

Walker Quarries Pty Ltd

Pollution Incident Response Management Plan

for the
Wallerawang Quarry
(EPL 13172)



Walker Quarries Pty Ltd

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Department of Environment, Climate Change and Water - EPA
NSW Sydney Water
Greater City of Lithgow Council
Wallerawang Quarry Community Consultative Committee
NSW Forests

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DOCUMENT REVIEW HISTORY

Issue	Date	Description
1	August 2012	Initial document prepared to meet the PIRMP guidelines.
2	13 November 2017	Site review
3	13 November 2017	Update / Site review
4	18 July 2019	Update/ Site Review
5	15 August 2019	Update/ Site Review

1.0 INTRODUCTION

1.1 Key Aspects of the PIRMP

This Pollution Incident Response Management Plan (PIRMP) covers the key actions to minimise occurrence of a pollution incident and manage a pollution incident if one occurs (during and after a pollution incident). The PIRMP does not have procedures for the treatment of injured persons or the remediation of the environment following a pollution incident.

The PIRMP has been prepared for managing the impact to human health (employees and nearby neighbours) and the environment (onsite and offsite).

1.2 Background to

Figures have been prepared as per the requirements of the PIRMP Guidelines. **Fig Figure 2** outlines the site in more detail, providing the location of licensed water sampling and dust points.

2.0 REQUIREMENT TO PREPARE THE PIRMP

2.1 Legislative Requirement

The specific requirements for Pollution Incident Response Management Plans (PIRMP) are set out in *Part 5.7A* of the *Protection of the Environment Operations Act 1997* (POEO Act) and the *Protection of the Environment Operations (General) Regulation 2009* (POEO(G) Regulation). In summary, this provision requires the following:

- All holders of environment protection licences must prepare a pollution incident response management plan (*section 153A, POEO Act*).
- The plan must include the information detailed in the *POEO Act* (*section 153C*) and be in the form required by the *POEO(G) Regulation* (*clause 98B*).
- Licensees must keep the plan at the premises to which the environment protection licence relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (*section 153D, POEO Act*).
- Licensees must test the plan in accordance with the *POEO(G) Regulation* (*clause 98E*).
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the plan (*section 153F, POEO Act*).

Holders of an existing environment protection licence will need to prepare and be able to implement a PIRMP by 1 September 2012.

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	Signature:	Review date:

2.2 Structure of PIRMP

Table 1 outlines the structure of the PIRMP, as per the requirements of the POEO (G) Regulation.

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	Signature:	Review date:

Table 1: Requirement to Prepare PIRMP

Clause Number	Requirement	Section in Plan
98 C (1) (a)	A description of the hazards to human health or the environment associated with the activity to which the licence relates (the relevant activity),	Section 5 Appendix 1
98 C (1) (b)	The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,	Section 5 Appendix 1
98 C (1) (c)	Details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity,	Section 9.2 Appendix 1
98 C (1) (d)	An inventory of potential pollutants on the premises or used in carrying out the relevant activity,	Section 6
98 C (1) (e)	The maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates,	Section 6
98 C (1) (f)	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,	Section 7
98 C (1) (g)	The names, positions and 24-hour contact details of those key individuals who: (i) are responsible for activating the plan, and (ii) are authorised to notify relevant authorities under section 148 of the Act, and (iii) are responsible for managing the response to a pollution incident,	Section 10.1
98 C (1) (h)	The contact details of each relevant authority referred to in section 148 of the Act,	Section 10.2
98 C (1) (i)	Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on,	9.1
98 C (1) (j)	The arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on,	Section 8
98 C (1) (k)	A detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises,	Figures 1 and 2
98 C (1) (l)	A detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk,	Section 9 Appendix 1
98 C (1) (m)	The nature and objectives of any staff training program in relation to the plan,	Section 12
98 C (1) (n)	The dates on which the plan has been tested and the name of the person who carried out the test,	Section 14
98 C (1) (o)	The dates on which the plan is updated,	After table of contents
98 C (1) (p)	The manner in which the plan is to be tested and maintained.	Section 14

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3.0 DEFINITION OF A POLLUTION INCIDENT

The POEO Act 1997 defines a pollution incident as:

“pollution incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise”.

