

# Version 2.6 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN – COSTINS PIT QUARRY – RIDGE ROAD COOLAGOLITE

<b>Directorate</b>	Assets and Operations
<b>Responsible Officer</b>	Director   Works and Assets

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## Purpose

Bega Valley Shire Council holds an Environment Protection Licence with the NSW Environment Protection Authority for Costins Pit Quarry. As per the Protection of the Environment Operations Act (1997) (the “POEO Act”), the holder of an environment protection licence must prepare, keep, test and implement a pollution incident response management plan that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying on the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan must be kept at Costins Pit Quarry, Ridge Road Coolagolite and be made available on request by an authorised NSW Environment Protection Officer and to any person who is responsible for implementing this plan.

**NOTE: This plan must be developed in consultation with:**

NSW EPA’s “Environmental guidelines: Preparation of pollution incident response management plans”; and  
The Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2009.

## Environment Protection Licence Details

Environment Protection Licence Details		Pollution incident – Person/s responsible:	
<b>Name of Licensee:</b>	Bega Valley Shire Council	<b>PLAN ACTIVATION</b>	Deon Constance Quarry Supervisor 0427 260 970
<b>Environment Protection Licence Number:</b>	20005	<b>NOTIFYING RELEVANT AUTHORITIES</b>	Ian Macfarlane Director, Assets and Operations/Mine Operator 0457 606 185
<b>Premises Name and Address:</b>	Costins Pit Quarry Ridge Road Coolagolite NSW 2550	<b>MANAGING RESPONSE TO POLLUTION INCIDENT</b>	Deon Constance Quarry Supervisor 0427 260 970
<b>Company or business contact details:</b>	Director, Assets & Operations Group Business hours contact number: (02) 6499 2222 After hours contact number: 0457 606 185 Email: recordsmailbox@begavalley.nsw.gov.au		
<b>Scheduled activity:</b>	Crushing, grinding or separating Extractive activities		
<b>Fee based activity:</b>	Crushing, grinding or separating		

## Incident notification

Incident notification

<p><b><u>Notification of relevant authorities</u></b></p> <ul style="list-style-type: none"> <li>➤ Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act.</li> </ul>	<p><b>Emergency Services</b></p> <p><b>Police (local contact)</b></p> <p><b>NSW Ambulance</b></p> <p><b>Fire (local contact)</b></p> <p><b>Far South Coast Fire Control Centre - RFS</b></p>	<p>000</p> <p>Bermagui station: (02) 6493 4244</p> <p>Bermagui station: 131 233</p> <p>Bermagui station: (02) 4476 1010</p> <p>6494 7400</p>
	<p><b>Environment Protection Authority</b></p>	<p>131 555</p>
	<p><b>NSW Poisons Information</b></p>	<p>131 126</p>
	<p><b>SafeWork NSW</b></p>	<p>131 050</p>
	<p><b>NSW Mines Safety (Reporting)</b></p> <p><b>DPI Senior Mine Safety Officer</b></p>	<p>1300 814 609</p> <p>0418 295 657</p>
<p><b><u>Local Authority</u></b></p> <ul style="list-style-type: none"> <li>➤ Identify the local authority for the area in which the premises to which the environment protection licence relates, and any area affected, or potentially affected, by the pollution.</li> </ul>	<p><b>Bega Valley Shire Council</b></p> <p><b>Health NSW – Public Health Unit</b></p> <p><b>Essential Energy</b></p>	<p>(02) 6499 2222</p> <p>(02) 6080 8900</p> <p>132 391</p>
<p><b><u>Local community and neighbour's notification and communication procedures</u></b></p> <ul style="list-style-type: none"> <li>➤ Identify owners or occupiers of premises in the vicinity of the licensed premises</li> </ul>	<p>A list of names and contact details for owners and occupiers of premises in the vicinity of Costins Pit is available on site and with the licensee.</p> <p>Affected owners and occupiers of premises are notified by mail two weeks prior to the commencement of cartage.</p>	

