



***SUPAGAS***

YES WE CAN!

**SUPAGAS PTY LTD**

**POLLUTION INCIDENT RESPONSE  
MANAGEMENT PLAN**

**SITE: INGLEBURN**

## CONTENTS

<b>1</b>	<b>INTRODUCTION</b>	<b>4</b>
1.1	Background.....	4
1.2	Aim of the Emergency Response Plan.....	4
1.3	Definition of a Pollution Incident.....	4
<b>2</b>	<b>OBJECTIVES</b>	<b>5</b>
2.1	Purpose.....	5
2.2	Objectives.....	5
<b>3</b>	<b>BRIEF SITE DESCRIPTION</b>	<b>6</b>
3.1	Neighbouring businesses.....	6
3.2	The Site.....	6
3.3	Potential Pollutants Stored on Site.....	8
<b>4</b>	<b>TYPES OF EMERGENCY RESPONSE AND STRUCTURE</b>	<b>8</b>
4.1	Emergency Command Structure General Notes.....	8
4.1.1	Immediate Response and Alarm Initiation.....	8
4.2	Principle Roles and Responsibilities.....	9
4.2.1	Site Emergency Commander.....	9
4.2.2	Restoration Team.....	9
4.2.3	Communications.....	9
4.2.4	Emergency Response Personnel.....	10
4.3	Principles of Pollution Incident Response.....	10
	<b>EVACUATION</b>	<b>11</b>
4.4	Evacuation of Personnel Located Onsite.....	11
4.5	Evacuation of Personnel Located Offsite (adjacent properties).....	11
<b>5</b>	<b>SAFETY EQUIPMENT</b>	<b>12</b>
<b>6</b>	<b>NOTIFICATION OF INCIDENT TO AUTHORITIES AND ADJACENT BUSINESSES</b>	<b>13</b>
6.1	Relevant Authorities.....	13
6.2	Neighbours and local community.....	13
<b>7</b>	<b>POLLUTION INCIDENT RESPONSE PROCEDURES – SPECIFIC EMERGENCIES</b>	<b>14</b>
7.1	General.....	14
7.2	Contact Details.....	14
7.3	Emergency Procedures.....	14
<b>8</b>	<b>TERMINATING AN EMERGENCY</b>	<b>17</b>
<b>9</b>	<b>TRAINING</b>	<b>17</b>
<b>10</b>	<b>ADMINISTRATION</b>	<b>18</b>
10.1	Action with Emergency Services.....	18
10.2	Public Relations.....	18
10.3	Statutory Investigation.....	18
10.4	Reports.....	19
10.4.1	Incident Reports.....	19
10.4.2	Incident Follow-Up.....	19
10.4.3	Review and Revision of the Emergency Response Plan.....	19

<b>SUPAGAS PTY LTD</b>			
<b>Pollution Incident Response Management Plan - Ingleburn</b>			
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Review Date:	28/03/2018	Next Review Date:	27/03/2019
			Page 2 of 21

**APPENDICES**

- A Emergency Contact Numbers
- B List of Potential Pollutant SDS Held on Computer System

**LIST OF TABLES**

- 3.4 Potential Pollutants Stored at the Site

**LIST OF FIGURES**

- 3.1 Site Location in Ingleburn
- 3.2 SUPAGAS Site Map

**LIST OF EMERGENCY PROCEDURES**

**ERP-01 – CHEMICAL SPILL**

**ERP-02 – EVACUATION REQUIRED AS PART OF ANY EMERGENCY**

<b>SUPAGAS PTY LTD</b>			
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# 1 INTRODUCTION

## 1.1 Background

This Pollution Incident Response Management Plan (PIRMP) has been prepared for Supagas Ingleburn (NSW) depot of Supagas Pty Ltd. The facility at 5 Benson Rd, Ingleburn will be used for the filling and distribution of LPG and industrial gas cylinders.

The contents of this document are to be read and understood by all Supagas personnel at the Ingleburn site. It is a requirement that all those with emergency responsibilities as defined in this plan to have a copy of this PIRMP, and receive the appropriate level of training needed to allow sufficient response to the incidents identified in this PIRMP.

The guidelines in this document are simple, but if you are in doubt about any aspect of safety or procedures you must consult the company supervisor in charge immediately.

