

Central Coast Council Buttonderry Waste Management Facility

PIRMP - Pollution Incident Response Management Plan Environment Protection Licence (EPL) - 5955

26th July 2019

Buttonderry Waste Management Facility Pollution Incident Response Management Plan

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1. Introduction

The Protection of the Environment Legislation Amendment Act 2011 (POELA Act) introduced several changes to the way pollution incidents are reported, managed and communicated to the community.

The Act includes a new requirement under Part 5.7A of the *Protection of the Environment Operations Act 1997* (POEO Act) to prepare, keep, test and implement a pollution incident response management plan. The objectives of these plans are to:

- Ensure comprehensive and timely communication about a pollution incident to;
 - Staff at the premises
 - Environment Protection Authority (EPA)
 - NSW Ministry of Health
 - WorkCover NSW
 - Fire and Rescue NSW
 - People outside the facility who may be affected by the impacts of the pollution incident
- minimise and control the risk of a pollution incident at the facility by requiring identification
 of risks and the development of planned actions to minimise and manage those risks
- ensure that the plan is properly implemented by trained staff, identifying persons
 responsible for implementing it, and ensuring that the plan is regularly tested for accuracy,
 currency and suitability.

Beyond meeting the legislative requirements; the purpose of the plan is to reduce the risk of an environmental occurring and given the residual risk that will always be present help to coordinate an appropriate and timely response should such an incident occur.

2. Legislative Requirements

The specific requirements for pollution incident response management plans are set out in Part 5.7A of the 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).

3. Definition of a Pollution Incident

The definition of a pollution incident is:

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 pollution incident is required to be notified 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.

Industry is now required to report pollution incidents immediately to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the local council. 'Immediately' has its ordinary dictionary meaning of promptly and without delay. These strengthened provisions will ensure that pollution incidents are reported directly to the relevant response agencies so they will have direct access to the information they need to manage and deal with the incident in a faster time.

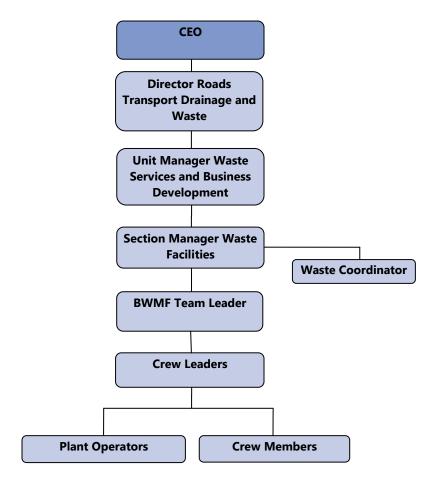
There are new associated offences, for individuals and corporations, for not preparing a plan, not keeping the plan at the premises to which it relates, not testing the plan in accordance with the Regulations and not implementing the plan in the case of an incident.

4. Identification of Key Persons

The following people have a duty to notify a pollution incident occurring in the course of an activity that causes or threatens material harm to the environment:

- a. the person carrying on the activity
- b. an employee or agent carrying on the activity
- c. an employer carrying on the activity
- d. the occupier of the premises where the incident occurs.

5. Buttonderry Waste Facility Flow Chart



6. Forms of the Plan

A written copy of the plan must be kept on-site at the Buttonderry Waste Management Facility and be able to be provided to an authorised EPA Officer on request. Electronic versions are also available on the Intranet in the Waste Management Section and in TRIM. (*Please see the TRIM document no. in the footer of the document*).

As per POEO Act 1997 – Section 153D – Keeping of the Plan

7. Relationship with other Emergency Evacuation Plans

In the event of an environmental incident staff must follow this "Pollution Incident Response Management Plan". However, should an incident require the evacuation of staff the existing "Emergency Evacuation Plan" see *D02060517* for the site must be followed.

It must be noted however Council must still meet it's obligations under the "Pollution Incident Response Management Plan" even in the event of an emergency evacuation.

