

DOCUMENT CONTROL	
Doc No. BRK-NAT-4.3-P10	Version: V3
Reason for Revision: Updated all contact details	
Issue Date: August 2022	Review Date: August 2025
Writer: Nat WHSE Mgr	Authorised by: Nat WHSE Mgr

TITLE: PROCEDURE FOR NOTIFYING POLLUTION INCIDENTS - NSW (Web Edition)

PURPOSE

This procedure sets out the process to be followed when notifying Authorities and/or the local community of a pollution incident that will cause or threaten to cause material harm to the environment or human health, and outlines how the risk of harm will be reduced.

SCOPE

This procedure applies to all of PGH Bricks' NSW EPA Licenced sites and is in line with the sites' Pollution Incident Response Management Plan (PIRMP).

DEFINITIONS

Nil

REFERENCES

SHE-006-CG Incidents

SHE-014-CG External Communication

PROCEDURE

1. Incident Assessment

In the event of an incident, the sites' PIRMP (or Emergency Response plan for unlicensed sites) process for incident assessment is initiated. The incident must be assessed using PGH Bricks' Risk Matrix to determine if it has caused, or threatens to cause, material harm to the environment.

- Material harm is defined by the Protection of the Environment Operations Act 1997, as;
 - causing actual, or having the potential to cause, harm to the health or safety of human beings or to ecosystems that is not trivial, **or**
 - resulting in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000, **and**
 - 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.

It does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.

- Call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, responsible for controlling and containing incidents.

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Incidents will be managed in accordance with PGH Brick's relevant procedures and plans. Each site PIRMP outlines detailed actions to be undertaken in the event of an incident.

2. Notification obligations

There are a series of immediate notifications that must be made.

In the first instance, notify the PGH Bricks internal management team as specified in the sites PIRMP (or Emergency Response plan for unlicensed sites).

Secondly, commence verbal (telephone) notification to external authorities including:

- 1) The appropriate regulatory authority (usually the local Council or EPA)
- 2) If the EPA is not the appropriate authority – the EPA
- 3) If the EPA is the appropriate regulatory authority - the local authority/council
- 4) The Ministry of Health
- 5) The WorkCover Authority
- 6) Fire and Rescue NSW
- 7) If so directed by the EPA (verbally or in writing), notify such other persons as the EPA requires.

For each relevant authority, the appropriate point of 24 hour contact is:

- EPA – Environment Line on 131 555
- Ministry of Health - via the local Public Health Unit (see: <http://www.health.nsw.gov.au/publichealth/Infectious/phus.asp>)
- WorkCover on 13 10 50 (WorkCover will ask for the ABN, all sites (licensed and non-licensed). For PGH Bricks Pty Limited this is ABN 68 168 794 821.
- Fire and Rescue NSW on Triple Zero 000 for emergencies or 02 9265 2999 for enquiries.

The appropriate contact for the relevant local authority and Public Health Unit will vary depending on location. All relevant contact numbers are contained with the sites' PIRMP (or Emergency Response plan for unlicensed sites)

Table A below outlines the local council and public health unit contact details.

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TABLE A Local Council and Public Health Contact Details

