergency Planning in Multi-Occupancy Buildings

This applies to JJR sites occupying a building that is occupied by at least one other entity. Where JJR is the managing entity of a site, the Emergency Plan must take into account the emergency response procedures for all parts of the building occupied by secondary occupiers. Where JJR is the secondary occupier of a site, the Emergency Plan for JJR's part of the building must complement the emergency response procedures of the managing entity's Emergency Plan.



Instruction 4

Emergency Plan and Emergency Response Procedures

Complete *SBMP-14.01-05 Emergency Action* or *SBMP-14.01-05NZ for New Zealand* to document information about:

- The facility
- Structure of the Emergency Team
- Internal and External Contacts
- First Aid Officers, and
- Alarm systems

Ensure *SBMP-14.01-05* or *SBMP-14.01-05NZ* is available to all staff.



Instruction 5

Personal Emergency Evacuation Plans

SBMP-14.01-11 Personal Emergency Evacuation Plan is required in order to document evacuation procedures for persons who may need assistance (e.g. a person with a physical or mental impairment) in evacuating a site during an emergency event. This form is utilised when required and contains a pre-filled example which can be edited.



Instruction 6

Emergency Response Instructions

Utilise *SBMP-14.01-13 Emergency Response Instructions* to document the evacuation procedure, including listing the roles and specific responsibilities of the members of the Emergency Team in order to enable them to carry out their duties effectively during an emergency situation. This document is to be used in conjunction with *TRN-14.02-01 Emergency Team/Warden Training* or external fire warden training when conducting training for members of the Emergency Team.



Instruction 7

Visitors (compulsory)

All visitors to JJR sites are required to sign in using *SBMP-14.01-08 Visitor Logbook* and be issued with a *SBMP-14.01-07 Visitor Pass*. This ensures that in the event of an emergency, that visitors in a facility can be accounted for.

Develop Roll Call Sheets to Assist in Accounting for Staff (optional)

Roll calls may be conducted to ensure that all occupants in a facility are accounted for. Roll calls are considered a secondary measure, and are therefore **optional**. *SBMP-14.01-12 Emergency Roll Sheet* is available for sites wishing to conduct a roll call.



Instruction 8

Evacuation Sign and Diagrams

Evacuation Signs and Diagrams are required for all buildings. Contact IMS or an external contractor to discuss options regarding development. Evacuation diagrams should be prominently displayed in the workplace.



SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-14.01-00

Emergency Planning Procedure

Instruction 9

Occupant Training and Communication

Occupants must receive General Evacuation Instructions and First Response Evacuation Instructions. These instructions are incorporated into the induction process (*SBMP-07.01-01 Site Orientation*) and *TRN-14.01-01 Fire and Emergency-Truck* and *TRN-14.01-02 Fire and Emergency-Site* which covers items such as:

- Procedures for evacuating the building safely
- Exits within the building/s
- Alarms in the building/s
- Fire Fighting Equipment in the building/s
- The emergency assembly point/s

The training must be provided within 2 days of commencement at that site and must be refreshed annually. Refresher training can be achieved by conducting a team brief to adequately refresh occupants of the key points as listed above. It is recommended that the team brief be held after the annual evacuation practice. The following should be used to assist in adequately providing the relevant instructions:

- *SBMP-14.01-05 Emergency Action (SBMP-14.01-05NZ)*
- Evacuation diagrams

Note: Occupants must be provided with updated general evacuation instructions if there have been changes to the instruction. This is to occur as soon as possible after a change.



Instruction 10

Evacuation Practice

Evacuation practices must be carried out at intervals of not more than 1 year.

The practice should be carried out at a time in which the majority of employees of the site are present and should simulate evacuating persons from all areas of a building/facility.

Record all outcomes on *SBMP-14.01-02 Emergency Reaction Debriefing*.



Instruction 11

Post Emergency Debriefings

The Chief Warden must arrange a debriefing session immediately after the evacuation practice.

- Debrief the Emergency Team and implement a "Lessons Learned" system to improve upon the emergency response procedures following debriefings and incident investigation.
- Utilise *SBMP-14.01-02 Emergency Reaction Debriefing* form during this process.

Review documentation, procedures and communicate any necessary changes internally and externally as required.



Instruction 12

Amendment, Expiry and Review of Emergency Planning Documentation

An annual review of all Emergency Planning documentation must take place. Sites must ensure previous versions of documentation are archived.

QLD Only

For buildings requiring a Fire Safety Advisor (FSA), forward all Emergency Planning documentation for the building to the FSA for review. Note: Queensland Only - a site with 30 or more people in a single building or with a room where 30 or more staff can congregate will require a FSA. Contact IMS for further assistance.

Managing Entity and Secondary Occupier Notification

JJR must provide written notification about the change/s to each secondary occupier/managing entity in the building and the FSA of the building (if building is a high occupancy building) as soon as practicable.



SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-14.01-00

Emergency Planning Procedure

Instruction 13

First Aid

As part of annual review of *SBMP-14.01-05 Emergency Action* or *SBMP-14.01-05NZ*, consider the resources required to sustain life or treat injuries until Emergency Services arrive (travel distances, on-site risks, workplace layout etc.). Further information on First Aid requirements can be found in the Safe Work Australia – Code of Practice for First Aid in the Workplace or NZ First Aid for Workplaces

Ensure that first aid kits are available to all staff – both onsite and off (e.g. drivers).

When a first aid injury occurs (i.e. no medical treatment required), details should be entered into *SBMP-13.01-05 Self Treatment First Aid and Usage Register*.



Instruction 14

Key Register

From both a security and emergency perspective, it is imperative that all keys for JJR sites are accounted for. *SBMP-14.01-09 Key Register* should be completed upon any occasion where keys are issued to a staff member or contractor.

Instruction 15 (New Zealand Only)

Evacuation Schemes

For buildings requiring an evacuation Scheme, submit online application via the NZFS Online Services website.

The application will require JJR to select a preference of completing evacuation trials or training programs at 6 monthly intervals.

Evacuation Trials

Where Evacuation Trials are selected, conduct trials at 6 monthly intervals and complete relevant notifications prior to and after the trial via NZFS Online Services website.

Training Programs

Where a training program is selected, provided training to staff at 6 monthly intervals.

This should include re-training in the following:

- For Wardens, *SBMP-14.01-13 Emergency Response Instructions* and any relevant Personal Emergency Evacuation Plan
- For staff, Refer to instruction 9

An online notification providing information relating to the training program will need to be completed via the NZFS Online Services website

SITE BASED MANAGEMENT PLAN

Form

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SBMP-14.01-08

Visitor Logbook

[illegible]

*Is the contractor working onsite an Approved Supplier? Check JJR Supplier Management Portal

**Will a Work Permit (Hot Work, Confined Space, High Risk, Fire Protection System Impairment Permit) be required for services being performed? If Yes, complete relevant Permit prior to commencing work (guidance provided in *SBMP-06.02 Work Permits*)

***Will the visitor/contractor be working without Supervision? If Yes, complete *SBMP-07.01-01 Site Orientation* prior to commencing work.

SITE BASED MANAGEMENT PLAN

Forms

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SBMP-14.01-07

Visitors Pass

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EMERGENCY PROCEDURE GUIDE

SITUATION	ACTION REQUIRED
Evacuation	1. Move to the nearest street entrance
Command:	2. Stay there until told otherwise
Medical Emergency:	1. Call out for assistance
	2. Trained First Aiders will help you

Visitor's Pass

Visitor Card No:

Keep this card visible at all times

Visitor Induction

1. You must comply with all safety rules and requests.
2. Observe and abide by all on-site signage including:
 - a. PPE requirements / Speed limits / Restricted and Hazardous areas
3. Visitors must sign in and out via the Visitor Logbook.
 - a. Complete all columns as required.
4. For visitors undertaking work onsite unaccompanied by a JJR staff member at all times, the following may apply:
 - a. Where working without Supervision, a Site Orientation will be required.
 - b. Where Hot Work, Confined Space Entry, Work on Fire Systems or High Risk Work is conducted, a work permit is required prior to commencement.
 - c. Contractors working onsite must be an Approved Supplier for JJR.
5. Report all hazards and incidents to the Office immediately.
6. Smoking is permitted in designated smoking areas only.
7. Please assist us to keep the workplace clean and tidy.

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EMERGENCY PROCEDURE GUIDE

SITUATION	ACTION REQUIRED
Evacuation	3. Move to the nearest street entrance
Command:	4. Stay there until told otherwise
Medical Emergency:	3. Call out for assistance
	4. Trained First Aiders will help you

Visitor's Pass

Visitor Card No:

Keep this card visible at all times

Visitor Induction

1. You must comply with all safety rules and requests.
2. Observe and abide by all on-site signage including:
 - a. PPE requirements / Speed limits / Restricted and Hazardous areas
3. Visitors must sign in and out via the Visitor Logbook.
 - a. Complete all columns as required.
4. For visitors undertaking work onsite unaccompanied by a JJR staff member at all times, the following may apply:
 - a. Where working without Supervision, a Site Orientation will be required.
 - b. Where Hot Work, Confined Space Entry, Work on Fire Systems or High Risk Work is conducted, a work permit is required prior to commencement.
 - c. Contractors working onsite must be an Approved Supplier for JJR.
5. Report all hazards and incidents to the Office immediately.
6. Smoking is permitted in designated smoking areas only.
7. Please assist us to keep the workplace clean and tidy.

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EMERGENCY PROCEDURE GUIDE

SITUATION	ACTION REQUIRED
Evacuation	5. Move to the nearest street entrance
Command:	6. Stay there until told otherwise
Medical Emergency:	5. Call out for assistance
	6. Trained First Aiders will help you

Visitor's Pass

Visitor Card No:

Keep this card visible at all times

Visitor Induction

1. You must comply with all safety rules and requests.
2. Observe and abide by all on-site signage including:
 - a. PPE requirements / Speed limits / Restricted and Hazardous areas
3. Visitors must sign in and out via the Visitor Logbook.
 - a. Complete all columns as required.
4. For visitors undertaking work onsite unaccompanied by a JJR staff member at all times, the following may apply:
 - a. Where working without Supervision, a Site Orientation will be required.
 - b. Where Hot Work, Confined Space Entry, Work on Fire Systems or High Risk Work is conducted, a work permit is required prior to commencement.
 - c. Contractors working onsite must be an Approved Supplier for JJR.
5. Report all hazards and incidents to the Office immediately.
6. Smoking is permitted in designated smoking areas only.
7. Please assist us to keep the workplace clean and tidy.

J.J. Richards
& Sons Pty Ltd

EMERGENCY PROCEDURE GUIDE

SITUATION	ACTION REQUIRED
Evacuation	7. Move to the nearest street entrance
Command:	8. Stay there until told otherwise
Medical Emergency:	7. Call out for assistance
	8. Trained First Aiders will help you

Visitor's Pass

Visitor Card No:

Keep this card visible at all times

Visitor Induction

1. You must comply with all safety rules and requests.
2. Observe and abide by all on-site signage including:
 - a. PPE requirements / Speed limits / Restricted and Hazardous areas
3. Visitors must sign in and out via the Visitor Logbook.
 - a. Complete all columns as required.
4. For visitors undertaking work onsite unaccompanied by a JJR staff member at all times, the following may apply:
 - a. Where working without Supervision, a Site Orientation will be required.
 - b. Where Hot Work, Confined Space Entry, Work on Fire Systems or High Risk Work is conducted, a work permit is required prior to commencement.
 - c. Contractors working onsite must be an Approved Supplier for JJR.
5. Report all hazards and incidents to the Office immediately.
6. Smoking is permitted in designated smoking areas only.
7. Please assist us to keep the workplace clean and tidy.

Visitors

Welcome to J.J. Richards & Sons Pty Ltd

For your personal safety:

1. Take a Visitor's Pass, and read the Emergency Procedures and Induction Procedures listed on it.
2. Log your visit on the register provided, including your Pass number.
(Your signature is your agreement to abide by the Induction Procedures.)
3. Follow the directions given to you by onsite personnel and comply with any procedures in the workplace.
4. Log the time of your departure in the register and return the Visitor's Pass.

Safety is Everyone's Responsibility
Thank You for Your Cooperation

SITE BASED MANAGEMENT PLAN

Form

SBMP-14.01-12

Emergency Roll Call

This form (optional) can be utilised to maintain a list of employees based on site, in order to allow an effective roll call to be conducted in the event of an emergency evacuation or evacuation practice.

Site/Depot : Glendenning Treatment Plant

Date List Created:

08/05/2018

Department* 245 / 244 / 500 / 613

Name	Normal Area of Work**	Present	Known to be Absent from Workplace	Unaccounted for	Comments
Benjamin Martis	Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daniel Lownds	Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marc Lequesne	Plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Peter Hainsworth	Plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alan Gilfoyle	Plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Matthew Lucas	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dean Withers	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
John Thomas	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brad Nicholson	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jarrold Nicholson	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
James Waterson	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Justin Sparkes	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dave Bond	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dave Young	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colin Aspinall	Driver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Graeme Wright	Plant - Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Matthew	Plant - Oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Department (if applicable): e.g. "Mechanics", "Operations".

**Normal Area of work: e.g. "Workshop", "Office Level 1", "Baler Shed".

**Name of Roll
Marker:**

Signature:

Date:

ENSURE THAT THE RESULTS OF THIS ROLL CALL ARE COMMUNICATED TO THE CHIEF WARDEN OR COMMUNICATIONS OFFICER (AS PER ARRANGEMENTS SPECIFIC TO SITE)

SITE BASED MANAGEMENT PLAN

Form

J.J. Richards
& Sons Pty Ltd

SBMP 13.01-05

Self-Treatment and First Aid and Usage Register

Instruction: Register any self-treatment or first aid treatment and any items used from the first aid kit.

Injury Date	Time	Name of injured Person	Nature of Injury/Treatment	Location where injury occurred	Items Used from First Aid Kit	First Aider (If used)	Injured Person's Signature

Note: Enter details of the incident in IRS or on SBMP-13.01-01 for injuries requiring medical treatment and/or for all sprain/strain injuries.

Attachment 5 - SBMP-14.01-05 Emergency Action

SITE BASED MANAGEMENT PLAN

Form

J.J. Richards
& Sons Pty Ltd

SBMP-14.01-05

Emergency Action

1 Internal Contacts

Depot/Site Details

Depot/Site	Gledenning Waste Treatment Plant
Address	14 Rayben Street, Gledenning
Phone Number	02 9832 4022

Property Owner Address & Contact Details

<input checked="" type="checkbox"/> Owner - JJ Richards		<input type="checkbox"/> Owner – Other (List Name Address and Contact Details)	
J.J. Richards & Sons Pty Ltd 3 Grant St, Cleveland Qld 4163 Ph: 07 3488 9600			
Hours of Operation:	0400 - 1700	No. of Employees (including those working off site):	12

JJR Emergency Contacts	Contact Name	Contact Number
Branch / Depot Manager	Benjamin Martis	0436 012 815
Ops Manager / Supervisor	Daniel Lownds	0438 957 153
Workshop Manager	N/A	N/A
Fire Safety Advisor (Qld only)		
Safety	IMS / Haydee Forster	07 3488 9600 / 0416 255 582
Environment	Legal / Kurt Whalan	07 3488 9600 / 0478 306 760
Rehab/Injury Management	Gallagher Bassett Services	07 3005 1900
IMS	IMS / Haydee Forster	07 3488 9600 / 0416 255 582
Fleet	Fleet / Owen Burton	07 3297 3840 / 0411 742 318
JJR IT Department	(07) 3488 9635 - After Hours: Dial same number, wait for prompt and press 1.	

First Aid Officers

Emily Walmsly	Melanie Potter
Danna Kleisner	

First Aid Kit Locations

In kitchen area in office building	Inside drivers room	
Defibrillator Onsite?	<input checked="" type="checkbox"/> Yes Location: Inside drivers room	<input checked="" type="checkbox"/> No

Chemical Manifest & SDS Location/s

Drivers room	Caustic Tank	
--------------	--------------	--

Emergency Alarms

Stand-by Alarm	<input checked="" type="checkbox"/> No standby (Evac only) / <input type="checkbox"/> Electronic (Beep Beep) / <input type="checkbox"/> Other:
Evacuation Alarm	<input checked="" type="checkbox"/> Manual Siren or Air horn / <input type="checkbox"/> Electronic (Whoop, Whoop) / <input type="checkbox"/> Other:

Emergency Team (ET)

Chief Warden	Benjamin Martis
Deputy Warden	Marc Lequesne
Communications Officer	Daniel Lownds
Wardens	Wardens
Peter Hainsworth	
ET Appointment Date (Date training last completed):	

Note: Members of the ET can be contacted via the phone number listed in the Depot/Site Details table.

SITE BASED MANAGEMENT PLAN

Form

J.J. Richards
& Sons Pty Ltd

SBMP-14.01-05

Emergency Action

2 External Contacts

Emergency Type	Service Provider/Name	Contact Numbers	Notes, Address, Fax (whichever relevant)
General Assistance and Bomb Threat	Police	000 Aus 24 Hr	
Fire, Explosion, Rescue	Fire Services	000 Aus 24 Hr	
Hazardous Substance Spill	Fire Services Haz Mat Response Unit	000 Aus 24 Hr	
Gas Emergency	Fire Services	000 Aus 24 Hr	
Medical Transportation	Ambulance	000 Aus 24 Hr	
Poisoning	Poisons Information Centre	13 11 26 Aus 24 Hr	
Medical Treatment	Local Hospital	02 9881 8000	18 Blacktown Rd Blacktown
Medical Treatment	Local Doctor	02 8822 3000	Kildare Road Medical Centre
Trauma Counselling	IMS Arranges (Jodie Hind)	3488 9600	0419 034 854
Electrical Failure/Incident			
Electrical Repairs			
Storm Damage/Flooding	Local SES	132 500(Emergency)	02 8811 7700
Burst Water Main	Council	02 9839 6000	Blacktown City Council
Neighbours	Replec	1300 555 586	
	Cleanaway	02 9839 1522	
	PERI Australia	02 8805 2300	
Tenants/ Other Site Occupants			
List Reviewed 07/05/2018 Date By Ben Martis Review date: Annually 07/05/2019			

3 Bomb Threat Checklist

Consider the following points if a bomb threat is received by phone:

CALL TAKEN

Date Time am/pm / Duration of Call / Number called

QUESTIONS TO ASK

When will it explode/ Where did you place the bomb / When did you put it there / What does the bomb look like / What kind of bomb is it / What will make the bomb explode / Did you place the bomb / Why did you place the bomb / What is your name / Where are you now / What is your address

CALLER'S VOICE

Male / Female / Estimated Age / Accent Impediment / Volume (loud/soft) / Speech (fast/slow) / Diction (clear / muffled) / Manner (calm / emotional) / Did you recognise the voice / Was the caller familiar with the Area / Well Spoken / Incoherent / Irrational / Taped / Message read by caller / Abusive

BACKGROUND NOISES

Street Noises / House Noises / Aircraft / Voices / Local Call / Music / Machinery / STD Call

Attachment 6 - SBMP-09.02-03 Vehicle and Plant Spot Checklist

SITE BASED MANAGEMENT PLAN

Form

SBMP-09.02-03

Vehicle and Plant Spot Checklist

Important Information:

- This check must be performed by Senior Staff, e.g. Branch Manager, Operations/Workshop Manager, Leading Hand.
- Use 1 sheet per unit (for example: Trucks, A or B Trailers, Cars, Loaders, Dozers etc.).
- NHVAS Accreditation applies to BFM, Maintenance and Mass Sites. Intercept books and labels are required for Maintenance and Mass.
- Employees must remove all rubbish and items from vehicles when they are finished at the end of their shift.
- Misuse, reckless damage and untidy vehicles will not be accepted.
- J.J. Richards does not treat company vehicles as "Disposable Items: and expects employees to maintain vehicles to the highest standard.
- If any vehicle is not being maintained to the standards set out above, the site manager or delegate is to investigate and discipline the responsible person accordingly, using *SBMP-11.03-03 Counselling and Infringement Record*.

Depot:		Dept:		Unit No:		Unit Type:	
Acceptable Standard – Good Condition		✓	Unacceptable Standard – Fair/Poor Condition		✗	Not Applicable	
Inspection Date:							
Inspecting Officer:							
Normal Driver:							
Condition/General Appearance of Unit: (Fair or poor results detail below)							
Condition of Cabin Internal: general tidiness, upholstery, windows, floor							
Evidence of smoking in the cab							
In-Cab Smoke Detector Test: to be done quarterly at time of spot check (if req)							
Cab clear of loose items							
Spill/First Aid Kit present, stocked and in date							
All controls clearly labelled							
<i>SBMP-09-02-02 Pre-start and End of Day Checklist</i> Sticker affixed to inside of cabin and laminated checklist available in the cab							
EDN Book available in the cab							
Emergency Procedures Guides & accident forms available in cab							
EPA Licence (if req) & conditions met e.g. SDS, Training etc.							
NHVAS Accredited Vehicles (if Applies)	Intercept Book						
	Labels						
	<i>WP-GEN-161-00 NHVAS Mass Management Manual</i>						
Condition of Body:							
Oil leaks evident? (please indicate i.e. lifter, engine, transmission)							
Vehicle equipped with:	Shovel						
	Broom						
	Ladder						
	Emergency Placards						
	Safety Triangles						
	Tie Down Equipment						
	Fire extinguisher (in date)						
Padlock fitted and locked on hopper access door (if applicable)							
Emergency Stops labelled and working? (if applicable)							
Air suspension pressure to weight check (if applicable)							
Rego and RWC stickers secure and current							
Condition of Cabin & Body External: Note scratches, dents, rust and paintwork (indicate damaged areas i.e. front LHS guard)							
Tyre Condition:							
Comments/Defects Report No:							
Signature:							

Note: Transfer all non-compliances on this sheet to *FRM-GEN-209-01 Equipment Defect Book* or *SBMP-05.02-01 Hazard Log Book*.

Attachment 7 - TRN-14.01-01 Fire and Emergency-Truck



Fire and Emergency Training TRUCKS AND MOBILE EQUIPMENT

Please Note: Drivers who complete this module are not required to complete TRN-14.01-02 Fire and Emergency Training-Site



TRN-14.01-01

TYPES OF EMERGENCIES

Emergencies can take many forms:

- Fire
- Injury
- Vehicle Accident
- Spills
- Bomb Threat
- External Events (bush fires, gas leak, flood)



Issue Date: 15/03/2018

IN THE EVENT OF A FIRE...

- Try and stay calm and think logically
- Assess the risk to yourself and others
(i.e. how big is the fire?, where is it located?)
- Assess your ability to put out the fire
(based on your assessment above; your experience; access to fire fighting equipment)
- Do you need to alert other people?
- Do you need to call 000?

Issue Date: 07/02/2018

DO NOT FIGHT A FIRE IF...

- You don't know what is burning! Wrong extinguishers can make things worse
- If you feel you are putting yourself at risk
- Including, if you don't have a safe escape route or there are risks such as toxic fumes or explosion hazards

Issue Date: 07/02/2018

IF YOU CHOOSE TO FIGHT A FIRE...

- Always position yourself with a means of escape in case the extinguisher malfunctions or something unexpected happens
- You need to be able to get out quickly and you don't want to become trapped

Issue Date 01/02/2016

ALERTING OTHERS

- All workplaces will have means of alerting others of an emergency, including fire
- Evacuation diagrams will show the type and location of these, commonly they include:
 - Air horn or rotary gong
 - Manual Call Point (MCP)
 - Voice evacuation system



Issue Date 02/02/2016

IMMEDIATE ACTION IF VEHICLE CATCHES FIRE

- In a safe location:
 - Pull entirely off the road
 - Look for a paved parking lot, or open field
 - **NEVER** at a fuel station!
- Call 000 Emergency Services
- Call your Manager/Supervisor



Issue Date 07/02/2015

FIRE IN CAB

- Shut off engine and any electrical equipment
- Isolate battery with main isolator switch
- Remove burning materials, if safe to do so
- Use dry powder extinguisher to extinguish the fire
- Contact Operations Manager or Supervisor



Dry Powder or AB(E) extinguisher

Issue Date 07/02/2015

FIRE IN ENGINE COMPARTMENT

- Shut off engine and any electrical equipment
- Isolate battery with main switch
- Use dry powder to extinguish the fire
- Inject contents of the extinguisher through any available opening, without raising the bonnet or tilting the cab
- Contact Operations Manager/Supervisor

Issue Date 31/03/2016

5

FIRE IN LOAD/BODY

- If compactor body, engage PTO and pack the load with as much force as possible
 - Hold the blade into the load and try and smother the fire
- Move to an open area if possible; ensure area is clear of bystanders
- Follow your normal procedure for emptying load
- If safe to do so, use fire extinguisher to put out the fire
- Contact Operations Manager/Supervisor

Issue Date 07/02/2016

6

FIRE IN LOAD/BODY

- If there is a fire in load while at disposal facility, notify onsite operational staff immediately and seek instruction on where to unload
- Follow instructions from disposal facility staff
- Contact Operations Manager/Supervisor

Issue Date 07/02/2016

7

TYRE / BRAKE FIRE

- Stop vehicle, turn off ignition and put handbrake on
- Flood tyre / brakes with plenty of water. If water not available use fire extinguisher, earth or sand
- If safe, change tyre and move it away from vehicle
- If tyre cannot be removed and fire cannot be extinguished, drop trailer (if safe to do so) and drive truck to a nearby safe location and seek help
- Allow brakes to cool
- Contact Operations Manager/Supervisor

Issue Date 07/02/2016

8

BUSHFIRE

- Your Manager will inform you if bushfires are a particular risk in your work area
- If you see smoke or hear on the radio that there is a fire nearby, contact Operations Manager/Supervisor and then remove yourself from the area
- Do **NOT** cross a roadblock
- When the fire danger rating is severe, extreme or catastrophic and directed by management, listen to the emergency radio station
- Ensure you have at least a 2 litre bottle of water in the cab of the vehicle during the fire season (November - April)



Issue Date 07/02/2018

13

COMMON FIRE CLASSIFICATIONS



Fires are classified according to the fuel burning, there are 6 common types. The type of fire will determine what extinguisher can be used to fight the fire (see next slide)

Class	Fuel	Examples
A	Common combustible solids	Wood, paper, cardboard, rags etc
B	Flammable liquids	Petrol, oil, paints, diesel etc.
C	Flammable gases	LPG, natural gas, methane, acetylene
D	Combustible metals	Potassium, sodium, lithium, magnesium
E	Electrically involved fires	Any plugged in electrical equipment
F	Fats and oils	Cooking oils and fats

Issue Date 07/02/2018

14

FIRE EXTINGUISHER USE

FIRE EXTINGUISHER SELECTION CHART							
Class & Type of Fire	Colour	A	B	C	D	(E)	F
Type of extinguisher		Water, Foam, Powder	Flammable & Combustible Liquids	Flammable Gases	Combustible Metals	Electrically Involved Equipment	Cooking Oils and Fats
Water		✓	✗	✗	✗	✗	✗
Carbon Dioxide (CO ₂)		LIMITED	LIMITED	✗	✗	✓	✗
Dry Chemical Powder (ABC/BC)		✓ ABC/BC ✗ DEF	✓	✓	✗	✓ ✗ DEF	✗
Foam		✓	✓	✗	✗	✗	LIMITED
Wet Chemical		✓	✗	✗	✗	✓	✓
Fire Blanket		LIMITED	LIMITED	✗	✗	✗	✓

FIRE & SAFETY AUSTRALIA

To select the Fire Extinguisher or Shovel Training please contact us on 1300 863 553 or info@fsa.com.au

Fire & Safety Australia

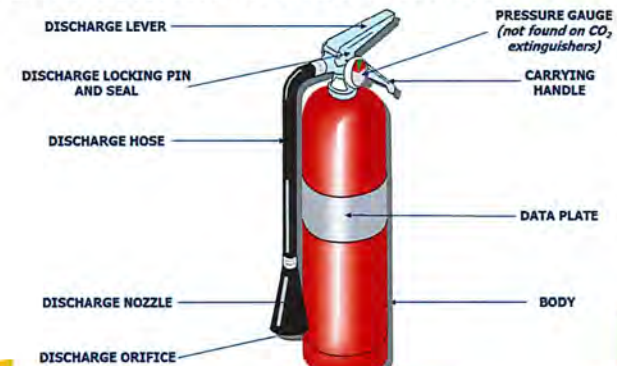
1300 863 553

FIRE & SAFETY AUSTRALIA
To obtain Fire Extinguisher or Warden Training please
contact us on 1800 80 55 28 or www.fsau.com.au

Issue Date 07/02/2018

15

FIRE EXTINGUISHER - COMMON FEATURES



Issue Date 07/02/2018

16

ACCESS TO FIRE FIGHTING EQUIPMENT

- Be familiar with the location of fire fighting equipment (extinguishers, hose reels, fire blankets) on your truck, in your workplace and on the site in which you operate
- Know how to remove the extinguisher from its bracket
- As part of this session:
 - Locate an extinguisher in the workplace or on a truck
 - Undo the extinguisher bracket latch
 - Lift extinguisher from its position
 - Remove plastic/protective cover
 - Check extinguisher service tag is current
 - Recover, return & re-latch in position



Issue Date: 07/02/2018

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FIRE EXTINGUISHER - OPERATION



1. PULL
The pin



Keep the extinguisher in the upright position.

2. TEST:
As you approach the fire

3. AIM:
Low at the base of the fire

4. SQUEEZE:
The lever



5. SWEEP:
From side to side



REMEMBER the PASS word.