A licensee is required to notify the relevant regulatory authorities of a pollution incident if there is a risk of ‘material harm to the environment’, which is defined in section 147 of the POEO Act as:

(a) *harm to the environment is material if:*

- (i) *it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or*
- (ii) *it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and*

(b) *loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.*

Harm to the environment includes any direct or indirect alteration of the environment that has the effect of degrading the environment and, without limiting the generality of the above, includes any act or omission that results in pollution.

4.0 IMMEDIATE NOTIFICATION OF POLLUTION INCIDENT

Licensees will now be required to report pollution incidents *“immediately”* instead of *“as soon as practicable”* (section 148 POEO Act). This means that licensees need to report pollution incidents without delay.

Licensees must notify all of the Appropriate Regulatory Authorities about the incidents. These include:

- Environment Protection Authority (EPA);
- Ministry of Health;
- WorkCover Authority;
- Local council; and
- Fire and Rescue NSW.
- NSW Forests

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5.0 DESCRIPTION AND LIKELIHOOD OF HAZARDS AND PRE-EMPTIVE ACTIONS

This section has been prepared to meet the requirements of clause 98C (1) (a), (b) and (c) of the *POEO(G) Regulation*.

A pollution incident risk assessment for Walker Quarries (**Appendix 2**) has been prepared to:

- Describe the hazards to human health and the environment;
- Describe the likelihood of any such hazards occurring;
- Outline existing controls to prevent pollution incidents occurring; and
- Outline key pollution response measures.

6.0 INVENTORY OF POTENTIAL POLLUTANTS

Table 2 outlines the potential pollutants (chemicals) stored onsite or transported to Walker Quarries

Table 2: Inventory of Chemicals at Walker Quarries

Product Name	Location/s of where product is stored	Quantities
Diesel Fuel	Self Bunded Fuel Pod	SFL 52 400 Litres
Machine Oils	Containerised in oil shed on palletted bunded facility	1000 Litres (200l drums and or 20 litre drums)

7.0 INVENTORY OF SAFETY EQUIPMENT

Table 3 outlines the safety equipment kept on site.

Table 3: Inventory of Safety Equipment

Product Name	Location/s of where equipment is stored	Calibration/Maintenance Requirement
Fire Extinguisher	In all Vehicles	Inspections and calibration as per manufacturer requirements.
Spill Kit	In Container	Every two Months
PPE	In all Vehicles	Quarterly
MSDS's	On Site	Quarterly
First AID Kit	In all Vehicles	Quarterly
Safety Signage	Across site	Quarterly
Mains Water tank	Top of quarry Pit	Annual
Water Pumps	Around dams and sand plant	Quarterly

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8.0 MINIMISING HARM TO PERSONS ON THE PREMISES

All staff and contractors are to be inducted before completing any work on site. The induction covers procedures for minimising the chance of a pollution incident occurring, managing a pollution incident and actions following a pollution incident.

Minimising the impact to persons during a pollution incident must be the highest priority.

In the event that a pollution incident requires the evacuation of the site, actions will be completed in accordance with the site Emergency Management Plan.

All staff will be informed on the location of muster locations through site inductions, signage and ongoing training.

As part of the preparation of the PIRMP, the key aspects of the plan will be provided to staff and contractors.

Emergency reporting will be recorded on the Duty Card (**Appendix 3**).

9.0 ACTIONS TO BE TAKEN BEFORE, DURING OR IMMEDIATELY AFTER A POLLUTION INCIDENT

9.1 Actions to Minimise a Pollution Incident

The Pollution Risk Assessment (**Appendix 2**) outlines potential pollution incidents at Walker Quarry. For each potential pollution risk, there are a number of controls outlined. Some general controls which are in place to reduce the likelihood of a pollution incident occurring include:

- Site Environmental and Safety Management Plans;
- Regular inspections and maintenance;
- Environmental monitoring;
- Correct storage, transport and waste management; and
- Training and awareness.

