

MCC - New Intercity Fleet Program - Station and Signalling Enabling Works

# 7 INCIDENT RESPONSE PROTOCOL

### 7.1 Response Protocol

The notification of an environmental incident is the responsibility of all site and contractor personnel. In the event of an incident, the response protocol outlined below (and presented in Figure 6) must be implemented. This is in accordance with Downer's Incident Reporting and Investigation Management Procedure (refer Table 13).

### IMPORTANT NOTE

- The following procedure is to be followed by all Downer's staff and contractors working in the NIF SSEW Project.
- Any actual or potential material harm to a person's health or wellbeing or the environment as a result of a pollution incident must be reported immediately to Principal Manager Environment Operations on 0429461853 (Nathan Gale).

As soon as a worker becomes aware of a pollution incident, they would immediately contact a person responsible for managing the site. If there is an immediate threat to human health or property, the site manager would **immediately** contact emergency services and persons who may be in danger. In consultation with the Principal Manager Environmental Operations the Environmental Manager would determine if the incident is likely to cause material harm to the environment. If material harm is likely, external contacts would be notified immediately. The PMEO will assist in making an assessment of the incident and determine whether to formally notify the incident to the EPA and other relevant authorities.

If for any reason that PMEO is not contactable, staff should contact the environmental manager for the project to assist in assessing whether an incident triggers the notification requirement.

If no assistance can be obtained within a reasonable time, Downer is required to notify the relevant authorities in the order of notification outlined in the table below and provide each agency with the information required. Even if you do not have all the information, you must notify each agency with the information you have at hand and ensure that they are updated as soon as further relevant information becomes available.

In circumstances where there is doubt about the need to notify or the relevance of a particular agency, Downer should always err on the side of notification.

When in doubt, communicate!



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• If the incident presents an immediate threat to human hea	Ith or property. Fire and
Descus NCM/ the NCM/ Delice and the NCM/ Ambular	in or property, rife and
Rescue NSW, the NSW Police and the NSW Ambular	nce Service should be
contacted first for emergency assistance	
<ul> <li>call Fire, Police and Rescue NSW</li> <li>on</li> </ul>	000 first then
<ul> <li>EPA environment line</li> </ul>	131 555
<ul> <li>NSW public health unit (Newcastle –</li> </ul>	
Adamstown Station)	(02) 4924 6477
<ul> <li>NSW public health unit (Randwick – Central</li> </ul>	
Station)	(02) 9382 8333
<ul> <li>SafeWork NSW</li> </ul>	131 050
<ul> <li>City of Sydney Council (for Central Station)</li> </ul>	(02) 9265 9333
<ul> <li>Newcastle Council (for Adamstown Station)</li> </ul>	(02) 4974 2000

All the above authorities (whether considered relevant or not) must be contacted for each material harm pollution incident to satisfy notification obligations.

#### The relevant information to provide

Section 150 of the POEO Act provides the information that needs to be notified. It is important to avoid speculation on origin, causes or outcomes of a pollution incident in discussions with the authorities. While it is important not to speculate on the causes of an incident, s150 (1) (d) of the POEO Act requires notification of the circumstances in which the incident occurred (including the cause of the incident, if known) and there is an ongoing duty ensure that relevant information be notified after it becomes known.

#### Section 150 POEO Act - Relevant information to given

- 1. The relevant information about a pollution incident required under section 148 consists of the following:
  - a. the time, date, nature, duration and location of the incident;
  - b. the location of the place where pollution is occurring or is likely to occur, the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known;
  - c. the circumstances in which the incident occurred (including the cause of the incident, if known);
  - d. the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known;
  - e. other information prescribed by the regulations.
- 2. The information required by this section is the information known to the person notifying the incident when the notification is required to be given.

If the information required to be included in a notice of a pollution incident by subsection (1) (c), (d) or (e) is not known to that person when the initial notification is made but becomes known afterwards, that information must be notified in accordance with section 148 immediately after it becomes known.



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Note: if a pollution incident occurs, the above information is to be initially communicated verbally to each relevant authority and is to be followed by written notification within 7 days of the date on which the incident occurred (Clause 101 POEO (Gen) Regs).