Issue Date: 07/02/2018

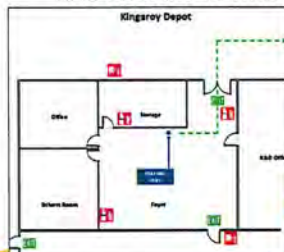
18

ACCESS TO FIRE FIGHTING EQUIPMENT

- Be familiar with the location of fire fighting equipment (extinguishers, hose reels, fire blankets) in your workplace, on your truck and on sites in which you operate



- Evacuation diagrams in your workplace will show location of fire fighting equipment



Issue Date: 07/02/2018

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FIRE FIGHTING EQUIPMENT - EXTINGUISHERS

- Know how to remove an extinguisher from its bracket.
- As part of this session:
 - Locate an extinguisher in the workplace
 - Undo the extinguisher bracket latch
 - Lift extinguisher from its position
 - Remove plastic/protective cover (if fitted)
 - Check extinguisher service tag is current
 - Recover, return and re-latch in position



Issue Date: 07/02/2018

20

FIRE FIGHTING EQUIPMENT - HOSE REELS

• Operation

- Fire hose reels are all very similar in operation
- Ensure the nozzle or jet is in the closed position
- Turn on the main valve
- Pull the hose off the drum releasing enough hose to advance towards the fire
- Ensure sufficient hose is behind you to further advance and mop up
- Open the nozzle or valve and direct the stream of water at the fire



Issue Date 01/02/2018

21

FIRE FIGHTING EQUIPMENT - FIRE BLANKETS

Fire Blankets are used for small Class A, B and F fires

They may also be used as a thermal barrier against radiated heat and to smother a person's clothing

• Operation

- Approach the fire from the upwind direction
- Remove ignition source or source of fuel
- Unfold blanket and drape over the fire pushing the flames away from you and being careful not to spread the fire to adjoining areas
- Cover entire fire area and leave in place for at least 15 minutes to cool before removal
- Once fire is extinguished do not reuse blanket, it must be replaced



Issue Date 01/02/2018

22

OK, THE FIRE'S OUT... WHAT NOW?

• **WATCH** the fire area

- If the fire flares again, use another extinguisher to fight the fire
- If you can't control the fire, **LEAVE** immediately!
- If unsure, call the fire department to inspect the area
- Arrange to recharge or replace any used fire extinguishers



Issue Date 07/02/2018

23

WORKPLACE INJURY

- Before helping the injured person ensure no further danger exists
- Use the First Aid Kit to provide pain relief or prevent the injury or illness from becoming worse
- If the injury is more serious or you are not sure what to do, contact a First Aid Officer for the site or Emergency Services
- If you sustain a workplace injury, you must
 - Report the injury to your Supervisor
 - Record details of the injury
 - Assist with incident investigation if required



Issue Date 07/02/2018

24

SPILLS & SPILL KITS

- Initial Response
 - Warn anyone who may be in danger
 - Prevent spilled product from entering drains and waterways
- A spill kit should contain:
 - Absorbent granules (kitty litter)
 - Absorbent pads
 - Soak up boom
 - PPE (gloves)
 - Waste bags & ties



Issue Date: 07/02/2016

25

CONTAINING SPILLS

- Shut off valves / isolate lines
- Plug holes to limit spill
 - Use pads, rags or other items that fit the hole
- Stop run-off using boom, pads or absorbent
 - First priority is to prevent run-off into drains
 - Limit the area that has to be cleaned up
- Clean up spill
 - Soak up product with absorbent materials
 - Shovel soiled absorbent and place in provided waste bags
- Report
 - Contact JJR Legal to report all Environmental Incidents



Issue Date: 07/02/2016

26

FLOODING / FLOODED ROADS

- **Don't** drive through flood waters
 - Do not place yourself or your vehicle at risk
- In all cases, advise your Manager/Supervisor



Issue Date: 07/02/2015

27

BOMB THREAT - PHONE CALL

Be familiar with the Bomb Threat Checklist

- Excerpt from SBMP-14.01-05 Emergency Action

CALL TAKEN	
Date: ____/____/____	Time: ____ am/pm / Duration of Call / Number called
QUESTIONS TO ASK	
When will it explode? / Where did you place the bomb? / When did you put it there? / What does the bomb look like? / What kind of bomb is it? / What will make the bomb explode? / Did you place the bomb? / Why did you place the bomb? / What is your name? / Where are you now? / What is your address?	
CALLER'S VOICE	
Male / Female / Estimated Age / Accent / Impediment / Volume (loud/soft) / Speech (fast/slow) / Diction (clear / muffled) / Manner (calm / emotional) / Did you recognise the voice? / Was the caller familiar with the Area? / Well Spoken / Incoherent / Irrational / Taped / Message read by caller / Abusive	
BACKGROUND NOISES	
Street Noises / House Noises / Aircraft / Voices / Local Call / Music / Machinery / STD Call	

Issue Date: 07/02/2015

28

EVACUATION

- In the event of an Emergency it is critical that you can exit the site safely and quickly
- Familiarise yourself with the emergency exits, evacuation routes and the emergency assembly point
 - Know alternative/secondary evacuation routes
 - Refer to the evacuation diagrams across the site
- Know evacuation signals and procedures
- Know who the Emergency Wardens are at your site.
 - During an emergency, you must follow their instructions.
 - Wardens will be listed on the **Emergency Action document**, on display in the lunchroom, at work stations, site noticeboards



Issue Date 01/02/2018

29

FIRE & EMERGENCY TRAINING - WRAP UP

- Never place yourself at risk of injury
- Follow directions of Emergency Wardens
- Ensure all incidents are reported and documented
- Assist with incident investigation and put in place actions to reduce the risk of recurrence
- To reduce the likelihood of incidents occurring report hazards to your Supervisor or use the site Hazard Log Book
- On the road - complete and return *SBMP-13.00-01 At Scene Incident Report*



Issue Date 07/02/2018

30

Attachment 9 - TRN-14.01-02 Fire and Emergency – Site



Fire and Emergency Training SITES AND BUILDINGS

Please Note: Drivers who have completed the TRN-14.01-01 Fire and Emergency-Truck are not required to complete this module



TRN-14.01-02

TYPES OF EMERGENCIES

Workplace emergencies can take many forms:

- Fire
- Injury
- Vehicle Accident
- Spills
- Bomb Threat
- External Events (bush fires, gas leak, flood)



IN THE EVENT OF A FIRE...

- Try and stay calm and think logically
- Assess the risk to yourself and others
(i.e. how big is the fire?, where is it located?)
- Assess your ability to put out the fire
(based on your assessment above; your experience; access to fire fighting equipment)
- Do you need to alert other people?
- Do you need to call 000?

DO **NOT** FIGHT A FIRE IF...

- You don't know what is burning! Wrong extinguishers can make things worse
- If you feel you are putting yourself at risk
- Including, if you don't have a safe escape route or there are risks such as toxic fumes or explosion hazards

IF YOU CHOOSE TO FIGHT A FIRE...

- Always position yourself with a means of escape in case the extinguisher malfunctions or something unexpected happens
- You need to be able to get out quickly and you don't want to become trapped

07/02/2018

ALERTING OTHERS

- All workplaces will have means of alerting others of an emergency, including fire
- Evacuation diagrams will show the type and location of these, commonly they include:
 - Air horn or rotary gong
 - Manual Call Point (MCP)
 - Voice evacuation system



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COMMON FIRE CLASSIFICATIONS

Fires are classified according to the fuel burning, there are 6 common types. The type of fire will determine what extinguisher can be used to fight the fire (see next slide)

Class	Fuel	Examples
A	Common combustible solids	Wood, paper, cardboard, rags etc
B	Flammable liquids	Petrol, oil, paints, diesel etc.
C	Flammable gases	LPG, natural gas, methane, acetylene
D	Combustible metals	Potassium, sodium, lithium, magnesium
E	Electrically involved fires	Any plugged in electrical equipment
F	Fats and oils	Cooking oils and fats

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FIRE EXTINGUISHER USE

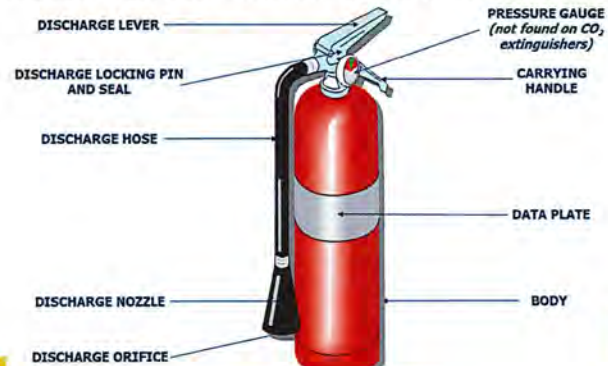
FIRE EXTINGUISHER SELECTION CHART							
Class & Type of fire	Colours	A	B	C	D	E	F
Type of Extinguisher		Wood, Paper, Plastics	Flammable & Combustible Liquids	Flammable Gases	Combustible Metals	Electrically Powered Equipment	Cooking Oils and Fats
Water		✓	✗	✗	✗	✗	✗
Carbon Dioxide (CO2)		LIMITED	LIMITED	✗	✗	✓	✗
Dry Chemical Powder (ABC/BC)		✓ ABC ✗ BC	✓	✓	✗	✓	✗ ABC/BC ✓ BC
Extinguishers		✓	✓	✗	✗	✗	LIMITED
Wet Chemical		✓	✗	✗	✗	✗	✓
Fire Blanket		LIMITED	LIMITED	✗	✗	✗	✓

Fire & Safety Australia
To learn more about fire extinguishers and fire safety, visit our website at www.fireand-safety.com.au or call 1800 44 33 99.

Fire extinguishers are only effective if used correctly. Always read the instructions on the label. Fire extinguishers are not a substitute for fire safety measures. Fire extinguishers should be used as a last resort. Fire extinguishers should be used in a safe and controlled manner. Fire extinguishers should be used in a safe and controlled manner. Fire extinguishers should be used in a safe and controlled manner.

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FIRE EXTINGUISHER - COMMON FEATURES



FIRE EXTINGUISHER - OPERATION



1. PULL

The pin



2. TEST:

As you approach the fire

3. AIM:

Low at the base of the fire

4. SQUEEZE:

The lever



5. SWEEP:

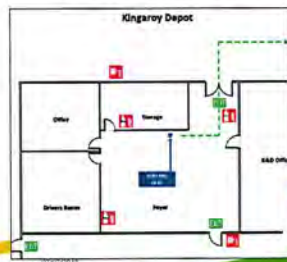
From side to side



REMEMBER the **PASS** word.

ACCESS TO FIRE FIGHTING EQUIPMENT

- Be familiar with the location of fire fighting equipment (extinguishers, hose reels, fire blankets) in your workplace, on your truck and on sites in which you operate



- Evacuation diagrams in your workplace will show location of fire fighting equipment

FIRE FIGHTING EQUIPMENT - EXTINGUISHERS

- Know how to remove an extinguisher from its bracket
- As part of this session:
 - Locate an extinguisher in the workplace
 - Undo the extinguisher bracket latch
 - Lift extinguisher from its position
 - Remove plastic/protective cover (if fitted)
 - Check extinguisher service tag is current
 - Recover, return and re-latch in position



FIRE FIGHTING EQUIPMENT - HOSE REELS

• Operation

- Fire hose reels are all very similar in operation
- Ensure the nozzle or jet is in the closed position
- Turn on the main valve
- Pull the hose off the drum releasing enough hose to advance towards the fire
- Ensure sufficient hose is behind you to further advance and mop up
- Open the nozzle or valve and direct the stream of water at the fire



FIRE FIGHTING EQUIPMENT - FIRE BLANKETS

Fire Blankets are used for small Class A, B and F fires

They may also be used as a thermal barrier against radiated heat and to smother a person's clothing



• Operation

- Approach the fire from the upwind direction
- Remove ignition source or source of fuel
- Unfold blanket and drape over the fire pushing the flames away from you and being careful not to spread the fire to adjoining areas
- Cover entire fire area and leave in place for at least 15 minutes to cool before removal
- Once fire is extinguished do not reuse blanket, it must be replaced

OK, THE FIRE'S OUT... WHAT NOW?

• WATCH the fire area

- If the fire flares again, use another extinguisher to fight the fire
- If you can't control the fire, **LEAVE** immediately!
- If unsure, call the fire department to inspect the area
- Arrange to recharge or replace any used fire extinguishers



WORKPLACE INJURY

- Before helping the injured person ensure no further danger exists
- Use the First Aid Kit to provide pain relief or prevent the injury or illness from becoming worse
- If the injury is more serious or you are not sure what to do, contact a First Aid Officer for the site or Emergency Services
- If you sustain a workplace injury, you must
 - Report the injury to your Supervisor
 - Record details of the injury
 - Assist with incident investigation if required



SPILLS & SPILL KITS

- Initial Response
 - Warn anyone who may be in danger
 - Prevent spilled product from entering drains and waterways
- A spill kit should contain:
 - Absorbent granules (kitty litter)
 - Absorbent pads
 - Soak up boom
 - PPE (gloves)
 - Waste bags & ties



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CONTAINING SPILLS

- Shut off valves / isolate lines
- Plug holes to limit spill
 - Use pads, rags or other items that fit the hole
- Stop run-off using boom, pads or absorbent
 - First priority is to prevent run-off into drains
 - Limit the area that has to be cleaned up
- Clean up spill
 - Soak up product with absorbent materials
 - Shovel soiled absorbent and place in provided waste bags
- Report
 - Contact JJR Legal to report all Environmental Incidents



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FLOODING / FLOODED ROADS

- **Don't** drive through flood waters
 - Do not place yourself or your vehicle at risk
- In all cases, advise your Manager/Supervisor



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BOMB THREAT - PHONE CALL

Be familiar with the Bomb Threat Checklist

- Excerpt from SBMP-14.01-05 Emergency Action

CALL TAKEN

Date ____/____/____

Time ____ am/pm / Duration of Call / Number called

QUESTIONS TO ASK

When will it explode/ Where did you place the bomb / When did you put it there / What does the bomb look like / What kind of bomb is it / What will make the bomb explode / Did you place the bomb / Why did you place the bomb / What is your name / Where are you now / What is your address

CALLER'S VOICE

Male / Female / Estimated Age / Accent / Impediment / Volume (loud/soft) / Speech (fast/slow) / Diction (clear / muffled) / Manner (calm / emotional) / Did you recognise the voice / Was the caller familiar with the Area / Well Spoken / Incoherent / Irrational / Taped / Message read by caller / Abusive

BACKGROUND NOISES

Street Noises / House Noises / Aircraft / Voices / Local Call / Music / Machinery / STD Call

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EVACUATION

- In the event of an Emergency it is critical that you can exit the site safely and quickly
- Familiarise yourself with the emergency exits, evacuation routes and the emergency assembly point
 - Know alternative/secondary evacuation routes
 - Refer to the evacuation diagrams across the site
- Know evacuation signals and procedures
- Know who the Emergency Wardens are at your site
 - During an emergency, you must follow their instructions.
 - Wardens will be listed on the Emergency Action document; on display in the lunchroom, at work stations, site noticeboards



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FIRE & EMERGENCY TRAINING - WRAP UP

- Never place yourself at risk of injury
- Follow directions of Emergency Wardens
- Ensure all incidents are reported and documented
- Assist with incident investigation and put in place actions to reduce the risk of recurrence
- To reduce the likelihood of incidents occurring report hazards to your Supervisor or use the site Hazard Log Book



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Attachment 10 - SBMP 18.0 Waste Transport Manual

SBMP 18.0

Waste Transport

Manual



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Section 1 – Classification of Materials

Prior to any collection of waste, you will need to determine if the waste has any hazardous properties that may necessitate additional requirements to be complied with during handling, transportation and disposal. These requirements may come from the relevant state or territory Environment Protection, Dangerous Goods, Road Transport, Health, Biosecurity and/or Work Health and Safety legislation. It is essential that the relevant information is sought directly from the customer/site that the material is being collected from (i.e. the generator of the waste or the facility in which the waste is stored).

When seeking information from customers, the following should be discussed and/or requested:

- A general description of the waste;
- The process from which the waste was generated;
- Any contaminants in the waste;
- Whether the customer considers the waste to be a Dangerous Good (“DG”), and if so, the specific DG class, **UN Number**, **Packing Group**, etc.;
- Whether the customer considers the waste may be subject to quarantine/biosecurity requirements;
- Copies of any testing or analysis of the waste (if any); and
- A current Australian **Safety Data Sheet** (“SDS”) for the waste.

Upon receipt of this information, you may be able to determine if a waste is considered a:

- A. General Waste (i.e. no further conditions / requirements apply);
- B. **Regulated Waste**, which is also referred to as the following depending on the jurisdiction;
 - Regulated Waste (Qld and ACT);
 - Hazardous Waste (NSW);
 - Prescribed Industrial Waste (Vic);
 - Listed Waste (SA); and
 - Controlled Waste (WA and Cross border transportations).
- C. DG;
- D. Biosecurity Waste; or
- E. Waste with special requirements (the “**Waste Categories**”).



In many circumstances a waste may fall under multiple Waste Categories. For example:

- Waste petrol is considered both a Regulated Waste and a DG;
- Grease Trap waste from an international cruise ship would be considered both a Regulated Waste and a Biosecurity Waste; and
- Asbestos would be considered a Regulated Waste, a DG (only if it is Friable Asbestos) and has special requirements that apply.

Table 1 - Classification of Materials Guide provides a basic overview to help categorise the waste you are planning to transport. As wastes are not pure products it can be difficult to categorise them. As such if you are unsure, please contact Legal.

Regardless of whether a material has any hazardous properties or additional compliance requirements, all waste must be taken to a facility that can lawfully accept the relevant waste stream. Contact must be made with the proposed facility prior to collection to ensure they have the relevant licences and acceptance criteria within their licence conditions to lawfully accept the relevant waste type.

Table 1 - Classification of Materials Guide

Waste Category	Classification Guidance Notes	
GENERAL WASTE	<p>Are you transporting non-contaminated:</p> <ul style="list-style-type: none"> Construction and Demolition Waste (not including Asbestos); Municipal Waste (i.e. domestic curbside collections – refuse, recycling, green); Compostable Organic Waste (not in liquid form); Green Waste; Dead Animals that do not have infectious diseases (i.e. died due to injury/old age or road fatality); Recycling Waste; or Commercial and Industrial Waste? 	<p>YES: You are transporting General Waste - please refer to Section 2 – General Waste.</p> <p>NO: You may be transporting a Regulated Waste – refer to the Regulated Waste section below.</p>
REGULATED WASTE	<p>Are you transporting waste:</p> <ul style="list-style-type: none"> That has hazardous properties (e.g. acids, paints, oils, adhesives/glues); That may be harmful to the environment or human health (e.g. asbestos, PCBs, mercury, hydrocarbons, sewerage sludge); From a laboratory, hospital, waste treatment facility (excluding general waste that has not been contaminated with any of material, e.g. in a segregated bin); or That has a residue, or is contaminated with, a Regulated Waste? <p>Important! If you are unsure if the material is a Regulated Waste, please contact Legal.</p>	<p>YES: You are transporting a Regulated Waste. Section 3 – Regulated Waste Transport provides details on how to transport Regulated Wastes and provides a state specific Waste Tracking Guide, which includes a listing of Regulated Wastes and any exemptions.</p> <p>NO: No Regulated Waste requirements apply.</p>
DANGEROUS GOODS	<p>Has the customer provided:</p> <ul style="list-style-type: none"> An SDS that's state the material is a DG; or Specific DG details about the material (e.g. the UN Number, DG Class, Packing Group)? <p>Important! If the customer cannot provide a SDS and you are unsure if the material is a DG, please contact Legal.</p>	<p>YES: You are transporting a DG. Please refer to Section 4 – Dangerous Goods Transportation. Generally, DGs are also considered to be Regulated Wastes.</p> <p>NO: No DG requirements apply.</p>
BIOSECURITY WASTE	<p>Are you transporting:</p> <ul style="list-style-type: none"> A Restricted Invasive Plant/Weed (e.g. parthenium weed); Waste from an Overseas Vessel; Waste coming into Australia (e.g. from international airports, ship ports); or Soil or associated Carrier Material from Fire Ant Biosecurity Zones? 	<p>YES: You are transporting a Biosecurity (quarantine) Waste. Please refer to Section 5 – Biosecurity Waste Transportation for specific requirements.</p> <p>NO: No biosecurity requirements apply.</p>
SPECIAL REQUIREMENTS	<p>Are you transporting:</p> <ul style="list-style-type: none"> Asbestos; Clinical and Related Waste (including dead animals that had infectious diseases); Explosives; Radio-active waste; or Scheduled PCB Oil? 	<p>YES: Additional Special Requirements will apply to this collection. Please refer to Section 6 – Specific Waste Transportation.</p> <p>NO: No special requirements apply.</p>

Section 2 – General Waste Transportation

Licensing – South Australia Only

In South Australia, a Waste Transport Business (Category B) licence must be issued by the Environment Protection Authority South Australia for the collection of general waste. Please contact Legal should you require a licence.

Dead Animal Collection

The general rule is that if the animal died or was euthanised by a vet, as a result of old age or injury, the dead animal would be considered a General Waste.

However, if the animal was known to also be infected with an infectious disease, or was located within a region that has had an extensive outbreak of an infectious disease (e.g. the area has had a recent Hendra Virus outbreak) the animal would need to be treated as a **Clinical and Related Waste** (please refer to [Section 6B-Clinical and Related Waste Transportation](#)).

Fire in the Load

The general rule regarding a fire in a load, is that if the waste was General Waste to begin with, it will remain General Waste post fire.

Despite this, there may be circumstances, where the fire has been significant enough that it has rendered the waste toxic (e.g. substantial burning of plastics, entire load is ash) or extensive contamination has been identified (i.e. paint throughout load).

In circumstances where it is considered that the General Waste has become a Regulated Waste, as a result of fire, please refer to the relevant [Waste Tracking Guides](#).

Disposal Considerations

Prior to any collection of general waste, the proposed disposal facility must be contacted to ensure they are appropriately licenced and have the relevant waste acceptance criteria within their licence, to receive the waste stream.



It is important to be aware that in some States and Territories there are landfill bans in place for particular general waste items.

Proximity Principle in NSW

Additionally, in NSW, the **Proximity Principle** must also be considered when transporting general waste. General waste must be disposed of at a facility that is either:

- (a) One (1) of the two (2) closest facilities to the place of generation (i.e. collection point); or
- (b) Within a 150 kilometre radius from the place of generation.

A transporter is only exempt from the application of the Proximity Principle when either:

- (c) The waste is transported:
 - For lawful and genuine recycling, resource recovery, energy recovery, processing or re-use (please note: simply storing or sorting waste does not constitute any of these);
 - In an emergency to protect human health, the environment or property; or
 - As part of an approved mandatory product recall.
- (d) The waste is transported interstate, as long as the state or territory border falls within the 150 kilometre radius from the place of generation (e.g. If the waste generator is located 50km from the Queensland border, they can dispose of the waste at any facility in Queensland whether it is 100km away or 400km etc.).

Section 3 – Regulated Waste Transportation

For information on determining if a material is considered a **Regulated Waste**, please refer to [Section 1 – Classification of Materials](#). The information below provides a summary of the key Regulated Waste principles and requirements, to ensure compliance with the relevant Environmental, Work Health and Safety and associated laws. However, there are also additional guidelines and requirements for the following:

- Asbestos (refer to [Section 6A – Asbestos Transport](#)); and
- Clinical and Related Wastes (refer to [Section 6B – Clinical and Related Waste Transport](#)).

General Requirements

Prior to any new collection, the following items must be assessed having regard to the specific type of Regulated Waste being transported:

- Ensuring the driver is licenced to transport Regulated Waste and/or has had the appropriate training, where required;
- Ensuring the vehicle is licenced to transport Regulated Waste;
- Assessing whether the vehicle meets the relevant specifications for transporting the particular stream of Regulated Waste;
- Assessing any licence conditions relating to specific waste types are complied with, where required;
- Determining if the containers used to hold the Regulated Waste are fit for purpose to prevent any spillage (i.e. sealed, closed, tarped, etc.);
- Ensuring the driver has completed J.J. Richards internal Regulated Waste Tracking Package and associated Spills and Emergency training packages;
- Ensuring any required signage is placed on the vehicle, as required;
- Assessing stowage and restraint requirements to ensure safe transportation and compliance with the Load Restraint Guide;
- Determining if Consignment Authorisations are required where transporting a Regulated Waste interstate;
- Compiling and accurately completing the Waste Transport Certificates (WTC), where required;
- Ensuring drivers have been adequately trained on their obligations and requirements to complete WTCs, where required;
- Determining if the relevant Emergency Procedure Guides (EPG) for the waste stream being transported is readily available within the cab of the vehicle;
- Confirmation that the vehicle is fitted with the relevant Fire Extinguisher(s);
- Assessment as to the required PPE in accordance with the Safety Data Sheet or Risk Assessments;
- Ensuring that a spill kit appropriate for the waste being transported is placed in the vehicle;
- Considering the relevant transport route to minimise risk;
- Confirmation that three (3) Portable Warning/Hazard Triangles are on board in case of an emergency, breakdown or spill; and
- That all of the aforementioned considerations and checks are communicated to all staff involved with overseeing, handling, loading, unloading and transporting the waste.

Driver Certifications and Licencing

In addition to the J.J. Richards training packages, Regulated Waste drivers in Victoria must complete an external training course and obtain a Driver Training Certificate issued by the Victorian Waste Management Association. Please contact Legal should you require assistance in arranging this course.

In Western Australia, drivers of tanker vehicles that will be transporting Regulated Waste must be individually licenced through the Department of Environment Regulation. Please contact Legal to arrange.

Regulated Waste Vehicle Permits/Licences

All regulated waste must be transported in accordance with the applicable State or Territory licence or vehicle permit identified in **Table 2 - Regulated Waste Vehicle Licences and Permits**. Table 2 outlines whether the vehicle you intend to use to transport the regulated waste needs to be registered on an internal register prior to use or externally licensed.

Table 2 - Regulated Waste Vehicle Licences and Permits

State	Permit / Licence Number	Permitted/Licensed Vehicles	Permitted/Licensed Waste Codes
Queensland	EPPR02350014	All vehicles listed on the Qld Regulated Waste Vehicle List (available here). Should you need to add or remove vehicles, contact Legal.	All
NSW	6427	All JJR vehicles in NSW.	All
ACT	1064	All JJR vehicles in ACT.	All waste except for Clinical and Related Wastes.
Victoria	Various	Each vehicle must be issued a permit from the EPA before it can be used to transport Regulated Waste (Registers of current vehicle permits are available here – Bendigo , Derrimut , Somerton , Wodonga). Contact Legal if you require revisions to an existing permit (i.e. new waste code) or a permit for a new vehicle.	Refer to the applicable vehicle permit to determine whether a vehicle is permitted to transport a relevant waste type.
South Australia	EPA 47382	All vehicles listed on the SA Vehicle Register (available here). Contact Legal if you need to add a vehicle to the Register.	All
Northern Territory	EPL105-06	All vehicles listed within Licence EPL105-06 (available here). Contact Legal if you need to add a vehicle to the Licence.	Refer to Table 1 of Licence EPL105-06.
Western Australia	Carrier Licence No.: T00954	JJR is licenced as an approved 'Carrier' and each vehicle is individually licenced. Contact Legal if you need a licence for a new vehicle.	All except for waste codes E100, E120 or E130.

Waste Tracking Requirements (within the State)

Currently, waste tracking is not required in the ACT or NT when waste is only transported within territory borders. However, waste tracking is required intrastate in all Australian States, please refer to the following for the State-specific requirements:

- [Waste Tracking Guide – Queensland](#);
- [Waste Tracking Guide – New South Wales](#);
- [Waste Tracking Guide – Victoria](#);
- [Waste Tracking Guide – South Australia](#); and
- [Waste Tracking Guide – Western Australia](#).

Waste Tracking Requirements (interstate transportations)

When Regulated Waste is transported between states and/or territories the following must occur:

1. **A Consignment Authorisation must be obtained prior to the transportation**
A Consignment Authorisation is an approval from the administering authority (i.e. EPA) in the State or Territory where you intend to dispose of the waste.
2. **Interstate Waste Tracking documentation must be completed**
The waste must be tracked using an interstate waste tracking document from the State or Territory the waste originated in.

Should you require a Consignment Authorisation for an interstate transportation please contact Legal.

Disposal Considerations

It is imperative that prior to any collection of **Regulated Waste** that the proposed disposal facility has been contacted to ensure they are appropriately licenced and have the relevant waste acceptance criteria within their licence, to receive the waste stream.

Proximity Principle

In NSW, the [Proximity Principle](#) must be considered when transporting Category 2 Regulated Waste.

Category 2 Regulated Waste, for the purposes of the Proximity Principle, means:

- Animal effluent and residues (abattoir effluent, poultry and fish processing wastes);
- Asbestos;
- Containers and drums that are contaminated with Regulated Waste;
- Encapsulated, chemically-fixed, solidified or polymerised Regulated Wastes;
- Filter cake contaminated with residues of Regulated Waste;
- Grease Trap Waste;
- Soils contaminated with a Regulated Waste;
- Tannery wastes including leather dust, ash, sludges and flours;
- Tyres; and
- Wool scouring wastes.

For other types of Regulated Waste, the Proximity Principle does not apply.

Contaminated Soil

In Queensland, the *Environmental Protection Act 1994* (QLD) requires a permit to be obtained from the Department of Environment & Science to remove contaminated soil for treatment or disposal from land listed on the Environmental Management Register (EMR), or Contaminated Land Register (CLR).

When quoting the collection of contaminated soil, confirm with the customer whether their site is listed on the EMR or CLR. If the site is listed on the EMR or CLR, contact Legal who will provide you with the appropriate information to request from the customer.

If a permit has been issued, there is no requirement for waste tracking documentation to be completed.

The permit issued must be carried in the vehicle during transportation of the contaminated soil.

Vehicle Checklists – Victoria Only

Checklists have been developed specifically for Victorian vehicle set up, pre start, transportation and disposal requirements, and can be [accessed here](#).

Section 4 - Dangerous Goods Transportation

Transport of DGs by road within Australia is regulated through state based legislation and the Australian Dangerous Goods Code (“the Code”). The information below provides a summary of the key DG principles and requirements, however there are also additional guidelines and requirements for the following:

- Asbestos (refer to [Section 6A – Asbestos Transport](#)); and
- Clinical & Related Wastes (refer to [Section 6B – Clinical and Related Waste Transport](#)).

The following section has been drafted for the transportation of a single type of DG (e.g. 6 x drums of Hydrochloric Acid).