PGH Site	EPL	Location	Local Authority/Council	Public Health Unit
Horsley Park	123	Old Wallgrove Road, Horsley Park, 2164	Fairfield City Council http://www.fairfieldcity.nsw.gov.au/ General Contact 02 9725 0222 Pollution Issues 02 9725 0222	Camperdown Office
				Contact Details
				PO Box 374, Camperdown 2050 Ph: 02 9515 9420 and ask for the Environmental Health Officer Fax: 02 9515 9440
				AH
				Ph: 02 9515 6111 (Royal Prince Alfred Hospital) or Ph: 02 9828 3000 (Liverpool Hospital) - ask for the Environmental Health Officer on call
Cecil Park	1027	Lot 7 Cecil Road, Cecil Park, 2178	As Above	As Above
Badgerys Creek	684	235 Martin Rd Badgerys Creek 2171	As Above	As Above
Bringelly	1808	Lot 2 Greendale Rd Bringelly NSW 2171	As Above	As Above
Bathurst (Raglan)	261	Lot 1 Ceramic Avenue, Raglan, 2795	Bathurst Regional Council http://www.bathurst.nsw.gov.au/ General Contact 02 6333 6111 After hours 02 6334 2795 emergency	Bathurst Office
				Contact Details
				PO Box 143, Bathurst, 2795 Ph: 02 6339 5601 and ask for the Environmental Health Officer
				AH
				Mob: 0428 400 526 - ask for Public Health Officer on call
Schofields	2014	75 Townson Road, Schofields, 2762	Blacktown City Council http://www.blacktown.nsw.gov.au General Contact 02 9839 6000 After hours 1300-133-491 emergency	Parramatta Office
				Contact Details
				Locked Bag 7118, Parramatta BC 2150 Ph: 02 9840 3603 and ask for the Environmental Health Unit Fax: 02 9840 3608
				AH
				Ph: 02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call
Albury (Jindera)	1515	Hueske Rd Jinderra NSW 2642	Albury City Council http://www.alburycity.nsw.gov.au General Contact: 02 6023 8111 After hours 1300 133 391 emergency	Albury Office
				Contact Details
				PO Box 3095, Albury, 2640 Ph: 02 6080 8900 Fax: 02 6080 8999
				AH
				Ph: 02 6080 8900 (diverts to Albury Base Hospital) - ask for Public Health Officer on call
Oakland	11196	Oaklands PML 4" "Carberry", Urana, NSW, 2645	Urana Shire Council http://www.urana.nsw.gov.au General Contact: 02 6033 8999 After hours 1800 110 088 emergency	Urana & District Health Services
				Hospital - (02) 6920 8106
				Community Health - (02) 6920 8101

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3. Updating original notification

If new information since the original notification becomes apparent, then repeat the verbal external notification process to authorities as outlined above.

Examples of new information:

- 1) the nature, the estimated quantity or volume and the concentration of any pollutants involved;
- 2) the circumstances in which the incident occurred (including the cause of the incident, if known);
- 3) the actions taken or proposed to be taken to deal with the incident, any resulting pollution or threatened pollution.

4. Community Notification

Sites will rely on letter box drops to provide early warnings and regular updates to all premises within a 500m radius of the site (as a general rule) of any potential harm from a pollution incident. The decision to provide early warnings will be made between the Site Manager (or their delegate) and Group Environment.

- 1) When determining who is notified, Site Managers will consult their PIRMP's.
- 2) In determining the extent of community notification for potential air emissions, the Site Manager will consider aspects such as the type of pollutant, prevailing winds, height and magnitude of an emission, as well as the location of any on-site fallout or off-site impacts, the likelihood of the pollutant reaching ground level, and possible impacts on sensitive receptors as identified in their PIRMP.

The content of any letter box drop will be subject to approval from National Environment Manager and the GM Investor Relation & Corporate Communications. All statements must be reviewed and approved by PGH Brick's head office and PGH Bricks Legal before distribution.

ROLES AND RESPONSIBILITIES

National WHSE Manager	<ul style="list-style-type: none"> ➤ The National WHSE Manager, is the authorised owner of this procedure and responsible for defining and making available incident notification process and requirements and related training materials. ➤ Responsible for providing guidance and support on the incident notification process including implementation of the process. ➤ Assist emergency response teams where their technical knowledge and experience are required.
Site Managers	<p>Site Management is responsible to ensure the processes set out in this procedure are followed.</p> <p>They also have responsibility to;</p> <ul style="list-style-type: none"> ➤ ensure training is provided to employees; ➤ allocate resources required to develop emergency response plans; ➤ ensure the person or group assigned responsibility for site emergency preparedness is able to access additional training, information and external resources, as required, to discharge their responsibility effectively.

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A person or group is assigned the responsibility for site emergency preparedness

They have the responsibility for;

- ensuring that a site Pollution Incident Management Plan (or Emergency Response plan for unlicensed sites) is developed and maintained
- ensuring that the site Pollution Incident Management Plan (or Emergency Response plan for unlicensed sites) includes arrangements for communication and co-operation with external agencies.

DOCUMENTATION

IMS Incident Reports

Community Notifications

REVIEW AND EVALUATION

This procedure, including records and associated attachments will be reviewed through the audit process to ensure relevance and compliance to WHSE system requirements. Corrective actions will be implemented where identified to ensure continuous improvement.

Relevant WHSE system documentation shall be reviewed if they are associated with an incident, change in legislation, standards, codes of practice and the like or when the revision date is reached.

This procedure will be reviewed at least every three years.