## Description and likelihood of hazards

<p><i>Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates</i></p> <ul style="list-style-type: none"> <li>• Dust</li> <li>• Noise</li> <li>• Traffic Entry &amp; Exit</li> <li>• Vibration</li> <li>• Extremes of weather</li> <li>• Ergonomics &amp; fatigue</li> <li>• Fire</li> <li>• Electrical or mechanical failure</li> <li>• Drowning</li> <li>• Slips, trips and falls</li> <li>• Drilling, blasting and crushing</li> <li>• Loading operations</li> <li>• Spillage</li> <li>• Pollution of water course</li> <li>• Flora and Fauna</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood</i></li> </ul> <p>The hazards to human health or the environment have been identified at Costins Pit and are listed above. Control measures have been implemented to eliminate or minimise these hazards. Refer to BVSC's Costins Pit Safety Management System and BVSC's Environmental Management Plan for further information.</p> <p>Refer to the BVSC Safety Management System for further information of mining hazards that have been identified, risk assessment completed for each identified hazard and systems, procedures, plans or controls that have been implemented to control the identified hazards.</p>

## Pre-emptive actions to be taken

*Provide 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*

Risk	Location of Hazard	Control Measures Implemented
Dust	Haul roads	A water cart will be made available to wet the road if required.
	Equipment operation; dozer, excavator	
	Work site	Safety glasses and dust masks are available as PPE.
	Stockpile	

		A portable water tank and sprinkler system is on site to wet the stockpile and working area if required.
Noise	Equipment operation; dozer, excavator, loader, truck, crusher and screener.	PPE has been provided to minimise noise exposure when operating equipment or working nearby.  Limited use of engine compression breaking on access roads as instructed in the site induction information sheet  Operate within the conditions of DA1991.1124.
Traffic Entry & Exit	Access road	Appropriate signage has been installed.  The Induction covers onsite driving regulations.
	Haul roads	Daily Toolbox Talks identify temporary changes.  Operate within the conditions of DA1991.1124.
Vibration	Equipment operation; dozer, excavator and crusher	Operate within the conditions of DA1991.1124.
Extremes of weather	Work site	PPE has been provided to minimise exposure.
Ergonomics & fatigue	Office equipment – chairs, PC's, etc.	Ensuring Workers take regular breaks whilst working in accordance with SWMS.  Regular inspection to ensure the working environment meets legislation requirements.
	Operation of equipment; dozer, excavator – difficult working conditions	
	Manual labour	
Fire	Entire site	Ensure clearing around work site is adequate.  Remove sources of ignition.  Monitor bush fire activity through: <ul style="list-style-type: none"> <li>• PC link to RFS site</li> <li>• App on telephone for 'Fires Near Me'.</li> </ul> Emergency Management Instructions and the Evacuation Plan are current, displayed and understood.  Remove flammable material from site on completion of works.  No smoking policy is enforced on site.  Plant is equipped with adequate fire suppression devices.
Electrical failure	Office	All electrical equipment onsite is tagged and tested in accordance with legislation.
	Portable equipment	An Electrical Equipment Register is maintained.
Mechanical failure	Plant & equipment; dozer, excavator	All mechanical equipment used onsite is checked daily.
	Portable equipment	Visual inspections are completed regularly.

		Plant and equipment are serviced when required and Service Records are maintained in the Workshop.
Drowning	Sediment pond	Signs are erected advising of hazard and danger. The Induction covers the pond dangers. Raised bunding surrounds all accessible areas of the pond to minimise vehicle access. Life buoy and safety rope are in place.
Slips, trips and falls	Stockpile	Bunding surrounds all accessible steep slopes onsite to minimise access.
	Workspace	All areas are kept clean and clear of debris.
	Office	Regular training will be provided to assist in managing slips, trips and falls.
	Access road	Signage is erected advising of dangerous areas within Costins Pit.
	Workspace road	Risk assessments will be completed prior to commencing work to avoid slips, trips and falls, if required.
Drilling, blasting and crushing	Work site	As per Contractor SWMS.
Loading operations	Work site	As per BVSC SWMS and SOP.
Spillage	Work site	As per BVSC's Environmental Management Plan.
Pollution of water course	Work site	As per BVSC's Environmental Management Plan.
Flora & Fauna	Workers	BVSC Safety Bulletins. Regular visual checks of work area. PPE and PPC have been provided to minimise exposure. Operate within the conditions of DA1991.1124.