#### 7.1.1 Post-incident notification procedures

The following general clean up procedure is to be followed:

- <u>Assessment</u> assess best clean up procedures for each incident based on the pollutant and site issues;
- <u>Remedial Action</u> remove contaminated soil, wastewater and used spill equipment to an appropriate place within the licensed premises for licensed waste disposal and/or remediation;
- <u>Ongoing Actions</u> following an incident the following must be undertaken:
  - undertake further monitoring/ testing if required;
  - complete Downer's DA-ZH-FM006.1 Incident/Hazard Report Form (within 48 hours of incident);
  - organise restocking of spillequipment;
  - complete reports to Authorities, as necessary;
  - implement corrective actions to avoid reoccurrence.

#### 7.1.2 Incident reporting to the Environment Protection Authority (EPA)

The EPA must be notified immediately of any pollution incidents.

Within 7 days from the date on which the incident occurred, a detailed report must be submitted to the EPA including the following information:

- Describe the date, time, and nature of the incident;
- Identify the cause (or likely cause) of the incident;
- Describe what action has been taken to date,
- Describe the proposed measures to address the incident.

If any of the information was not known at the time of initial reporting of the Pollution Incident to any of the Authorities, that information should be notified to the Authorities immediately after it becomes known.

Notification to the Relevant Authorities shall only be made by the Downer's NIF SSEW Environmental Manager or Downer SEQ Manager. Following the initial notification of the incident, these personnel will ensure that regular contact is made with all Authorities, and persons who have been notified of the incident, in relation to ongoing actions taken to combat the pollution caused by the incident.

These personnel will:

- Liaise with the EPA regarding appropriate actions to be taken to control, manage and mitigate the pollution;
- Work co-operatively with the EPA and any other relevant authorities to clean-up any pollution;
- Notify the community of the results of ongoing monitoring of the pollution;
- Consult any owners or occupiers in the vicinity of the site regarding any off-site actions to be taken which may impact on their properties.



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#### 7.1.3 Notification of pollution incident to community/ local landholders

The sites are located within the Newcastle and City of Sydney Local Government Areas. Notification of notifiable pollution incidents would be focussed on the residents located adjacent to the compound site.

Downer will contact people affected by a pollution incident either by telephone, letterbox drop or 'doorknocking'. The method and content of any communication will depend on the pollution incident and the actions required to protect human health. For example, advice may be given to avoid the use of water in creeks affected by the discharge of a pollutant to a waterway.



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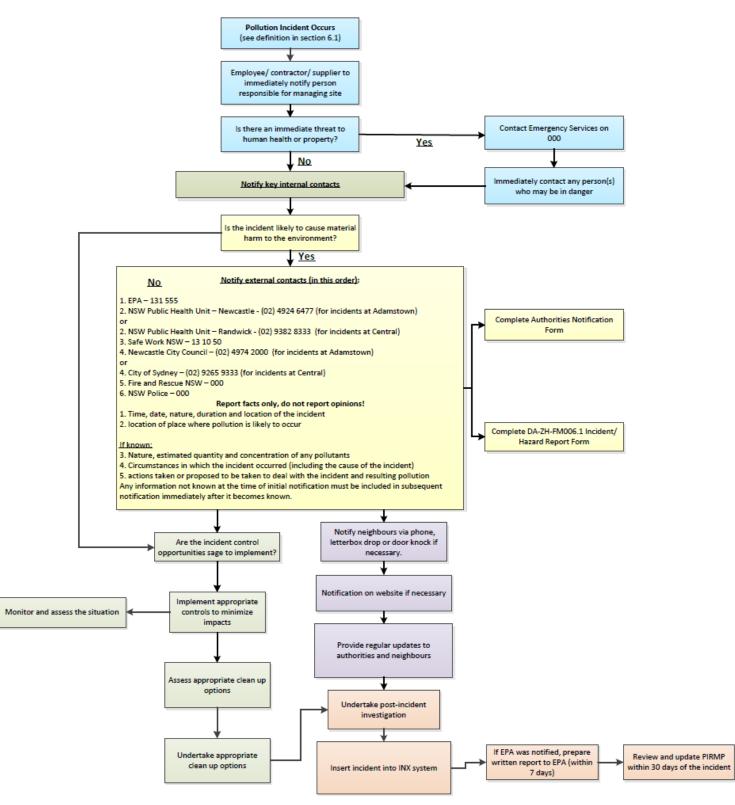


Figure 6 - Incident Response Protocol