As there are strict requirements relating to segregation and compatibilities, where you are transporting multiple types of DGs (e.g. multiple UN numbers and/or multiple DG Classes) or DGs with other Regulated Wastes or products in a single load, please contact Legal for specific advice.

Material Safety Data Sheets

An Australian **Safety Data Sheet** (“SDS”) is required for each DG being transported. The SDS provides the following details:

Table 3 - SDS Information References

Information	Location on SDS
Details about the material composition	<i>Section 3: Composition / Information on Ingredients</i>
Dangerous Goods information, including: <ul style="list-style-type: none"> ▪ Proper Shipping Name; ▪ UN Number; ▪ DG Class; ▪ Any Subsidiary Risk/s; ▪ Packing Group; and ▪ Hazchem Code. 	<i>Section 14: Transport Information</i>
First Aid Instructions	<i>Section 4: First Aid Measures</i>
Fire Fighting Measures	<i>Section 5: Firefighting Measures</i>
Spill Management	<i>Section 6: Accidental Release Measures</i>
Incompatibilities (i.e. other materials the DG may react with, suitable containers etc.)	<i>Section 7: Handling and Storage</i>
Special precautions for safe handling	
Specific PPE requirements	<i>Section 8: Exposure Controls / PPE</i>

Where you are unable to obtain an Australian SDS from the customer, please contact Legal for further advice.

Exemptions

Despite a material being classified as a DG, or containing a DG substance or contaminant, it may be exempt from all or part of the DG transportation requirements.

Exempt Materials

The following materials are exempt from the application of the Code:

- Non-friable (bonded) Asbestosⁱ – please refer to [Section 6A – Asbestos Transportation](#);
- Aerosols that only contain non-toxic materials and have a container capacity of 50mL or lessⁱⁱ;
- Mercury contained in manufactured articles, where the mercury content is less than 1kg per article/item (i.e. fluorescent lights, small thermometers)ⁱⁱⁱ;
- Dry Cell Batteries, which are typically used in small electronic devices or handheld devices, such as mobile phones, digital cameras, keyboards, toys and torches: and
- Environmentally Hazardous Substances with a UN 3077 or UN 3082, where they are transported in an Intermediate Bulk Container (“IBC”) or a receptacle with a total capacity of less than 500 kg (L)^{iv}.

Individual packages containing limited amounts of DGs

Section 14: Transport Information of the SDS identifies a 'Limited quantity', which generally ranges between 0 and 5L (kg) depending on the particular DG ("the Limited Quantity"). If you are transporting a DG which is equal to or less than the Limited Quantity, there are a series of partial exemptions that apply to labelling, packaging, placarding and stowing of the DG. Should you consider you will be transporting DGs in Limited Quantities, please contact Legal for specific advice on the reduced requirements.



Regardless of any exemption or partial exemption from the DG transportation requirements, if the DG is also a:

- Regulated Waste you must comply with [Section 3 – Regulated Waste Transportation](#); or
- Biosecurity Waste you must comply with [Section 5 – Biosecurity Waste Transportation](#).

Regardless of any exemption or partial exemption from the DG transportation requirements, if the DG is a Regulated Waste you must at all times comply with [Section 3 – Regulated Waste Transportation](#).

General Packaging Requirements

All DGs must be packed in good quality packaging/containers that are strong enough to withstand any shocks, bumps and loading/unloading processes encountered during transport. All packaging/containers must be sealed to prevent any loss of content. When collecting DGs it is important to clarify with the customer that all individual packaging, which is in direct contact with the DG, has not been weakened and will not be easily permeated^v.



Packaging/containers include, but are not limited to, items such as skips, wheelie bins, tanks, IBCs, bags, tin cans, aerosols, etc. Please note: A battery is considered to be a package/container itself.

When determining what type of receptacle to transport the waste, review *Section 7 – Handling and Storage* of the SDS to ensure that the packaging/container the DG is being transported in is suitable. For example, some DGs may be incompatible with metals or may corrode certain plastics (e.g. Hydrochloric Acid cannot be placed into an aluminum or galvanized container). If unsure, please contact Legal.

Classification of Packaging

Packaging/containers that have a total capacity of 500 kg (L) or more, are considered to be a **Placardable Unit**. Placardable Units have additional requirements for transportation.

All other packaging/containers that have a capacity of less than 500 kg (L) will herein be referred to as **Small Receptacles**. Small Receptacles packed together on a pallet are still taken to be individual Small Receptacles, even where the total pallet exceeds 500 kg (L).

Waste Container Labelling Requirements

Prior to transporting DGs, it is important to confirm that either:

- The customer has appropriately labelled, having regard to **Table 4 - Labelling Requirements**, the material/s being transported; or
- The materials being transported are retail goods (e.g. Spray Paint Aerosol) that have been appropriately labelled by the manufacturer¹; or
- JJR has appropriately labelled, having regard to **Table 4 - Labelling Requirements**, any wheelie bin, skips, drums, IBCs, etc. that are being delivered to a customer site. Please note the following does not apply to a tanker vehicle.

¹ There are circumstances where retail goods may already be appropriately labelled by the manufacturer and as such no additional labelling would be required. *Please note:* that these products will state the manufacturer's details instead of the customer, which for the purpose of the Code will be sufficient.

Table 4 - Labelling Requirements

	Small Receptacle	Placardable Unit
1	<p>Must be labelled with the name and address of the consignor of the waste/material (i.e. the customer).</p> <p>Refer to Section 4A – Small Receptacle Labelling for sizing and format requirements</p>	<p>Must be labelled with the name and address of the consignor of the waste/material (i.e. the customer).</p> <p>Minimum Font Size: 12mm</p> <p>Format: legible, weather resistant</p>
2	<p>Where the DG volume is greater than those prescribed in Table 5 - Quantities Requiring Labelling each Small Receptacle must have the following information labelled on them:</p> <ul style="list-style-type: none"> ▪ Proper Shipping Name; ▪ UN Number; and ▪ Class Diamond label (and any Subsidiary Risk Diamond labels). <p>Refer to Section 4A – Small Receptacle Labelling</p>	<p>Each Placardable Unit must have two (2) Emergency Information Panels (“EIP”) placarded on opposite sides of the unit.</p> <p>However, the following only require one (1) EIP:</p> <ul style="list-style-type: none"> ▪ Pressure Drums; ▪ Tubes; or ▪ Other Placardable Units that have a diameter/side dimension of less than 1 metre. <p>Refer to Section 4B – Placarding</p>

Table 5 - Quantities Requiring Labelling

DG Class	Packing Group	Minimum Receptacle Size that requires Labelling
Class 2.1	I, II, III	50 ml
Class 2.2	I, II, III	100 ml
Class 2.3	I, II, III	50 ml
Class 3	I	20 ml
	II	150 ml
	III	300 ml
Class 4.1	I	20 g
	II, III	2 kg
Class 4.2	I	20 g
	II, III	500 g
Class 4.3	I	20 g
	II, III	150 g
Class 5.1	I	20 g (ml)
	II, III	1 kg (L)
Class 5.2	I, II, III	150 g (ml)
Class 6.1	I	20 g (ml)
	II, III	500 g (ml)
Class 6.2	Category A	All quantities must be labelled
Class 8	I	20 g (ml)
	II, III	500 g (ml)
Class 9	I	All quantities must be labelled
	II, III	2 kg (L)

Driver Training

All drivers transporting any quantity of DGs must be fully trained in the following (as a minimum):

- [TRN-18.02 Dangerous Goods Transport Training](#);
- The use of any PPE or safety equipment;
- The relevant Emergency Procedure Guide, for the type of DG being transported (refer to [Section 4D – Emergency Procedure Guides](#)); and
- Where required, the filling procedures for a Tank Vehicle (refer to [Section 4F – Tank Vehicle Transfer Requirement](#)).

DG Vehicle Specifications

Any vehicle used to transport dangerous goods must be:

- Suitable for transporting the goods;
- Strong enough to withstand the shocks and loadings associated with transport;
- Constructed in such a way as to prevent the loss of contents;
- Free from any defect that is likely to create a risk in loading/unloading or transporting the goods;
- Each vehicle transporting any quantity of DGs must be fitted with an **Emergency Information Holder** (“the Holder”); and
- Clean.

Emergency Information Holder

The Holder must be fitted on;

- the inside of a door in the cabin of the vehicle; or
- immediately adjacent to a door in the cabin; or
- where the above are not feasible, in another location within the cabin provided that a sticker / label / notice is affixed to the inside of the driver’s door of the cabin identifying the location of the Holder.

The Holder must be marked with the words “EMERGENCY INFORMATION” or “EMERGENCY PROCEDURE GUIDES” in red font (at least 10mm high) on a white background.

The Holder must contain the following documentation:

- Relevant [Transport Documentation](#);
- [EPG Guide 00 - Vehicle Fire](#); and
- The relevant EPG for the DG being transported.

Relevant EPGs are to be selected having regard to the DGs UN number. Please refer to the reference chart provided in [Section 4D – Emergency Procedure Guides](#).

Vehicles transporting Portable Tanks or Bulk Containers (Placardable Units)

For a vehicle transporting portable tanks or bulk containers fitted with corner castings, the vehicle must be fitted with twistlocks or other equipment for securing a container on a vehicle (these are to be compliant with AS/NZS 3711.10 – please contact Fleet for advice on compliance of the relevant securing mechanism / twistlocks).

For a vehicle transporting demountable tanks or bulk containers without corner castings, the vehicle must be fitted with devices to secure the container.

Tank Vehicles

For a tank vehicle, the following additional requirements must be met:

- the design of the tank must be approved by the relevant Authority (generally referred to as a Road Tanker Approval);
- a **Compliance Plate** must be fitted to the tank or its mounting in a visible place that is readily accessible for inspection; and
- all transfer equipment (i.e. hose assemblies) are fit for purpose and compliant having regard to [Section 3F – Tank Vehicle Transfer Requirements](#).

It is imperative that when selecting a tank vehicle for collection of DGs that:

- the vehicle is rated to transport the relevant class of DG by reviewing the Compliance Plate;

- the material of the tank is not incompatible with the specific DG (to determine this, refer to *Section 7 – Handling and Storage* of the SDS); and
- the vehicle is free from any incompatible DGs.

DG Driver and Vehicle Licences (Placardable Units only)

Both the Vehicle and the Driver transporting a **Placardable Unit(s)** are required to be licenced, except where transportation involves:

- DGs contained only in intermediate bulk containers (IBC); and
- The IBCs are not packed or unpacked whilst on the vehicle; and
- The total capacity of the IBCs is no more than 3000 L^{vi}.

Applications for both Vehicle and Driver licences must be made to the relevant State Regulatory Bodies. Please refer to [Section 4C – Licencing Requirements](#) for the specific details relating to the application processes for both driver and vehicle licencing.

Vehicle Placards and Signage

Vehicle placards and signage are required for all **Placard Loads**. Transportation is considered to include a Placard Load in the following circumstances:

- Transportation of a **Placardable Unit(s)**; or
- A vehicle transporting:
 - An **Aggregate** of 1000 kg (L) or more of DGs;
 - An aggregate (total) quantity of 250 kg(L) or more DGs that includes any quantity of:
 - DGs in Packing Group I;
 - Class 2.1 (except aerosols); or
 - Class 2.3.
 - Any quantity of Class 6.2 Category A; or
 - 10 kg (L) or more of Class 6.2 (other than Category A).^{vii}

Table 6- Placard Load Signage Requirements

	1. Vehicle with a Placardable Unit(s)	2. Vehicle with NO Placardable Units
FRONT	Class Diamond , and any Subsidiary Risk Diamonds , to be placed at the FRONT of the vehicle ^{viii} .	
BACK	Emergency Information Panel ("EIP") to be placed at the REAR of vehicle (except where the Placardable Unit's EIP is clearly visible from the rear of the vehicle – e.g. on a gated trailer).	Class Diamond, and any subsidiary risk diamonds, to be placed at the REAR of the vehicle.
SIDES of Rigid Truck	EIP to be placed on each side of the rigid vehicle, or any trailer/combination that is transporting a Placardable Unit (except where the Placardable Unit's EIP is clearly visible from the side of the vehicle – e.g. on a gated trailer).	N/A
SIDES of Combination Vehicle		Class Diamond, and any subsidiary risk diamonds, to be placed on each side of any trailer that individually holds a Placard Load.

The placement of placards and signage is to be in accordance with [Section 4B – Placarding](#).

Stowage and Restraint

All loads transporting DGs must comply with the **Load Restraint Guide**.

In addition, the following general rules apply to the stowage and restraint of vehicles:

- Specific loading instructions must be complied with (i.e. orientation arrows, 'do not stack', temperature control requirements, etc.);
- Liquid DGs should be loaded below dry DGs wherever possible;
- All packages must be restrained by suitable means (i.e. fastening straps, adjustable brackets, use of dunnage/fill/material to fill voids) to prevent any movement that would cause the packages to change orientation or become damaged;

- Any vented closures must be restrained with the closure facing upwards;
- If DGs may lead to the formulation of flammable, toxic or other harmful atmospheres, they must be packed so as to avoid accumulation in the vehicle cabin if a leak were to occur;
- If Small Receptacles are stowed on a pallet, the pallet must be of sound construction and free of any protrusions;
- Anything used to restrain the DGs must be in a good working condition; and
- Any incompatible goods must be loaded so that the appropriate segregation requirements are met – where you are transporting multiple types of DGs or waste streams (e.g. multiple UN numbers) please contact Legal for specific advice.

Transport Documentation

Generally:

- where waste transport certificates (WTC) are required to be completed (i.e. where the material is both a Regulated Waste and a DG), it is sufficient to complete the WTC in lieu of any other DG documentation; or
- where the DG being transported is not considered a Regulated Waste, an exemption in relation to tracking applies or you are transporting multiple packages of DGs, [SBMP 18.02-01 Dangerous Goods Manifest](#) should be used to record all required details.

Regardless of the form of the documentation, the following must be included on either the WTC (for DGs that are also Regulated Wastes) and/or on [SBMP 18.02-01 Dangerous Goods Manifest](#):

Table 7 - DG Information to be Included on Transport Documentation

Item	Information Required	Where to Locate this information
Name and Description of the Waste:	Insert the Proper Shipping Name	<i>Section 14 of SDS</i>
UN Class / DG Class:	Insert the DG Class	<i>Section 14 of SDS</i>
Subsidiary Risk:	Insert Subsidiary Risk (if any)	<i>Section 14 of SDS</i>
UN Number:	Insert the UN Number	<i>Section 14 of SDS</i>
Bulk / Number of Packages:	Insert total amount of Small Receptacles or Placardable Units	<i>E.g. 6 x Drums, or insert "Bulk" for transportation in a tanker truck.</i>
Type of Packaging/Receptacle:	Insert type of Small Receptacles or Placardable Units.	<i>E.g. drums, IBC.</i>
Packaging Group:	Insert Packing Group	<i>Section 14 of SDS</i>
Aggregate Quantity / Total Amount of Waste:	Insert the total amount of waste	<i>*Please note: If transporting a Gas, the aggregate / total amount is the size of the receptacle (even where it is mostly empty).</i>

When transportation of a **Placard Load** is completed in a Combination Vehicle, a separate manifest must be completed for each trailer that holds DGs.

Safety Equipment

All vehicles must be equipped with the following, in addition to standard issue items^{ix}:

- Fire Extinguisher appropriate to the DG being transported (refer to Section 5 of the SDS);
- PPE specific to the DG being transported (refer to Section 8 of the SDS);
- Spill kit items/absorbent materials specific to the DG being transported (refer to Section 6 of the SDS, or contact your Spill Kit Provider).

There are additional requirements for safety equipment when transporting a **Placard Load** – please refer to [Section 4E – Minimum Safety and PPE for Placard Loads](#).

Please note: Where you consider that the safety equipment listed within the SDS and/or [Section 4E – Minimum Safety and PPE for Placard Loads](#) are excessive, please conduct a Risk Assessment / JSEA ([SBMP 06.01-02 Risk Assessment Form](#) or [SBMP 06.01-07 Job Safety & Environmental Analysis](#)) on the transportation to ensure you have adequate controls in place to mitigate any risks for the driver, the public and the environment.

Planning the Transport Route

All routes for vehicles transporting DGs must be pre-planned, where possible, taking into account that all routes selected should:

- Minimise the risk of personal injury and/or harm to property and the environment;
- Avoid heavily populated areas, environmentally sensitive areas, congested crossings, tunnels, narrow streets, alleyways or any other sites where there may be a concentration of people; and
- Comply with any transport restrictions imposed on vehicles transporting DGs by the relevant Road Transport Authority (e.g. "No placard load vehicles permitted in Tunnel").

Special Transportation Rules

A driver (or any passenger within the vehicle) is not permitted to have matches or a cigarette lighter in their possession or within the cabin, for any vehicle transporting:

- A **Placardable Unit(s)**; or
- any quantity of DGs that are Class 2.1, 3, 4, 5; or
- any quantity of DGs that have a Subsidiary Risk of Class 2.1, 3, 4 or 5.1^x.

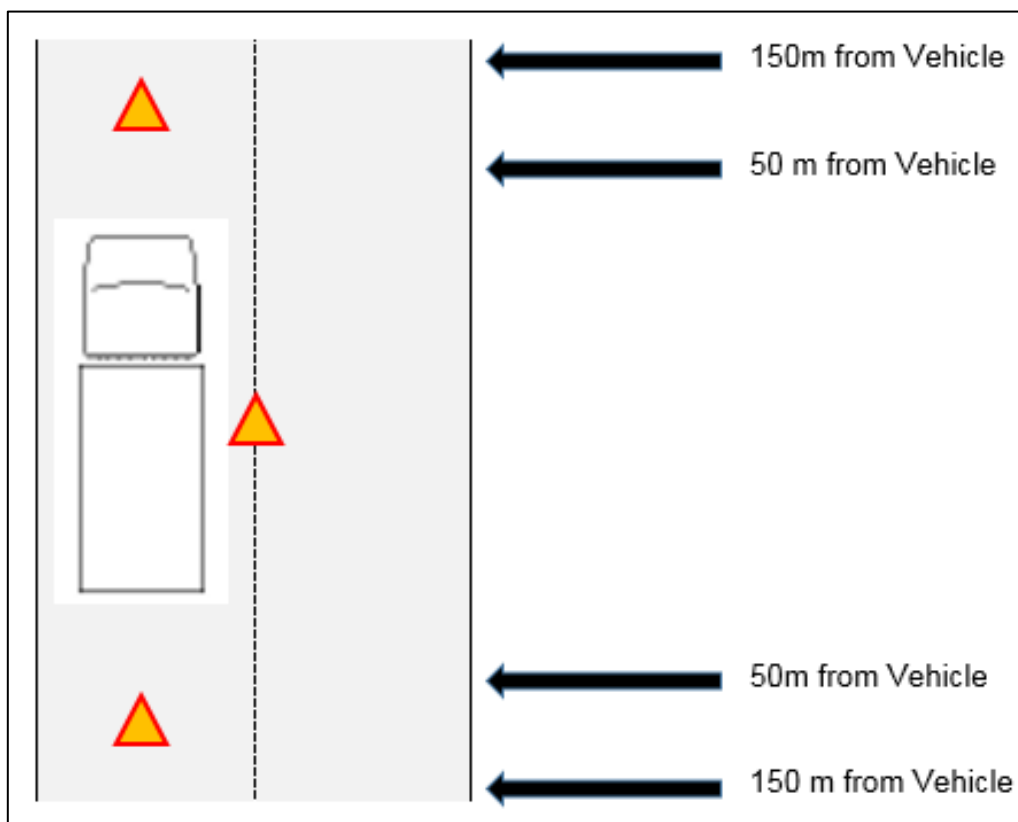
Additional rules apply when transporting a **Placard Load**:

Breakdowns

If a vehicle that is transporting a Placard Load, breaks down, is involved in a traffic incident / accident or is disabled on a street or road for any reason, the driver must place Portable Warning/Hazard Triangles around the vehicle to create an exclusion zone. The triangles must be placed at the following distances:

- Between 50 and 150m in front of the vehicle;
- Between 50 and 150m behind the vehicle; and
- Beside the vehicle on the side closer to the traffic.

Figure A - Diagram showing Portable Warning / Hazard Triangles Placement



Where a vehicle transporting a Placard Load, cannot be repaired at the site of the break down and is required to be towed please contact Legal for further advice on requirements^{xi}.

Parking

A vehicle that is transporting a Placard Load must not park, or leave the vehicle standing;

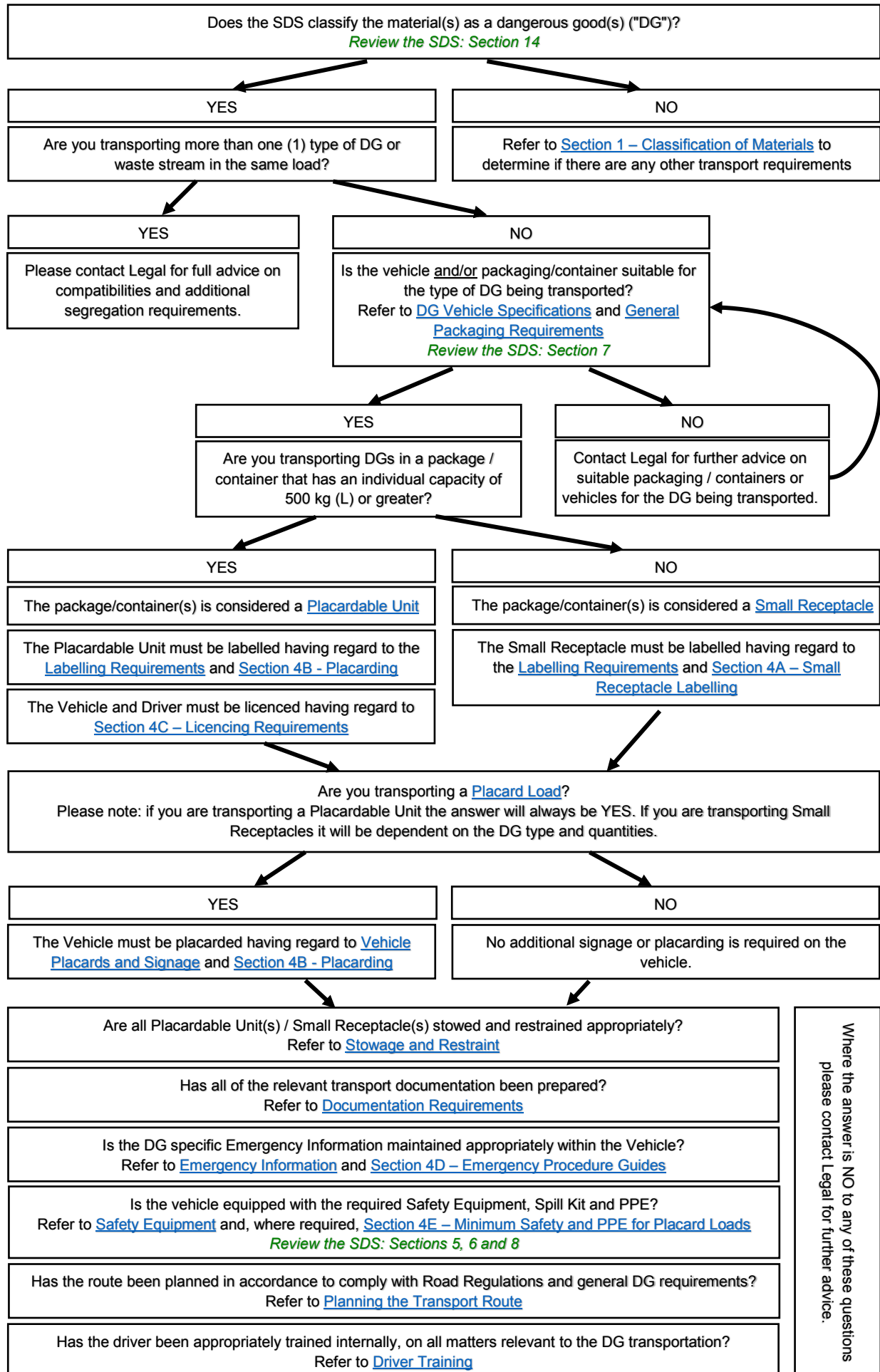
- In a **Built-up Area** with public access;
- Within 15m of any building in which there is likely to be a concentration of people (with the exception of the building wherein the vehicle is loaded/unloaded);
- At any place in which there is likely to be a concentration of people; or
- Within 8m of another vehicle transporting a Placard Load.

Exceptions to the aforementioned rule include when a vehicle is parked for the purposes of loading or unloading the vehicle, due to a break down, because of a dangerous situation involving the vehicle or to comply with a specific law^{xii}.

Transfer of DGs into and out of Tank Vehicles

There are specific rules relating to the transfer into and out of Tank Vehicles that must be adhered to; these can be found in [Section 4F – Tank Vehicle Transfer Requirements](#).

Overview of DG Requirements



Section 4A – Small Receptacle Labelling

Labels and wording for Small Receptacles

All wording required by **Table 4 - Labelling Requirements** must:

- Be readily visible and legible;
- Be able to withstand open weather exposure;
- Be displayed on a background of contrasting colour of the external surface of the package; and
- Not be located with other markings that would substantially reduce effectiveness.

Class Diamonds

All Class Diamonds and subsidiary risk diamonds must be in the format and colouring detailed within **Figure B - Diagrams of Model Class Diamonds and Other Marks / Labels**.

Minimum sizes for wording and Class Diamonds on Small Receptacles

The following table shows the minimum size requirements for the Class Diamonds and the wording required to appropriately label **Small Receptacles**:

Table 8- Minimum Label Sizes

Item or DG Class	Package Type / Capacity	Minimum size of Class Diamonds	Minimum lettering size of wording
Class 2 (other than aerosols)	Cylinder with outer diameter of: <ul style="list-style-type: none"> ▪ Less than 75mm ▪ Between 75mm and 180mm ▪ Greater than 180mm 	Respectively: <ul style="list-style-type: none"> ▪ 10mm x 10mm ▪ 15mm x 15mm ▪ 25mm x 25mm 	Respectively: <ul style="list-style-type: none"> ▪ 2.5mm ▪ 3mm ▪ 5mm
	Pressure drum or tube	100mm x 100mm	7mm
Class 2 (aerosols)	Aerosol can with a capacity of: <ul style="list-style-type: none"> ▪ Less than 25g ▪ Between 25g and 500g ▪ Greater than 500g 	Respectively: <ul style="list-style-type: none"> ▪ 10mm x 10mm ▪ 15mm x 15mm ▪ 20mm x 20mm 	Respectively: <ul style="list-style-type: none"> ▪ 2mm ▪ 2.5mm ▪ 3mm
Batteries Wet, Filled with Acid, electrical storage (UN 2794)	A battery with a gross mass of 65kg or less	20mm x 20mm	3mm
All other DGs	Package/container with: <ul style="list-style-type: none"> ▪ Less than 0.5 kg (L) ▪ Between 0.5 and 5kg (L) ▪ Between 5 and 25kg (L) ▪ Greater than 25kg (L) 	Respectively: <ul style="list-style-type: none"> ▪ 15mm x 15mm ▪ 20mm x 20mm ▪ 50mm x 50mm ▪ 100mm x 100mm 	Respectively: <ul style="list-style-type: none"> ▪ 2.5mm ▪ 3mm ▪ 5mm ▪ 7mm
	IBC with a capacity of 500 kg (L) or less	100mm x 100mm	7mm

Other Marks / Labels that may be required

For any DGs with a UN3077 or UN3082, which are subject to the Code (refer to [Exemptions](#)), an Environmentally Hazardous Mark must be included on package. It must be adjacent to any other class labels and have minimum dimensions of 100mm by 100mm.

Orientation arrows are required on the two (2) opposite vertical sides of package where the container / package contains multiple inner packages containing liquid DGs, has vents, or is a cryogenic receptacles intended for the transport of refrigerated liquefied gases.

Please refer to **Figure B - Diagrams of Model Class Diamonds and Other Marks / Labels** for the relevant format and colour of each mark / label.





Section 4B - Placarding

Class Diamonds and Other Marks / Labels

Class diamond must be:

- Placed in a substantially vertical plane on the Vehicle and be securely fixed to the Vehicle or placed securely in a frame that is securely fixed to the Vehicle;
- Be durable and weather resistant;
- Have letters and numerals that are legible;
- Form a square set at an angle of 45 degrees with minimum dimensions of 100mm by 100mm and have a 5mm inside edge running parallel with it;
- Cannot be obscured;
- Placed onto a part of the Vehicle that has a contrasting colour, unless the border of the placard is a contrasting colour or design or there is a dotted or solid outer boundary line; and
- Be in format and colour prescribed by the Models (pictured below).