8. Relationship with On-site Lease Holders

Buttonderry Waste Management facility also has two external companies which lease areas of land within the facility and these companies have their own Environment Protection Licences (EPL's);

- 1. Australian Native Landscapes Pty Ltd. (ANL) EPL 7349
- 2. LMS Energy Pty Ltd EPL 20059

In the event of a pollution incident or emergency these companies must;

- 1. Follow their own Incident Response and Emergency Plans on their own-site
- 2. Inform the Site Manager Buttonderry Waste Management Facility immediately of the incident
- 3. If a site evacuation is required follow the "Buttonderry Waste Management Facility Emergency Evacuation Plan" and follow the instructions given by the Site Manager.

If there is an incident on-site at Buttonderry Waste Management Facility the Site Manager will also inform / communicate with these companies.

9. Pollution Incident Response Procedure

- 1. Staff and Contractors are to inform the Crew Leader / Team Leader (highest Site Manager in charge) immediately.
- 2. In the absence of the Crew Leader / Team Leader Staff and Contractors are to inform the Waste Coordinator or the Section Manager Waste Facilities who will perform the role of the Site Manager (Appendix 1 –pg 9).

The Site Manager must then perform the following actions;

- 1. Investigate to determine the legitimacy and extent of the incident.
- 2. Organise equipment and resources to ensure the area is controlled / safe e.g. isolate area (evacuate / barriers), traffic diversion (barriers / signage) etc, in accordance with EMS Procedures. If the incident is a spill it must be prevented from entering the water or drain.
- 3. Determine roles and responsibilities and obtain the required assistance.
- 4. In the event of a significant incident inform the Waste Operations Manager or Manager Waste who will attend the site and provide coordination assistance (*Appendix 1 pg 9*)
- 5. Call 000 if the incident presents an immediate threat to human health or property. Liaise with these agencies and act on any instructions given once they arrive on-site.
- 6. Report ALL environmental incidents on the 24 hr CCC Incident Hotline Ph: 4350 5789 Choose "Environmental Incident" (*Pollution Incident Reporting Procedure*" pg 7).
- 7. In the event that the CCC Incident Hotline is unattended report environmental incidents directly to the Authorities e.g. EPA, Police/ Fire/ Ambulance/ Health/ Worksafe NSW
- 8. ("Pollution Incident Reporting Procedure" pg 7).
- 9. Inform lease holders ANL and LMS in the event that the pollution incident will affect them e.g. changed traffic conditions / smoke (Appendix 1 pg 9).
- 10. Delegate the role of informing the neighbours via door knocking and notifying the Communications Section within CCC. ("Notify the Neighbours" pg 7).
- 11. If an area or site evacuation is required follow the "Buttonderry Waste Management Facility Emergency Evacuation Plan".
- 12. Conduct an investigation into the incident, debrief staff and recommend actions to reduce the risk of the incident occurring again within 2 weeks.
- 13. This plan must be reviewed within one month of a pollution incident occurring.

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10(a) Pollution Incident Reporting Procedure

- 1. Site Manager must report ALL environmental incidents on the 24 Hour CCC Incident Hotline Ph: 02 4350 5789, choose "Environmental Incident".
- 2. Council's Environmental Regulation Staff will determine if the incident meets the definition of a "Pollution Incident" outlined in the POEO Act Amendments and reflected in Section 8 of this document.
- 3. If it is considered a 'Pollution Incident" it will be reported to the following Authorities;

Order	Service	Phone
1	Police / Fire / Ambulance	000
2	EPA Environment Line	131 555
3	Ministry of Health via the Public Health Unit – Gosford	02 4320 2111
	Officer (Ask for On-Call Nurse)	
4	WorkCover	13 10 50

NOTE: In the event that the Site Manager or the Incident Hotline is unattended Staff will need to report environmental pollution incidents directly to these Services