This Pollution Incident Management Response Plan fulfils the requirements of the EPA, which calls upon the PIRMP to be prepared in accordance with the Protection of the Environment Operations Act 1997.

## 1.2 Aim of the Emergency Response Plan

The purpose of this document is to:

- provide a clear understanding of how to handle and react to any pollution incident in the storage facility;
- prevent or minimise the impact of a pollution incident; and
- Facilitate a return to normal operations as soon as possible.

## 1.3 Definition of a Pollution Incident

A pollution incident is defined as 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.

<b>SUPAGAS PTY LTD</b>			
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Review No:	5	Issued Date:	02/05/2014
Review Date:	28/03/2018	Next Review Date:	27/03/2019
			Page 4 of 21

## **2 OBJECTIVES**

### **2.1 Purpose**

The purpose of the PIRMP is to prevent or minimise the impact of a pollution incident and to facilitate a return to normal operations as soon as possible, by providing effective:

- Pollution Incident Management;
- Training; and
- Updating and reviewing of the pollution incident procedures.

### **2.2 Objectives**

This PIRMP provides guidance on response actions to be taken in a pollution incident which occurs within the Supagas facility limits to minimise the potential for loss of life, injury to people, damage to the environment, and damage to property.

The objectives of the PIRMP are to:

- ensure comprehensive and timely communication about a pollution incident to staff at the premises, the relevant authorities specified in the Act and 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

<b>SUPAGAS PTY LTD</b>			
<b>Pollution Incident Response Management Plan - Ingleburn</b>			
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Review Date:	28/03/2018	Next Review Date:	27/03/2019
			Page 5 of 21

### 3 BRIEF SITE DESCRIPTION

Figure 3.1 shows the site location of the Supagas facility at Ingleburn. The site layout is shown in Figure 3.2 which includes the location potential pollutants and stormwater drains. The stormwater drains are connected to Sydney Water’s stormwater network.

#### 3.1 Neighbouring businesses

The businesses adjacent to the Supagas site are:

- North – Ingham, a poultry processing plant.
- South – Vacant land and Ali-Baba
- East – Paslode Australia
- West – Hume Highway