Figure B - Diagrams of Model Class Diamonds and Other Marks / Labels

CLASS 2 Gases		Figure '2' in bottom corner	
 <p>(Model No. 2.1) Division 2.1— Flammable gases Background: red Symbol (flame): black or white Lines and text: same as symbol (except as provided for in 5.2.2.2.1.6(d))</p>	 <p>(Model No. 2.2) Division 2.2— Non-flammable, non-toxic gases Background: green Symbol (gas cylinder): black or white lines and text: same as symbol</p>	 <p>(Model No. 2.3) Division 2.3— Toxic gases Background: white Symbol (skull and crossbones), lines and text: black</p>	 <p>(Model No. 2.5) Division 2.2 / Sub-risk 5.1— Oxidising¹ Gases Background: yellow Symbol (flame over circle), lines and text: black</p> <p>NOTE 1: Label model No. 2.5 is valid only for land transport within Australia.</p> <p>NOTE 2: Hazard description on label may alternatively read 'OXIDIZING GAS'</p>

CLASS 3 Flammable liquids

(Model No. 3)

Background: red

Symbol (flame): black or white

Lines and text: same as symbol

Figure '3' in bottom corner

CLASS 4

Figure '4' in bottom corner



(Model No. 4.1)

**Division 4.1
Flammable Solids**Background: white
with seven vertical red
stripes.Symbol (flame), lines
and text: black

(Model No. 4.2)

**Division 4.2
Substances liable to
spontaneous
combustion**

Background: upper half

white, lower half red
Symbol (flame), lines
and text: black

(Model No. 4.3)

**Division 4.3
Substances which, in contact with water,
emit flammable gases**

Background: blue

Symbol (flame): black or white

Lines and text: same as symbol

**CLASS 5**

Background: yellow

Symbol (flame over circle), lines and text: black

Background:

upper half red; lower half yellow

Symbol (flame) and lines:

black or white as illustrated

Text:

black



(Model No. 5.1)

**Division 5.1
Oxidising
substances**Figure '5.1'
in bottom corner

(Model No. 5.2A)

(Model No. 5.2B)²**Division 5.2
Organic peroxides**

Figure '5.2' in bottom corner



CLASS 6

Background: white
Lines and text: black
Figure '6' in bottom corner



(Model No. 6.1)

Division 6.1
Toxic substances

Symbol (skull and crossbones): black



(Model No. 6.2)

Division 6.2
Infectious substances³

Symbol (three crescents superimposed on a circle): black

CLASS 8 Corrosive substances

Symbol (liquids spilling from two glass vessels and attacking a hand and a metal): black

Text: white

Background: upper half white;
lower half black with white border

Figure '8' in bottom corner



(Model No. 8)

CLASS 9 Miscellaneous dangerous substances and articles, including environmentally hazardous substances

Symbol (seven vertical stripes in upper half) and text: black

Background: white

Figure '9' underlined in bottom corner



(Model No. 9)

Environmentally Hazardous Substance mark

Symbol (fish and tree): black on white or suitable contrasting background



Elevated Temperature mark

Must be shown in red and have minimum sides of at least 250 mm.



Asphyxiation Warning mark

'Warning' Text: Red or White

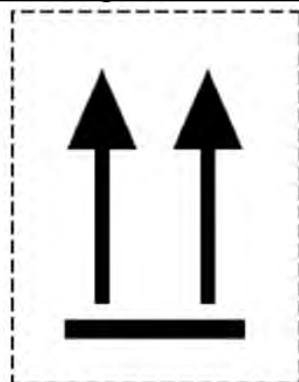
Text that will be inserted at the *: Black

Figure 5.5.2

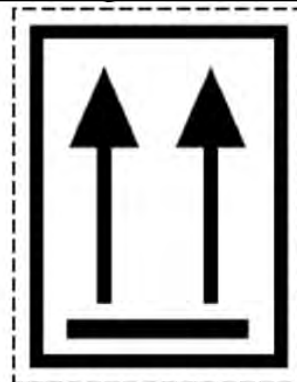


* insert the proper shipping name followed by the words "AS COOLANT" or "AS CONDITIONER" as appropriate.

Two black or red arrows on white or suitable contrasting background



or



The rectangular border is optional

All features must be in approximate proportions shown.

Background: orange
4 x horizontal stripes: black
Text: white or orange

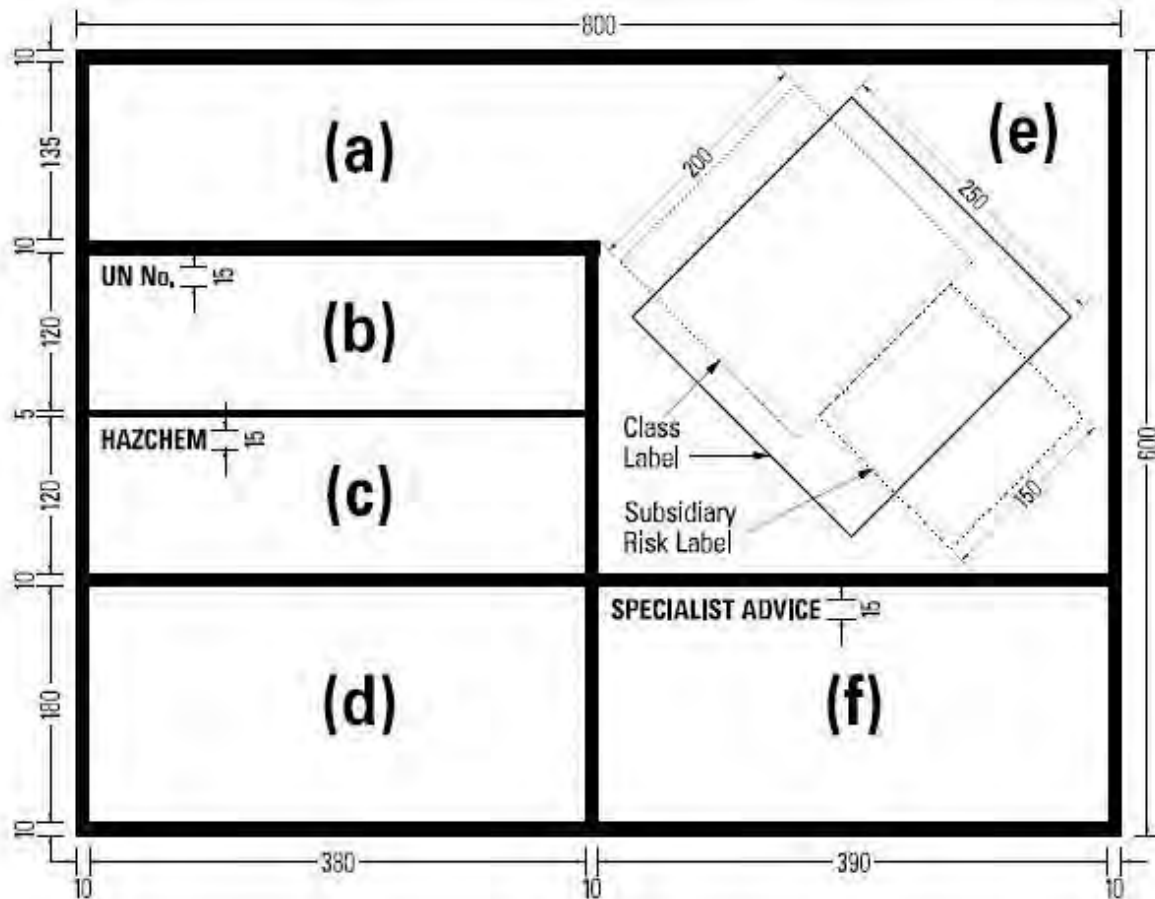
(also referred to as a
Mixed Class Placard)



(Model No. 10)

Figure 5.2.13: Label for mixed class goods

Emergency Information Panel Requirements (“EIP”)



When transporting a single type of DG the following should apply:

Size:	As prescribed in diagram above; all measurements are in millimetres.
Colour:	Background is to be white. Lines and text are to be black.
Content:	<p>(a) The proper shipping name for the dangerous goods being transported; except that where the proper shipping name includes the expression “N.O.S.”, that expression and the names of substances which contribute to the hazard of the goods may be omitted</p> <p>(b) The UN Number for the dangerous goods</p> <p>(c) Any Hazchem Code assigned to the dangerous goods</p> <p>(d) The expression: “IN EMERGENCY DIAL 000, POLICE or FIRE BRIGADE”</p> <p>(e) The class or division label for the dangerous goods and any subsidiary risk label or other labels applicable to the dangerous goods – Refer to Figure B - Diagrams of Model Class Diamonds and Other Marks / Labels.</p> <p>(f) The name of an organisation responsible for providing the telephone advisory service, and a telephone number of the service, including area code.</p>

When transporting a multi-load of **Clinical and Related Waste**, the following should apply:

Size:	As prescribed in diagram above; all measurements are in millimetres.
Colour:	Background is to be white. Lines and text are to be black.
Content:	<p>(a) Nothing to be recorded here - the space is to be left blank</p> <p>(b) The expression “MULTI-LOAD”</p> <p>(c) 2XE</p> <p>(d) The expression: “IN EMERGENCY DIAL 000, POLICE or FIRE BRIGADE”</p> <p>(e) The Mixed Class Diamond</p> <p>(f) The name of an organisation responsible for providing the telephone advisory service, and a telephone number of the service, including (STD) area code.</p>

EIPs must be:

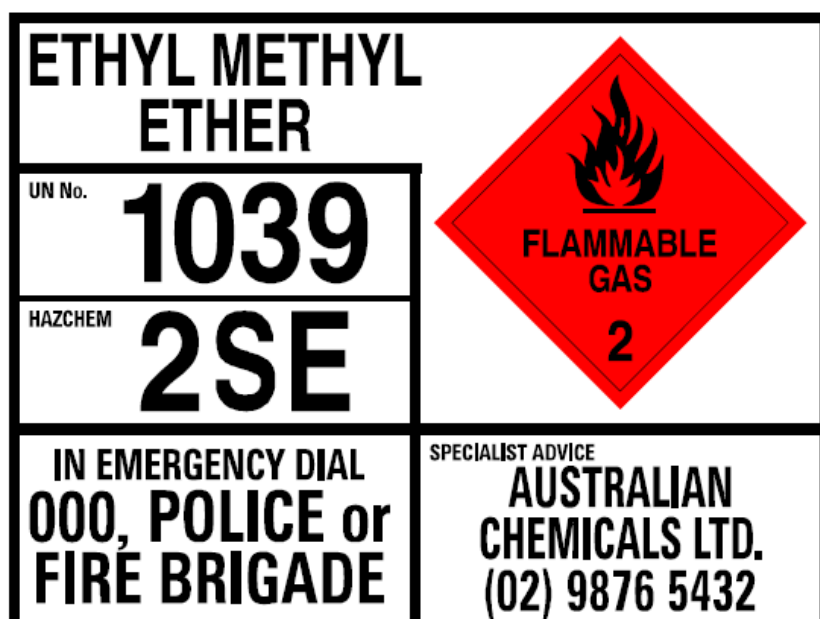
- Placed in a substantially vertical plane on the Placardable Unit and/or Vehicle;
- Securely fixed, stenciled, printed or placed securely in a frame that is securely fixed to the Placardable Unit and/or Vehicle;
- Durable and weather resistant;
- Have letters and numerals that are legible; and
- Visible and not obscured.

Additional requirements for EIPs, when placing them onto a vehicle include:

- the lower edge must be at least 450 millimetres above the ground; and
- when fitted to the sides of the vehicle, as close as practicable to the front of the loading area of the vehicle.

Examples of Completed EIPs

Class 2 Flammable Gas with
no Subsidiary Risk.



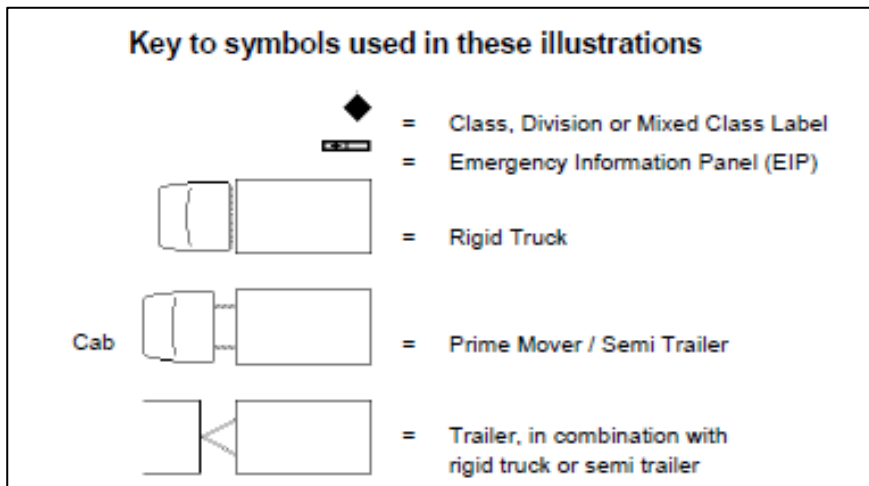
Class 5.1 Oxidizing Agent with
a Class 8 Corrosive
Subsidiary Risk.



Class 8 Corrosive with a Class 5.1 Oxidizing Agent and Class 6 Toxic Subsidiary Risks.

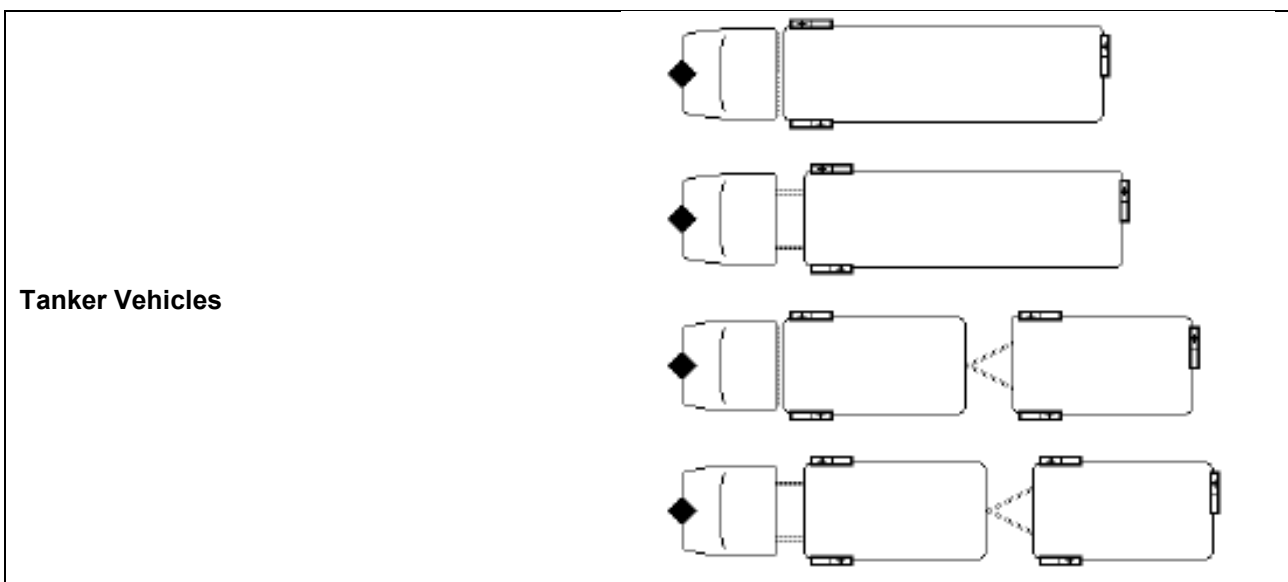


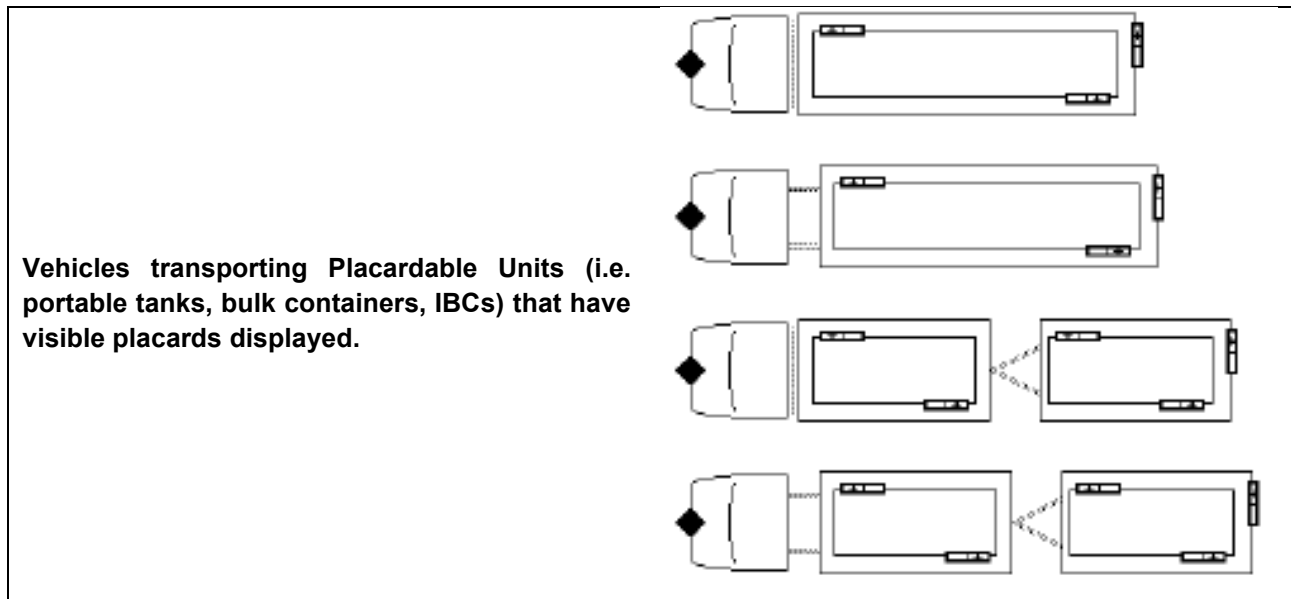
Road Vehicle Placarding Diagrams



1. When transporting a Placardable Unit

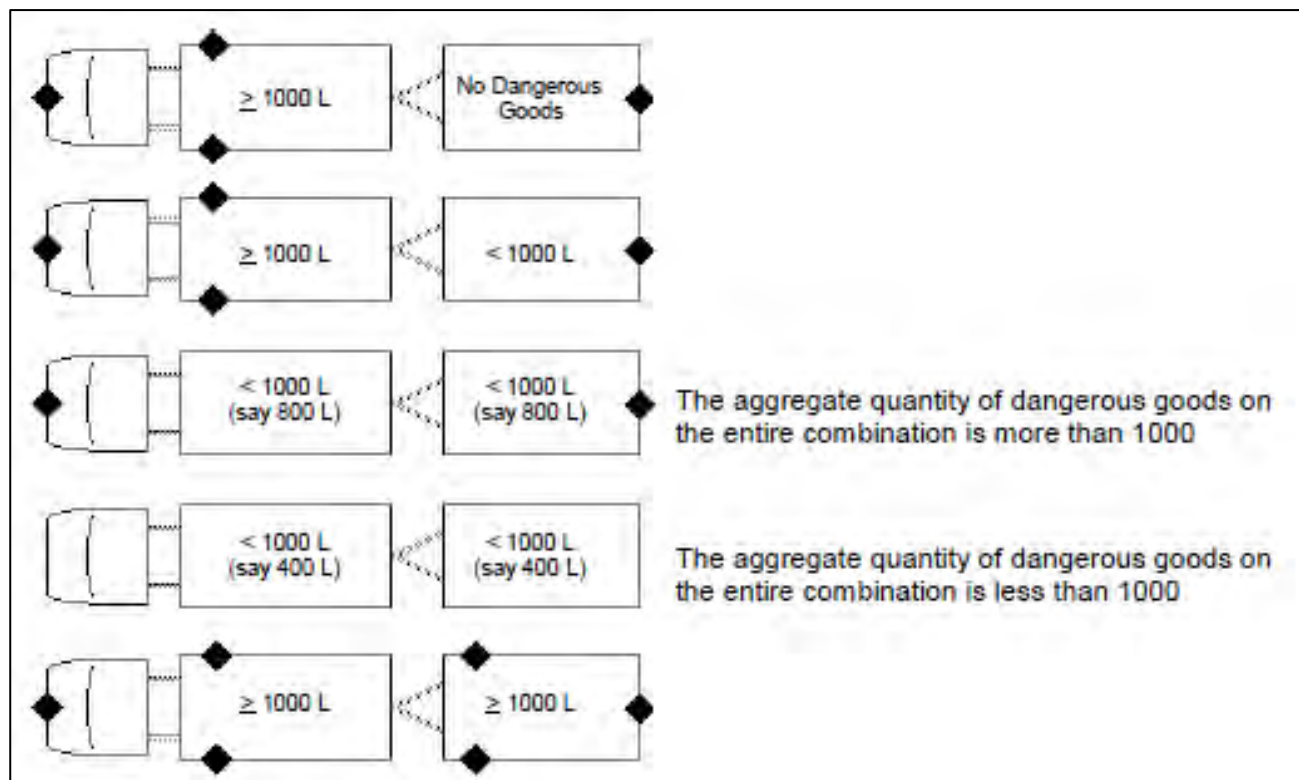
The following diagrams show the Class Diamonds and EIPs placement for different transportations of Placardable Units.





2. When transporting a Placard Load of Small Receptacles

The following diagrams show the Class Diamonds placement for different transportations of **Small Receptacles** that make up a **Placard Load** (based on their **Aggregate**).



For vehicles transporting a combination of Placardable Units and Small Receptacles, please contact Legal for specific placarding advice.

Section 4C – Licensing Requirements

The following list details the relevant State Regulatory Bodies that manage and issue DG driver and DG vehicle licences:

- Victoria: [WorkSafe Victoria](#)
- New South Wales: [EPA NSW](#)
- Queensland: [Queensland Government](#)
- South Australia: [SafeWork SA](#)
- Western Australia: [Department of Mines and Petroleum](#)
- Northern Territory: [NT WorkSafe](#)
- Australian Capital Territory: [WorkSafe ACT](#)

DG Vehicle Licences

DG vehicle licences are required for each unit within a combination, i.e. any trailer/vehicle transporting the Placard Load.

Please contact Legal to arrange an application.



There is an exemption that applies within Victoria for any vehicles that hold a Prescribed Industrial Waste Licence issued by EPA. These vehicles do not require additional DG licences.

Once a DG Vehicle Licence is issued, the licensed vehicles must display a DG Vehicle Permit Label / Decal within the vehicle, with the exception of NSW, WA and NT where this is not required.

DG Driver Licences

An individual must comply with the following in order to obtain a DG driver licence:

- Be resident of the state in which you are applying;
- Hold an Open licence within the state you are applying;
- Have an acceptable criminal and traffic history;
- Have successfully completed an approved external DG course (no later than 6 months before applying); and
- Have a completed 'Medical Certificate for Motor Vehicle Driver' form, or equivalent, that certifies the employee medically fit (issued no later than 6 months before applying).

Information on approved DG courses, the Medical Certificate and the DG driver licence application form can be found on the relevant State Regulatory Body websites (links above).

Mutual Recognition

Generally, all states and territories recognise interstate DG driver and vehicle licensing. Where a transportation is taking place cross border, please contact Legal for confirmation on whether mutual recognition would apply in the circumstance.

Section 4D – Emergency Procedure Guides

UN Number	Relevant EPG	UN Number	Relevant EPG	UN Number	Relevant EPG
1017	Guide 12	2014	Guide 31	3077	Guide 47
1090	Guide 14	2212	Guide 47	3082	Guide 47
1133	Guide 14	2291	Guide 34	3248	Guide 16
1203	Guide 14	2590	Guide 47	3249	Guide 36
1230	Guide 16	2794	Guide 37	3291	Guide 41
1247	Guide 18	2795	Guide 37	3373	Guide 41
1263	Guide 14	2810	Guide 36		
1267	Guide 14	2811	Guide 36		
1270	Guide 14	2814	Guide 41		
1299	Guide 15	2900	Guide 41		
1760	Guide 37	2922	Guide 37		
1789	Guide 40				
1823	Guide 37				
1830	Guide 40				
1851	Guide 34				
1993	Guide 14				

Please contact Legal if the UN number you are transporting is not currently available.

Section 4E – Minimum Safety and PPE for Placard Loads

All vehicles transporting a **Placard Load**, must have the following as a minimum:

- Fire Extinguisher(s) prescribed in **Table 9 - Minimum Fire Extinguisher Requirements for Placard Loads**^{xiii};
- Three (3) double side reflector signals^{xiv}; and
- All safety equipment and Personal Protective Equipment (PPE) prescribed in **Table 10 - Minimum PPE and Safety Equipment for Placard Loads**^{xv}.

Table 9 - Minimum Fire Extinguisher Requirements for Placard Loads

Type of Placard Load being transported	Required fire extinguisher(s)
All types of DGs packed in: <ul style="list-style-type: none"> ▪ Packages, drums, overpacks, segregation devices; ▪ IBCs containing non-flammables; ▪ IBCs containing flammables with up to 10,000L (kg) capacity in total 	<ul style="list-style-type: none"> ▪ 1 x 30B dry powder that is to be placed in the cabin (or as an alternative, directly behind the cabin or mounted on the rear of the cabin), or at the front of any trailer transporting a Placard Load.
Non- flammable goods packed in pressure drums, tubes, multiple element gas containers (MEGCs), tanks or bulk containers (solids).	<ul style="list-style-type: none"> ▪ 1 x 60B dry powder or 2 x 30B dry powder that is to be placed in the load area; and ▪ 1 x 10B dry powder that is to be placed in the cabin (or as an alternative, directly behind the cabin or mounted on the rear of the cabin).
Flammable goods packed in: <ul style="list-style-type: none"> ▪ Pressure drums, tubes, MEGCs, tanks or bulk containers (solids); ▪ IBCs with a capacity of greater than 10,000L (kg). 	<ul style="list-style-type: none"> ▪ 2 x 60B dry powder or 1 x 80B dry powder and 1 x 20B foam, that is to be placed in the load area; and ▪ 1 x 10B dry powder that is to be placed in the cabin (or as an alternative, directly behind the cabin or mounted on the rear of the cabin).



For a combination vehicle, the required fire extinguishers listed within the table apply to each separate trailer transporting a Placard Load.

Figure C - Example of portable reflector triangles



Table 10 - Minimum PPE and Safety Equipment for Placard Loads

Minimum Equipment Required	Class, Division or Subsidiary Risk of Dangerous Goods in Load											
	2.1 [a]	2.2	2.3	3	4	5.1 (solids)	5.1 (liquids)	5.2	6.1	6.2	8	9
Respiratory protection equipment for escape purposes	No	No	[b]	No	No	No	No	No	[b]	No	[b]	No
Gas tight goggles or full face shield as appropriate	[c]	[c]	Yes	No	No	No	Yes	Yes	Yes	No	Yes	No
Eye-wash kit [d]	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Chemically resistant gloves or gauntlets	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Thermally insulated gloves or gauntlets	Yes	Yes	Yes	No	No	No	No	No	No	No	No	[e]
Chemically resistant suit or coveralls	No	No	No	No	No	No	Yes	Yes	Yes	No	Yes	No
Chemically resistant boots	No	No	No	No	No	No	Yes	Yes	Yes	No	Yes	No
Any electric torch	No	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes
Electric torch complying with AS/NZS 60079.11 or other recognised Code	Yes	No	No	Yes	Yes	No	No	Yes	No	No	No	No

[a] A vehicle transporting unodourised LP Gas must additionally be equipped with a gas detector suitable for detection of LP Gas, in accordance with AS 1596.

[b] The minimum requirement is air supplied short term breathing apparatus suitable for escape purposes, except when, even in an emergency, the dangerous goods will not give rise to harmful vapours, gases or dust. Note that where a driver attends to the loading or transfer of goods, SCBA with a duration of greater than 15 minutes may be required by other (e.g. health and safety) legislation.

[c] Yes – if the goods are in receptacles with a capacity > 500 L or the goods are cryogenic liquids.
No – otherwise "Gas tight goggles" means face hugging goggles with increased facial seal.

[d] Where an eyewash kit is required, it must be of at least 250 mL capacity, filled and ready for use.

[e] Yes – if the goods are elevated temperature substances or dry ice.
No – otherwise.

Section 4F – Tank Vehicle Transfer Requirements

Where to transfer DGs from a Tank Vehicle

DGs of division 2.1, Class 3 or that have a subsidiary risk of 2.1 or 3, must not be transferred into or out of a vehicle unless the vehicle is positioned so that it can be driven away in a forward direction; or where this is not practicable due to the site layout, in a position wherein it can be driven away with minimal maneuvering.

As far as reasonably practical, the area in which the vehicle transporting the DGs will be maneuvering, must be kept clear whilst the vehicle is on premises.

DGs of Packing Group I or Division 2.3 (other than Ammonia Anhydrous UN 1005 or Ammonia Solution UN3318) must not be transferred out of a road vehicle in either:

- A Built-up Area; or
- Within 15 metres of any building or place where there is likely to be a concentration of people (other than the building on the premises where the transfer takes place).

DGs transferred out of one vehicle into another vehicle must not be completed in either:

- A Built-up Area; or
- Within 15 metres of any building or place where there is likely to be a concentration of people (other than the building on the premises where the transfer takes place).

General Rules about Transferring in and Out of a Tank Vehicle

The following rules must be adhered to for any transfer of DGs in or out of a Tank Vehicle:

- The vehicle must be secured from movement;
- During the transfer, the operator/driver must:
 - Remain in proximity with the vehicle;
 - Be in a position to observe all relevant valves, fittings, gauges and hose connections being used; and
 - Have access to all equipment necessary to stop the transfer operation in the event of an escape, leak or spill.
- The vehicle must remain in the designated area (where the premises owner has prescribed one);
- The driver must take all reasonable measures to prevent any other vehicle from driving over the hose assembly or striking its connections;
- The transfer must be conducted in an open space (i.e. not enclosed) if it is likely to give rise to dangerous concentrations of dusts, mists or vapours; and
- The driver must ensure the cabin of the vehicle remains unoccupied for the entire transfer operation.

Filling of Tank Vehicles

There are two (2) general rules when filling tank vehicles, which are:

1. Maximum Fill Levels

The maximum filling of a tank of DGs must not be greater than 95%, unless otherwise specified in the Code (please seek specific advice from Legal on exemptions to the filling rule).

2. 20 - 85 Filling Rule

Liquids with a viscosity of less than 2,680 mm²/s (this encompasses most liquids), which are either DGs, or other liquids transported in the same tank or vehicle/combination vehicle as the DGs, cannot be transported if the ullage is greater than 20% but less than 85% (the “20 – 85 Rule”).

The 20 – 85 Rule relates specifically to large tanks or compartments of tanks that have a capacity of greater than 8600 L.

However, the following are exempt from the 20 – 85 Rule:

- Portable Tanks;
- Tanks, or compartments of tanks, transporting:
 - Tars, Liquid (including road oils, and cutback bitumens) – UN1999;
 - Elevated temperature liquids (UN 3256 and 3257); or
- Vacuum Tankers transporting waste dangerous goods.

Should you be transporting any Class 2 liquids or LP Gas please contact Legal for additional requirements that must be met.

Section 5 – Biosecurity Waste Transportation

For information on determining if a material is considered as quarantine or Biosecurity Waste please refer to [Section 1 – Classification of Materials](#). The information below provides a summary of the key principles and requirements for the following streams of Biosecurity waste:

- [Section 5A – Biosecurity Waste \(Quarantine\)](#); and
- [Section 5B – Fire Ant Risk Waste](#).