10(b) Pollution Incident Information that must be recorded

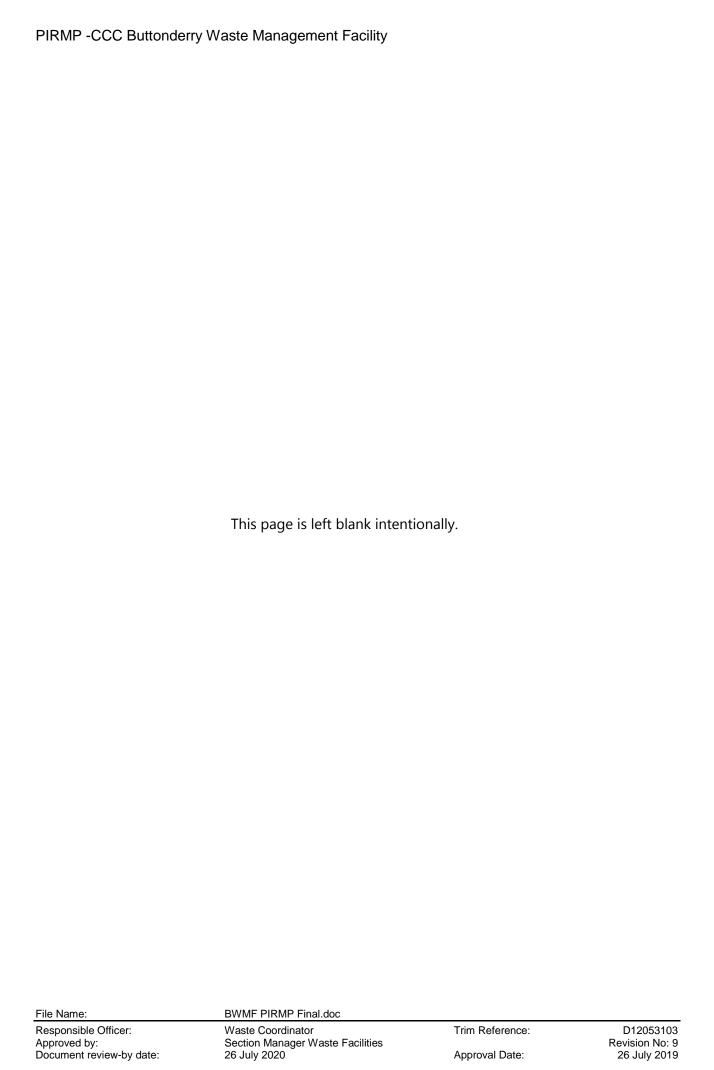
- 1. The time, date, nature, duration and location of the incident
- 2. The location of the place where pollution is occurring or likely to occur
- 3. The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known
- 4. The circumstances in which the incident occurred (including the cause of the incident if known)
- 5. The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known
- 6. Other information prescribed by the regulations

11. Notify the Neighbours

In the event that the pollution incident will affect the neighbouring properties e.g. via smoke the Site Manager must coordinate the task of notifying the neighbours. This includes both early warnings and regular updates.

- 1. Delegate a member of Staff to door knock on the affected neighbouring properties.
- 2. Delegate a member of Staff to notify Communications to place updates on Council and social media websites. Please contact one of the following:
 - i. Angela Walsh Ph:
 - ii. Lesley McAllister Ph:
 - iii. Rebecca Ius Ph:
 - iv. After Hours (5pm 8am) -

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Central Coast Council Buttonderry Waste Management Facility

PIRMP - Pollution Incident Response Management Plan Appendix 1-11 Environment Protection Licence (EPL) - 5955 26th July 2019

APPENDIX 1-11

(Quick Reference Information)

APPENDIX 1: Pollution Incident Response Plan Details

Facility Name and Address:

Buttonderry Waste Management Facility Hue Hue Road Jilliby NSW Ph: (02) 4350 1320

Date of the Plan:		Review Plan by:	
	26 th July 2019	26 July 2020	

Date Plan Tested:	Re-test Plan by:	
26 th July 2019	26 th July 2020	

Plan Written by:	Plan Approved by:
Matthew Collins	Stefan Botha
Waste Coordinator	Section Manager Waste Facilities

