



Pollution Incident Response Plan



Pollution Incident Response Plan

Auscott Marketing Pty Ltd Namoi Valley Gin Operations

21154 Kamilaroi Highway
PO Box 303
Narrabri NSW 2390
Phone 02 6799 1400
Fax 02 6799 1488

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 1 of 13



Pollution Incident Response Plan

Table of Contents

Contents	Page
Contents Page	2
Description of Business Activity	3
Definition of Pollution Incident	4
Location, Description and Likelihood of Hazards	5
Table and Site Map	
Safety Equipment	
Pollution Incident Response Plan	8
Reference Chart	10
Communicating with Employees, Neighbours & Community	11
Internal Contact Details	
Crisis Management Plan	
External Contact Details	
Minimising Harm to People on the Premises	13
Visitors Policy	
Fire Emergency Procedures	
Staff Training	14
Environmental Policy and Environmental Incident	
Crisis Management Investigation and Simulation Exercise	

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 2 of 13



Pollution Incident Response Plan

Environment Protection Licence - 6957

Business Activity:

Receival, Storage and Processing of Seed Cotton. The site consists of Cotton Module storage, weighbridge, Administration Building, Cotton gin, Cotton Bale Storage Pads and associated cotton trash disposal area.

The facilities peak activity period is during the cotton harvest period from April through August each year.

During the peak period there is a large number of truck movements delivering cotton modules to the facility and also transporting cotton bales away from the facility.

The processing plant, "Gin", operates up to a maximum of 24 hours, 7 days a week until the season is completed.

Outside the peak season the gin is in repair and maintenance mode and the level of activity at the facility is greatly reduced.

Objectives of the Plan:

- Ensure comprehensive and timely communication about a pollution incident to staff at the facility, the EPA, NSW Health, Fire and Rescue NSW, SafeWork NSW, SES NSW, Rural Fire Service and the local council.
- Minimise and control the risk of a pollution incident at the facility through the identification of hazards and risks and the development of planned actions to minimise and manage those risks.
- Ensure that the plan is implemented effectively by responsible and trained staff and to test the plan regularly for accuracy, currency and suitability. This current version of the Pollution Incident Response Plan has been tested and revised through implementation of the Pollution Incident Response Scenario.

Date: 30th June 2020

Responsible Person: Mark Noble

Distribution List.

Gin Manager: Mark Noble
General Manager – Processing: Wayne Towns
Farm Manager - Production: Charlie Coles
Grower Services Manager: Ben Palmer
Administration manager:
WHS Coordinator: Ashley Lowder

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 3 of 13



Pollution Incident Response Plan

2.1 Definition of '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.

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 4 of 13



Pollution Incident Response Plan

Location, Description and Likelihood of Hazards

Site	Hazard	Pre-emptive actions	Risk Rating
LPG Storage tank 66,000l.	Rupture of tank or fill hose during filling operation	Tank undergoes regular maintenance Tank filled by reputable LPG Supplier	Low
	Fire resulting from leak and external ignition source	Area surrounding tank maintain free of vegetation and ignition sources. Fire Hoses and fire extinguishers provided and maintained at tank	Low
Trash Yard	Fire. Burning trash from gin fire transported and dumped in trash yard setting alight stored trash	Trash is stored in long windrows which limits the quantity of trash that would burn. The trash yard is isolated from the main work area and module storage yards. A trash yard fire would generate a reasonable amount of smoke but would not put people in danger	Low
	Contaminated runoff from yard after rain	All runoff is captured in a closed drainage system which runs to a lift pump where it is pumped into earthen wall dam.	Low
Module Yard	Fire. Stored cotton modules could be set on fire through a number of avenues <ul style="list-style-type: none"> • A “hot” module delivered to the yard which ignites • External ignition source 	The Company has a comprehensive firefighting manual, procedures and extensive investment in firefighting equipment. Any fire outbreak would be quickly contained and extinguished. The module yard is separated from the main work areas and a fire would generate a reasonable amount of smoke but would not put people in danger.	Low
	Contaminated runoff from yard after rain	All runoff is captured in a closed drainage system which runs to a lift pump where it is pumped into earthen wall dam.	Low