Section 5A – Biosecurity Waste (Quarantine)

Biosecurity Waste, is subject to stringent quarantine requirements, and is generally defined as:

- Material that is used to pack and stabilise any imported goods;
- Galley, food, refuse, waste and sweepings from overseas vessels (i.e. airplanes, ships);
- Human, animal or plant waste brought into Australia; and
- Any other waste that comes into contact with biosecurity waste.

Biosecurity Waste also includes any goods and waste from overseas, that is intentionally or inadvertently disposed of by disembarking or transiting international passengers and crew.

All Biosecurity Waste is considered to be a high risk material, which has the potential to introduce exotic pests and diseases within Australia.

The transportation of Biosecurity Waste can only be completed where Department of Agriculture and Water Resources (DAWR) has:

- an Approved Arrangement (“AA”) with the transporter; or
- issued the transporter with a Quarantine Direction for a specific transportation (i.e. can be completed without an AA).

Approved Arrangements

AAs allow operators to manage biosecurity risks in accordance with departmental requirements, using their own premises, facilities, equipment and people, and without constant supervision by DAWR. AAs prescribe a series of conditions and requirements that must be met, including, but not limited to, approved drivers and vehicles, cleaning procedures, documentation requirements, approved routes and spill management procedures.

Currently the following sites hold Approved Arrangements with DAWR:

- Brisbane and Gold Coast – QLD (the Compliance Manual is [available here](#));
- Mackay – QLD (the Compliance Manual is [available here](#));
- Townsville - QLD (the Compliance Manual is [available here](#));
- Cairns - QLD (the Compliance Manual is [available here](#)); and
- Derrimut – VIC (the Compliance Manual is [available here](#)).

Should you wish to obtain an Approved Arrangement, please contact Legal.

Quarantine Direction

Quarantine Directions are rarely issued for the transportation of Biosecurity Waste (as most Biosecurity Waste is collected by AA holders, who are required to comply with the DAWR issued conditions). However, in circumstances where a Quarantine Direction is issued to a non-AA transporter, a biosecurity officer will supervise and be in attendance for the full collection, transportation and disposal.

Please contact Legal, if you have been requested to collect Biosecurity Waste under a Quarantine Direction, and are not an AA.

Approved Persons and Vehicles

An individual work procedure

Work Procedure

An individual work procedure must be developed for each of the following collections of Biosecurity Waste:

- A routine/scheduled collection under an AA;
- A one-off collection under an AA; or
- A one-off collection under a **Quarantine Direction**.

The work procedure must contain, as a minimum, the following details:

- A step-by-step process of the collection and transportation;
- Details of the cleaning arrangements;
- An Approved Route for the transportation;

Please contact Legal should you require a template and/or assistance in drafting these work procedures.

Section 5B – Fire Ant Risk Waste

Fire Ants are a Category 1 Restricted Pest, and as such all persons within Queensland have a general obligation to take all reasonable steps to ensure they do not spread fire ants. Movement restrictions are in place for all residents and businesses within the fire ant Biosecurity Zones, when it comes to transporting material that is capable of carrying fire ants ("Carrier Material"). **Carrier Material** includes soil, fill, clay and any scrapings removed from the ground, manure, mulch, baled hay, potting media, pot plants, turf, mining and quarrying products (i.e. gravels, sand) and compost.

There are three (3) Fire Ant Biosecurity Zones (Zone 1, 2 and 3), which are shown on the linked map: [South East Queensland](#).

Any movement commencing within one of the Biosecurity Zones must be completed in a manner that demonstrates compliance with the general obligations to take reasonable steps to prevent the spread fire ants. As such, the following must be completed as a minimum:

- All involved employees must be suitably trained having regard to fire ant identification;
- Any contaminated equipment or machinery must be appropriately cleaned; and
- Visual inspections (and records of such) must be completed for each relevant transportation.

Further to the general obligation, there are also specific movement restrictions depending on the Biosecurity Zone the collection point is located in, and the type of Carrier Material. The requirements are summarised in **Table 11 - Biosecurity Zone Requirements**.

Table 11 - Biosecurity Zone Requirements

Carrier Material	Collection Point Location		
	Biosecurity Zone 1	Biosecurity Zone 2	Biosecurity Zone 3
Soil (includes fill, clay, scrapings, and any material removed from the ground at a site where earthworks are being carried out)	<p>You must have a Biosecurity Instrument Permit, unless the soil is:</p> <ul style="list-style-type: none"> ▪ transported to another location in Biosecurity Zone 1; or ▪ transported directly to a waste facility within Biosecurity Zone 1 or 2. 	<p>You must have a Biosecurity Instrument Permit, unless the soil is:</p> <ul style="list-style-type: none"> ▪ transported to another location in Biosecurity Zone 2; or ▪ transported to another location in Biosecurity Zone 1; or ▪ transported directly to a waste facility within Biosecurity Zone 1 or 2. 	<p>You must have a Biosecurity Instrument Permit, unless the soil is:</p> <ul style="list-style-type: none"> ▪ transported to another location in Biosecurity Zone 3; or ▪ transported directly to a waste facility within Biosecurity Zone 3.
All other Carrier Material	<p>You must have a Biosecurity Instrument Permit, unless the material is transported directly to a waste facility within Biosecurity Zone 1 or 2.*</p>		<p>You must have a Biosecurity Instrument Permit, unless the material is transported directly to a waste facility within Biosecurity Zone 3.*</p>
	<p>*There are certain exemptions that may permit additional movement based on certain actions generators take. Please contact Legal should you consider an exemption may apply.</p>		

Please contact Legal if you believe you require a Biosecurity Instrument Permit for your transportation, or if you are unsure of how to meet any of the general obligations.

Prior to any collection of Carrier Material from a Biosecurity Zone, the proposed disposal facility must be contacted to confirm acceptance and any special pre-entry requirements. Relevant waste facilities broken down by the relevant Biosecurity Zones can be accessed [here](#).

Section 6 – Specific Waste Transportation

The following sections provide guidance on the specific transport requirements for:

- [Section 6A – Asbestos Transport](#); and
- [Section 6B – Clinical and Related Waste Transport](#).



Special requirements also apply to the handling and transportation of Explosives, **Scheduled PCB Oil** and Radioactive Material. Should you be requested to collect any of these items, please contact Legal for specific advice regarding your proposed transportation.

Section 6A – Asbestos Transport

This section provides an overview of the process to be followed for the safe and lawful transportation of asbestos.

Types of Asbestos

There are three (3) types of asbestos; Blue Asbestos, Brown Asbestos and White Asbestos (Chrysotile). All asbestos and asbestos containing materials (“ACM”) are classified into two (2) categories:

- Friable; and
- Non-friable.

Friable Asbestos products are generally quite loose and when dry, can be crumbled into fine material or dust with very light pressure. These products can easily release fibres into the air and generally contain high levels (up to 100%) of asbestos. If disturbed, friable asbestos has a high risk of adversely impacting on any persons within the vicinity. Examples of Friable Asbestos could include sprayed insulation.

Non-Friable Asbestos, which is also referred to as Bonded Asbestos, are made from a bonding compound (such as cement) mixed with a small proportion of asbestos material (usually less than 15%). Generally, Bonded Asbestos products are solid, rigid and cannot be easily crumbled, pulverised or reduced to powder by hand pressure. The asbestos fibres are tightly bound within the product and not easily released into the air. Examples of Bonded Asbestos materials could include asbestos cement sheets or vinyl floor tiles.



Bonded Asbestos products that have been damaged or have severely deteriorated, may cause parts of them to become Friable.

Regulated Waste Requirements

Asbestos/ACM (friable or bonded/non-friable) is considered a Regulated Waste in all states and as such all relevant provisions as detailed within Section 2 – Regulated Waste Transport must be complied with. There are however, some exemptions relating to the waste tracking requirements, which are summarised below in **Table 12 - Asbestos Documentation and Tracking Requirements**.

Table 12 - Asbestos Documentation and Tracking Requirements

State	Documentation / Tracking Requirements	Guidance
Queensland	Waste tracking required - Paper	Waste Tracking Guide – QLD
New South Wales	If transporting 10 m ² or 100 kg of asbestos, electronic tracking is required through the WasteLocate program.	Waste Locate section of the Waste Tracking Guide - NSW
Australian Capital Territory	Asbestos Transport Plan to be submitted to EPA prior to any collection .	Please contact Legal for assistance in preparing this Plan.
Victoria	Waste tracking required – Paper or Online	Waste Tracking Guide - Victoria
South Australia	Waste tracking required – Online	Waste Tracking Guide - SA
Northern Territory	Currently no tracking is required when transporting within Northern Territory.	-
Western Australia	Currently no tracking is required when transporting within Western Australia.	-
Interstate Transportations	Consignment Authorisation and Waste Tracking required.	Please contact Legal for specific details.



Where asbestos/ACM is required to be tracked within the state, the relevant **Waste Code** in all jurisdictions is N220.

Dangerous Goods Requirements

Asbestos/ACM is only considered a Dangerous Good if it is Friable Asbestos (except in ACT where they do not consider any appropriately wrapped and contained Asbestos to be DGs). Any Friable Asbestos must be transported in accordance with the relevant DG provisions detailed in [Section 4 – Dangerous Goods Transportation](#).

Friable Asbestos will have a **UN Number** of either:

- UN 2212 for Blue or Brown Asbestos; or
- UN2590 for White Asbestos.

Selecting the Receptacle

It is essential that the asbestos/ACM, is handled and transported in a manner that eliminates the release of any airborne asbestos fibres and prevents the package from rupturing or incurring any damage. This can generally be achieved through the following measures:

- Ensuring the selected receptacle is in a good condition;
- Not using a compactor or pallets; and
- Ensuring any open receptacles (i.e. skips) are covered securely with a tarp or lid in order to eliminate external factors such as rain and wind.

Additional Requirements for Packaging, Labelling and Handling

All asbestos/ACM must be packaged in one of the following ways:

- OPTION A: Double bagged and sealed in heavy duty polythene bags (minimum 200 um thickness) with adhesive tape; or
- OPTION B: Contained in sealed drums or bins that are lined with heavy duty plastic (minimum 200 um thickness); or
- OPTION C: where the volume or size of the asbestos waste (i.e. large asbestos sheeting) is greater than the volume of the bin or bag:
 - For Friable Asbestos: sealed in double lined heavy duty plastic sheeting (minimum 200 um thickness) and sealed with adhesive tape, prior to being placed into a waste skip, vehicle tray or similar container; or
 - For Non-Friable Asbestos: kept damp and contained in a waste skip, vehicle tray or similar container that has been double lined with heavy duty plastic sheeting (minimum 200 um thickness) and then completely sealed with the plastic sheeting and adhesive tape.

Packaging requirements are the customer's responsibility, and are generally completed by licenced asbestos removalists, however the driver must be aware of the packaging requirements to be in a position to identify any non-compliances or concerns with the relevant supervisor before proceeding with the transportation.

Furthermore, all types of asbestos must:

- Have each package labelled, in addition to any DG signage/labelling (where required), with a warning stating something similar to:
 "CAUTION – ASBESTOS
 DO NOT DAMAGE OR OPEN BAG
 DO NOT INHALE DUST"
- Securely loaded and stowed in such a way that does not cause the packaging to rupture;
- Unloaded carefully to prevent the package from rupturing; and
- Repackaged immediately if rupturing of the packaging does occur (however this should not be conducted by JJR employees).

Disposal Options

Generally, asbestos is disposed of via deep burial. As it is a Regulated Waste (and, when Friable, also a DG) it is important that the disposal facility is contacted prior to the collection to ensure it is suitably licenced and able to accept the material.

Section 6B – Clinical and Related Waste Transport

The following information relates specifically to the requirements within Queensland for the transportation of clinical and related waste streams. Please contact Legal for specific advice if you are transporting this waste stream across state borders or within a state outside of Queensland.

Clinical and Related Waste is considered both a **Regulated Waste** and a Dangerous Good.

Regulated Waste Classification

'Clinical Waste' means waste that has the potential to cause disease, including the four (4) categories below:

- Animal waste;
- Discarded sharps;
- Human tissue waste; and
- Laboratory and associated waste directly resulting from the processing of specimens.

'Related Waste' means waste that constitutes, or is contaminated with one of the five (5) categories below:

- Chemical waste/products;
- **Cytotoxic Drugs**;
- Human body parts;
- Pharmaceutical waste/products; and
- Radioactive waste/substances.

The following items are not considered to be Clinical and Related Waste, unless otherwise contaminated:

- Dead animal collections (i.e. road side fatalities in areas that are not endemic with an infectious disease) or animals put down due to age/injury;
- Teeth, hair, nails or bones; and
- Sanitary waste unless it has been generated by a person known to have an infectious disease.

At all times general waste should be separated from streams of Clinical and Related wastes, as anything that comes into contact with these waste streams will need to be treated as if it were Clinical and Related waste.

Clinical and Related waste must be handled and transported in accordance with the Regulated Waste requirements detailed at [Section 3 – Regulated Waste Transportation](#).



The relevant **Waste Code** for transportations within Queensland is R100.

Special Segregation Requirements

There are requirements to appropriately segregate Clinical and Related waste streams at the point of generation through to disposal. Clinical and Related waste streams will be stored in segregated bags or sharps containers (both of which will be placed into secondary containment units for transportation).

Table 13 - Clinical and Related Waste Segregation Details provides the colour coding and symbols that are to be labelled on the waste generator's bags and sharps containers.

Table 13 - Clinical and Related Waste Segregation Details

Waste	Container	Symbol colour	Symbol	Identification
CLINICAL	Yellow	Black	Biohazard symbol 	Clinical waste
CYTOTOXIC	Purple	White	Cell in telophase 	Cytotoxic waste- incinerate at 1100 °C



It is important to note that further segregation may be required to ensure that the appropriate **UN Numbers** and DG requirements can be complied with.

Dangerous Goods Classification

All Clinical and Related Wastes have properties that make them DGs. There are a range of UN Numbers (and associated DG information, i.e. **Class**, **Packing Group**, etc.) that the waste may be categorised under. As such, a brief description has been provided for each entry to assist in determining the relevant UN Number for each stream of Clinical and Related Waste collected, in **Table 14 - UN Numbers for Clinical and Related Waste Streams**.

Table 14 - UN Numbers for Clinical and Related Waste Streams

Description	UN Number	Proper Shipping Name	Class / Division (Subsidiary Risk)	Packing Group
Category A Infectious Substances – exposure is capable of causing permanent disability, life-threatening or fatal disease in otherwise healthy humans and animals (e.g. Ebola, Hendra Virus, Hepatitis B virus in cultures only).	UN2814	Infectious Substance, Affecting Humans (containing <depot to insert Infectious Substance>) E.g. “Infectious Substance, Affecting Humans (containing Ebola Virus)” If not known, must reasonably suspected, should read “suspected category A infectious substance” after proper shipping name.	6.2	-
Category A Infectious Substances – exposure is capable of causing permanent disability, life-threatening or fatal disease in otherwise healthy animals only (cultures of sheep pox virus)	UN2900	Infectious Substance, Affecting Animals only (containing <depot to insert Infectious Substance>)	6.2	-
Category B Infectious Substances – do not meet the criteria for inclusion in Category A.	UN3373	Biological Substance, Category B	6.2	-
Medical or Clinical wastes containing infectious substances in Category B, or medical or clinical waste that are reasonably believed to have a low probability of containing infectious substances.	UN3291	Clinical Waste, Unspecified, N.O.S. (Bio) Medical Waste, N.O.S. Regulated Medical Waste, N.O.S	6.2	-
Cytotoxic drugs (Liquids)	UN2810	Toxic Liquid, Organic, (Cytotoxic Drug) [AUST.]	6.1	I
Cytotoxic drugs (Solids)	UN2811	Toxic Solid, Organic, (Cytotoxic Drug) [AUST.]	6.1	I
Pharmaceuticals, drugs and medicines (Flammable Liquids)	UN3248	Medicine, Liquid, Flammable, Toxic, N.O.S. (<depot to insert flammable liquid>)	3 (Subsidiary Risk 6.1)	II or III
Pharmaceuticals, drugs and medicines (Toxic Solid)	UN3249	Medicine, Solid, Toxic, N.O.S.	6.1	II or III
Pharmaceuticals, drugs and medicines (Toxic Liquids)	UN1851	Medicine, Liquid, Toxic, N.O.S.	6.1	II or III

Transporting Multi-Loads of Dangerous Goods

In accordance with Vehicle Placards and Signage section of [Section 4 – Dangerous Goods Transportation](#), for the transport of Clinical and Related Waste, a **Placard Load** would be:

- Any amount of Class 6.2 (Category A) waste (i.e. UN2814 or UN2900); or
- More than 10L of Class 6.2 (any category) (i.e. UN3373 or UN3291); or
- An aggregate quantity of 1000L of any dangerous goods.

If Clinical and Related Wastes have been appropriately segregated (i.e. Clinical, Cytotoxic etc.) into their relevant secondary containment units, no additional measures will be required if transporting both classes 6.1 and 6.2 within the same vehicle ("a Multi-Load").

In these circumstances, the following is required for any vehicle transporting a Placard Load:

- A Mixed Class Diamond at the front of the vehicle; and
- Multi-Load EIPs on the back of the vehicle and one on each side of the vehicle.

Dimensions and specifications must comply with [Section 4B – Placarding](#).

Special Transportation Requirements

In addition to the requirements specified within [Section 3 – Regulated Waste Transportation](#) and [Section 4 – Dangerous Goods Transportation](#), the following must be complied with:

- The waste must be contained in rigid secondary containment (e.g. MGB) during transportation and be appropriately colour coded in accordance with the [Special Segregation Requirements](#).
- Any secondary containers must be effectively cleaned and disinfected prior to reuse.
- The Vehicle must:
 - have a permanent method of securing the containers in an upright position (where the vehicle is used for transporting waste in containers) and a method for ensuring the containers do not leak or open during transportation;
 - be designed to contain spills and leaks (or have appropriate bunding), with internal surfaces that are rigid and seamless to facilitate cleaning and disinfection;
 - have a fully enclosed load compartment that is lockable (and is locked when unattended); and
 - not have a waste compaction system fitted.
- The site must implement measures to manage any noxious and offensive odours.
- In addition to any Regulated Waste or DG specifications, Spill Kits must also contain hospital grade disinfectant, and at least two (2) of each the following:
 - Clinical waste bags;
 - Cytotoxic waste bags; and
 - Pharmaceutical waste bags.

Section 7 – Glossary of Terms

Aggregate

means the total number of kilograms or litres being transported in the vehicle. For a combination vehicle this means the collective total of all kilograms and/or litres being transported across each trailer/tank.

Australian Dangerous Goods Code

means the Australian Dangerous Goods Code Edition 7.4 (as amended from time to time), which can be accessed [here](#).

Built-up Area

means an area that has one or more roads with street lighting or buildings at intervals of not more than 100 metres for a distance of at least 500 metres.

Carrier Material

means material that is capable of carrying fire ants and includes soil, fill, clay and any scrapings removed from the ground, manure, mulch, baled hay, potting media, pot plants, turf, mining and quarrying products (i.e. gravels, sand) and compost.

Class

means the primary risk associated with a DG, which is one of the nine (9) classes (explosives, gases, flammable liquids, oxidising substances and organic peroxides, toxic and infectious substances, radioactive material, corrosive substances and miscellaneous dangerous substances and articles) assigned to a substances according to the hazard or most predominated of the hazards it presents. Please note: Classes are broken down further into Divisions (with the exception of class 3, 7, 8 and 9, which do not have further divisions).

Class Diamond

means a diamond showing one of the classes (or division) that is in the form, colour and size prescribed in either [Section 4A – Small Receptacle Labelling](#) or [Section 4B - Placarding](#).

Clinical and Related Waste

is broken down into 'Clinical Waste' and 'Related Waste', which mean the following:

'Clinical Waste' means waste that has the potential to cause disease, including:

- Animal waste;
- Discarded sharps;
- Human tissue waste; and
- Laboratory and associated waste directly resulting from the processing of specimens.

'Related Waste' means waste that constitutes, or is contaminated with:

- Chemical waste/products;
- Cytotoxic drugs;
- Human body parts;
- Pharmaceutical waste/products; and/or
- Radioactive waste/substances.

Compliance Plate

means a plate that is fitted to the tank or its mounting in a visible place that is readily accessible for inspection and clearly identifies the design approval number (i.e. the number that indicates the types of DGs the tank is rated for) and the serial number. Please see the below examples:

QLD TRANSPORT AND MAIN ROADS
DANGEROUS GOODS COMPLIANCE PLATE

APPROVAL No.: QRT 789

JOB NUMBER: J19973

VESSEL SERIAL #: 23V180

DESIGN CODES: ADG CODE 7
AS1210 Class 3
AS2809.1
AS2809.2
AS2809.4 TYPE 4.5

APPROVED FOR :
FLAMMABLE CLASS 3
OXIDISING CLASS 5.1
TOXIC CLASS 6
CORROSIVE CLASS 8

Relevant Sections

AIR & GAS INDUSTRIES
19 Industrial Avenue WACOL. QLD.
PHONE 07 3271 5899 FAX 07 3271 5726

TIEMAN N.S.C. APPROVAL No.9/2/1/A

MANUFACTURER TIEMAN INDUSTRIES PTY. LTD.

DESIGN APPROVAL VDGT 1098

DESIGN CODE AS2809-1/2

TANKER SERIAL N° TA 4265

MANUFACTURED DATE MARCH 2012

HYDROSTATIC TEST DATE MARCH 2012

DESIGN / TEST PRESSURE 20 kPa/ 35 kPa

MAX. DENSITY OF PRODUCT 1000 kg/m³

MAX GROSS MASS 22,500KG

COMPETENT AUTHORITY WORKSAFE VICTORIA

HYDROSTATICALLY TESTED BY TIEMAN INDUSTRIES PTY LTD.

HEAD / SHELL MATERIAL 7.0mm ALUM 5083/5 0-6.0mm ALUM 5083

CAPACITY

COMP 1	COMP 2	COMP 3	COMP 4	COMP 5	COMP 6
3,376 LT	3,378 LT	3,448 LT	LT	LT	LT

Cytotoxic Drugs

means a pharmacological compound that inhibits the proliferation of cells within the body (essentially having a toxic effect on cells). These are commonly used in chemotherapy.

Emergency Information Holder

means a folder (or similar) that is of a size and shape suitable for carrying emergency information (i.e. EPGs) and any other relevant transport documentation, and is marked with the words "emergency procedure guides" or "emergency information" in red letters at least 10 millimeters high on a white background.

Emergency Information Panel

means a placard used for the transportation of a Placardable Unit, which is in the form prescribed in [Section 4B – Placarding](#).

Fire Ant Biosecurity Zones

means the fire ant risk areas within South East Queensland, identified within the Biosecurity Zone Map/s, that have been specifically zoned to prevent and restrict the movement of materials that could spread fire ants.

Friable Asbestos

means an asbestos material that is generally quite loose and, when dry, can be crumbled into fine material or dust with very light pressure. These products can easily release fibres into the air and generally contain high levels (up to 100%) of asbestos.

Hazchem Code

means an emergency action code that offers guidance on the appropriate initial emergency response in a potentially dangerous situation such as leakage, spillage or fire involving the DG to which it relates. Codes are composed of a number followed by one or more letters.

Load Restraint Guide

means the Load Restraint Guide: Second Edition 2004 (as amended from time to time), which can be accessed [here](#).

Non-Friable Asbestos

means a material that made from a bonding compound (such as cement) mixed with a small proportion of asbestos material (usually less than 15%). Generally, Non-Friable Asbestos, which is also referred to as Bonded Asbestos, is solid, rigid and cannot be easily crumbled, pulverised or reduced to powder by hand pressure.

Packing Group

means a group that has been assigned in accordance with the degree of danger they present:

- Group I – Substances presenting high danger;
- Group II – Substances presenting medium danger; and
- Group III – Substances presenting low danger.

Placard Load

means a transportation of DGs that involves one or more of the following:

- a Placardable Unit(s);
- an aggregate of 1000 kg (L) or more of any DG;
- an aggregate of 250 kg (L) or more of any DGs that includes any of the following:
 - DGs in Packing Group I;
 - DGs of Class 2.1 (except aerosols); or
 - DGs of Class 2.3.
- All quantities of Class 6.2 Category A;
- 10 kg (L) or more of Class 6.2 (other than Category A).

Placardable Unit

means packaging/containers that have a total capacity of 500 kg (L) or more.

Proper Shipping Name

means the specific name assigned to the DG by the Code that must be used on any transport documentation, labelling and placarding, except where there is an Australian Specific Entry that is to be used instead. In some circumstances, where “N.O.S.” follows a Proper Shipping Name, the technical or chemical group should be substituted for the “N.O.S.” – please contact Legal for advice.

Proximity Principle

means a New South Wales regulation that limits the distance a General Waste or certain types of Regulated Wastes can be transported for disposal. The application of the Proximity Principle and the relevant exemptions are discussed in detail [here](#).

Regulated Waste

means a commercial or industrial waste that is of a type, or contains a constituent of a type of waste listed within the relevant state/territory legislation. Regulated Waste is also referred to as the following depending on the jurisdiction;

- Regulated Waste (Qld and ACT);
- Hazardous Waste (NSW);
- Prescribed Industrial Waste (Vic);
- Listed Waste (SA); and
- Controlled Waste (WA and Cross border transportations).

Restricted Invasive Plant/Weed

means a plant or weed that has been identified as a risk or pest, and is subject to relevant controls and restrictions under Biosecurity legislation.

Safety Data Sheet

means a standard reference document for chemical information, which provides workers and emergency service personnel essential information about the basic physical and chemical properties of the chemical/material, the health and safety implications the chemical/material and the relevant precautions that need to be taken. It is also referred to as an SDS or MSDS.

Scheduled PCB Oil

means oil that contains 50 grams or more of polychlorinated biphenyl ("PCB") at concentration levels or 50mg/kg or more.

Small Receptacle

means any packaging/containers that have a capacity of less than 500kg (L).

Subsidiary Risk

means the secondary risk/s associated with a DG, which is one of the nine (9) classes (explosives, gases, flammable liquids, oxidising substances and organic peroxides, toxic and infectious substances, radioactive material, corrosive substances and miscellaneous dangerous substances and articles) assigned to a substances according to the hazard or most predominated of the hazards it presents. Please note: Classes are broken down further into Divisions (with the exception of class 3, 7, 8 and 9, which do not have further divisions).

Subsidiary Risk Diamond

means a diamond/s showing one of the classes (or division) that is in the form, colour and size prescribed in either [Section 4A – Small Receptacle Labelling](#) or [Section 4B - Placarding](#), identified as the subsidiary risk/s for the DG.

UN Number

means a four (4) digit number used to identify a DG having regard to their hazard classification and composition.

Waste Categories

means:

- General Waste;
- Regulated Waste;
- DG;
- Biosecurity Waste; and
- Waste with special requirements.

Waste Code

Means the four (4) digit code used to reflect either the contaminants and/or source of the waste. The list of waste codes for each state and territory vary slightly and can be located within the relevant Waste Tracking Guide.

Quarantine Direction

means a one-off formal notice issued by the Department of Agriculture and Water Resources to move a particular type of Biosecurity Waste in accordance with specific conditions.

Attachment 11 - SBMP-10.01-00 Hazardous Chemicals

SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-10.01-00

Hazardous Chemicals

Introduction

This Section of the *Site Based Management Plan (SBMP)* addresses the use, storage and handling of hazardous chemicals, hazardous chemicals and dangerous goods in the workplace.

Instruction 1	Hazardous Chemical Register requirements All sites are required to maintain an up to date Hazardous Chemical Register (the register). The register must include: <ul style="list-style-type: none">▪ A list of hazardous chemical used and stored at the workplace▪ Current Safety Data Sheets (SDS) (valid for 5 years from the date issued by the supplier/manufacture). The Mini SDS' format is acceptable. The ChemWatch program should be used to generate the register. For ChemWatch training refer to <i>TRN-10.01-01 Chemical Management</i> . Should you require any further information please contact IMS. The Register must be printed out and placed in a readily accessible location such as a chemical store and/or first aid room. Larger sites, with multiple chemical storage locations, should keep a register specific to each chemical store.
↓	
Instruction 2	Which Chemicals are required to be listed on the Register? All chemicals that are classified as "Hazardous Chemicals" or "Dangerous Goods", as per the SDS, must be listed in the register unless the chemical is a consumer product that will be used and stored in quantities consistent with household/domestic use. Important Note: In all instances, consult a products label or SDS to determine its classification.
↓	
Instruction 3	What if an SDS cannot be obtained from ChemWatch? Option 1 - Source SDS from supplier/manufacture and manually list within the register. Option 2 - Source an electronic copy of the SDS from supplier/manufacture and forward to ims@jjrichards.com.au Specify the ChemWatch file/store you would like the SDS uploaded to. IMS will arrange upload with ChemWatch.
↓	
Instruction 4	Correct Labelling All chemical containers must be correctly labelled with the manufacturer's label. If a chemical is decanted into another container, that container must clearly identify the product name of the chemical. ChemWatch can be used to generate labels. Refer to <i>TRN-10.01-01 Chemical Management</i> .
↓	
Instruction 5	Conduct Risk Assessments/JSEA's Use <i>RA-GEN-001 Site Depot Risk Assessment</i> to conduct a risk assessment on the management of hazardous chemicals. Ensure hazards and controls associated with hazardous chemicals are incorporated into existing JSEA's for tasks requiring the use of hazardous chemicals. Refer to Section <i>SBMP-06.01-00 Risk Management</i> for further information.
↓	

SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-10.01-00

Hazardous Chemicals

Instruction 6

Storage and Segregation

Always refer to a relevant SDS when determining suitable storage/segregation for chemicals. Incompatible chemicals must be segregated as per the SDS. *SN-GEN-106 Segregation Chart* can also be used as a guide in determining compatibilities.