Central Coast Council Contacts					
Title	Name	Office Phone	Mobile		
Weighbridge/ Gatehouse	Gatehouse Staff		Radio Chan 27		
Crew Leader	Bill Stone / Steve Davies				
Team Leader	Brian Leslie				
Waste Coordinator	Matthew Collins				
Section Manager Waste Facilities	Stefan Botha				
Section Manager Enviro Reporting	Heidi Pegg				
Unit Manger Waste and Bus Dev.	Andrew Pearce				
Director Roads Trans Drain & Waste	Boris Bolgoff				
Chief Executive Officer	Gary Murphy				

On-Site Companies – Contact List					
Title Name Office Phone Mob					
ANL Wyong Branch Manager	Craig Buddle				
ANL Group Operations Mgr	Andrew Schlick				
ANL Managing Director	Patrick Soars				
LMS Operations NSW	Nathan McClelland				
LMS Duty Operator NSW	Various On-Call				

Reporting / Emergency Contacts	Phone
WSC Incident / Accident Reporting	02 4350 5789
Police / Fire / Ambulance	000
EPA Environment Line	131 555
Ministry of Health via Public Health Unit – Gosford Officer (On-Call Nurse)	02 4320 2111
SafeWork NSW	13 10 50
Ausgrid 24 Hour Emergency Line	13 13 88 (24 hours)
Transgrid Emergency Line	1800 027 253

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Responsible Officer: Approved by: Document review-by date: Waste Coordinator Section Manager Waste Facilities 26 July 2020 Trim Reference:
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APPENDIX 2: On-site Incident Management Resources

Equipment	Location
Mobile Safety Shower	Tip Face
Eye Wash Stations	Transfer Station near Chemical Storage Shed
First Aid Kits x 6	Weighbridge x 1
	Main Site Office x 1
	Admin Building x 1
	Tip Face Site Shed x 1
	Transfer Station x 1
	4.1 Contractors Van x 1
2-Way Radio / Mobiles	Held by Permanent Staff and Contractors
Phones	Weighbridge
	Crew Leaders
	Main Site Office
Email / Phone	Main Site Office/ Admin Building
	Weighbridge
Spill Kit x 2	Located in the Transfer Station near Oil Recycling Shed
Clean Sweep Absorbent	Located in the Storage Container in Site Compound
Material	Located in the Transfer Station in rear of Oil Recycling Shed and near spotters shed
Fire Extinguishers	Main Office/Admin Building
	Transfer Station
	Tip Face
	Recycling Stockpile Area
	Contractor Site Sheds (located in Area 4.1)
Fire Hoses	8000 Litre Water Cart with Water Cannon (Access to 150,000L of tank water in the Transfer Station)
2000 L Mobile Water Tank 1000 L Mobile Water Tank	Trailer mounted - Located in the Site Compound
Traffic Control / Signage	Witches Cones, Stop & Go Bats, Barrier Boards, Signs

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APPENDIX 3: Inventory of Pollutants / Chemicals

Trade Name	Substance	Solid/Liquid/Gas or Powder	Container Size	Max Quantity	Location
PAC23	Flocculant	Liquid	1000L	3000L	Site Compound
Magnasol 589	Flocculant	Liquid	20L	1000L	Site Compound
Magnasol AN2	Flocculant	Solid	3.5kg	240kg	Site Compound
Waste Paints, Acids, solvents, Pesticides etc	Waste Chemicals	Liquid	0.5 to 20lt	1000L	Transfer bay Chemical Storage Shed
Diesel fuel, unleaded petrol, 2-stroke oil	Oil and Fuel	Liquids	200ml to 20L	100L	Site Compound Fuel container
Diesel fuel, engine & gear oil, coolant	Oil and Fuel Contractor	Liquids	5 to 200L	1000L	Contractors Site Container
Used Motor Oil	Engine Oil	Liquid	2200L	2200L	Transfer bay Oil Storage Shed
LPG Gas Bottles	Liquid Petroleum Gas	Liquid / Gas	1-45kg	1000kg	Transfer bay Gas Bottle Storage Shed
Car batteries	Lead acid batteries	Solid / Liquid	5 to10kg	3000kg	Transfer bay Chemical container