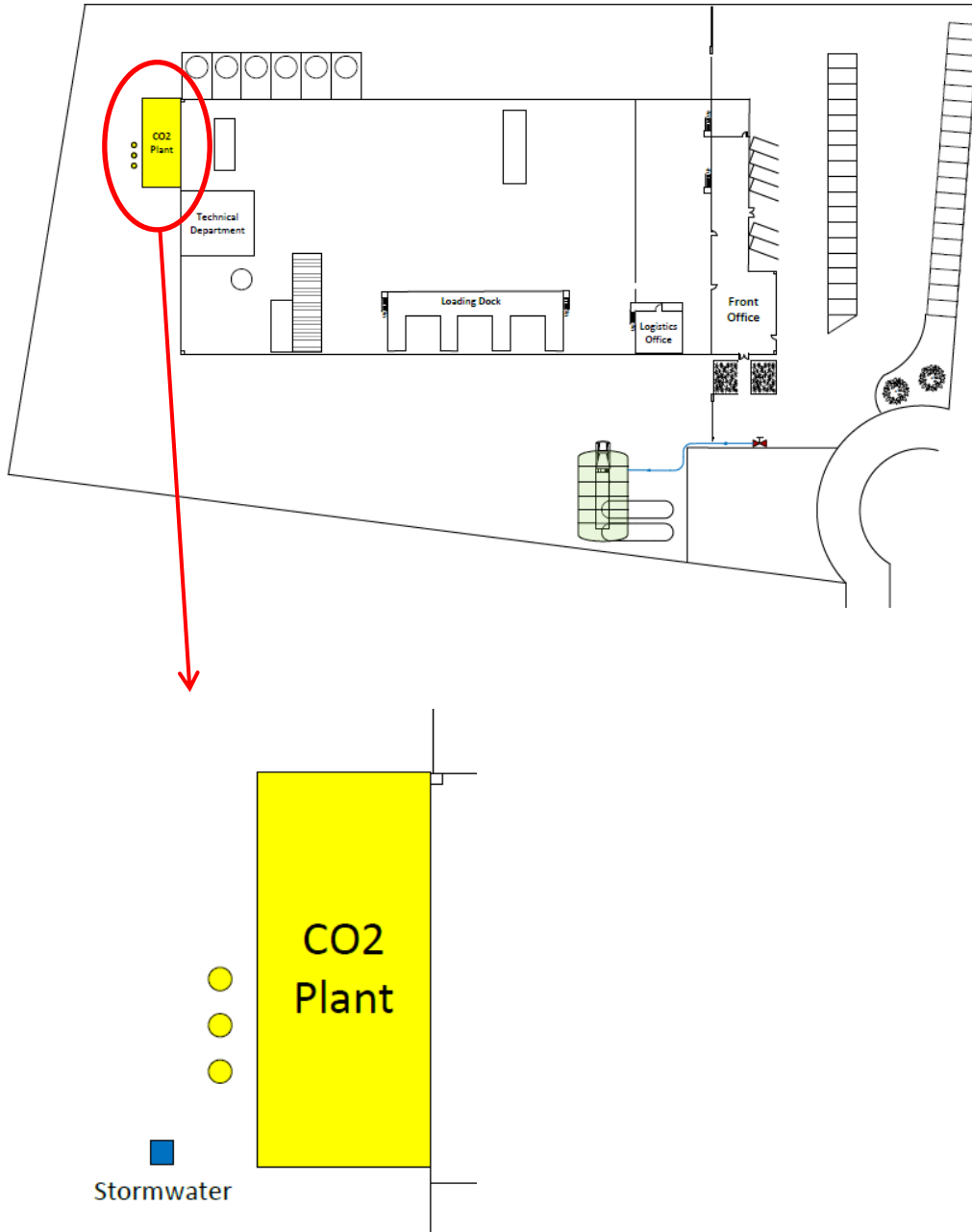
#### 3.2 The Site

**FIGURE 3.1  
SITE LOCATION OF THE SUPAGAS GAS CYLINDER FILLING FACILITY  
INGLEBURN**



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**FIGURE 3.2  
SUPAGAS SITE MAP**



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Review Date:	28/03/2018	Next Review Date:	27/03/2019

### 3.3 Potential Pollutants Stored on Site

The chemicals that are present on site which have the potential of harming the environment are Monoethanolamine (MEA), Potassium Permanganate, Soda Ash, Copper Carbonate, and Antifoam. Basic health information and storage quantities are in the table below. Detailed SDS are available on our website or by request.

**TABLE 3.4  
POTENTIAL POLLUTANTS STORED AT THE SUPAGAS FACILITY, at 4A GLENWOOD DR,  
INGLEBURN**

Chemical	Health hazard information	Maximum quantity on site
Monoethanolamine (MEA)	Corrosive - avoid contact with skin and eyes, do not inhale or ingest	1680kg
Soda Ash	Causes irritation to skin and eyes, do not inhale or ingest	1000kg
Potassium Permanganate	Causes irritation to skin and eyes, do not inhale or ingest	125kg
Copper Carbonate	Avoid contact with eyes and skin, do not ingest	5kg
Antifoam	Avoid contact with eyes, skin and clothing, do not inhale	25kg

## 4 TYPES OF EMERGENCY RESPONSE AND STRUCTURE

A PIRMP shall be co-ordinated by the Branch Manager. This shall include establishing and implementing the PIRMP, ensuring that personnel are familiar with the plan, arranging for their training, arranging to conduct simulated incident exercises, reviewing the effectiveness of the exercises, and arranging for procedural improvements.

### 4.1 Emergency Command Structure General Notes

#### 4.1.1 Immediate Response and Alarm Initiation

Any person discovering a pollution incident or a situation, which is likely to give rise to a pollution incident, shall:

- **Consider** to contain the situation alone.
- **Contain** it only if safe to do so.
- **Alarm** - raise the alarm by contacting the branch manager who shall decide on the level of the pollution incident and details of the emergency.
- **Rescue** - assist or alert persons in immediate danger.
- **Notify** the relevant authorities, neighbours and community if the pollution incident was unable to be wholly contained on site.

If in doubt, the alarm shall be activated first and then the doubt will be clarified.