The site will make all attempts to prevent pollution incidents; but in a situation where a pollution incident is imminent and may potentially cause detrimental impacts to human health or the environment, the site will contact the necessary stakeholders (employees, contractors, neighbours, Appropriate Regulatory Authorities) to provide as much early warning as possible.

9.2 Actions during a Pollution Incident (When Quarry is Operating)

If an evacuation is required, this shall be completed in accordance with **section 8**. In the event that a pollution incident requires the evacuation of the site, actions will be completed in accordance with the site Emergency Management Plan. All staff are informed on the location of muster locations through site inductions, signage and on-going training.

Licensees are required to report pollution incidents “immediately” (without delay) to the Appropriate Regulatory Authorities listed in **section 10.2**.

In the event of a pollution incident, the person who has identified the incident should immediately contact the Site Manager or the Environment & Community Coordinator. The person reporting the pollution incident should provide the following key details:

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- Their name and contact details;
- Location of the pollution incident/emergency;
- Nature of the pollution incident/emergency; and
- Details of any assistance required.

The details of any emergency call or incident reporting will be recorded on the Duty Form (**Appendix 3**)

Some general controls for managing a pollution incident include:

- Visually assess the situation. Undertake emergency response if required;
- Contact the appropriate regulatory authorities in accordance with the PIRMP;
- If safe and possible to do so, undertake immediate measures that prevent further impacts from the pollution incident;
- Take direction from the Appropriate Regulatory Authorities as required; and
- If required seek assistance from specialist consultants/contractors.

9.3 Actions Following a Pollution Incident

If a pollution incident occurs, there will be a detailed incident investigation and a report will be sent to Walker Quarry Management and relevant Appropriate Regulatory Authorities.

The Incident Report Form (**Appendix 4**) will be completed.

If Walker Quarry Management were notified of the pollution incident by the public then the complaint will be logged as per the Complaint Form (**Appendix 5**) and the Incident Report Form will also be completed.

Within a month following a pollution incident, the PIRMP will be reviewed and tested. Walker Quarry Management will continue to liaise with the relevant Appropriate Regulatory Authorities to reduce the likelihood of the pollution incident occurring.

All staff and contractors will receive the necessary refresher training, and the key outcomes of the incident investigation will be reported to staff and contractors.

10.0 CONTACT DETAILS.

10.1 Details for those Managing the Response

The following personnel outlined in **Table 4** are responsible for reporting the environmental incidents.

Table 4: Contact Details

Key Contact	Position	Contact Details
Quarry Manager	Manager	0413 784 420
Production Manager	Production Manager	0409 442 040

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	Signature:	Review date:

* Whilst personal contact details for the following are available in the Controlled-on site Pollution Incident Response Management Plans they do not appear in this public document under provision of the Privacy and Personal Information Protection Act 1998.

10.2 Details for Appropriate Relevant Authorities

This section has been prepared to meet the requirements of clause 98C (1) h of the *POEO(G) Regulation*. The following table (**Table 5**) outlines the contact details for the appropriate regulatory authorities for reporting pollution incidents.

Table 5: Appropriate Regulatory Authorities Contact Details

Appropriate Regulatory Authority	Key Contact	Contact Details
NSW Office of Environment and Heritage Sub department: Environment Protection Authority	<i>This will result in the incident being recorded and the appropriate person being contacted</i>	131 555
NSW Ministry of Health Bathurst	Ministry of Health Bathurst	(02) 6339 5601
Safe Work NSW	Incident Notification Hotline (Response Management Team):	131 050 <i>Select Option 3 to report a 'Serious Incident or Fatality' - This will result in the incident being recorded and the appropriate person being contacted</i>
Local Authority (Council)	(Lithgow City Council - Environment Team Leader):	(02) 6354 9999
Fire and Rescue & Police	-	000

11.0 COMMUNICATION WITH NEIGHBOURS AND THE LOCAL COMMUNITY

When Walker Quarry is Operating the nearest residential properties are located in 2 kms away on the Northern side of the Great Western Highway.