All chemicals are to be stored in a manner which prevents the release of contaminants to the environment. Provisions are to be made for a spill containment system that contains any spill or leak within the workplace. However, any spill containment system must not create a hazard by bringing together different hazardous chemicals which are not compatible should a spill occur. All chemical storage areas must be protected against damage from impact by vehicles or mobile plant.



Instruction 7

Assess Threshold Quantities (i.e. Placarding and Manifest Quantities)

Australia

Refer to Table 1 in the relevant jurisdictional guideline and assess placarding and manifest quantities.

- *SBMP-10.01-01 Placarding and Manifest Quantity Guidelines QLD and NSW*
- *SBMP-10.01-02 Placarding and Manifest Quantity Guidelines VIC*
- *SBMP-10.01-03 Placarding and Manifest Quantity Guidelines ACT*

Exceeding Placarding Threshold

If the Placarding quantity is exceeded, refer to the respective jurisdictional guidelines above.

Note: Placarding requirements do not apply to hazardous chemicals in bulk containers (as defined in relevant jurisdictional guidelines) that are intended for transport and already display a placard in accordance with the ADG Code.

Exceeding Manifest Threshold

If the Manifest quantity exceeds the quantities specified in the relevant code, notify IMS for assistance in meeting the additional requirements (e.g. notification to regulator). IMS will advise if relevant quantities exceed the major hazard facility and fire protection quantity thresholds.

New Zealand

Refer to *SBMP-10.01-04 Threshold Control Guidelines NZ*



Instruction 8

Assess necessity to conduct Health Monitoring and Surveillance

Refer to *SBMP-10.22-00 Health Monitoring and Surveillance*.



Instruction 9

Review Control Measures (Risk Assessments/JSEA's)

Ensure controls are reviewed at least once every 5 years. In addition, controls, Risk Assessments and JSEA's should be reviewed when:

- There is a change to the nature of chemical(s) stored.
- An incident or near miss occurs.
- Monitoring report/s indicates that a hazardous chemical may have contributed to elevated exposure levels or a contracted disease, injury or illness.



Instruction 10

Disposal of Chemical Waste

Chemical waste requires transport by an EPA Licensed Transporter to an appropriately licensed facility. The transporter may also require Dangerous Goods Licensing (dependant on volume). Refer to *SBMP-18.00.00 Waste Transportation Manual*



Attachment 12 - SBMP-18.05-01 Spill Management Matrix

SITE BASED MANAGEMENT PLAN

Form

J.J. Richards
& Sons Pty Ltd

SBMP-18.05-01

Spill Management Matrix

VEHICLES	WASTE TYPE	SPILL KIT TYPE*	ABSORB. CAPACITY (min.)
SOLO	<ul style="list-style-type: none"> Domestic/ commercial waste Regulated/prescribed / hazardous waste 	<ul style="list-style-type: none"> Absorbent (passes US EPA Paint Filter Test) Absorbent sock/pillow Shovel, broom, bags/ties PPE 	40 litres
OHL, RORO, Crane Truck.	<ul style="list-style-type: none"> Commercial / industrial waste Regulated/prescribed / hazardous waste 	<ul style="list-style-type: none"> Absorbent (passes US EPA Paint Filter Test) Absorbent sock/pillow Hazchem pads for chemicals (assess risk and volumes transported) Shovel/ broom, bags/ties PPE 	40 litres
Tankers	<ul style="list-style-type: none"> Regulated/prescribed / hazardous waste 	<ul style="list-style-type: none"> Absorbent (passes US EPA Paint Filter Test) Hydrocarbon booms and pads Hazchem booms and pads Drain cover/ temporary bunding (where required by licence condition) Shovel/ broom, bags/ties PPE 	160 litres (this must be assessed in conjunction with the capacity of the unit)
Spill clean-up vehicles	<ul style="list-style-type: none"> Commercial / industrial waste Regulated/prescribed/ hazardous waste 	<ul style="list-style-type: none"> Absorbent (passes US EPA Paint Filter Test) socks Hazchem pads for chemicals, (assess risk and volumes transported) Shovel/ broom, bags/ties PPE 	Capacity to contain/clean up common types and sizes of spills
Clinical and Related waste vehicles	<ul style="list-style-type: none"> Clinical and related waste 	<ul style="list-style-type: none"> Absorbent (passes US EPA Paint Filter Test) and suitable for bodily fluids Hazchem Pads for chemicals (assess risk and volumes transported) Hospital grade disinfectant Shovel/ broom, bags/ties PPE 	40 litre capacity
Quarantine Waste vehicles	<ul style="list-style-type: none"> Quarantine Waste 	<ul style="list-style-type: none"> Absorbent (passes US EPA Paint Filter Test) Hazchem Pads for chemicals (assess risk and volumes transported) Virkon disinfectant Shovel/ broom, bags/ties PPE 	40 litre capacity

SITE BASED MANAGEMENT PLAN

Form

J.J. Richards
& Sons Pty Ltd

SBMP-18.05-01

Spill Management Matrix

SPILL KIT REQUIREMENTS FOR SITES

SITE LOCATION	WASTE TYPE	SPILL KIT TYPE*
Workshop	<ul style="list-style-type: none">Hydrocarbons (grease/oil/hydraulics)	<ul style="list-style-type: none">Absorbent (passes US EPA Paint Filter Test)Shovel, bags/tiesAbsorbent socks/pillowsHazchem Pads
Chemical storage areas (in case of spill outside storage area)	<ul style="list-style-type: none">Paints thinners etc.	<ul style="list-style-type: none">Hazchem Pads
Bulk fuel storage areas – near fuel bowser	<ul style="list-style-type: none">Hydrocarbons (fuel)	<ul style="list-style-type: none">Absorbent (passes US EPA Paint Filter Test)Shovel, bags/tiesAbsorbent socks/pillowsHazchem Pads
Yard (repairs outside workshop on sealed area)	<ul style="list-style-type: none">Hydrocarbons (grease/oil/hydraulics)	<ul style="list-style-type: none">Absorbent (passes US EPA Paint Filter Test)Shovel, bags/tiesAbsorbent socks/pillows <p>Note: If near stormwater drain spill response equipment must be present to allow drain to be blocked off.</p>
Waste Storage/ Transfer/ Treatment Facilities	<ul style="list-style-type: none">Hydrocarbons, Grease Trap Waste, Septic Waste etc.	<ul style="list-style-type: none">Absorbent (passes US EPA Paint Filter Test)Absorbent socks/pillowsDrain covers/ temporary bunding (if required)Shovel, bags/ties

Important Notes:

1. Absorbents may react with chemicals other than hydrocarbons and water based liquids (blood, urine etc.). Hazchem products are recommended for wastes that may contain chemicals (acids & alkalis).
2. The minimum volumes listed in this matrix must be assessed in conjunction with the capacity of the unit and the type of waste being transported (i.e. it may be necessary to have more than one type of spill kit).
3. Absorbents required to contain a spill may vary depending on the waste being transported/stored onsite. Please consult with your spill kit suppliers to ensure you have the correct ones for the services you are performing and the wastes/products you are storing onsite.

Attachment 13 – SBMP-09.01-01 Specific HSE Systems Assessment

SITE BASED MANAGEMENT PLAN Form

J.J.Richards
& Sons Pty Ltd

SBMP-09-01-01 Special HSE Systems Assessment- Glendenning Liquid Waste Facility

Many Special HSE Systems (SS) are vital to the safety of personnel and the environment. These systems not only require regular inspections in the workplace (General Hazard Inspections) or before each use (Pre-use Inspections), they may also require periodic checks by external personnel, required by particular legislation.

Date:	Required Record Keeping	Inspection Required
Comments:	L= Required Log Book	1. Inspect for Obvious Visual Faults only
	C= Certificate of Maintenance Required	2. Inspect for Faults & Witness Test
	R= Record of Maintenance Required	3. Inspect for Faults where possible and accept logbook details
	T= Metal Tag / Service Label	4. Check building file for details of any extra requirements
Workplace:		
Special Systems	Details of External Service Contractor	Frequency
1. Smoke detectors	Fire Protection Specialists	Six monthly
2. Security Alarms	TBC	TBC
3. Fire Extinguishers (Test and Tag)	Fire Protection Specialists	Six monthly
4. Eyebaths and Emergency Showers	Fire Protection Specialists	Six monthly
5. First Aid Kits	Accidental Health and Safety	Six monthly
6. Spill Response Equipment/Materials	Accidental Health and Safety	Six monthly
7. Master Controls for Emergency Shutdown	Australian Workplace Test and Tag	Quarterly
8. Local Emergency Stop Buttons	Australian Workplace Test and Tag	Quarterly
9. Interlock Switches on Machinery	Australian Workplace Test and Tag	Annually
10. Electrical Equipment (Test and Tag)	Australian Workplace Test and Tag	Quarterly
11. Backflow Prevention Device	Fire Protection Specialists	Annually
12. Fire Hydrant Tests, Flow Test	Fire Protection Specialists	Six mth, & 5 years
13. Pest Control	Australian Pest Control	Monthly
14. Other:		
Assessed By:	Signature:	

Attachment 14 – SBMP-09.01-02 Fire Fighting Equipment Register



FIRE EXTINGUISHER/BANKET FIRE HOSE REEL/ FIRE HYDRANT ASSET REGISTER



KEY:

ABE = Dry Chemical
 BE = Dry Chemical
 Co2 = Carbon Dioxide
 W = Water
 F = Foam
 L/W = Low Weight
 ID = Identification Sign Required
 LOC = Location Sign Required
 P/T = Pressure Test Due
 R = Recharge Required
 POW = Presence of Water

HYD = Hydrant
 BOOST = Hydrant Booster
 FHR = Fire Hose Reel
 FB = Fire Blanket
 WC = Wet Chemical

COND = Condition Of Fire Extinguisher

1 = Good
 2 = Fair
 3 = Poor
 4 = Unserviceable / Repairs Required
 5 = Condemned

Building:	J Richards & Sons Pty Ltd	Date:	18.04.2018
Address:	10-14 Rayben St	Job No.	S0970
	Glendenning NSW 2767	Delivery Docket	98325
Level of Service	Bi Annual	Service Person:	Ben Smith

FITTING No:	LOCATION	MAKE	TYPE	SIZE	LAST PT DATE	COND	LW 0	ID 0	LOC 0	Loan Unit Left on	P/T 2	R 0	POW 0	COMMENTS/REQUIREMENTS
Office														
1	Front Entry	FIREX	CO2	3.5kg	2013	4					x			Recharge / Pressure Test Carried Out
2	Reception Area	FIRESAFE	CO2	3.5kg	2017	2								Pass
3	Rear Exit Outside Toilets	FIRESAFE	CO2	3.5kg	2017	2								Pass
4	Rear Exit adjacent Lunchroom	FIREX	CO2	5kg	2013	4					x			Recharge / Pressure Test Carried Out
5	Kitchenette	FLAMESTOP	FB	1.2X1.8m		1								Pass
6	Outside Office Building	FLAMEGUARD	FHR	36m	2008	2							v	Pass
Shed 1 - Cooking oil														
7	Front Left Exit Door	FIREX	ABE	9kg	2017	1								Pass
8	Left Middle Exit Door	FIREX	ABE	9kg	2017	1								Pass
9	Left Exit Door	BFI	FHR	36M	2017	1							v	Pass
10	Rear Left Roller Door	FIREX	ABE	9kg	2017	1								Pass
11	Rear Left Exit Door	FIREX	ABE	9kg	2017	1								Pass
12	Under Mezzanine - Pump / Compressor Room	FIREX	CO2	5KG	2017	1								Pass
13	Plant - Mezzanine	FIREX	ABE	4.5kg	2017	1								Pass
14	Rear Right Roller Door	FIREX	ABE	9kg	2017	1								Pass
15	Right Middle Exit Door	FIREX	ABE	9kg	2017	1								Pass
16	Right Exit Door	BFI	FHR	36m	2017	1							v	Pass
17	Middle Front Roller Door	FIREX	ABE	9kg	2017	1								Pass
18	Front Right Roller Door	FIREX	ABE	9kg	2017	1								Pass
19	Driver Lunchroom	FLAMESTOP	FB	1.2X1.8m	2017	1								Pass

FITTING No:	LOCATION	MAKE	TYPE	SIZE	LAST PT DATE	COND	LW 0	ID 0	LOC 0	Loan Unit Left on	P/T 2	R 0	POW 0	COMMENTS/REQUIREMENTS
	Shed 2 - Engine oil													
20	Driveway Unloading Bay - Front	FIREX	ABE	9kg	2017	1								Pass
21	Unloading Bag Front	BFI	FHR	36m	2017	1							√	Pass
22	Unloading Bag Front	FIREBOX	AFFF	20Ltr	2017	1								Pass
23	Driveway Unloading Bay - Rear	FIREX	ABE	9kg	2017	1								Pass
24	Unloading Bag Rear	BFI	FHR	36m	2017	1							√	Pass
25	Unloading Bag Rear	FIREBOX	AFFF	20Ltr	2017	1								Pass
26	Flammable Storage Container Rear of Yard	FIREX	ABE	9kg	2017	1								Pass
27	Driveway adjacent Weigh Bridge - Rear	FIREX	ABE	9kg	2017	1								Pass
28	Driveway adjacent Weigh Bridge - Front	FIREX	ABE	9kg	2017	1								Pass
29	Yard Rear Left		HYD	65mm		1							√	Pass
30	Yard Rear Left		HYD	65mm		1							√	Pass
31	Yard Rear Right		HYD	65mm		1							√	Pass
32	Yard Rear Right		HYD	65mm		1							√	Pass
33	Yard Front Right		HYD	65mm		1							√	Pass
34	Yard Front Right		HYD	65mm		1							√	Pass
35			HYD	65mm		1							√	Pass
36			HYD	65mm		1							√	Pass
37			HYD	65mm		1							√	Pass
38			HYD	65mm		1							√	Pass
39			BOOST	65MM		1							√	Pass
40			HYD	65mm		1							√	Pass
41			HYD	65mm		1							√	Pass
42			HYD	65mm		1							√	Pass
	Comments:													
	Fitting 22 & 24, 2 x 25mm Stortz Fittings for foam aspirator required (Quotation to follow)													

Attachment 15 – TRN-14.02-01 Emergency Team-Warden



Emergency Team / Warden Training

INCORPORATING EPC'S AND ECO'S

TRN-14.02-01



OVERVIEW

- An emergency is an event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.
- By the end of this training, you should have an understanding of:
 - Emergency planning requirements
 - How to identify potential emergencies that may affect your site
 - The structure of the Emergency Team
 - How to manage and respond to different types of emergencies
 - The compliance requirements for your site

Issue Date 04/09/15



PLANNING FOR EMERGENCIES IN FACILITIES

EMERGENCY TEAMS
EMERGENCY PLAN/RESPONSE PROCEDURES
WARDEN PRIORITIES



WHO IS RESPONSIBLE FOR MANAGING EMERGENCIES?

- An Emergency Team is responsible for:
 - Establishing Emergency Plans and Response Procedures
 - Determining the number of Emergency Warden personnel required
 - Appointing personnel to all positions of the Emergency Warden Team
 - Arranging training and evacuation exercises
 - Reviewing the Emergency Plan and Response Procedures
- In most sites the Emergency Team generally consists of the Chief Warden and a member of Senior Management.
- Emergency Wardens
 - A person/s appointed to direct and control the implementation of a facility's emergency response procedure e.g. evacuation co-ordination
- For high occupancy buildings (30+ employees) in QLD only:
 - A Fire Safety Advisor (FSA) must be appointed

Issue Date 04/09/15

EMERGENCY PLANNING & RESPONSE

- Emergency plan
 - An Emergency Plan documents organisational arrangements, systems, strategies and procedures relating to the response and management of emergencies
- Emergency Response Procedures provide procedures to:
 - Communicate during an emergency
 - Using communications equipment
 - Advising neighbouring facilities
 - Evacuate the premises
 - Use emergency response equipment

Issue Date: 04/09/15

NUMBER OF EMERGENCY WARDENS REQUIRED

- The number of Wardens should be determined by considering:
 - Site structure
 - Location, size, shape, number of floors
 - Occupants and Visitors
 - Number, age, mobility, hours of operation
 - Occupant Warning Systems
 - Automated alarms, intercoms
- As a minimum, the Emergency Team should consist of a chief warden
- Each warden should be appointed a deputy to cover for absences etc.

Issue Date: 04/09/15

EXAMPLES OF EMERGENCY WARDEN TEAMS

Minor Site



Common Site



Complex Site



Issue Date: 04/09/15

AUTHORITY DURING AN EMERGENCY

- During an emergency, instructions given by wardens take precedence over the normal management structure
- Warden priorities:
 1. Protect life
 2. Property
 3. Restore order

Identification

- During an emergency, wardens must be identifiable by at least one of the following:
 - Helmets
 - Caps/Hats, or
 - Vests

Chief		Area/Floor Warden	
Deputy Chief		Warden	
Communications Officer		Building Occupants	

Issue Date: 04/09/15

IDENTIFYING POTENTIAL EMERGENCIES AT YOUR SITE

- Identify emergency scenarios that might affect people in the facility
 - This should include events / scenarios arising from sources:
 - Internal to the facility
 - External to the facility, and
 - Within the facility that may affect other facilities
- Identify the possible consequences of each emergency to people and their vulnerability before, during and after the emergency
- The Risk Assessment process should be used to determine likelihood and consequence
 - Use *Emergency Identification and Analysis Risk Assessment (RA-GEN-002)*

Issue Date 04/01/15

TYPICAL EMERGENCIES INCLUDED IN THE EMERGENCY RESPONSE PROCEDURES

- Mandatory to plan for:
 - Fire
 - Hazardous Materials / Environmental Emergencies
- Additional Emergencies to consider and plan for:
 - Medical Emergency
 - Natural Threats (floods, cyclones, bush fires, etc.)
 - Bomb Threat
 - Other emergencies which could affect your site

COMPLETE PART 'A' OF THE QUESTIONNAIRE

Issue Date 04/01/15

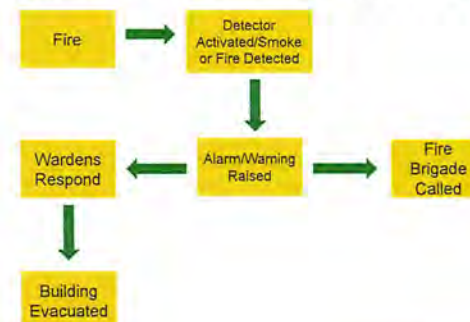
FIRE EMERGENCY

ALARM PROCESS
ALERT MODE
EVACUATION MODE

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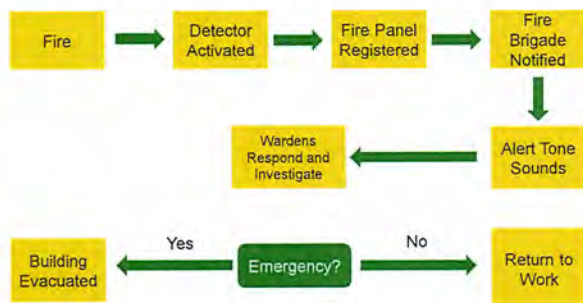


ALARM PROCESS – SINGLE TONE OR NO FIRE ALARM



Issue Date 04/01/15

ALARM PROCESS – TWO TONE ALARM SYSTEM



Issue Date 04/09/15

EVACUATION PROCEDURES – FIRE EMERGENCY

Chief Warden		<ul style="list-style-type: none"> • Declare an evacuation • Maintain communication with Emergency Wardens • Control entry to building • Liaise with Emergency Services
Deputy Chief		<ul style="list-style-type: none"> • Assist with evacuation • Go to assembly area and ensure roll calls are conducted • Act as Chief Warden if required
Communications Officer		<ul style="list-style-type: none"> • Alert Emergency Services • Assist Chief Warden

Issue Date 04/09/15

EVACUATION PROCEDURES – FIRE EMERGENCY (CONT.)

Area Wardens		<ul style="list-style-type: none"> • Instruct Wardens to commence evacuation • Search ALL designated areas • Evacuate & report status of evacuation to Chief Warden
Warden		<ul style="list-style-type: none"> • Direct occupants to emergency assembly points • Search ALL areas • Report to Area Warden and Evacuate • Control personnel at assembly point
Building Occupants		<ul style="list-style-type: none"> • Follow instructions of Emergency Wardens to evacuate the buildings • Do not re-enter the building • Remain at assembly area until otherwise instructed

Issue Date 04/09/15

ACCOUNTING FOR ALL PERSONNEL

- A check that everyone is accounted for (e.g. roll call) must be completed
- The Emergency Team must search **ALL** areas to ensure that **ALL** personnel have been evacuated.

What to do if:

- Someone refuses to evacuate
 - Make sure they are aware of the emergency and that the building is being evacuated
 - Leave them and report to Chief Warden
- You have not completed your search and smoke or fire is impeding your search?
 - Evacuate and report the search is not complete

**Always act in good faith and to you level of ability.
Never put your own life in danger.**

Issue Date 04/09/15

EVACUATING PERSONS WHO MAY NEED ASSISTANCE

- A person who may need assistance during an emergency, due to a disability, special need or other characteristic, may require an individual emergency plan to be arranged
- *SBMP-14.01-11 Personal Emergency Plan* should be developed for each person requiring assistance
 - The information contained in this must be provided to all persons responsible for its implementation.

COMPLETE PART 'B' OF THE QUESTIONNAIRE

Issue Date 04/06/15

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HAZARDOUS MATERIALS / ENVIRONMENTAL EMERGENCIES HAZARDOUS MATERIALS CHEMICAL / HAZARDOUS SUBSTANCE SPILLS



WHAT IS HAZARDOUS MATERIAL?

- A Hazardous Material is a substance with the potential to cause harm to persons, property or the environment
- This includes all dangerous goods, combustible liquids and chemicals
- Common hazardous material emergencies include:
 - Chemical Spills
 - Gas Leaks

Issue Date 04/06/15

RESPONDING TO CHEMICAL SPILLS

- Identify the chemical
 - Look for labels on the container
- Obtain Safety Data Sheet (SDS)

This will tell you:

 - If an evacuation is required. If so, co-ordinate an evacuation
 - PPE required
 - How to clean up and dispose of the chemical
- If safe to do so, contain and prevent contamination of drains, unsealed surfaces and waterways
- Contact emergency services if necessary.

Issue Date 04/06/15

HAZARDOUS CHEMICAL / DANGEROUS GOODS SPILL

Containment and clean up of Hazardous substances may require specialised equipment and/or assistance from emergency services.



COMPLETE PART 'C' OF THE QUESTIONNAIRE

MEDICAL EMERGENCY

ROLE OF EMERGENCY WARDENS

**MEDICAL EMERGENCY**

- Role of the Emergency Wardens in a medical emergency is to:
 - Restrict access/egress to victim and/or area
 - Delegate task (ask bystanders to call emergency services, obtain first aid kits, wait for ambulance, etc.)
 - Provide first aid (if qualified to do so)
 - Assist emergency services in any way possible

NATURAL THREATS
FLOODS
SEVERE STORMS OR CYCLONES
BUSHFIRES



NATURAL THREATS/DISASTERS

- Natural threats/disasters have the potential to:
 - Affect the safety of occupants in a facility
 - Damage property/structure
- Whether you plan for a natural disaster should be determined through the Risk Assessment process:
 - Is your service area located in a flood or bushfire prone area?
 - Do severe storms or cyclones strike your region?
- If you are in a region prone to natural threat/s e.g. severe storm/cyclone is about to arise, you should be prepared:
 - Monitor local weather and emergency service reports
 - Protect occupants first, property second

COMPLETE PART 'D' OF THE QUESTIONNAIRE

Issue Date 04/09/15

BOMB THREAT

BOMB THREATS
EVALUATION
RESPONSE
SUSPICIOUS ITEMS
MAIL BOMBS

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FORM OF THREATS

- Written threat
 - Preserve the condition of hard copy threats
 - Print/save electronically received threats
 - Surrender the evidence to police
- Telephone
 - Remain calm and extract as many details as possible using the guidelines in the bomb threat checklist attached to *SBMP-14.01-05 Emergency Action*
- Suspect Object
 - Report to Chief Warden immediately

Issue Date 04/09/15

EMERGENCY RESPONSE PROCEDURES – BOMB THREAT / SUSPECT PACKAGE

- A suspect item should not be moved, touched or opened
- All threats must be treated as genuine until proven otherwise
- Notify site management and cordon off area (if known)
- Notify Emergency Services
- Determine actions following the evaluation of a threat
 - Search only (it may be safer not to evacuate)
 - Search with partial evacuation
 - Search and evacuation
 - Evacuate immediately

COMPLETE PART 'E' OF THE QUESTIONNAIRE

Issue Date 04/09/15

EVACUATION KEY POINTS



EVACUATION – KEY POINTS

- Evacuation is not recommended for all types of emergencies (e.g. medical emergencies)
- If necessary, an evacuation should be initiated utilising the sites occupant warning system (i.e. automatic alarm, manual alarm, air horn, etc.)

Fire and Hazardous Materials Emergencies

- Occupants must be evacuated to a safe location if a fire or hazardous materials emergency puts their safety at risk
- For hazardous materials emergencies, the same evacuation process covered in the 'Fire Emergency' section is applicable, with the exception that emergency wardens are to be alert for signs of contamination when searching a building

Issue Date 04/01/15

EVACUATION – KEY POINTS (CONT.)

Natural Threats

- Unexpected floods – evacuate to higher ground if necessary
- Bushfires – evacuate away from danger
- Unexpected severe storms/cyclones – it may be safer for occupants to remain inside a building

Bomb Threats

- It is important to consider the four bomb threat response options (dependent on scenario):
 - Search only
 - Search with partial evacuation
 - Search and evacuate
 - Immediate evacuation
- Occupants should be evacuated via a safe route to an alternative and undisclosed emergency assembly point.

COMPLETE PART 'F' OF THE QUESTIONNAIRE

Issue Date 04/01/15

POST-EMERGENCY ACTIONS

GIVING THE ALL CLEAR
DEBRIEFING
REVIEWING/IMPROVING PROCEDURES



PRIMARY ROLES AND DUTIES: POST EMERGENCY

Wardens (including area/floor)

- Compile a report of actions taken during the emergency

Communications Officer

- Collate record of events that occurred during the emergency

Chief and Deputy Warden

- Give the all clear once emergency incident is rendered safe
- Organise a debriefing (use SBMP-14.01-02) with the Emergency Committee
- Compile a report for the management

Emergency Committee

- Review/update emergency response procedures (if required)

(Issue Date 04/04/15)

That completes this training module

Should you have any queries, contact your Supervisor or IMS

(Issue Date 04/04/15)

Attachment 16 – SBMP-13.01-04 Environmental Incident Management

SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-13.01-04

Environmental Incident Management

Introduction

This Section of the *Site Based Management Plan (SBMP)* relates to the management and reporting of environmental incidents.

Identifying Environmental Incidents	<p>Environmental incidents include:</p> <ul style="list-style-type: none">▪ All spills involving regulated, prescribed, controlled, hazardous, listed and/or quarantine waste▪ Spills from vehicles themselves (i.e. hydraulic oil) that result in the material reaching drains, waterways or unsealed ground▪ Any breach of an environmental licence condition (i.e. unauthorised release of water from site, waste that is non-compliant with the site's waste acceptance criteria, flash point)▪ Receipt of noise, odour or other environmental related complaint from the public or regulatory body▪ Being issued with a regulatory notice (i.e. show cause notice, penalty notice) and▪ Any unannounced site inspections/audits from a regulatory body
Implement Immediate Corrective Action	<p>When an incident occurs, the priorities must always be:</p> <ol style="list-style-type: none">1. To ensure the safety of people2. Protection of the environment3. Protection of plant, equipment and business operations <p>Staff must follow the relevant Emergency Procedure Guides (EPGs) for dealing with environmental incidents and notify their supervisor as soon as practicable.</p>
Reporting of Environmental Incidents	<p>Internal Reporting</p> <p>All incidents must be reported to Legal either by phone: (07) 3488 9600 or email: legal@jjrichards.com.au within 24 hours of the incident occurring or the manager/supervisor becoming aware of the incident.</p> <p>When providing the notification the following information will be required:</p> <ol style="list-style-type: none">i. Type of Incident (e.g. regulated waste spill, breach of licence conditions)ii. Details of Incident including date, time and locationiii. If a spill occurred, did the material reach drains, waterways or unsealed ground andiv. Immediate corrective actions taken <p>External Reporting</p> <p>Notification to external authorities (i.e. EPA) is the responsibility of Legal.</p> <p>Depending on contractual requirements, specific customers may require the Company to provide notification of incidents, which occur while completing work for that customer.</p>
Incident Investigation	<p>Internal Investigation</p> <p>Legal will liaise with the relevant Manager to establish the cause(s) of the incident and ensure appropriate corrective and preventative actions have been implemented.</p> <p>External Investigation</p> <p>Contact Legal immediately if a statutory body requests information from you.</p>

Attachment 17 – SBMP-14.01-13 Emergency Response Instructions


SITE BASED MANAGEMENT PLAN

Form

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SBMP-14.01-13NSW

Emergency Response Instructions – NSW Sites Only

Depot	Glendenning Plant		Date	03/07/2018
Training Delivered	<input checked="" type="checkbox"/>	TRN-14.02-01 Emergency Team /Warden Training (Compulsory for all Emergency Wardens)		
Type of Emergency/Response (i.e. evacuation for fire/hazardous material emergency, bomb threat response):			All areas	
Warden Name	BEN MARTS		Signature	
Warden Position	<input checked="" type="checkbox"/>	Chief Warden	<input type="checkbox"/>	Deputy Warden
	<input type="checkbox"/>	Warden	<input type="checkbox"/>	First Aid
			<input type="checkbox"/>	Communications Officer

Emergency Wardens may be nominated to search areas within the site during an evacuation.

Areas nominated for this Warden (if any):

Note: Warden is to be provided with a floor map of designated search area (if available).