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**4.2 Principle Roles and Responsibilities**

It will necessary for personnel to be allocated key emergency response duties. Key positions and duties are listed below. **Appendix C** gives a summary of the roles and responsibilities of key personnel in emergency response positions on site.

**4.2.1 Site Emergency Commander**

The Site Emergency Commander (SEC) will be the Safety Manager. The SEC will take responsibility for control of pollution incidents. If the SEC cannot be located, notify one of the SEC’s deputies:

1. General Manager Corporate Services
2. Financial Manager
3. Yard Manager
4. Training Manager

**4.2.2 Restoration Team**

A restoration team will be established by the Safety Manager to firstly establish site operations based on the scale of the incident. The restoration team shall be responsible for establishing a recovery plan and all further actions required until the resumption of business operations. The restoration team will be headed by the Branch Manager.

**4.2.3 Communications**

**Internal**

The Technical Manager is nominated as the communications officer. It will be his/her task to monitor communication and facilitate the effective exchange of information between the site and the relevant authorities.

**External**

The Managing Director is the only person responsible for relaying information to the media and other public bodies. Staff will be instructed not to discuss issues with any persons outside the site as this is the role of the Managing Director only. In his absence, the Chairman has this responsibility.

When a significant incident occurs, a media statement should be prepared as quickly as possible, and include:

- A description of the nature of the emergency;
- The corrective action taken, and its effectiveness;
- When the emergency is expected to be over;
- The investigative action that is to be taken; and
- Any assistance that can be given by the media.

Only facts should be stated. Statements as to the cause and effects of the emergency should be avoided until a thorough investigation has been conducted.

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Review No:	5	Issued Date:	02/05/2014
Review Date:	28/03/2018	Next Review Date:	27/03/2019
			Page 9 of 21

**4.2.4 Emergency Response Personnel**

**Rescue and First Aid**

Selected site staff will be trained in first aid. It will be their task to render assistance in removing any injured staff from the emergency area and to provide effective management of injuries until the SES (ambulance) arrives. Lists of trained first aid officers are on site notice boards.

**Evacuation**

Evacuation will be controlled by the Site Emergency Commander (SEC). He/she will direct staff to evacuate the site should the pollution incident grow beyond manageable proportions. A site staff member will be delegated to facilitate the evacuation and ensure all staff has left the area to be evacuated. This staff member will report to the SEC when evacuation has been completed.

**Traffic Control**

A traffic control officer (emergency response personnel) will be nominated by the SEC. It will be this person’s task to ensure the free flow of traffic in the areas immediately off-site. The task will also involve the removal of any vehicle that may obstruct the free flow of SES in and out of the site.

**4.3 Principles of Pollution Incident Response**

The principles of response will be based on prevention, containment, rescue and first aid. These have been summarised below:

**Prevention**

- Maintenance and testing of all detection and protection equipment on a regular basis
- Inspection of all plant and storage facilities on a regular basis
- Regular emergency response drills to ensure site readiness
- Procedures and training

**Containment**

- Switch off any operating equipment
- Isolate electrical supplies at the main switchboard
- Take any operating equipment (e.g. forklifts) outside the warehouse
- Co-ordinate with Site Emergency Commander

**Rescue**

- Trained personnel only
- Approved safety clothing to be worn. NOTE: All rescue equipment will be located in lockers at specific location around the plant
- Approved and trained rescue crews only to respond

**First Aid**

- First aid is to be given only by trained first aid officers

<b>SUPAGAS PTY LTD</b>			
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## EVACUATION

### 4.4 Evacuation of Personnel Located Onsite

The order to evacuate the site shall be issued by the Site Emergency Commander (SEC) or the responsible emergency service.

- All personnel are to move quickly to assembly areas
- Staff are to warn others as they go.
- Fire Wardens conduct a two-sweep pass of the site to ensure the site is clear.
- Do not move or leave assembly area without permission from the SEC or responsible emergency service unless the area is under direct threat.
- Priority that must be observed during a building evacuation are:
  - Those that are able to walk without assistance leave first;
  - Those who require some assistance leave next; and
  - Those who must be carried leave last.

Mobility impaired persons should be assembled in a safe area away from immediate danger.