## Inventory of pollutants

### Inventory of pollutants

***Provide an inventory of potential pollutants on the premises or used in carrying out of the activity to which the licence relates***

There are no hazardous chemicals or dangerous goods stored on site at Costins Pit. All vehicles that enter Costins Pit carrying hazardous chemicals or dangerous goods are also required to:

- Carry a spill kit
- Ensure all hazardous chemicals or dangerous goods are correctly labelled and stored

- Have the appropriate Safety Data Sheets (SDS) for the chemical or goods if it is required
- Carry a working, tested fire extinguisher.

When blasting at Costins Pit, the Contractor is responsible for ensuring all explosive material is labelled and stored correctly, according to their SWMS and removed from site at the end of each day.

If, at any stage, hazardous chemicals or dangerous goods are stored on site, this section of the SMS will be updated.

**Identify the maximum quantity of any pollutant/s that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates**

There are no hazardous chemicals or dangerous goods stored on site at Costins Pit.

## Safety Equipment

### Safety Equipment

Describe 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

- Duty Card System
- Emergency Management Instructions
- Emergency Evacuation Location Plan
- First Aid

Refer to BVSC's Costins Pit Safety Management System for more information

## Communicating with neighbours and the local community

### Communicating with neighbours and the local community

- Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on.

*Owners and occupiers of premises in the vicinity of Costins Pit are notified by mail two weeks before the commencement of any cartage.*

- Develop any specific information that could be provided to the community so it can minimise the risk harm

*Owners and occupiers of premises in the vicinity of Costins Pit are notified by mail two weeks before the commencement of any cartage.*



### Communicating with neighbours and the local community

- Identify 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

*The following risk management mitigation has been implemented on site. All persons must be familiar with these processes.*

- The establishment of the Risk Management process
- How to identify hazards
- How to analyse the risk
- The application of the hierarchy of controls
- Steps taken to mitigate or control risks
- The ongoing requirement for constant review and consultation.

### Map







DATE DRAFTED: 01 September 2013      DATE REVIEWED: 11 September 2020



## Costins Gravel Pit (Ridge Road, Coolagolite NSW 2550)

Longitude: 149.98076482597 and Latitude: -36.408672175018.

# EMERGENCY EVACUATION PLAN

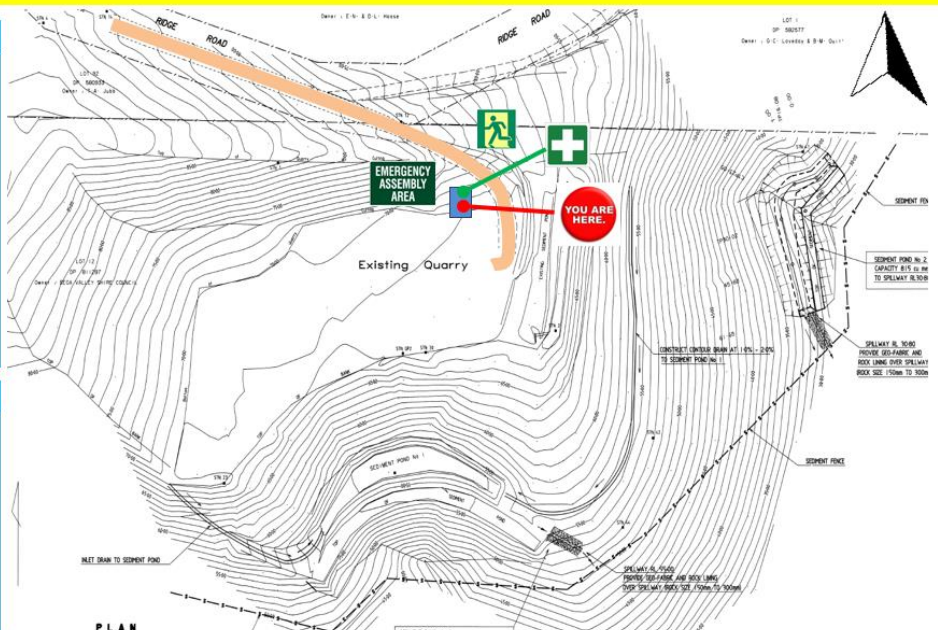
LEGEND	
	The Designated Emergency Assembly Area
	Site Office
	First Aid Kit
	Access Road
	Site Exit & Entrance
	Location Marker

