

POLLUTION RESPONSE PLAN (PRP)

At Lex Enviro Services (Australia) Pty Ltd we are completely committed to reducing environmental risk. In order to reduce risk we have developed systems in line with ISO140001 (International Standard for Environmental Management Systems). The key components of our environmental management system include:

- Daily hazard analysis
- Training for all personnel
- Aspects/Impacts Registers
- Risk assessments on all activities
- Risk reduction plans
- Pollution response plans (PRP)

Our PRP has been developed to deal with two broad categories. They are:

- Category 1 – Incidents
- Category 2 – Emergencies

Incident or Emergency

A reasonable rule of thumb in deciding whether an incident is an incident or an emergency is that if the incident is likely to require outside assistance in managing the response then we will classify that as an emergency and our emergency response procedure will apply.

Category 1 Incidents

All personnel are responsible for acting with reasonable care to minimise both safety and environmental risk.

If the company is required to mount an incident response, it will be done under the direction of our Incident Controller who will, in the first place, be the Plant Manager and if the Plant Manager is not available, the Operations Supervisor. They will provide guidance and direction during all incident response.

The Incident Controller will be easily identified. They will be the person who is wearing the red hat during the incident response.

Incident Response Equipment

Lex Enviro Services provide the range of incident response equipment to deal with any potential incidents on site.

Spill kits

We have spill kits to deal with spills of all the major chemicals being used on site.

The key part of your induction training will be in the use of those spill kits.

Be sure to use the correct spill kit for the correct chemical.

Spill - Fuel, Oil, Chemical

Assess the situation - Safety First
Is assistance needed? If assistance is needed notify the Supervisor or Manager

Control spillage – stop the leak, refer MSDS if needed

Contain & prevent further spillage
i.e. construct windrows, use socks to prevent spreading, protect drains/waterways etc

Ensure you have appropriate PPE to participate in response
i.e. respirators, overalls, gloves, safety glasses, hearing protection

Treat the spill
Apply absorbent material if required or for chemicals treat as per the MSDS

Notify your Supervisor or Manager

Remove Contaminated Material – dispose correctly

Review and Fill out incident report (LEF 01 – Environmental Incident Report Form and/or LEF 02 – Incident and Injury Report Form)

Incident Reporting

A response will require an incident report completed in relation to what happened. We have two incident report forms; they are LEF 01 - Environment Incident Report and LEF 02 - Injury and Incident Report Form. Please choose the appropriate report form and make sure it is completed with 24 hours of the incident occurring. Incident reporting is a critical part of our occupational health and safety and environmental management systems.

Category 2 - Emergencies

First priorities

Your first three priorities in an emergency response are to:

- i. Your own safety
- ii. The safety of your colleagues
- iii. The safety of your community

Incident controller

In the event of an emergency the Plant Manager has overall responsibility for coordinating Lex Enviro Services response. They will do that in liaison with all emergency services.

The designated Incident Controller will be the person wearing the red hard hat during any emergency response.

Alarm system

We have two different alarms at the plant. They are:

i. System alarm

This is an alarm system built into the production unit.

The bell-type alarm which will be demonstrated to you during the practical part of your induction is a 'system' alarm. By that we mean an alarm will sound when some component of the machinery needs attention like a tank exceeding its maximum levels or a variation in a chemical concentration of the treated process water.

It will be the responsibility of the Operations Supervisor or the Plant Manager to attend to that alarm.

If this alarm sounds for more than three minutes, please bring it to the immediate attention of the Operations Supervisor or Plant Manager.

ii. Emergency Alarm

If you need to evacuate the plant because of an emergency, a hooter type alarm will sound.

If you hear that alarm, please move quietly and carefully to the first evacuation point for the factory which is signposted near the exit at the front of the plant. The incident controller will,

if there is a risk associated with personnel remaining at the evacuation point, move everyone to our secondary meeting point which is on the corner of Sunblest Crescent and Kurrajong Avenue (turn left as you walk out the front gate).

The company has developed a formal emergency evacuation procedure. We also have an emergency management hierarchy. Details of that will be provided in the practical component of this induction.

First aid

The Plant Manager and Operations Supervisor have been trained in the application of first aid. If first aid is required, please notify them immediately.

First aid kits have also been provided in the crib room and the factory area. Locations of first aid kits are provided on the Emergency Response maps provided throughout the factory area, crib room and staff information board.

Evacuation procedure

In an emergency you may be ordered to evacuate by the Incident Controller. If you have been given that direction, please move carefully and quickly outside of the factory, across the car park and to the assembly point where a roll call will be completed. The assembly point for our factory is near the 'Assembly Point' sign on the front fence near the 'Exit only' gate. The incident controller will, if there is a risk associated with personnel remaining at the evacuation point, move everyone to our secondary meeting point which is on the corner of Sunblest Crescent and Kurrajong Avenue (turn left as you walk out the front gate).

There are designated exit passages and points marked on the evacuation procedure map which is displayed in the factory in the crib room and on the staff information board.

Emergency contacts

Local emergency contacts are:

- i. Fire Brigade / Ambulance / Police / 000
- ii. Local police station – 9675 0699
- iii. Blacktown Mt Druitt Hospital Emergency Department – 9881 8215 / 9881 8216
- iv. NSW WorkCover – 131 050
- v. Blacktown City Council Switchboard – 9839 6575
- vi. EPA – 131 555
- vii. Department of Health - Call 1300 066 055 to talk to your local Public Health Unit
<http://www.health.nsw.gov.au/pages/emergency.aspx>

Incident notification

All incidents should be reported to the Plant Manager and Operations Supervisor and noted. They will advise if an Incident Report Form (LEF 01) and/or Injury and Incident Report Form (LEF 02) need to be completed. Incident reporting is a critical part of our occupational health and safety and environmental management system.

If an incident is considered 'significant' a number of organisations must also be notified.

Details of when an incident becomes significant can be obtained from the Plant Manager or Operations Supervisor.

It is against the law not to notify official regulatory authorities if dealing with a 'significant incident'. The notification requirements are outlined below:

i. Significant pollution incident

If a significant pollution incident has occurred, it is the responsibility of the company to notify the regulatory authorities as soon as practicable. Under NSW law the groups that have to be notified include:

- EPA – 131 555
- Blacktown City Council – 02-9839-6000
- NSW Fire Brigade – 000
- WorkCover – 131 050
- Department of Health - Call 1300 066 055 to talk to your local Public Health Unit
<http://www.health.nsw.gov.au/pages/emergency.aspx>

ii. Significant Safety Incident

If a safety incident fits the criteria for being classified as significant, the following organisations need to be notified as soon as practicable:

- Ambulance – 000
- WorkCover – 131 050

Contact details for these organisations are provided in the crib room, site notice board and in the factory.

The Role of Lex Enviro Services (Australia) Pty Ltd Personnel in an Emergency

The first responsibility of any of our personnel in an emergency is to their own safety. Once it is established they will be expected to play a role. They will be operating under the direction of the Incident Controller. If emergency services are involved in incident response they take over responsibility for incident control and they provide direction to all personnel including our personnel on what they can do as part of the incident response.

If you require any further information on this Pollution Response Plan, please do not hesitate to contact the plant directly on **[02 98323831]**.

Our 24 hour contact number for emergencies only is 0406 752533.