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 5 of 13



Pollution Incident Response Plan

Site	Hazard	Pre-emptive actions	Risk Rating
Bale Pad	Fire. Stored cotton bales ignited by fire bales from gin. A fire would generate considerable heat and smoke.	Comprehensive firefighting manual and procedures, extensive investment in firefighting equipment	Low
Diesel Fuel Storage Tank Capacity 9,000l	Spill. Tank overfilled, hit by passing machinery	Above ground storage, protected by steel bund. Not located near waterway, equipment available to contain leaking diesel	Low
Cyclone System	Cyclone malfunction causing gin dust emissions to atmosphere	Gin dust emissions are non-toxic. Cyclones are located externally to work area and pose minimal health risk	Low
Transformer Yard	Fire. Release of inert oil, up to 1000l, from transformers, toxic fumes and smoke released to atmosphere	Transformer yard surrounded by concrete bund, Transformers owned and maintained by Essential Energy, undergo annual inspection and maintenance program Transformer yards located in low traffic areas and away from main work areas. Exposure to fumes and smoke could cause serious health problems.	Low High Health risk
Agricultural Chemical Storage Shed – Fertiliser, Insecticide, Herbicide	Fire Spill	Comprehensive firefighting manual and procedures, extensive investment in firefighting equipment Shed is located away from traffic areas Minimal quantities of product stored Minimal quantities of product stored Products segregated Storage contained by internal concrete bund Storage locked when not in use. Spill containment kit	Low Low

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 6 of 13



Pollution Incident Response Plan

Inventory of Pollutants

Pollutant	Location	Map Reference
Diesel Fuel	Fuel Storage Tank	
LPG	LPG Storage Tank	
Cotton Trash	Trash Yard	
Gin Dust	Cyclone Rack	
Agricultural Chemicals	Chemical Shed	

Safety Equipment

Hazard	Equipment
Fire	Isuzu fire truck Water Tanker Fire Suppressant Foam 200kl water supply Electric/diesel water pump set Hydrant and hose reel systems
Fuel / Chemical Spill	Spill Containment Kit Bunded storage

Maps

Site Map Includes:

Gin	Module Yard
Bale Pad	LPG tank
Diesel Fuel Storage	Channels
Trash yard	Transformer Yard
Chemical Shed	

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 7 of 13



Pollution Incident Response Plan

Pollution Incident Response Plan

Phase 1 Potential Pollution Incident Reported: Incident Assessment

The Pollution Incident Response Plan may be triggered by the report of a potential pollution incident to the Gin Manager / Shift Supervisor.

- The Gin Manager / Shift Supervisor will begin preliminary assessment of the incident to determine the severity of the incident i.e. “if there is risk of material harm to the environment”.
- If it is likely that the environment will be harmed then it is a notifiable incident. Refer to definition of pollution incident and material harm.
- If it is a notifiable incident the Gin Manager / Shift Supervisor will contact the General Manager - Processing of the incident.
- The General Manager – Processing or their representative will immediately notify the EPA and begin actions to activate the Crisis Management Plan.

Phase 2 Response: Plan initiation

The Gin Manager / Shift Supervisor will assemble an incident response crew

- The General Manager – Processing or their representative will assemble a crisis management team and commence the crisis response plan
- The Gin Manager / Shift Supervisor will
 - make resources available to the response crew
 - Alert all people on site, employees, contractors, visitors, to the emergency and commence emergency response procedures.
 - commence record keeping – Incident Report Form
- The Incident response crew will
 - Develop a plan to respond to the emergency
 - Assemble required resources
 - Respond to the emergency and control the pollution incident
 - Communicate and cooperate with any / all state emergency authorities: Rural Fire Service (RFS), Police, State Emergency Service (SES), SafeWork NSW and EPA.
- The State Authorities will take control of incident response activities as and when necessary.
- The WH&S Coordinator will
 - Assist with implementation of emergency procedures
 - Take over from the Gin Manager / Shift Supervisor responsibility for gathering environmental information and records and commence incident investigation.