EC Role	Responsibilities During Emergency	Responsibilities After Emergency
Chief Warden	<ul style="list-style-type: none"> Ascertain nature of emergency. If evacuation is declared: <ul style="list-style-type: none"> Check areas as nominated above. Report any remaining occupants to Communications Officer. Obtain evacuation results from Communications Officer. Liaise with Emergency Services, provide all information necessary. 	<ul style="list-style-type: none"> Control entry to building. Delegate tasks to Emergency Committee (EC), (as required). Authorise re-entry after site is declared safe by appropriate authorities (i.e. Emergency Services). Conduct an emergency debriefing once normality is restored.
Deputy Chief Warden	<ul style="list-style-type: none"> Ascertain nature of emergency. Assume duties of Chief Warden (if Chief Warden is absent). <ul style="list-style-type: none"> Check areas as nominated above. Assist Chief Warden with duties. 	<ul style="list-style-type: none"> Assume duties of Chief Warden (if Chief Warden is absent). <ul style="list-style-type: none"> Assist Chief Warden with duties.
Communications Officer	<ul style="list-style-type: none"> Dial 000 to notify Emergency Services (If necessary). If evacuation is declared: <ul style="list-style-type: none"> Obtain visitor logbook, roll call sheets and emergency contacts list from reception- make way to emergency assembly point; Obtain results of search from Wardens and hand out roll call sheets; Conduct roll call for visitors; Retrieve completed roll calls and relay results of evacuation to Chief Warden (including details of any occupants remaining in the building or those unaccounted for); Call neighbours to notify them of the emergency (if emergency could affect their occupants or property) and advise of the following: <ul style="list-style-type: none"> What the emergency is i.e. fire; Whether the emergency services have been called; The location of the emergency in comparison to their premises i.e. a fire in the far right corner of the site backing onto x premises. In the event the emergency continues after two (2) hours, updates must be provided to the affected neighbours at least every two (2) hours Notify the site manager of the incident. <ul style="list-style-type: none"> If the Communications Officer is also the site manager, notification must be made to Legal within 24 hours of the incident occurring. 	<ul style="list-style-type: none"> Assist in maintaining order at evacuation assembly point. Await instructions from Chief Warden. Attend debriefing once normality is restored. Call neighbours to notify them that the emergency has been appropriately managed and no longer poses a risk to their premises. Notify the site manager of the incident. If the Communications Officer is also the site manager, notification must be made to Legal within 24 hours of the incident occurring.

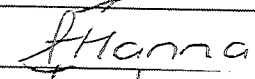
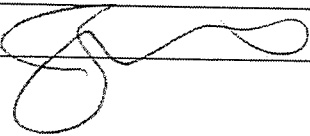
SITE BASED MANAGEMENT PLAN

Form

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& Sons Pty Ltd

SBMP-14.01-13NSW

Emergency Response Instructions – NSW Sites Only

Warden	<ul style="list-style-type: none">▪ Ascertain nature of emergency.▪ If evacuation is declared:<ul style="list-style-type: none">○ Check areas as nominated above.○ Report any remaining occupants to Communications Officer;○ Complete roll call sheets allocated.	<ul style="list-style-type: none">▪ Assist in maintaining order at evacuation assembly point.▪ Await instructions from Chief Warden.▪ Attend debriefing once normality is restored.	
Trainers Name	Amiee Hanna	Date	may 2018
Signature			
Chief Warden approved:	Benjamin Martis	Date:	03/07/2018
Signature			


SITE BASED MANAGEMENT PLAN

Form

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SBMP-14.01-13NSW

Emergency Response Instructions – NSW Sites Only

Depot	Glendenning		Date	02/07/2018	
Training Delivered	<input checked="" type="checkbox"/>	TRN-14.02-01 Emergency Team /Warden Training (Compulsory for all Emergency Wardens)			
Type of Emergency/Response (i.e. evacuation for fire/hazardous material emergency, bomb threat response):			All areas		
Warden Name	Daniel Lownds		Signature		
Warden Position	<input type="checkbox"/>	Chief Warden	<input type="checkbox"/>	Deputy Warden	<input checked="" type="checkbox"/> Communications Officer
	<input type="checkbox"/>	Warden	<input type="checkbox"/>	First Aid	

Emergency Wardens may be nominated to search areas within the site during an evacuation.

Areas nominated for this Warden (if any):

Note: Warden is to be provided with a floor map of designated search area (if available).

EC Role	Responsibilities During Emergency	Responsibilities After Emergency
Chief Warden	<ul style="list-style-type: none"> Ascertain nature of emergency. If evacuation is declared: <ul style="list-style-type: none"> Check areas as nominated above. Report any remaining occupants to Communications Officer. Obtain evacuation results from Communications Officer. Liaise with Emergency Services, provide all information necessary. 	<ul style="list-style-type: none"> Control entry to building. Delegate tasks to Emergency Committee (EC), (as required). Authorise re-entry after site is declared safe by appropriate authorities (i.e. Emergency Services). Conduct an emergency debriefing once normality is restored.
Deputy Chief Warden	<ul style="list-style-type: none"> Ascertain nature of emergency. Assume duties of Chief Warden (if Chief Warden is absent). <ul style="list-style-type: none"> Check areas as nominated above. Assist Chief Warden with duties 	<ul style="list-style-type: none"> Assume duties of Chief Warden (if Chief Warden is absent). <ul style="list-style-type: none"> Assist Chief Warden with duties.
Communications Officer	<ul style="list-style-type: none"> Dial 000 to notify Emergency Services (if necessary). If evacuation is declared: <ul style="list-style-type: none"> Obtain visitor logbook, roll call sheets and emergency contacts list from reception- make way to emergency assembly point; Obtain results of search from Wardens and hand out roll call sheets; Conduct roll call for visitors; Retrieve completed roll calls and relay results of evacuation to Chief Warden (including details of any occupants remaining in the building or those unaccounted for); Call neighbours to notify them of the emergency (if emergency could affect their occupants or property) and advise of the following: <ul style="list-style-type: none"> What the emergency is i.e. fire; Whether the emergency services have been called; The location of the emergency in comparison to their premises i.e. a fire in the far right corner of the site backing onto x premises. In the event the emergency continues after two (2) hours, updates must be provided to the affected neighbours at least every two (2) hours Notify the site manager of the incident. <ul style="list-style-type: none"> If the Communications Officer is also the site manager, notification must be made to Legal within 24 hours of the incident occurring. 	<ul style="list-style-type: none"> Assist in maintaining order at evacuation assembly point. Await instructions from Chief Warden. Attend debriefing once normality is restored. Call neighbours to notify them that the emergency has been appropriately managed and no longer poses a risk to their premises. Notify the site manager of the incident. If the Communications Officer is also the site manager, notification must be made to Legal within 24 hours of the incident occurring.

SITE BASED MANAGEMENT PLAN

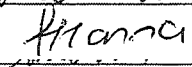
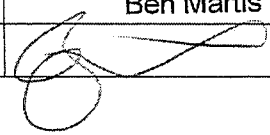
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Emergency Response Instructions – NSW Sites Only

Warden	<ul style="list-style-type: none">▪ Ascertain nature of emergency.▪ If evacuation is declared:<ul style="list-style-type: none">○ Check areas as nominated above.○ Report any remaining occupants to Communications Officer;○ Complete roll call sheets allocated.	<ul style="list-style-type: none">▪ Assist in maintaining order at evacuation assembly point.▪ Await instructions from Chief Warden.▪ Attend debriefing once normality is restored.
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Trainers Name	Amiee Hanna	Date	May 2018
Signature			
Chief Warden approved:	Ben Martis	Date:	2/7/18
Signature			

SITE BASED MANAGEMENT PLAN

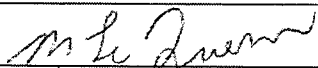
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SBMP-14.01-13NSW

Emergency Response Instructions – NSW Sites Only

Depot	GLGVOONNINK RANT	Date	3/7/18
Training Delivered	<input checked="" type="checkbox"/>	TRN-14.02-01 Emergency Team /Warden Training (Compulsory for all Emergency Wardens)	
Type of Emergency/Response (i.e. evacuation for fire/hazardous material emergency, bomb threat response):		All areas	

Warden Name	MARC LEPOURNE	Signature	
Warden Position	<input type="checkbox"/> Chief Warden <input type="checkbox"/> Warden	<input checked="" type="checkbox"/> Deputy Warden <input type="checkbox"/> First Aid	<input type="checkbox"/> Communications Officer

Emergency Wardens may be nominated to search areas within the site during an evacuation.

Areas nominated for this Warden (if any):

Note: Warden is to be provided with a floor map of designated search area (if available).

EC Role	Responsibilities During Emergency	Responsibilities After Emergency
Chief Warden	<ul style="list-style-type: none"> Ascertain nature of emergency. If evacuation is declared: <ul style="list-style-type: none"> Check areas as nominated above. Report any remaining occupants to Communications Officer. Obtain evacuation results from Communications Officer. Liaise with Emergency Services, provide all information necessary. 	<ul style="list-style-type: none"> Control entry to building. Delegate tasks to Emergency Committee (EC), (as required). Authorise re-entry after site is declared safe by appropriate authorities (i.e. Emergency Services). Conduct an emergency debriefing once normality is restored.
Deputy Chief Warden	<ul style="list-style-type: none"> Ascertain nature of emergency. Assume duties of Chief Warden (if Chief Warden is absent). <ul style="list-style-type: none"> Check areas as nominated above. Assist Chief Warden with duties 	<ul style="list-style-type: none"> Assume duties of Chief Warden (if Chief Warden is absent). <ul style="list-style-type: none"> Assist Chief Warden with duties.
Communications Officer	<ul style="list-style-type: none"> Dial 000 to notify Emergency Services (if necessary). If evacuation is declared: <ul style="list-style-type: none"> Obtain visitor logbook, roll call sheets and emergency contacts list from reception- make way to emergency assembly point; Obtain results of search from Wardens and hand out roll call sheets; Conduct roll call for visitors; Retrieve completed roll calls and relay results of evacuation to Chief Warden (including details of any occupants remaining in the building or those unaccounted for); Call neighbours to notify them of the emergency (if emergency could affect their occupants or property) and advise of the following: <ul style="list-style-type: none"> What the emergency is i.e. fire; Whether the emergency services have been called; The location of the emergency in comparison to their premises i.e. a fire in the far right corner of the site backing onto x premises. In the event the emergency continues after two (2) hours, updates must be provided to the affected neighbours at least every two (2) hours Notify the site manager of the incident. <ul style="list-style-type: none"> If the Communications Officer is also the site manager, notification must be made to Legal within 24 hours of the incident occurring. 	<ul style="list-style-type: none"> Assist in maintaining order at evacuation assembly point. Await instructions from Chief Warden. Attend debriefing once normality is restored. Call neighbours to notify them that the emergency has been appropriately managed and no longer poses a risk to their premises. Notify the site manager of the incident. If the Communications Officer is also the site manager, notification must be made to Legal within 24 hours of the incident occurring.


SITE BASED MANAGEMENT PLAN

Form

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SBMP-14.01-13NSW

Emergency Response Instructions – NSW Sites Only

Warden	<ul style="list-style-type: none">▪ Ascertain nature of emergency.▪ If evacuation is declared:<ul style="list-style-type: none">○ Check areas as nominated above.○ Report any remaining occupants to Communications Officer;○ Complete roll call sheets allocated.	<ul style="list-style-type: none">▪ Assist in maintaining order at evacuation assembly point.▪ Await instructions from Chief Warden.▪ Attend debriefing once normality is restored.	
Trainers Name	Amiee Hanna	Date	May 2018
Signature	Hanna		
Chief Warden approved:	Ben Martis	Date:	3/7/18
Signature			


SITE BASED MANAGEMENT PLAN

Form

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& Sons Pty Ltd

SBMP-14.01-13NSW

Emergency Response Instructions – NSW Sites Only

Depot	Glendenning Plant	Date	03/07/2018
Training Delivered	<input checked="" type="checkbox"/> TRN-14.02-01 Emergency Team /Warden Training (Compulsory for all Emergency Wardens)		
Type of Emergency/Response (i.e. evacuation for fire/hazardous material emergency, bomb threat response):		All areas	
Warden Name	CRAIG WRIGHT	Signature	
Warden Position	<input checked="" type="checkbox"/> Chief Warden <input checked="" type="checkbox"/> Warden	<input type="checkbox"/> Deputy Warden <input type="checkbox"/> First Aid	<input type="checkbox"/> Communications Officer

Emergency Wardens may be nominated to search areas within the site during an evacuation.

Areas nominated for this Warden (if any):

Note: Warden is to be provided with a floor map of designated search area (if available).

EC Role	Responsibilities During Emergency	Responsibilities After Emergency
Chief Warden	<ul style="list-style-type: none"> Ascertain nature of emergency. If evacuation is declared: <ul style="list-style-type: none"> Check areas as nominated above. Report any remaining occupants to Communications Officer. Obtain evacuation results from Communications Officer. Liaise with Emergency Services, provide all information necessary. 	<ul style="list-style-type: none"> Control entry to building. Delegate tasks to Emergency Committee (EC), (as required). Authorise re-entry after site is declared safe by appropriate authorities (i.e. Emergency Services). Conduct an emergency debriefing once normality is restored.
Deputy Chief Warden	<ul style="list-style-type: none"> Ascertain nature of emergency. Assume duties of Chief Warden (if Chief Warden is absent). <ul style="list-style-type: none"> Check areas as nominated above. Assist Chief Warden with duties 	<ul style="list-style-type: none"> Assume duties of Chief Warden (if Chief Warden is absent). <ul style="list-style-type: none"> Assist Chief Warden with duties.
Communications Officer	<ul style="list-style-type: none"> Dial 000 to notify Emergency Services (if necessary). If evacuation is declared: <ul style="list-style-type: none"> Obtain visitor logbook, roll call sheets and emergency contacts list from reception- make way to emergency assembly point; Obtain results of search from Wardens and hand out roll call sheets; Conduct roll call for visitors; Retrieve completed roll calls and relay results of evacuation to Chief Warden (including details of any occupants remaining in the building or those unaccounted for); Call neighbours to notify them of the emergency (if emergency could affect their occupants or property) and advise of the following: <ul style="list-style-type: none"> What the emergency is i.e. fire; Whether the emergency services have been called; The location of the emergency in comparison to their premises i.e. a fire in the far right corner of the site backing onto x premises. In the event the emergency continues after two (2) hours, updates must be provided to the affected neighbours at least every two (2) hours Notify the site manager of the incident. <ul style="list-style-type: none"> If the Communications Officer is also the site manager, notification must be made to Legal within 24 hours of the incident occurring. 	<ul style="list-style-type: none"> Assist in maintaining order at evacuation assembly point. Await instructions from Chief Warden. Attend debriefing once normality is restored. Call neighbours to notify them that the emergency has been appropriately managed and no longer poses a risk to their premises. Notify the site manager of the incident. If the Communications Officer is also the site manager, notification must be made to Legal within 24 hours of the incident occurring.

SITE BASED MANAGEMENT PLAN

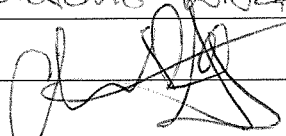
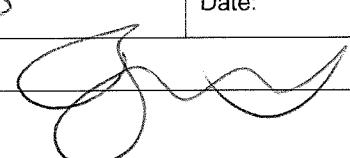
Form

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SBMP-14.01-13NSW

Emergency Response Instructions – NSW Sites Only

Warden	<ul style="list-style-type: none">▪ Ascertain nature of emergency.▪ If evacuation is declared:<ul style="list-style-type: none">○ Check areas as nominated above.○ Report any remaining occupants to Communications Officer;○ Complete roll call sheets allocated.	<ul style="list-style-type: none">▪ Assist in maintaining order at evacuation assembly point.▪ Await instructions from Chief Warden.▪ Attend debriefing once normality is restored.
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Trainers Name	CHRISTINE WICKATT	Date	3/7/18
Signature			
Chief Warden approved:		Date:	3/7/18
Signature	 Ben Martis		

King Wheels Australia –
Wheel and tyre importer.

Kumho Tyres – Tyre warehouse.

Repelec – Electrical,
plumbing, industrial and
automotive parts distributor.

AlSCO AU – Commercial
textile rental services.

Cleanaway ERS –
Recycling and waste
management
equipment.

EarthWorx –
Excavation and
earthmoving
contractors.

J.J. Richards –
Transport depot.

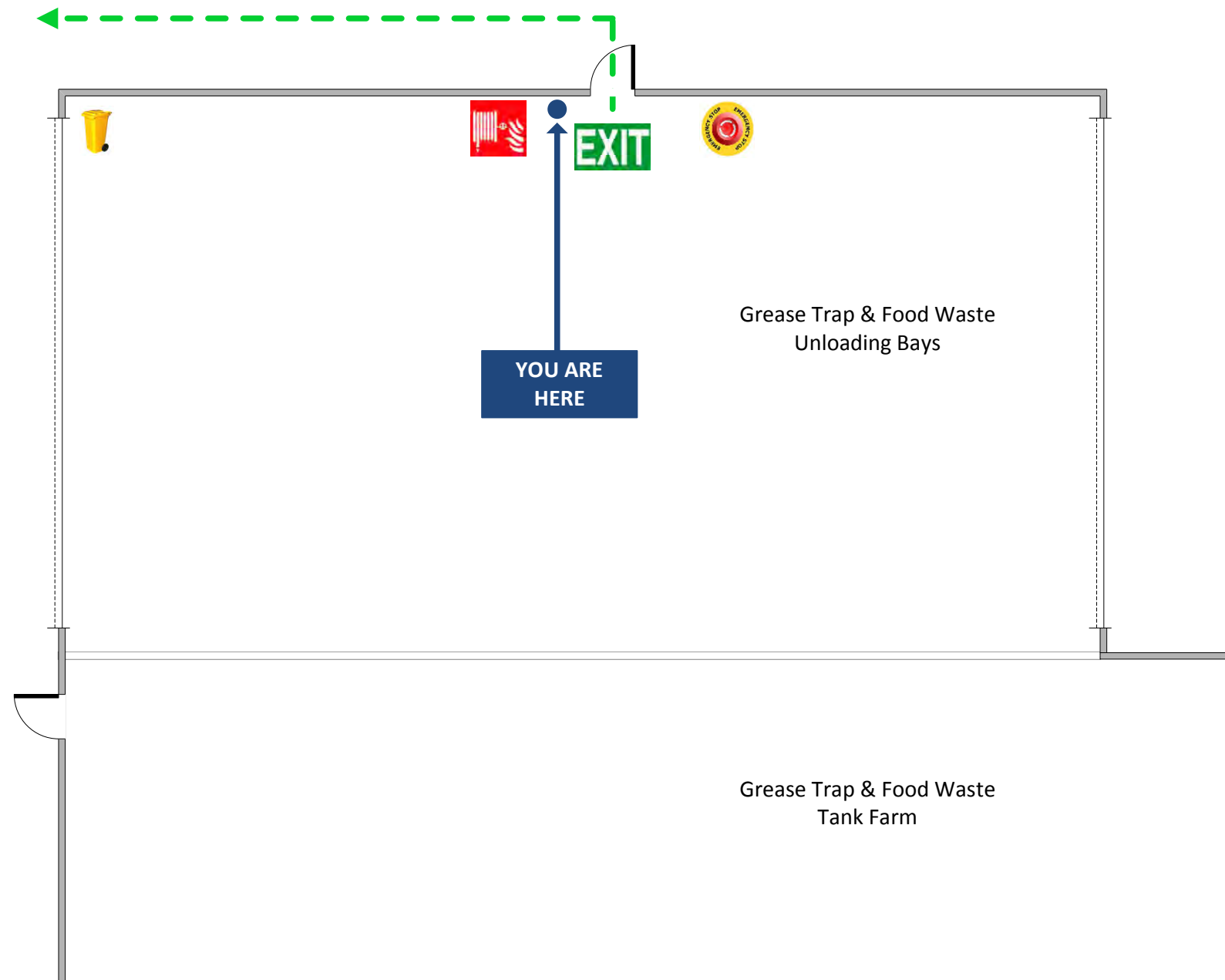
PERI Australia – Formwork
and scaffold manufacturer.

Austcold Refrigeration –
Refrigeration store.



EVACUATION SIGN AND DIAGRAM

14 Rayben Street
Glendenning, NSW 2761



NOT TO SCALE

LEGEND

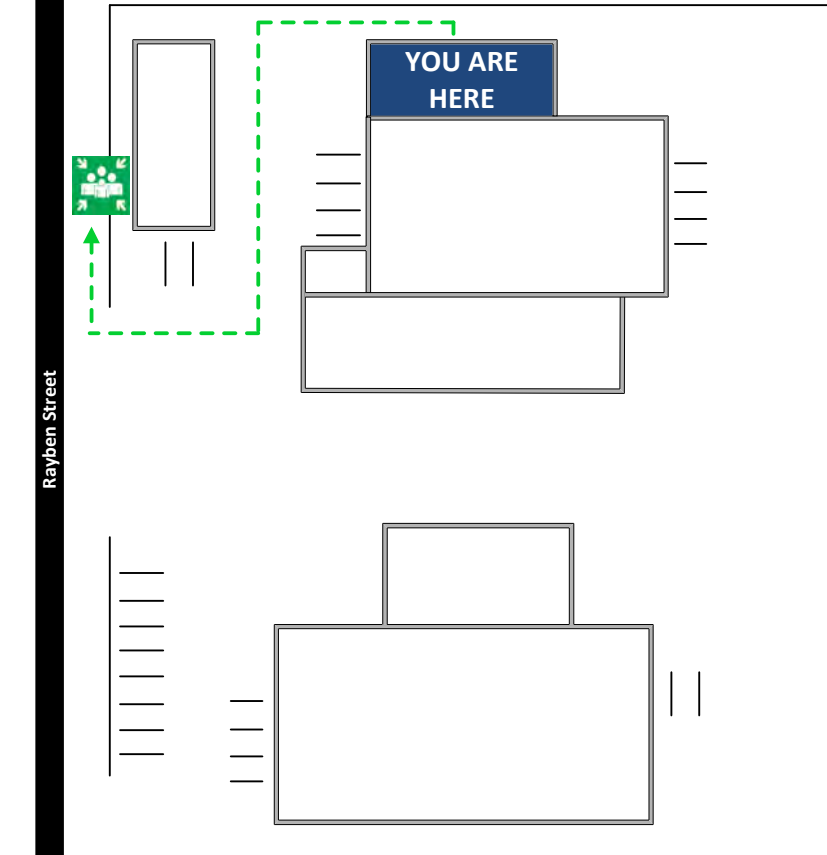
	Fire Hose Reel		Fire Panel		Emergency Assembly Point
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	Hydrant		Switchboard		Emergency Shower
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	Manual Call Point		Emergency Stop		Emergency Exit
					Defibrillator

Note: Not all equipment shown on this legend may be installed on site.

FIRE EXTINGUISHERS

	DCP		H2O		CO2
	FOAM		VAPORISING LIQUID		WET CHEMICAL
	Spill Kit				
	SDS Register				

ASSEMBLY POINT



Issue Date:
02 05 2018

Review date:
Annually

Expiry Date:
02 05 2021
or after change to
building layout or site
plan.

REMOVE PEOPLE FROM DANGER
If safe to do so, remove people from immediate danger.
DO NOT block exits and paths.

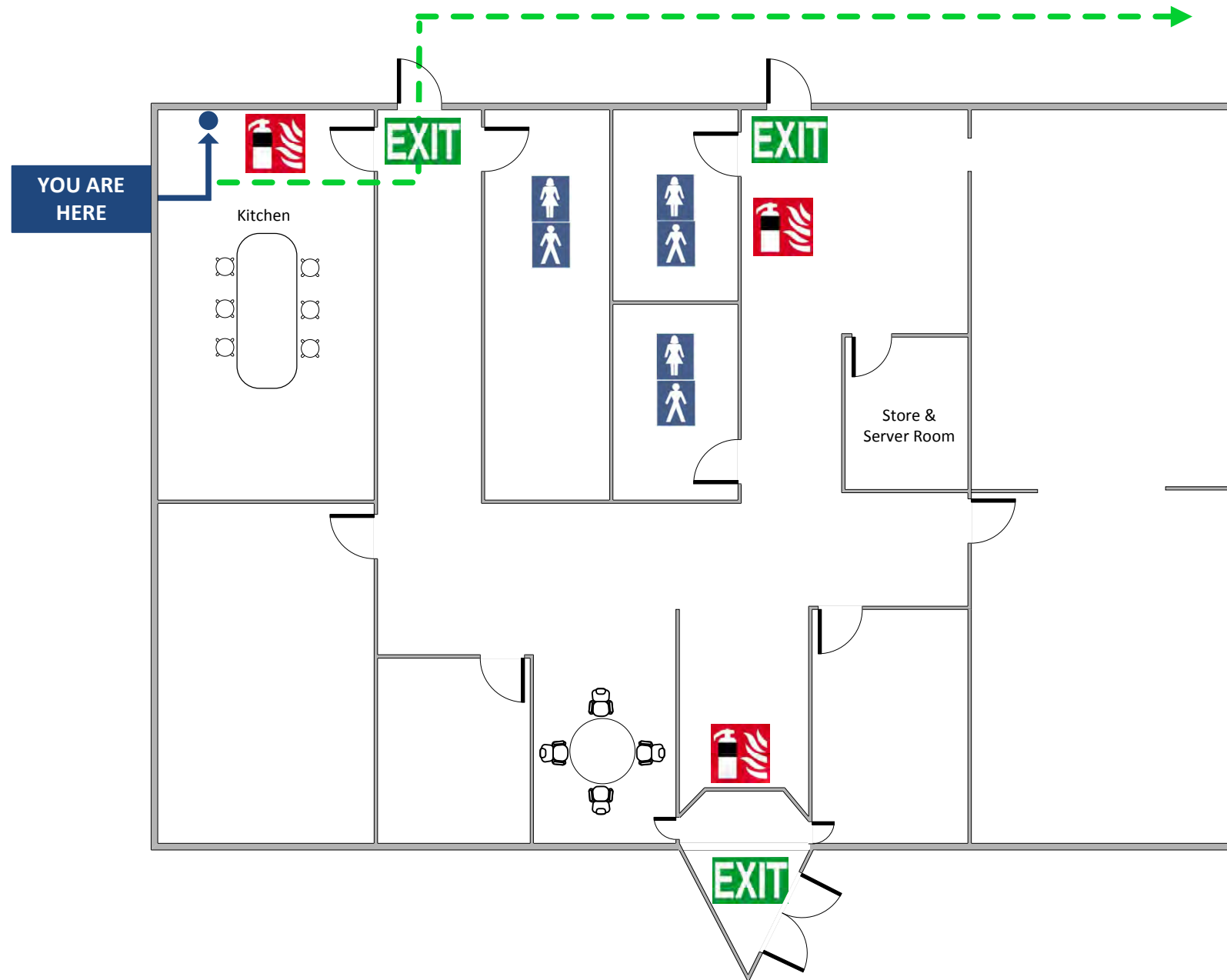
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Use Emergency Exits and proceed to emergency assembly area.

EVACUATION SIGN AND DIAGRAM

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Glendenning, NSW 2761



LEGEND

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	Spill Kit		SDS Register		

ASSEMBLY POINT

The assembly point diagram shows the layout of the building and the location of the assembly point. A blue arrow labeled 'YOU ARE HERE' points to the top left corner. A green dashed line indicates the evacuation route leading to the assembly point. The assembly point is located outside the building, near the bottom right exit. A fire extinguisher is located near the assembly point. A fire hose reel is located near the assembly point. A fire panel is located near the assembly point. A fire alarm pull station is located near the assembly point. A fire alarm control panel is located near the assembly point. A fire alarm control panel is located near the assembly point.