**EMERGENCY ASSEMBLY AREA**

The emergency assembly area is located adjacent to the site office.



 EMERGENCY ASSEMBLY AREA



In the event of an emergency dial:

**000**





	<ul style="list-style-type: none"> <li>➤ <i>Develop 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.</i></li> </ul> <p>The Duty Card System has been adopted for use at Costins Pit for any emergency situation to reduce the risk of harm to human health within the site. This involves temporarily assigning emergency duties to any BVSC Worker in relation to the Emergency Management Plan. This system was deemed appropriate due to the limited number of BVSC Workers at Costins Pit at any one time. All Costins Pit BVSC Workers are trained to fulfil any position of the Emergency Management hierarchy. Duty Cards have been designed for each Emergency Management position and provide a basic checklist of what to do and by whom in any emergency situation. The Duty Cards for each of these positions are available in the Site Office. Safety equipment is provided to minimise risk. This includes:</p> <ul style="list-style-type: none"> <li>➤ Mobile spill kits</li> <li>➤ Fire extinguishers</li> <li>➤ Fire hose reels/pump</li> <li>➤ PPE</li> <li>➤ First Aid kits</li> </ul> <p>Owners and Occupiers of residents in the vicinity will be notified by door knocking, telephone and/or letterbox drops. BVSC's website and media releases will also be utilised to notify the community.</p> <p>Refer to the Safety Management System for further information.</p>
	<ul style="list-style-type: none"> <li>➤ <i>Identify any actions to be taken in combating the pollution caused by the incident and how any clean up and associated funding resulting from an incident will be undertaken.</i></li> </ul> <p>Refer to BVSC's Environmental Management Plan for specific details in how any clean up and associated funding resulting from an incident will be undertaken</p>
<p><b>Coordinating with persons</b></p>	<ul style="list-style-type: none"> <li>➤ <i>Identify the procedures to be followed for coordinating with the authorities or persons that have been notified</i></li> </ul> <p>The Mine Operator or person conducting business must ensure that the regulator (NSW Department of Industry, Division of Resources and Energy, Mine Safety), is notified immediately after becoming aware of a Notifiable Incident that has occurred as a result of any business or undertaking at Costins Pit.</p> <p>Refer to BVSC's Safety Management System for further information</p>
	<ul style="list-style-type: none"> <li>➤ <i>Identify the person/s through whom all communications are to be made</i></li> </ul> <p>All communications are to be made through the Mine Operator/BVSC Director, Assets and Operations</p>

## Staff training

### Staff training

#### ***Identify the nature and objectives of any staff training program in relation to this plan***

Copies of all Workers licences and certificates of competency are held by BVSC's Employee Support Services (ESS) team. Mandatory tickets and refresher training are organised by ESS. All Workers are required to attend these training sessions, when provided.