APPENDIX 4: Leachate and Sediment Pond Storage

Substance	Pond No.	Solid/Liquid/Gas or Powder	Max Quantity	
Leachate	Pond 1	Liquid	420 (m3)	See Map 3 –
Leachate	Pond 2	Liquid	850 (m3)	Environmental
Leachate	Pond 3	Liquid	2,370 (m3)	☐ Monitoring for ☐ locations
Leachate	Pond 4	Liquid	2,840 (m3)	
Leachate	Base of Cell 4.2	Liquid	6000 (m3)	
Leachate	Base of Cell 4.3	Liquid	2000 (m3)	
Total Leachate Storage C	apacity		12,480 (m3)	
Sediment	Pond 1	Liquid	5000 (m3)	See Map 4 –
Sediment	Pond 2	Liquid	7200 (m3)	Sediment Pond
Sediment	Pond 3	Liquid	1175 (m3)	Storage for locations
Sediment	Pond 4	Liquid	915 (m3)	locations
Sediment	Pond 5	Liquid	185 (m3)	
Sediment	Pond 6	Liquid	1585 (m3)	
Sediment	Pond 7	Liquid	3025 (m3)	
Total Sediment Storage	Capacity		20,380 (m3)	

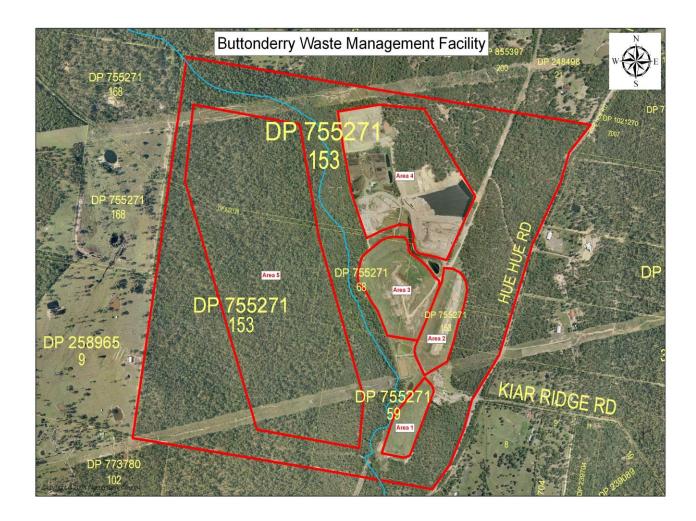
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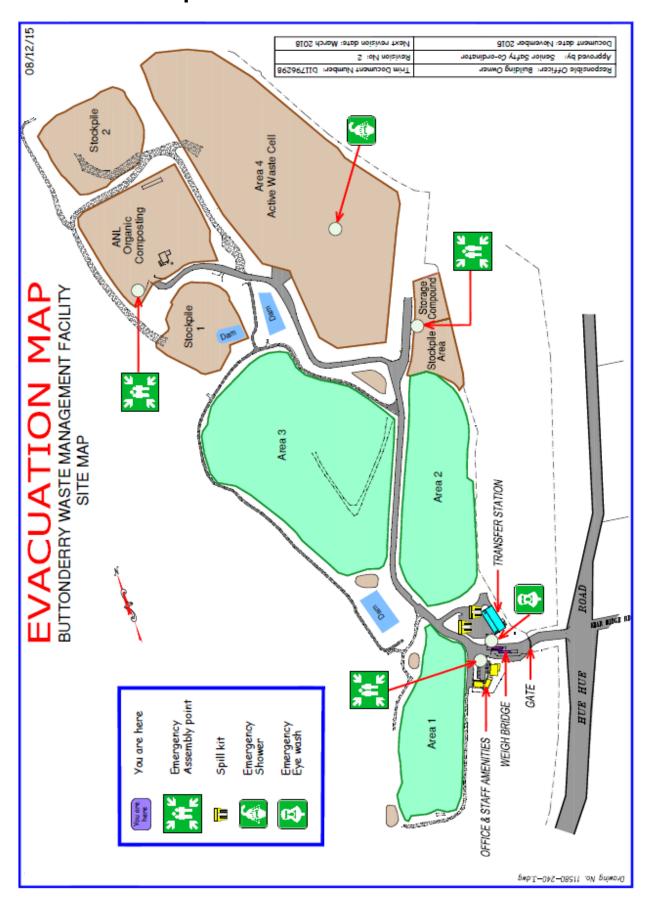
APPENDIX 5: Map One - Location

The Facility occupies Lots 59, 68, 169 and a portion of Lot 153 (DP 755271) and Lot No. 1 (DP 822126) and is located approximately 10 km north of the township of Wyong, in the suburb of Jilliby.