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 8 of 13



Pollution Incident Response Plan

Phase 3 Response Completion - The pollution incident has been controlled

- The General Manager / Gin Manager will resume control of the site after hand over from State Authorities.
- The response crew will commence mopping up activities:
 - Ensure all waste material from the incident does not escape from control and is disposed of legally, safely and properly
 - Equipment and machinery washed down and return to normal service
- The response crew leader will report to Gin manager / Shift Supervisor when incident site is ready to be returned to normal activity.
- The Gin Manager / Shift Supervisor will inspect workplace to ensure it is safe and operational.
- The WH&S Coordinator will complete incident investigation report
- All Managers and Employees involved in the incident response activities will attend an incident debrief meeting from which a written report will be prepared.

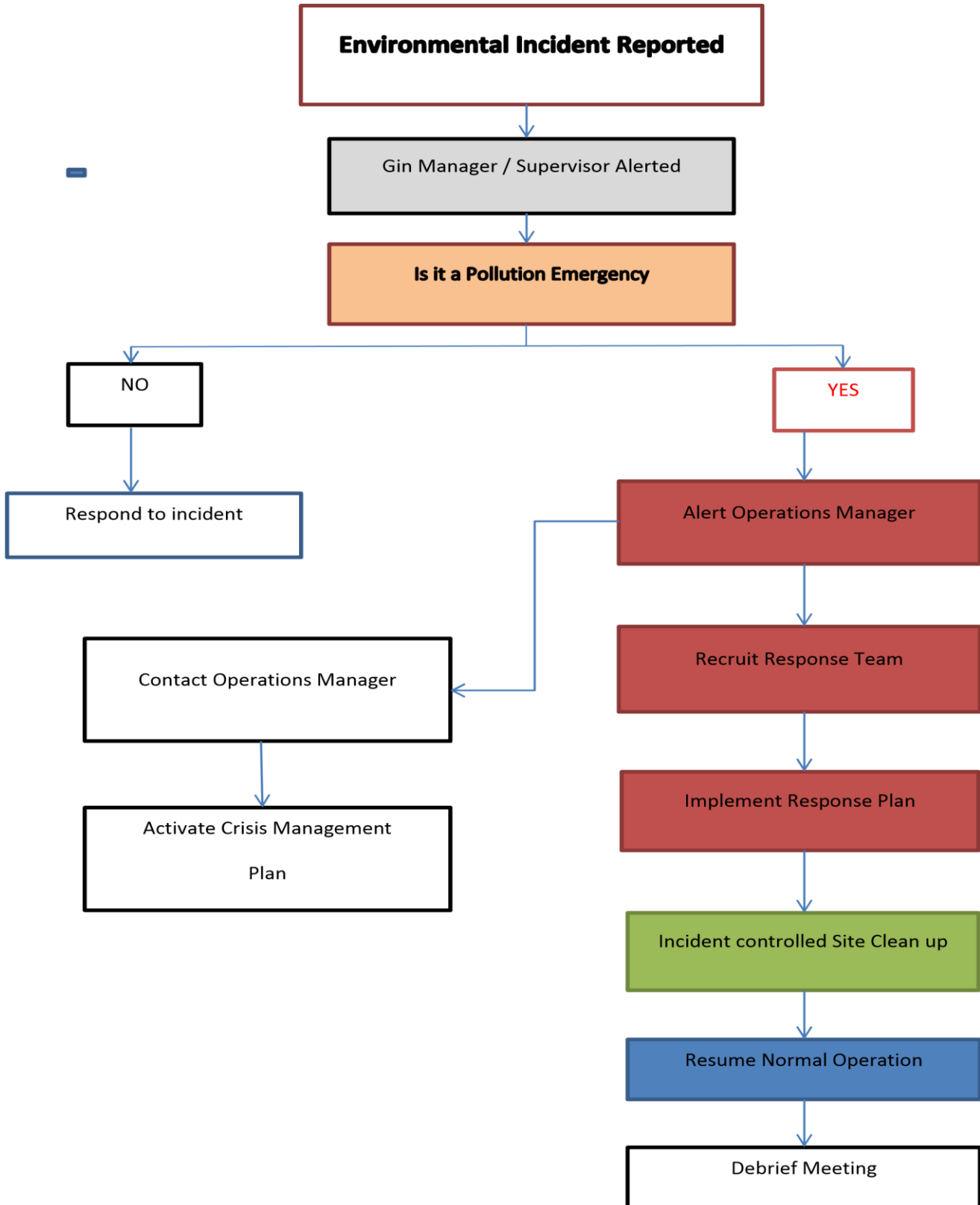
Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 9 of 13