In the event of a pollution incident, Walker Quarry has the following processes for contacting the community:

- When an incident occurs, Walker Quarry will **immediately** contact the five Appropriate Regulatory Authorities listed in **Table 5**.
- Walker Quarry will consult with these Appropriate Regulatory Authorities to determine if the community is to be notified of the pollution incident. Walker Quarry will discuss with the Appropriate Regulatory Authorities regarding the most relevant communication strategy (eg. Walker Quarry website, media release, direct contact with those potentially impacted).

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- Contact with the community to be then completed as per the agreed communication strategy. An appropriate strategy will involve telephone calls, text messaging and include incident specific advice regarding safety precautions/ actions to be carried out by the community in response to a pollution incident.
- The results of the investigation of any pollution incident from Walker Quarry are put on the Walker Quarry website.

12.0 STAFF TRAINING

This section has been prepared to meet the requirements of clause 98C (1) (m) of the *POEO(G) Regulation*.

The requirements of the PIRMP will be outlined in the site induction for all new employees and contractors. A toolbox talk outlining the key components on the PIRMP will be presented to all Walker Quarry staff and contractors. The objective of training will be to ensure all staff and contractors are aware of the key steps to manage a pollution incident. If a pollution incident occurs, refresher training will be delivered to staff and contractors.

13.0 AVAILABILITY OF PIRMP

A copy of the PIRMP (electronic and hard copy) is to be kept at the premises. Walker Quarry will provide the NSW OEH (EPA) a copy upon request.

14.0 TESTING OF PIRMP

The PIRMP will be tested every twelve months as per the requirement of the *POEO(G) Regulation*. The testing of the PIRMP 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.

Testing will involve undertaking desktop simulations of incidents and if necessary, completing exercises or drills. Testing will need to cover all the components of the PIRMP, including the effectiveness of training.

Plans must also be tested within one month of any pollution incident occurring in the course of an activity to which a licence relates to assess, in the light of that incident, whether the information included in the plan is accurate and up to date, and the plan is still capable of being implemented in a workable and effective manner.

15.0 REFERENCES

Environmental Protection Authority 2012, Guideline for the Preparation of Pollution Incident Response Management Plans

NSW Office of Environment and Heritage, Environmental Protection Licence (EPL) 3607

Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012.

APPENDICES

APPENDIX 1 – Site Map

APPENDIX 2 – Pollution Risk Assessment

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	Signature:	Review date:

APPENDIX 3 – Duty Card

APPENDIX 4 – Incident Report and Detail Form

APPENDIX 5 – Complaints Form

APPENDIX 6 – Location of sediment dams

APPENDIX 7 – Location of Water discharge Points

APPENDIX 1

SITE MAP



Wallerawang Quarry PIRMP	Approver: Signature:	Date: Review date:
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APPENDIX 2

POLLUTION RISK ASSESSMENT

Pollution Identification and Risk Assessment Form

<p>Definition for Severity: Insignificant – No Injuries or emissions, low financial loss Minor – First aid treatment, on-site release immediately contained, medium financial loss. Moderate – Medical treatment required, on-site released contained with outside assistance, high financial loss. Major – Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss. Catastrophic – Death, Toxic release off-site with detrimental effect, huge financial loss.</p>	<p>Definition for Likelihood: Almost Certain – Is expected to occur in most circumstances. Likely – Will probably occur in most circumstances Possible – Might occur at some time. Unlikely – Could occur at some time. Rare – May occur only in exceptional circumstances</p>	<table border="1"> <tr> <th>Severity → Likelihood ↓</th> <th>Catastrophic</th> <th>Major</th> <th>Moderate</th> <th>Minor</th> <th>Insignificant</th> </tr> <tr> <td>Almost Certain</td> <td>H</td> <td>H</td> <td>H</td> <td>M</td> <td>M</td> </tr> <tr> <td>Likely</td> <td>H</td> <td>H</td> <td>M</td> <td>M</td> <td>L</td> </tr> <tr> <td>Possible</td> <td>H</td> <td>H</td> <td>M</td> <td>L</td> <td>L</td> </tr> <tr> <td>Unlikely</td> <td>H</td> <td>M</td> <td>M</td> <td>L</td> <td>L</td> </tr> <tr> <td>Rare</td> <td>M</td> <td>M</td> <td>L</td> <td>L</td> <td>L</td> </tr> </table> <p>Severity x Likelihood = Risk Rating</p>	Severity → Likelihood ↓	Catastrophic	Major	Moderate	Minor	Insignificant	Almost Certain	H	H	H	M	M	Likely	H	H	M	M	L	Possible	H	H	M	L	L	Unlikely	H	M	M	L	L	Rare	M	M	L	L	L
Severity → Likelihood ↓	Catastrophic	Major	Moderate	Minor	Insignificant																																	
Almost Certain	H	H	H	M	M																																	
Likely	H	H	M	M	L																																	
Possible	H	H	M	L	L																																	
Unlikely	H	M	M	L	L																																	
Rare	M	M	L	L	L																																	
Project Name: Walker Quarry	Date: 14/1/16																																					
Person/s Involved: Ray Sharwood-Ross Brownlow	Signed:																																					
Person/s Involved:	Signed:																																					
Person/s Involved:	Signed:																																					