The Facility is currently open every day of the year, Monday to Friday from 7 am to 5 pm and weekends from8:30 am to 4:30 pm and is accessed at the intersection of Hue Hue Road and Kiar Ridge Road. The location of the Facility is shown in Figure 1 below.



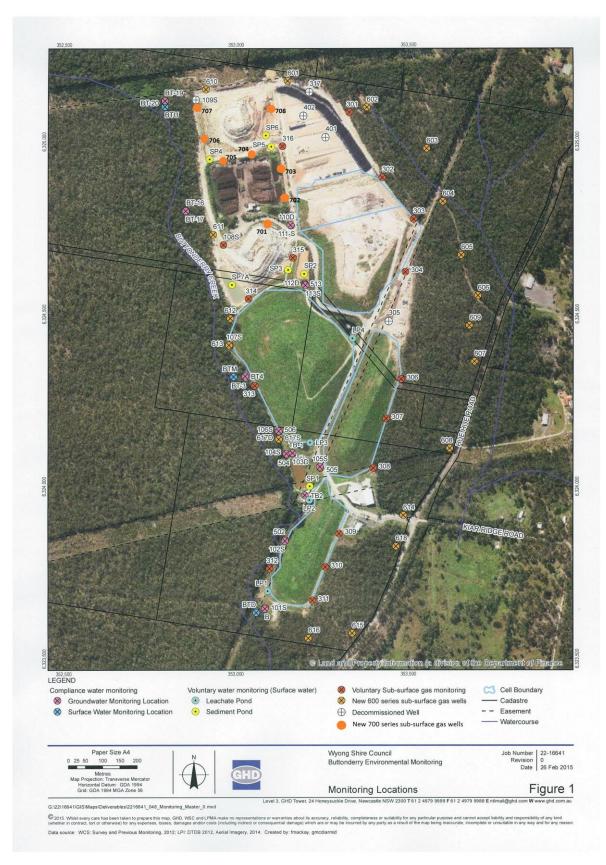
APPENDIX 6: Map Two – Evacuation Plan



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APPENDIX 7: Map Three – Environmental Monitoring (Leachate Ponds / Monitoring Bores)

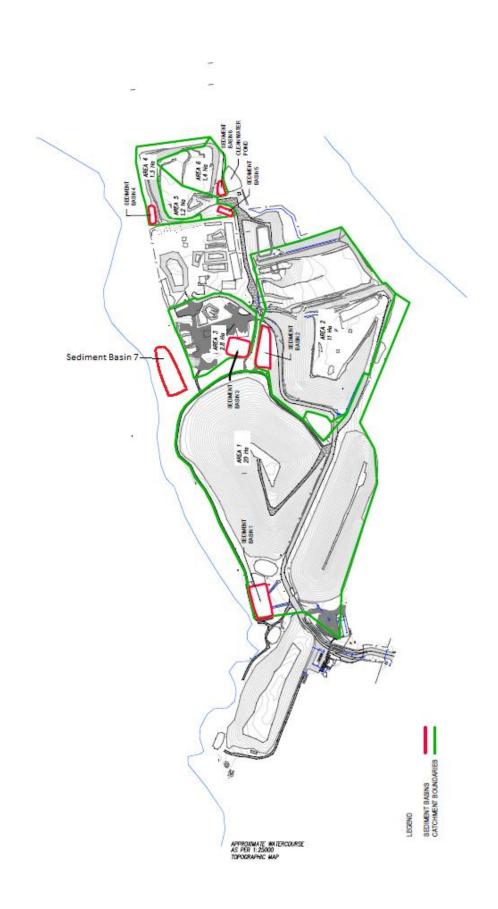


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APPENDIX 8: Map Four – Sediment Pond Storage