Pollution Incident Response Plan

Reference Chart

Reference Chart



Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 10 of 13



Pollution Incident Response Plan

Communicating with Employees, Neighbours and local Community

Internal Contact Details

<p>Mark Noble Gin Manager mnoble@auscott.com.au Liaison/co-ordination of incident control - gins 6799 1479 Mob 0428 991 479 Fax 02 6799 1488 Home 02 6792 4151</p>	<p>Wayne Towns General Manager - Processing wtowns@auscott.com.au Namoi Valley Co-ordinator 02 6799 1480 Mob 0428 991 480 Fax 02 6799 1488</p>
<p>Ben Palmer Grower Services Manager bpalmer@auscott.com.au Liaison- affected growers & neighbours 02 6799 1423 Mob 0428 991 423 Fax 02 6799 1488</p>	<p>Administration Manager Liaison Auscott financials</p>
<p>Ashley Lowder WH&S Coordinator alowder@aff-limited.com.au Liaison – injured employees and families; counselling arrangements 02 6799 1422 Mob 0434 004 001 Fax 02 6799 1488</p>	<p>Charlie Coles Farm Manager - Production ccoles@auscott.com.au Namoi Valley Co-ordinator 02 6799 1451 Mob 04247 355 220 Fax 02 6799 1488</p>

Crisis management Plan

Refer to Company Intranet Site

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 11 of 13



Pollution Incident Response Plan

External Contact List

EPA	02 6773 7000	13 15 55
SafeWork NSW	02 6792 8720	13 10 50
SES		000
Fire brigade	02 6792 5107	000
Police	02 6792 7199	000
Ambulance	13 12 33	000
Emergency		000

Minimising Harm to people on the premises

Refer to Visitor policy and Procedures
Fire Emergency Response Procedures

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 12 of 13



Pollution Incident Response Plan

Staff Training

All staff will attend a seasonal induction and training sessions at the beginning of each Ginning Season. The induction program will include an information and training session on

- Firefighting procedures,
- Module, Trash Yard and Bale Pad surveillance
- Operate Fire Fighting Equipment
- Weekly Fire Drills
- Emergency response procedures.

Management staff will attend an annual crisis management simulation exercise.

Test Pollution Response Scenarios

Date	Pollution Response Scenario	WHSM Reference
15/11/2018	LPG Storage Tank Rupture	DRLR-53
10/06/2019	Fire in Gin Stand	DRLR-29
30/06/2020	Bale Pad Fire	DRLR-52

Document Name: Pollution Incident Response Plan	Version: 7.0	Last reviewed: 15/11/2021
Department: WHS - Work Health & Safety	Next review: 15/11/2022	Page 13 of 13