Ref. #	Hazard/Aspect/Design Change	Risk/Impact (Consequence)	Potential Severity	Potential Likelihood	Initial Risk Rating (without controls)	Proposed Risk Controls (In accordance with the Hierarchy of Controls)	By Who & When	Residual Risk Rating (With Controls)
	Oil /Fuel Spill	Contamination	H	H	H	Fuel Cart and Oil container are bunded & Spill Kits are available	Quarry personnel, contractors & visitors	L
	Dust	Environmental contamination	M	M	M	Water truck, water sprays on equipment, PPE, Sealed cabins on equipment, Wheel wash on site, vehicle tarping prior to leaving site	Quarry personnel, contractors & visitors	L

Wallerawang Quarry PIRMP

Approver:

Signature:

Date:

Review date:

Ref. #	Hazard/Aspect/Design Change	Risk/Impact (Consequence)	Potential Severity	Potential Likelihood	Initial Risk Rating (without controls)	Proposed Risk Controls (In accordance with the Hierarchy of Controls)	By Who & When	Residual Risk Rating (With Controls)
	Unplanned discharge of storm water from site	Contamination of waterways	H	H	H	Control of catchment dam levels by selective pumping from dam to dam, daily monitor of dam levels, activate plan to transfer water prior to storm weather arriving on site.	Authorised quarry Personnel as required	M

Wallerawang Quarry PIRMP

Approver:

Signature:

Date:

Review date:

APPENDIX 3

Duty Card 1

WALKER QUARRY OPERATION

EMERGENCY CALL RESPONSE SHEET

Time:		
Date:		
Control Room Operator		
Person Calling		
Nature of Emergency		
Location		
Person/Persons involved		
Nature of Injuries		
Control methods in place		
Is further assistance required		
If an Environmental emergency, what equipment is required?		
Are Emergency Services Required?	Yes	No
<ul style="list-style-type: none">• Ambulance• Police• Fire• SES• Mines Rescue Station Emergency phone number 63531124	<p>If required Phone 000 (Zero, Zero, Zero.)</p> <p>Stating Your Name</p> <p>Operation Name and location for access</p> <p>Type of accident/incident</p> <p>Number of persons injured</p> <p>Type of injuries (if known)</p>	

Walker Quarry Front Gate GPS Coordinates in Universal Transverse Mercator Coordinate System	-33.433407, 150.072271
<p>In the event of further responses</p> <p>Quarry Manager is to:</p> <ul style="list-style-type: none"> • Continually man telephone • Prevent unnecessary phone calls • Do not release statements to media if contacted • Log all phone calls and events Duty Card 2 • Record times of arrival of notified persons to site Duty Card 3 • Advise all persons on site of events 	

Duty Card 2

LOG OF EVENTS

Quarry Manager Date

[illegible]

Duty Card 3

FRONT GATE LOG OF EVENTS

Gate Control Person..... Date

[illegible]