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APPENDIX 9: Hazard Risk Matrix

Potential Hazard	Likelihood of Hazard	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
Leachate				
Bleed through cell wall	Unlikely	Excessive period of rain	 Leachate management procedure in place Barrier and collection system in place Cell floor / walls built to EPL requirements. Design filling plan to direct surface water away from the tipping face. Ensure leachate can penetrate through compacted waste to the leachate collection system eg remove intermediate capping between layers. 	Place clay bund wall in the flow path of the leachate. Pump leachate to the leachate collection system, alternatively arrange for a tanker to cart the leachate to the treatment plant.
				 Excavate and drain leachate from bleed area, remove wet material and repair leak with suitable material. Monitor area to ensure the repair has been successful.
Pond Overflow	Unlikely	Excessive period of rain	 Leachate management procedure in place If the pond is nearing capacity arrange to either; Transfer to another pond Irrigate onto either Areas 1, 2 or 3 – must not exceed the absorption capacity of these areas Arrange leachate to be tankered off-site All pump readings must be recorded on the 'Leachate Transfer recording form' and filed 	In the event of a leachate pond overflow (eg significant rainfall event): • Attempt to control the overflow by placing a bund around the edge of the dam or in the flow path of the leachate overflow. • Pump leachate to alternative dam with sufficient capacity • Arrange tanker to transfer
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Waste Coordinator Section Manager Waste Facilities 26 July 2019 Trim Reference:

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Potential Hazard	Likelihood of Hazard	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
Leachate				
Groundwater Contamination	Possible	Excessive period of rain	 Leachate management procedure in place Quarterly Groundwater monitoring system in place Barrier and collection system in place Cell floor / walls built to EPL requirements. 	 Check leachate levels in waste cells to ensure levels are acceptable. Transfer leachate to leachate ponds if necessary. Try to determine the source of the contamination and eliminate. Seek expert advice
Gas				
Emissions	Almost Certain	Excessive period of rain	 Cells are all covered with capping material as per EPL requirements Monthly surface gas monitoring Quarterly sub-surface gas monitoring Remediation procedures in place 	 Follow EMS 56 – "Management of Methane Gas at Buttonderry Waste Management Facility"
Gas Collection System Leak	Unlikely	Excavation works in the vicinity	 All gas infrastructure has been surveyed and is outlined in the Site Utilities Plan Consult Site Utility Plan prior to any work commencing Gas Extraction System operates under negative pressure LMS construct system according to legislative requirements 	Contact LMS immediately to;
Explosion	Rare	A build up of gas in a confined space Rapture of gas pipe / creation of a spark	 Gas Extraction and remediation system Monthly surface gas monitoring Quarterly sub-surface gas monitoring Remediation procedures in place. 	Contact the Site Manager who will coordinate the incident response / evacuation

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Potential Hazard	Likelihood of Hazard	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions	
Chemicals	·				
Spill	Unlikely	Container damaged Illegal dumping by Customer	 Waste Screeners checking customer loads EMS 62 – "Receival and Management of Waste and Recyclables" 	 Contact the Site Manager who will coordinate incident response. 	
Exposure	Unlikely	Container damaged Illegal dumping by Customer Staff not wearing PPE	 EMS 62 – "Receival and Management of Waste and Recyclables" MSDS in Site Office Eye Wash Station / Safety Shower / PPE 	Contact the Site Manager who will coordinate incident response.	
Fire	Unlikely	Container damaged Illegal dumping by Customer	 Chemicals removed from waste and placed and stored in purpose built chemical storage shed EMS 62 – "Receival and Management of Waste and Recyclables" Chemicals collected regularly by contractor Staff trained in dealing with hazardous chemicals Fire Extinguishers 	Contact the Site Manager who will coordinate incident response.	
Sediment					
Overflow	Almost Certain	Excessive period of rain	 Sediment Management Procedure in Place Ponds Cleaned out yearly. 	Flocculate and release within 5 days of a rain event	
Mud Tracking	Likely	Wet Weather	 Sediment Management Procedure in Place Water Cart regularly wash down roads / vehicles in wet weather Shaker Grids / Wheel Wash 	 Roads are washed down as required Place gravel on roads to reduce mud 	