### 4.5 Evacuation of Personnel Located Offsite (adjacent properties)

In the event that an incident grows to proportions that adjoining sites may be affected, it will be necessary to contact the management of these sites and facilitate evacuation. The contract numbers for each of the adjoining sites is given in **Table 6.1**. Note that the industrial complex manager has also been included on this list as well as the industrial complex security team.

**TABLE 6.1  
LIST OF CONTACTS - NEIGHBOURING SITES**

Site	Location	Contact No.	Contact Person
Ingham	6 Benson Rd	02 9618 3299	Reception
Paslode Australia	47 – 55 Williamson Road	02 9829 4000	Reception
Alibaba	29 Williamson Road	02 9829 8600	Reception

## 5 SAFETY EQUIPMENT

Equipment has been installed around the site for use in response to emergencies. It shall be maintained and accessible for immediate use, and its location appropriately sign posted. The range of equipment installed at the Supagas facility includes the following:

- Spill kit
- Operator daily checks
- Chemical storage cabinet
- Chemical drain pit
- SDS – Safety Data Sheets

In the event of a spill, the following Personal Protective Equipment (PPE) is available for the clean-up process:

- Chemical gloves
- Half face mask
- Chemical suit
- Safety glasses

<b>SUPAGAS PTY LTD</b>			
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Review No:	5	Issued Date:	02/05/2014
Review Date:	28/03/2018	Next Review Date:	27/03/2019
			Page 12 of 21

## 6 NOTIFICATION OF INCIDENT TO AUTHORITIES AND ADJACENT BUSINESSES

### 6.1 Relevant Authorities

If a pollution incident should occur, **all** relevant authorities need to be contacted. Contact details for each of the relevant authorities are listed below:

- EPA 13 15 55
- SafeWork NSW 13 10 50
- Fire and Rescue 1300 729 579
- Ministry of Health 9391 9000
- Sydney Water 13 20 90
- Campbelltown Council 4645 4111

### 6.2 Neighbours and local community

In the event of a pollution incident, anyone that may be affected must be notified immediately. This may include neighbouring business as well as people downstream of the stormwater outlets.

<b>SUPAGAS PTY LTD</b>			
<b>Pollution Incident Response Management Plan - Ingleburn</b>			
Prepared by	Avishek Biswas	Authorised by	Paul Gordon
Review No:	5	Issued Date:	02/05/2014
Review Date:	28/03/2018	Next Review Date:	27/03/2019
			Page 13 of 21

## 7 POLLUTION INCIDENT RESPONSE PROCEDURES – SPECIFIC EMERGENCIES

### 7.1 General

In many industries, safe and efficient operation depends upon the observance of basic safety principles, which have been developed through experience, and careful analysis of the nature of potential hazards associated with the processes carried out at a site.

In any pollution incident that arises, clear and explicit communications are essential to maintain control. All Supagas staff are expected to maintain a thorough knowledge of pollution incident procedures and therefore there should be no need for reference to this material during the actual emergency. Supagas Safe Operating and Quality Procedures must also be followed; these are part of the general operating procedures and Quality Assurance procedures.

### 7.2 Contact Details

The telephone numbers, which should be used in a pollution incident, as appropriate, are listed in **Appendix A**.

### 7.3 Emergency Procedures

This section details the responses to specific emergencies as listed below. A general flowchart of an emergency procedure is given in **Figure 6.1**.

Subject	Emergency Procedure No.
Chemical Spill	ERP-01
Evacuation	ERP-02

SUPAGAS PTY LTD			
<b>Pollution Incident Response Management Plan - Ingleburn</b>			
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# ERP-01: CHEMICAL SPILL

## 1.0 PRODUCT SPILLS ON SITE

### 1.1 GENERAL

Spills within the site are generally preventable and would only occur due to equipment failure.

In the event of spill, the following procedure should be followed. Refer to the SDS of the chemical for the specific hazards and safe handling.

### 1.2 PROCEDURES

#### 1.2.1 Person Discovering the Spill

- (a) Warn any personnel in immediate danger.
- (b) Report the spill to the Site Emergency Commander.
- (c) If the Site Emergency Commander cannot be located, notify the Site Emergency Commander's deputy and send someone to reception to physically report the incident.
- (d) If safe, protected (i.e. PPE) and trained, contain the spill by turning off any immediate equipment, isolate any valves, and use equipment in the spill kit where necessary.
- (e) If not trained or competent in spill clean-up, evacuate the area and contact the Site Emergency Commander.