Rayben Street

000 EMERGENCY

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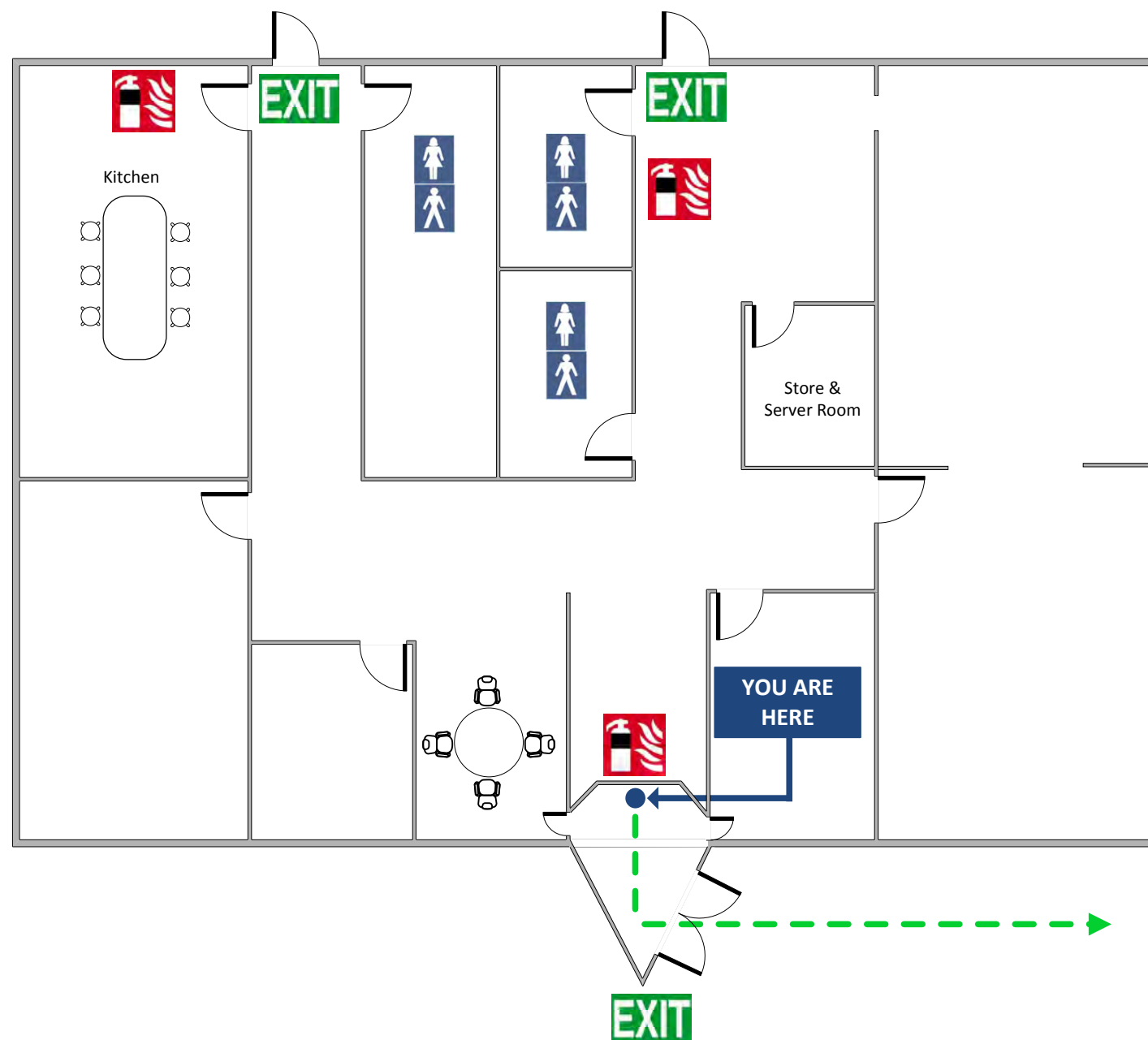
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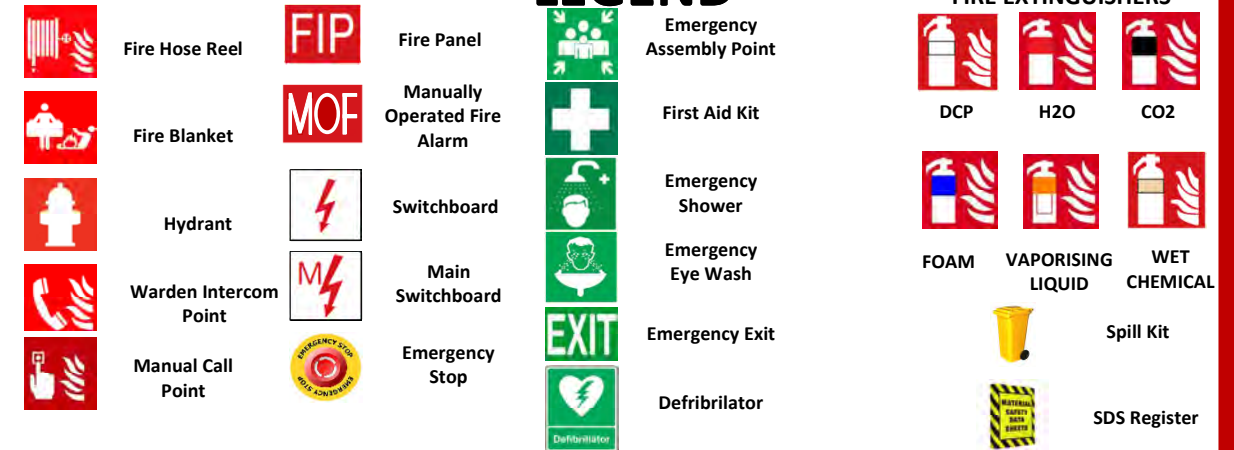
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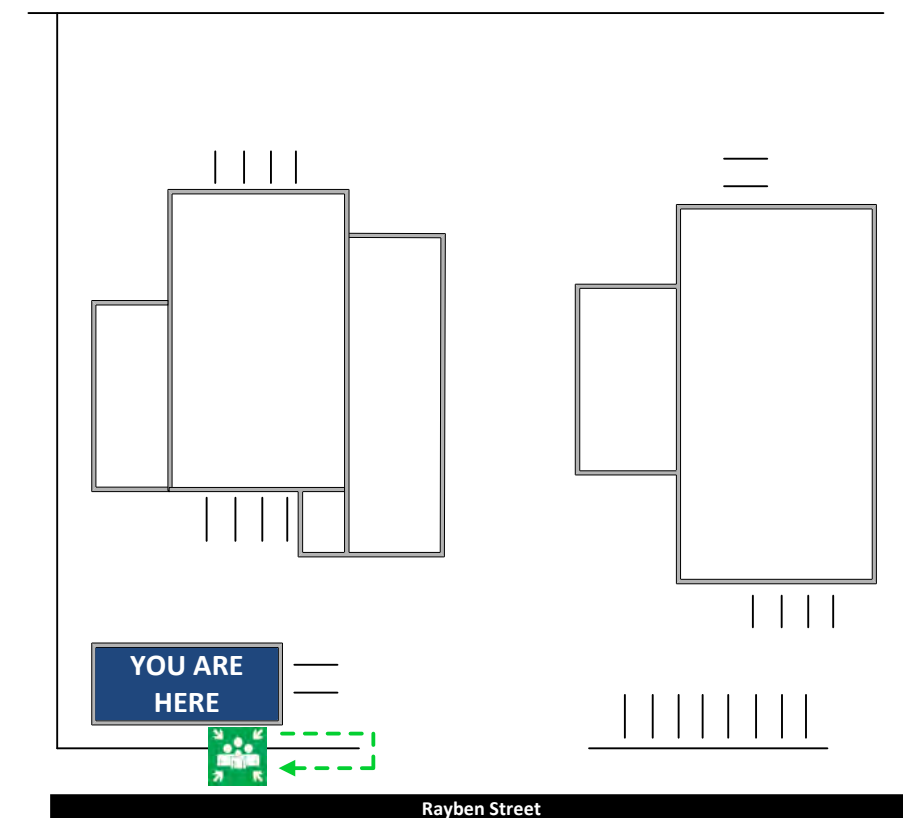


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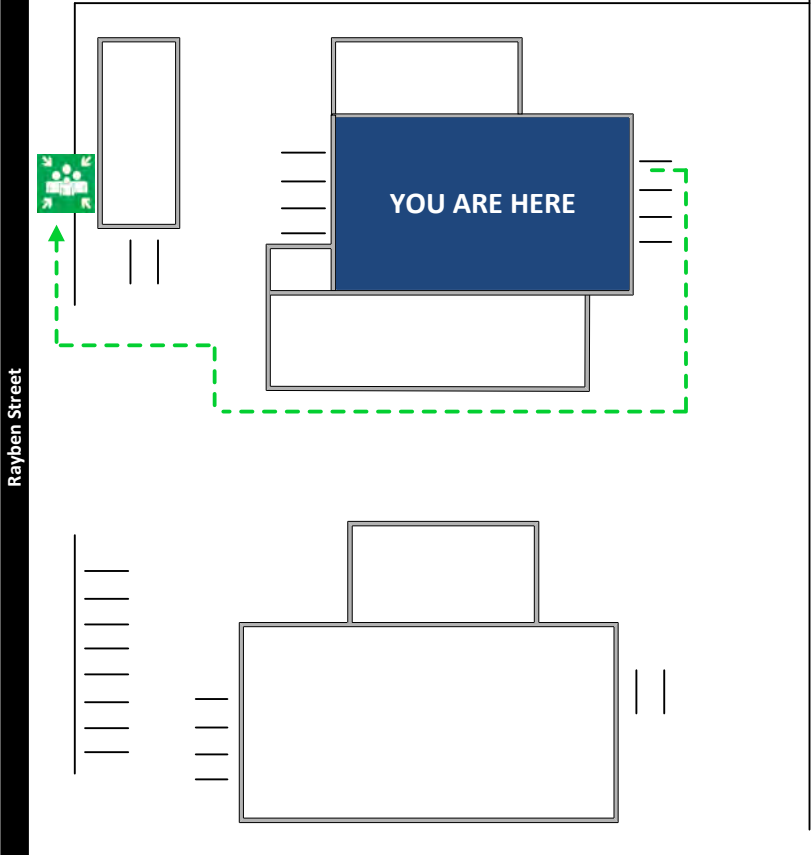
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	FOAM		VAPORISING LIQUID		WET CHEMICAL
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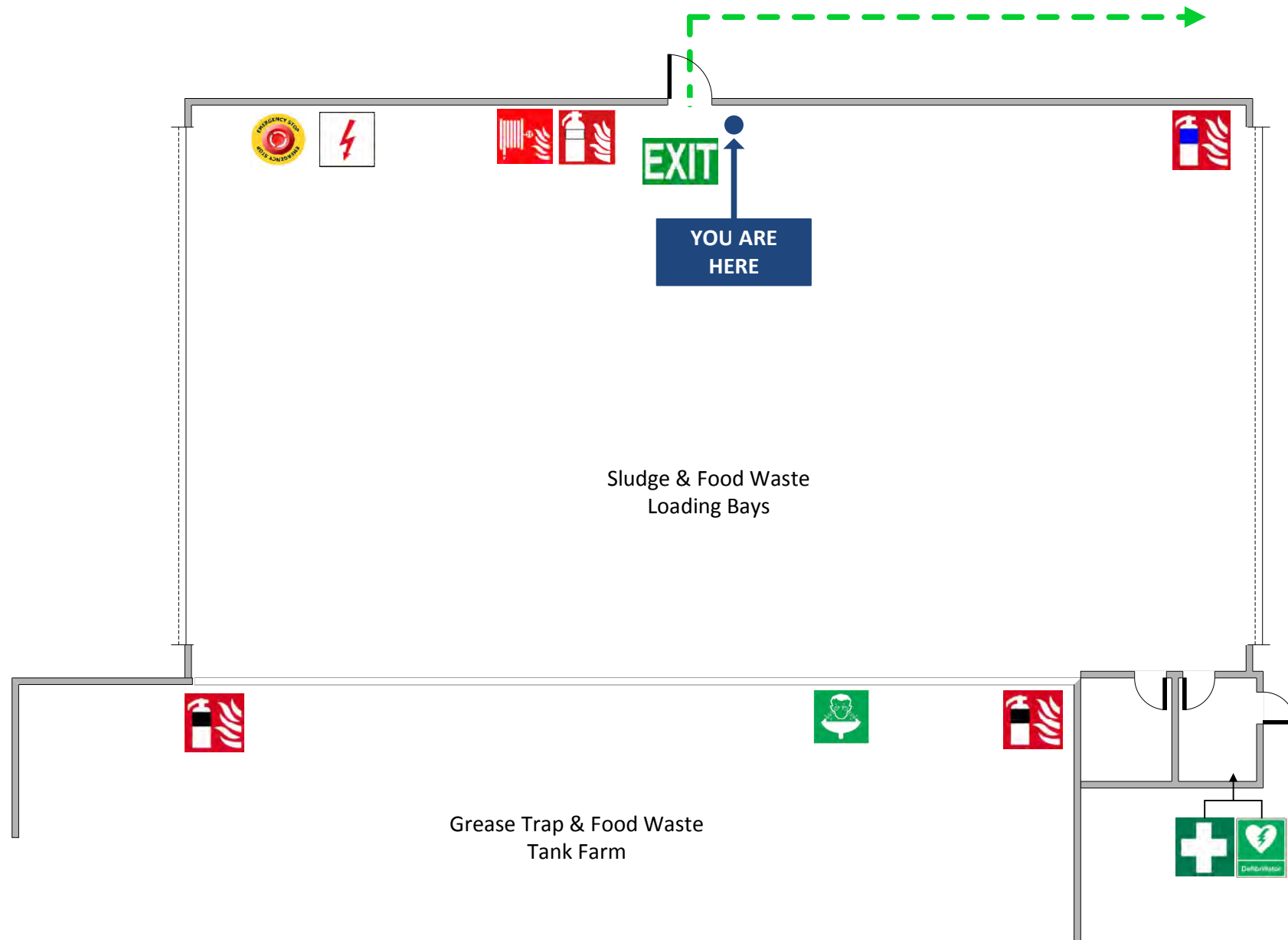
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

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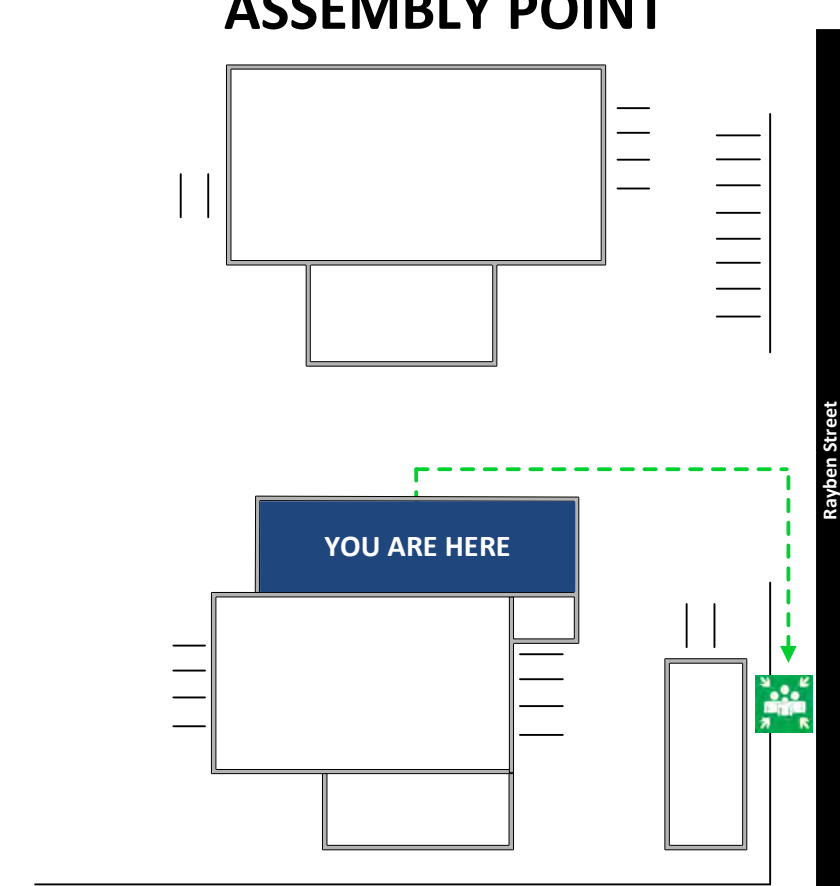
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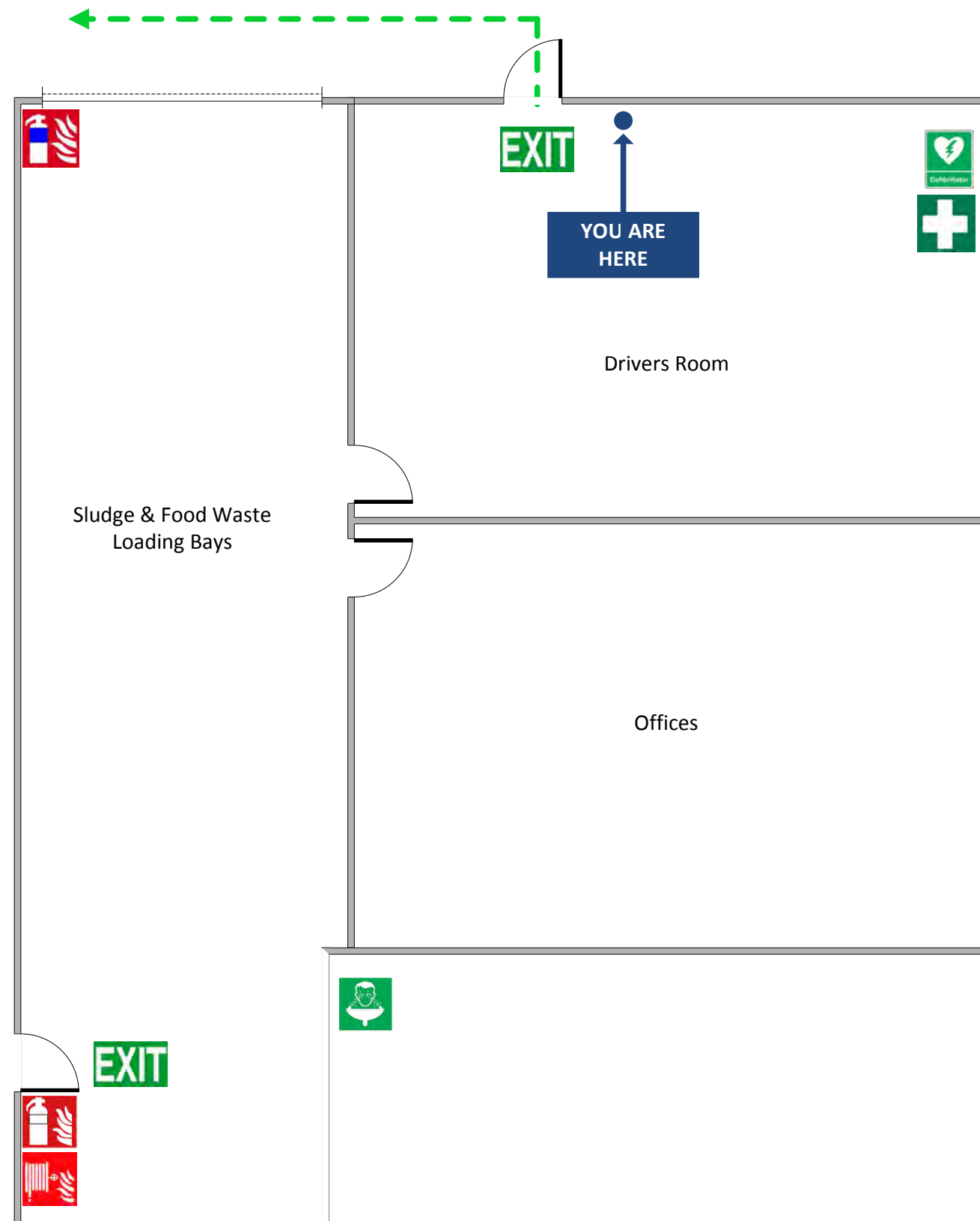
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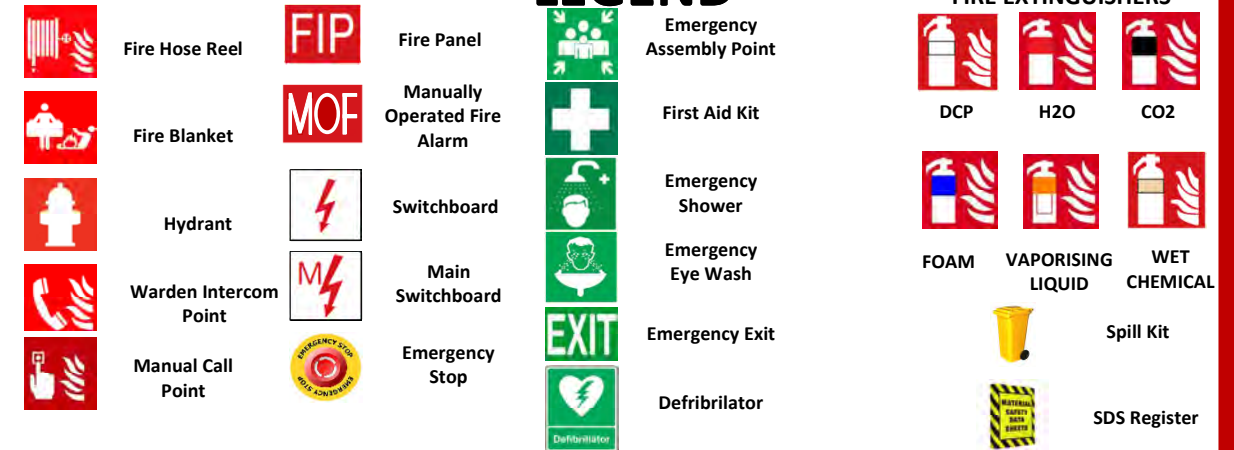
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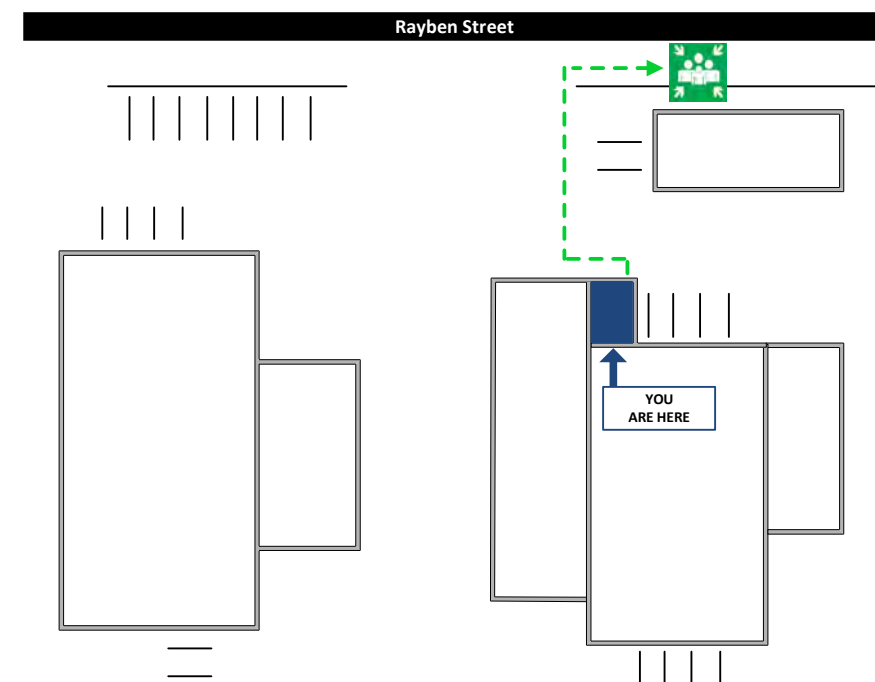


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ASSEMBLY POINT

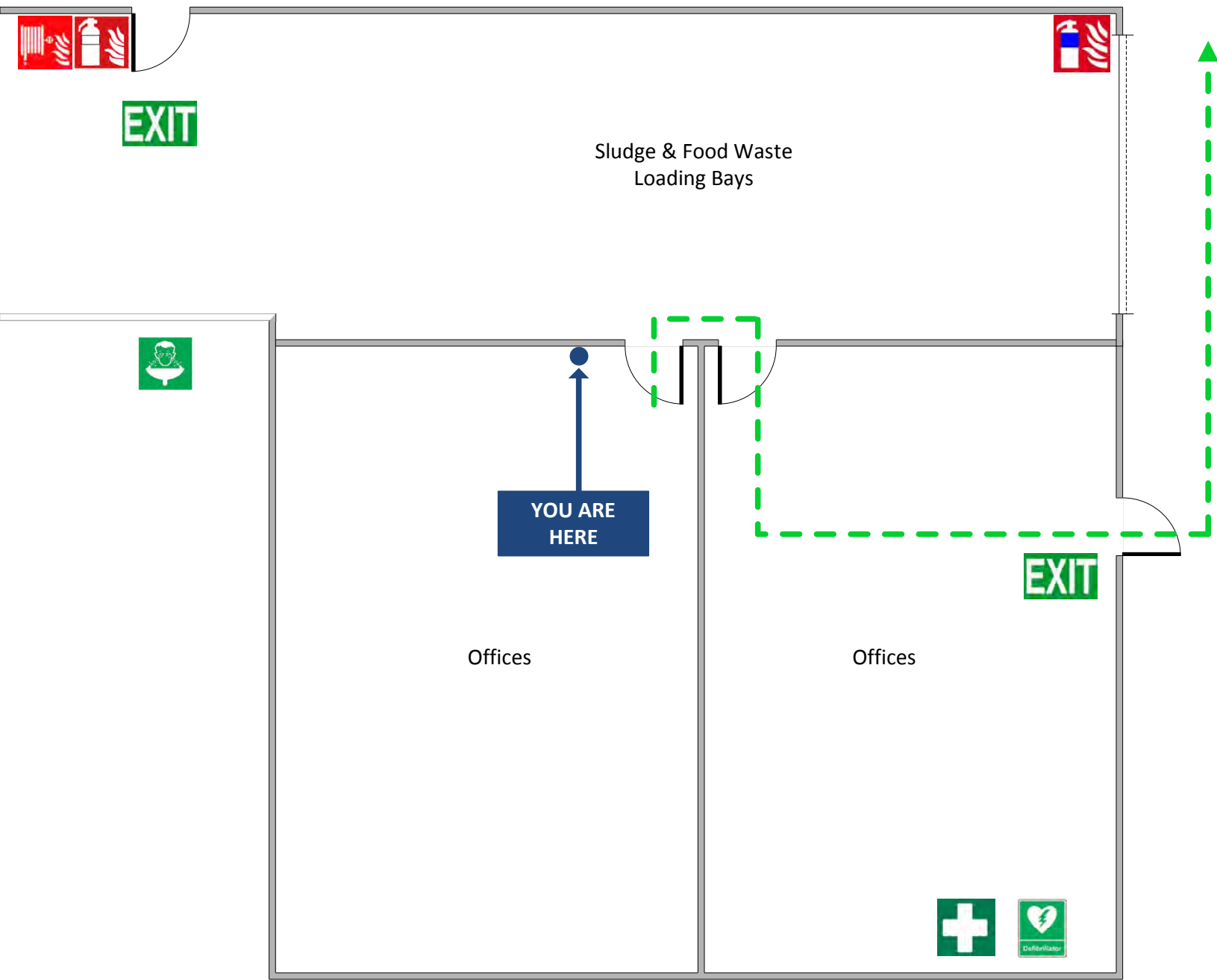


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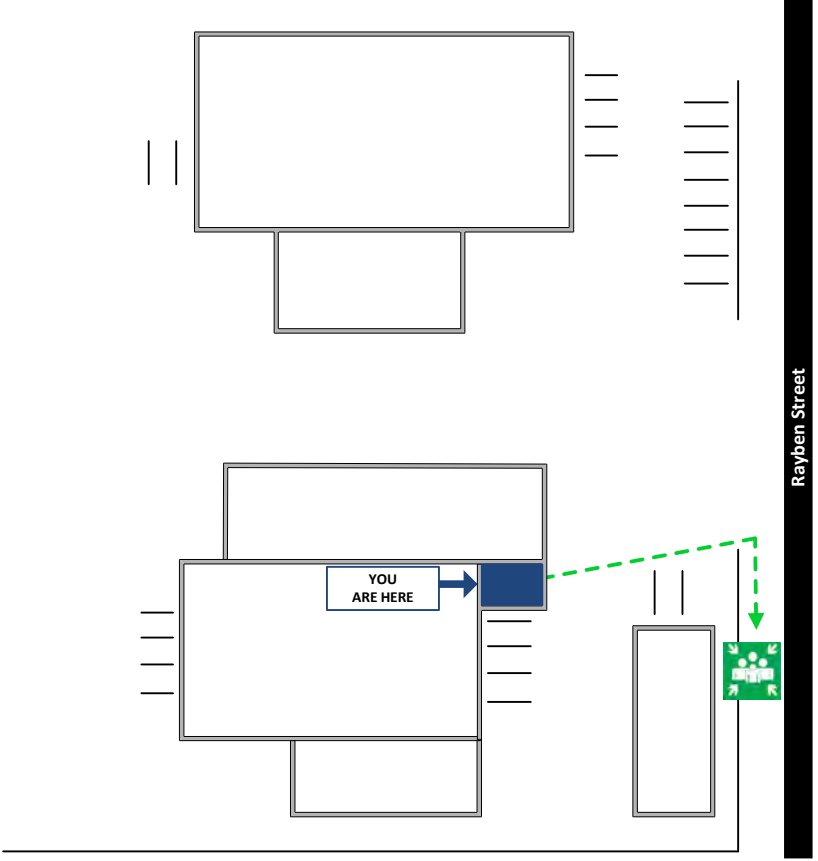
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Attachment 18 – SBMP-14.01-02 Emergency Reaction Debriefing

SITE BASED MANAGEMENT PLAN

Form

J.J. Richards
& Sons Pty Ltd

SBMP-14.01-02

Emergency Reaction Debriefing

WORKPLACE:

DATE:

EMERGENCY TEAM:

What was the EVENT TYPE

☐ ACTUAL / ☐ EXERCISE

DESCRIBE:

Note: ACTUAL "emergency events" must be transferred to IRS (Incident Reporting System) and investigated accordingly.

Date & Time Reported

DATE:

TIME:

Event Reported – WHO/HOW

WHO:

HOW:

WHO took control

NAME:

POSITION:

EMERGENCY SERVICES

BRANCH:

TIME ARRIVED:

COMMANDER:

EVACUATION required

☐ YES / ☐ NO
IF YES, When?

START TIME:

COMPLETED:

ALL CLEAR GIVEN

(return to work)

TIME:

BY WHOM:

ONSITE PROCEDURE(S) USED

PROCEDURE TITLE:

Was the ON-SITE REACTION satisfactory: ☐ YES / ☐ NO

If NO: Insert necessary improvements below.

Was the documented PROCEDURE adequate: ☐ YES / ☐ NO

If NO: Insert necessary improvements below.

No.	WHAT Action	By WHOM	By WHEN	Verified Complete

Attachment 1 - RA-GEN-001 Site Depot Risk Assessment

Attachment 2 - SBMP-18.05-00 Spill Management

Attachment 3 - Emergency Procedure Guides

Attachment 4 - SBMP-14.01-00 Emergency Planning Procedure

Attachment 5 - SBMP-14.01-05 Emergency Action

Attachment 6 - SBMP-09.02-03 Vehicle and Plant Spot Checklist

Attachment 7 - TRN-14.01-01 Fire and Emergency-Truck

Attachment 8 - TRN-14.01-02 Fire and Emergency – Site

Attachment 9 - SBMP 18.0 Waste Transport Manual

Attachment 10 - SBMP-10.01-00 Hazardous Chemicals

Attachment 11 - SBMP-18.05-01 Spill Management Matrix

Attachment 12 – SBMP-09.01-01 Specific HSE Systems Assessment

Attachment 13 – SBMP-09.01-02 Fire Fighting Equipment Register

Attachment 14 – TRN-14.02-01 Emergency Team-Warden

Attachment 15 – SBMP-13.01-04 Environmental Incident Management

Attachment 16 – SBMP-14.01-13 Emergency Response Instructions

Attachment 17 – SBMP-14.01-02 Emergency Reaction Debriefing

Attachment 18 – Evacuation Diagram St Marys

Attachment 19 – Evacuation Diagram Seven Hills

Attachment 20 – Evacuation Diagram Glendenning