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Potential Hazard	Likelihood of Hazard	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions	
Odour					
Affecting neighbours	Possible	Fire Wet Weather Lack of cover material	Follow EPL odour requirementsTip face covered daily	Contact the Site Manager who will coordinate a response.	
Noise					
Affecting Neighbours	Possible	Heavy machinery period of increased activity	Follow EPL noise limit requirementsMachinery meets requirements	Immediately cease the noise generating activity	
Asbestos					
Exposure	Possible	Improperly wrapped asbestos Machine driving over asbestos Staff not wearing PPE	 EMS 35 - "Asbestos Receival and Management at Buttonderry Waste Management Facility" Guidelines for customers relating to asbestos booking and presentation 	Follow EMS 35 - "Asbestos Receival and Management at Buttonderry Waste Management Facility"	
Fire					
Ignition of waste	Possible	Ignition source within waste load Person smoking onsite	 Inspect loads upon receipt No smoking is permitted onsite Compact and cover landfilled waste Keep stockpiles of flammable wastes to a minimum and isolated from tipface or other combustible materials Follow EMS 62 – "Receival and Management of Waste and Recyclables" Follow EMS 54 – "Management of Landfill Fires at Buttonderry Waste Management Facility" 	 Contact the Site Manager who will coordinate incident response. Follow EMS 54 – "Management of Landfill Fires at Buttonderry Waste Management Facility" 	

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Potential Hazard	Likelihood of Hazard	Circumstances that could or would increase likelihood	Pre-emptive Actions to reduce hazard	Corrective Actions
Runoff from fire fighting activities	Possible	Large quantities of water used to fight fire	Keep combustible waste materials in bunded areas or areas that runoff is captured.	Contact the Site Manager who will coordinate incident response.
Smoke impacts on persons onsite/neighbours	Possible	Type of material burning Location of persons Wind direction/strength	Inspect loads upon receiptKeep people out of smoke	Contact the Site Manager who will coordinate incident response.

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APPENDIX 10: Description of Hazards

Leachate: Any liquid that drains through the active area of the landfill. It is normally contaminated with a number of pollutants.

Sediment / Stormwater: Landfill stormwater runoff is precipitation that reaches the surface of a landfill and is subsequently stored and then discharged from the landfill site either to a receiving water body or to the stormwater system.

Gas: As waste breaks down over time in the landfill by micro-organisms a range of landfill gases are produced - the main one being methane.

Chemicals: Chemicals are substances (solid / liquid or gas) which can be hazardous which are used for variety of purposes.

Fire: The rapid oxidation of a material in the exothermic chemical process of combustion, releasing heat, light, and various reaction products.

Odour: The property of a substance that gives it a characteristic scent or smell.

Noise: Can refer to any sound, but generally refers to any unwanted sound.

Asbestos: Is a set of six naturally occurring silicate minerals used commercially for their desirable physical properties

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APPENDIX 11: Training / Testing of the Plan

This plan must be tested once every 12 months. The information provided must be up to date and it must be demonstrated that it is capable of being implemented in a workable and effective manner if requested by the EPA. Testing of the plan is to include both desktop simulations and practical exercises and training drills. Testing must cover all components of the plan including the effectiveness of training.

As per POEO Act 1997 – Section 153E – Testing of the Plan

Operators: The following operators have read and tested this plan and agree to follow the procedures set out in this management plan.

Development of the PIRMP	Dissemination and Acknowledgement by staff					
	I have read and tested	I have read and tested these procedures and understand the plans requirements.				
Team Members	Position	Name	Signature	Date		
Stefan Botha	Manager Waste					
Matthew Collins	Waste Coordinator					
Brian Leslie	Team Leader					
Bill Stone	Crew Leader					
Stephen Davies	Crew Leader					
Josh Harrison	Crew Leader					

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