#### 1.2.2 Communications Officer

- (a) Alert the Site Emergency Commander.
- (b) If instructed by the Site Emergency Commander, call the relevant authorities and neighbouring businesses.
- (c) Notify site emergency response personnel of the incident by phone or message (via runners).

#### 1.2.3 Site Emergency Response Personnel

- (a) Evacuate areas if required, or under the direction of the Site Emergency Commander.
- (b) Conduct personnel count and account for all personnel on site.
- (c) Perform duties as required by Site Emergency Commander.

#### 1.2.4 Site Emergency Commander

- (a) Assess the incident and formulate response.
- (b) Ensure the relevant authorities and neighbouring businesses are called as required.
- (c) Co-ordinate pollution incident response actions.
- (d) Arrange for evacuation of on-site personnel and offsite facilities if required.
- (e) Provide advice to emergency services as required and liaise with emergency service commanders.

SUPAGAS PTY LTD			
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# ERP-02: EVACUATION REQUIRED AS PART OF ANY EMERGENCY

## EVACUATION PROCEDURE AND EMERGENCY ASSEMBLY AREAS

On the instruction to evacuate, all personnel will assemble in the Safe Assembly Point located at the Supagas Ingleburn Site. This assembly point will be used by all site personnel for all emergency situations on site.

In the event the Ingleburn Site is affected by the pollution incident, an alternative assembly point is designated. Personnel will assemble on the advised location.

### 1.0 EMERGENCY CONTROL CENTRE

The emergency control centre will be in the Main Office. If this area is affected by the emergency, the emergency control centre will be in the car park at the front of the Warehouse Office.

### 2.0 ALARMS

Alarm is raised manually by personnel physically identifying an incident. Personnel will then notify the Site Emergency Commander, who will initiate the site emergency evacuation as necessary. Notice to evacuate will be relayed by voice to all staff on site.

### 3.0 PROCEDURE

On the instruction to evacuate given by the Site Emergency Commander or his Deputy, all personnel, including contractors' personnel, shall proceed to the Safe Assembly Point. This assembly area will be used for all staff and contractors on site. Fire Wardens will conduct a two pass sweep of the site to ensure all personnel have evacuated safely. At the assembly point, staff and contractors will be given instructions on site evacuation or return to work as stipulated by the emergency condition.

In the event that the primary evacuation point is not available (i.e. the emergency is affecting the location), the alternate assembly point will be used.

<b>SUPAGAS PTY LTD</b>			
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Review No:	5	Issued Date:	02/05/2014
Review Date:	28/03/2018	Next Review Date:	27/03/2019
			Page 16 of 21



## **8 TERMINATING AN EMERGENCY**

When the Emergency Services Commander’s role is complete, he/she will hand back control to the Site Emergency Commander.

The Site Emergency Commander should carefully consider the overall situation and review the following

- Re-organisation of staff
- Re-construction of damaged equipment
- Clean-up, safe storage and disposal of all contaminated material
- Complete relevant paperwork
- Review of incident and procedures to see if procedures are correct.

## **9 TRAINING**

On occupation of the site, general training in emergency preparedness shall be provided to all Supagas Employees on the following subjects as a minimum:

- Definition and types of pollution incidents
- Emergency facilities, their function, location and how to use them
- Means of communication and the location of communication facilities
- Actions in case of emergency; and
- Evacuation procedures.

Specific training shall be provided to the appropriate staff on:

- First aid
- Pollution incident management
- Supagas spill containment and clean up equipment.

The training shall be provided to all new employees at the start of their employment as part of their Induction training.

Retraining shall be provided annually.

Simulated pollution incidents shall be carried out annually.

The PIRMP shall be evaluated by simulated pollution incidents. The simulated pollution incidents shall be performed annually.

Complete records of this training shall be maintained for all workplace participants.

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## **10 ADMINISTRATION**

### **10.1 Action with Emergency Services**

The Site Emergency Commander will invoke the provisions of the appropriate emergency plan. The site will ensure that the following occurs:

- Company Site Emergency Commander to assist the Emergency Services Commander whenever possible.
- All company personnel to assist the local Site Emergency Commander whenever possible.
- All safety, emergency and firefighting equipment to be made available to emergency services.
- Any documents to be made available to emergency services (eg. SDS)
- All entrances are cleared for emergency vehicles access.
- All access doors cleared for emergency services access.