Duty Card 4
WALKER QUARRY OPERATION
EMERGENCY RESPONSE CONTACT SHEET

Quarry Manager 0413 784 420 02 6324066	Operations Manager 0417 663 222 02 6324066
Weighbridge Officer 0418 592 322	Production Manager 0409 442 040
	Western Mines Rescue Station Office 0263501000 Emergency Number 0263531124
Inspector of Mines Office 0263507888 Desk 0263507892 Mobile 0407222475	Emergency Services 000 Fire Brigade 6351 3366 Fire Rural 6353 1862 Police 3652 8399 Ambulance 131233
Bathurst EPA 6332 7603 131 555 Ministry of Health Bathurst 6339 5601 Safe Work NSW 13 10 50	Lithgow Council 6354 9999

APPENDIX 4

INCIDENT REPORT AND DETAIL FORM

[WQ Non-conformance Report.doc](#)

[WQ Accident _ Incident Investigation Form.doc](#)

Accident / Incident Investigation Form

PROJECT: _____

DATE: _____

TYPE OF INCIDENT (TICK APPROPRIATE)

☐ Person/LTI

☐ Environmental

☐ Near Miss

☐ Property Damage/Failure of a Structure

Accident/Incident Report Number (if applicable): _____

Statutory Notification Reference Number (if applicable): _____

ADDRESS OF INCIDENT

Project Name _____

Address _____

Suburb _____

State _____

Postcode _____

LOCATION (PROVIDE THE EXACT LOCATION OF WHERE THE INCIDENT OCCURRED)

INJURED WORKER'S DETAILS (IF APPLICABLE)

First Name _____

Last Name _____

Phone Number _____

Address _____

Employed By _____

Position Title _____

PROVIDE A BRIEF OUTLINE OF INCIDENT

WITNESS DETAILS (IF APPLICABLE)

First Name

Last Name

Phone Number

Address

PROVIDE A SUMMARY OF THE EVENTS LEADING UPTO THE INCIDENT

PRELIMINARY INVESTIGATION FINDINGS / IDENTIFIED ROOT CAUSES

CORRECTIVE ACTIONS

INVESTIGATION FINDINGS TO BE COMMUNICATED (TICK ALL THAT APPLY)

☐ Develop and issue hazard alert to all sites

☐ Brief Site Safety Committee

☐ Toolbox relevant personnel

- ☐ Toolbox entire site
- ☐ Run training session in relation to the incident/investigation
- ☐ Review/amend relevant procedure
- ☐ Create new procedure

DETAILS OF PERSON CONDUCTING INVESTIGATION

☐ Other

First Name

Last Name

Phone Number

Position Title

Date Investigation Commenced

Date Investigation Completed

Signature

CONSTRUCTION / PROJECT MANAGER SIGN OFF ONCE COMPLETED

First Name

Last Name

Signature

Date

DISTRIBUTED TO

First Name

Last Name

Company

Position

PERSON RESPONSIBLE FOR IMPLEMENTING / EVALUATING CORRECTIVE ACTIONS

First Name

Last Name

Company

Position

Corrective Actions Implemented (Date)

Controls Effective : YES / NO

If no, what additional controls are required:

Non-conformance Report

Location:		Issue Date:		NCR No.:	
Issued By:		Due Date:			
DESCRIPTION OF NON-CONFORMANCE: / SEQUENCE OF EVENTS / WHS BREACH:					
NCR Issued To		Accepted: (Signature)			
Company:		Date:			
DETAILS OF REQUIRED CORRECTIVE ACTION:					
RESPONSIBILITY FOR CORRECTIVE ACTION:					
Name:			Position Title:		
ROOT CAUSE OF NON-CONFORMANCE					
DETAILS OF ACTION TO PREVENT RE-OCCURRENCE					

ACTION COMPLETED BY:			
Name:		Signature:	
		Date:	
FOLLOW UP AND CLOSE-OUT			
NAME:	POSITION TITLE:	SIGNATURE:	DATE:
COMMENTS:			

