

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!

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:

- Assessment - assess best clean up procedures for each incident based on the pollutant and site issues;
- Remedial Action - remove contaminated soil, wastewater and used spill equipment to an appropriate place within the licensed premises for licensed waste disposal and/or remediation;
- Ongoing Actions - 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 spill equipment;
 - 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 ~~do~~
- 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.

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.

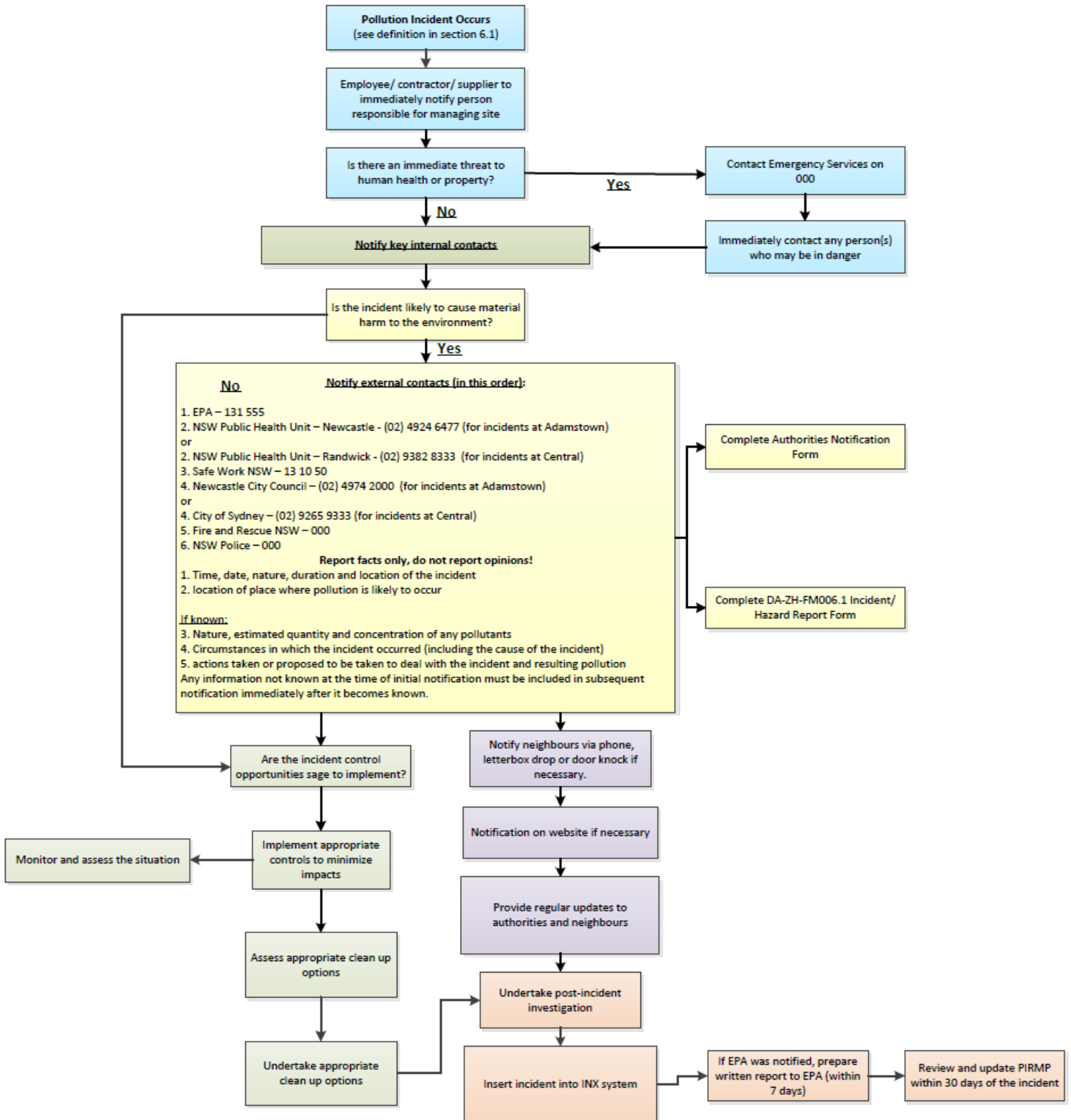


Figure 6 – Incident Response Protocol