Further corporate training is provided to Workers and is compulsory. This training may cover:

- WHS
- Hazard Identification and Reporting
- Risk Assessment
- Emergency Management procedures
- Manual Handling Procedures
- Correct use of Fire Extinguishers

All Workers at Costins Pit are inducted to site. Hazard identification and risk management processes are covered in this induction and further information is available in the Costins Pit Safety Management System.

## Testing of PIRMP

### Testing of PIRMP

#### ***It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident:***

Detail the manner in which the plan is to be tested and maintained to ensure that the information included in the plan is accurate and up to date and the plan is capable of being implemented in a workable and effective manner

This PIRMP will be reviewed:

- Every twelve (12) months from inception of this document
- If any of the Acts or Regulations pertaining to this PIRMP are altered or change
- If a new hazard relating to pollution management has been identified and the risk is rated as Medium or High
- After an incident or accident occurs at Costins Pit
- If requested by the Mine Operator

Any review of the Costins Pit PIRMP will involve the Mine Operator as the Mine Holders representative, the quarry supervisor and all Workers who have direct involvement in the operations or activities undertaken at Costins Pit. Consultation may also include other sections of BVSC such as:

- Risk Management
- WHS
- Governance

- Detail how the testing is documented and recorded (this must include the testing dates and the names of all staff members who carried out the testing)

Date tested	Tested by	Details of test	Issues identified	Next testing date
4.9.2017	Deon Constance	Desktop simulation – review of PIRMP	Outdated contact details of neighbouring properties & BVSC contact details, emergency response map outdated	August 2018
24.10.2017	Deon Constance Richard McCrohan Graham Gregson	Updated PIRMP after practical drill undertaken. Version 2.1	Actions to be taken during of immediately after a pollution incident	August 2018
31.10.2018	Deon Constance Trudi Badullovich	Updated PIRMP after practical drill undertaken. Version 2.2	Addition information required as to location of quarry closed sign.	October 2019
9.10.2019	Deon Constance	Site Inspection, Desktop Simulation – review of PIRMP information currency	Recommendations made within Testing of Actions	October 2020
14/09/2020	Deon Constance Jessica Pestana	Site Inspection, Desktop Simulation – review of PIRMP information currency Version 2.3	Recommendations made within Testing Actions  Outdated contact details of neighbouring properties & BVSC contact details, emergency response map outdated	October 2021
13/11/2021	Deon Constance Jessica Pestana	Site Inspection, Desktop Simulation – review of PIRMP information currency Version 2.4	No issues identified	November 2022
13/09/2022	Deon Constance	Site Inspection, Desktop Simulation – review of PIRMP information currency Version 2.6	No issues identified	September 2022

PIRMP Updates resulting from testing				
Date update occurred	Reason for update	Items updated	Updated version uploaded to website (if applicable)	Date of completion
September/October 2017	Updated PIRMP template	All information was reviewed	Yes. Version 2.0	17.10.2017
24.10.2017	Updated PIRMP after practical drill undertaken	Actions to be taken during of immediately after a pollution incident	Yes. Version 2.1	25.10.2017
October 2018	Updated PIRMP template	All information was reviewed	Yes. Version 2.2	31.10.2018
October 2019	Updated PIRMP after site inspection and desktop simulation undertaken	All information was reviewed	Yes. Version 2.3	14.10.2019
October 2020	Updated PIRMP after site inspection and desktop simulation undertaken	All information was reviewed	Yes. Version 2.4	07.10.2020
November 2021	Updated PIRMP after site inspection and desktop simulation undertaken	All information was reviewed	Yes. Version 2.5	03.11.2022
September 2022	Updated PIRMP after site inspection and desktop simulation undertaken	All information was reviewed, owner of properties in the vicinity updated in table, Page 14	Yes. Version 2.6	13/09.2022

Local community and neighbour's notification and communication procedure:

*This list of property owners will be made available on site and with the licensee. It will not be made public.*

## **Owners or occupiers of premises in the vicinity of the of the quarry, 183 Lyrebird Ridge Road COOLAGOLITE**

**Owners or occupiers of premises in the vicinity of the licensed premises**