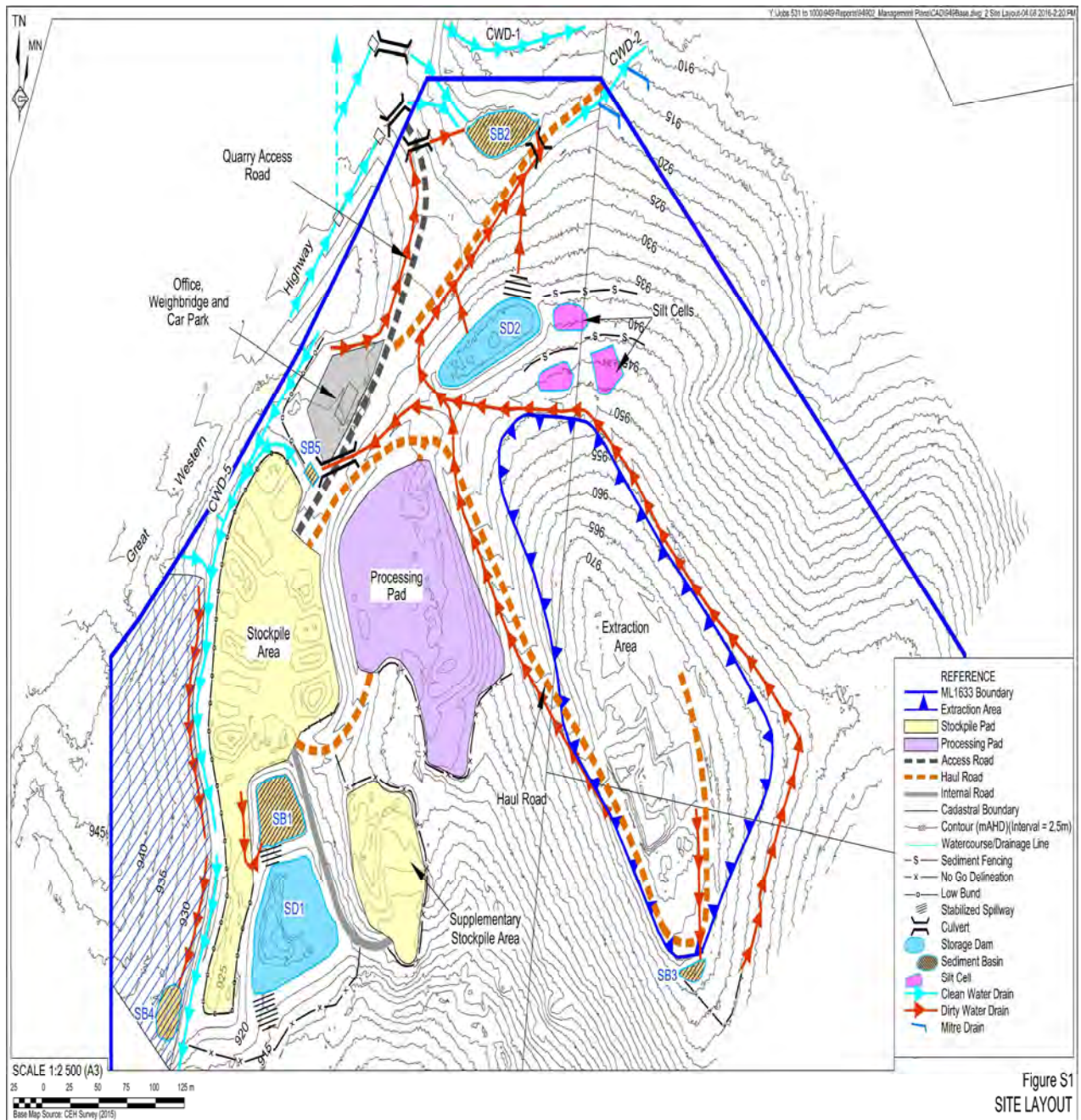
APPENDIX 5

COMPLAINT FORM

[illegible]

APPENDIX 6

LOCATION OF SEDIMENT DAMS



APPENDIX 7

LOCATION OF SAMPLE POINTS

(Refer Biodiversity Management Plan)