### **10.2 Public Relations**

Supagas personnel are **NOT** to speak to the media unless authorised by the Managing Director.

Any press releases issued to the media will be done so through the Managing Director and are to contain the following information.

- Description of the nature of the emergency;
- The corrective action taken and its effectiveness;
- When the emergency is expected to be over;
- The investigative action that will or has been taken;
- Any assistance that can be given by the media.

**NOTE: ONLY THE FACTS SHOULD BE STATED**

### **10.3 Statutory Investigation**

There may be a statutory investigation into any emergency depending on the requirements in the various regulations.

A coronial inquiry may be held in the case of fire and will be held in the case of fatalities:

- Investigating authorities will be:

Police

Fire Brigade

SafeWork NSW authority

EPA

Department of Infrastructure, Planning and Natural Resources (DIPNR) Major Hazards Branch.

- The Site Emergency Commander is to ensure no movement of any evidence apart from that necessary to control the emergency.

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Review Date:	28/03/2018	Next Review Date:	27/03/2019

- The Emergency Service Commander will nominate a senior police officer to take charge of any situation which may later become subject to a coronial inquiry.

**10.4 Reports**

**10.4.1 Incident Reports**

As soon as possible after the emergency a full written report on the incident must be compiled. This will be reviewed by the Branch Manager, and the Managing Director, and passed to the appropriate authorities within 28 days of the incident.

The report must cover in detail the following items:

- Objects of the report
- Summary
- Conclusions
- Recommendations
- Remedial Action Report

**10.4.2 Incident Follow-Up**

A review will be conducted within 28 days of the emergency in relation to the effectiveness of the PIRMP. Areas of ineffectiveness or inefficiency will be noted and the PIRMP modified to reflect the required actions. The modifications will be tested at the ensuing drills.

**10.4.3 Review and Revision of the Emergency Response Plan**

In addition to review and revision arising from real emergency situations and training exercises, the PIRMP shall be subjected to a periodical review. This review shall be carried out annually to ensure that the Plan is up-to-date, effective and in line with changing community standards.

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## APPENDIX A

### EMERGENCY CONTACT NUMBERS

#### Contact Details of Relevant Authorities

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- SafeWork NSW 13 10 50
- Fire and Rescue 1300 729 579
- Ministry of Health 9391 9000
- Sydney Water 13 20 90
- Campbelltown Council 4645 4111

#### SITE EMERGENCY COMMANDER

**Paul Gordon** **Mobile: 0414 423 663**

#### DEPUTIES

**Gail Bendelstein** **Mobile: 0416 010 506**  
**Paul Meissel** **Mobile: 0404 490 579**  
**Des Deanshaw** **Mobile: 0405 184 042**

#### COMMUNICATIONS OFFICER

**Erol Arican** **Mobile: 0405 467 666**

#### Communicating with neighbours and local community

In the event of a pollution incident, anyone that may be affected must be notified immediately. This may include neighbouring business as well as people downstream of the stormwater outlets. The table below is a list of those that may require notification:

Business Name	Location in respect to site	Contact number
Ingham	North – 6 Benson Rd	02 9618 3299
Paslode Australia	47 – 55 Williamson Road	02 9829 4000
Alibaba	29 Williamson Road	02 9829 8600

SUPAGAS PTY LTD			
<b>Pollution Incident Response Management Plan - Ingleburn</b>			
Prepared by	Avishek Biswas	Authorised by	Paul Gordon
Review No:	5	Issued Date:	02/05/2014
Review Date:	28/03/2018	Next Review Date:	27/03/2019

## APPENDIX B

### SDS of Potential Pollutants

SDS	Monoethanolamine (MEA)	Available on the Supagas server and onsite.
SDS	Potassium Permanganate	Available on the Supagas server and onsite.
SDS	Copper Carbonate	Available on the Supagas server and onsite.

<b>SUPAGAS PTY LTD</b>			
<b>Pollution Incident Response Management Plan - Ingleburn</b>			
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			Page <b>21</b> of <b>21</b>