

# REGIONAL QUARRIES

## POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

for  
**Rawsonville Quarry  
(EPL 20469)**

Sand Quarries Australia Pty Limited

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### *Document Control*

Rev	Description	Plan Preparation				Test / Evaluation	
		Originator	Reviewed	Approved	Date	Date	Completed by
1	Draft prior to EPL transfer	J Fullagar			24/2/2020		
2	Review	M. Powyer		A. Webb	March 2021		
3	Review and Test	A. Blackwell		S. Murphy	18/8/2023	17/8/2022	AB / SM
4	Update following scheduled test	A. Irwin	A. Rae	A. Irwin	28/9/2023	27/9/2023	

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## 1. PURPOSE

Regional Quarries Australia (RQA) is committed to the prevention, in so far as is reasonably practicable, of harm to the natural environment and the local community through the identification and control of environmental hazards. In the course of operations, incidents and other events may occur that require a response in order to either prevent the incident from re-occurring or to minimise negative and/ or maximise positive impacts of the incident.

This Pollution Incident Response Management Plan (PIRMP) is prepared and implemented by RQA for the Rawsonville Quarry, Rawsonville (“the Quarry”) to satisfy statutory obligations of Section 153A (Part 7.5A) of the NSW *Protection of the Environment Operations Act 1997* (POEO Act). The Quarry is located at 22L Rawsonville Road, Rawsonville and is operated in accordance with development consent DA 2013/152 and Environment Protection Licence (EPL) 20469.

**Figure 1** provides the premises boundary of the Quarry and identifies key operational areas and features.

The PIRMP has been prepared to ensure the effective response to pollution incidents as follows.

- Comprehensive and timely communication to staff at the premises, the Environmental Protection Authority (EPA), other relevant authorities as specified in the POEO Act, and people outside the facility who may be affected by the impact of the pollution incident.
- Risk minimisation and control of a pollution incident at the premises by identifying risks, and the development of planned actions to minimise and manage those risks.
- Proper implementation by trained staff, and regular testing for accuracy, currency and suitability.

The PIRMP applies to all activities, products and services on the site over which RQA has operational control.

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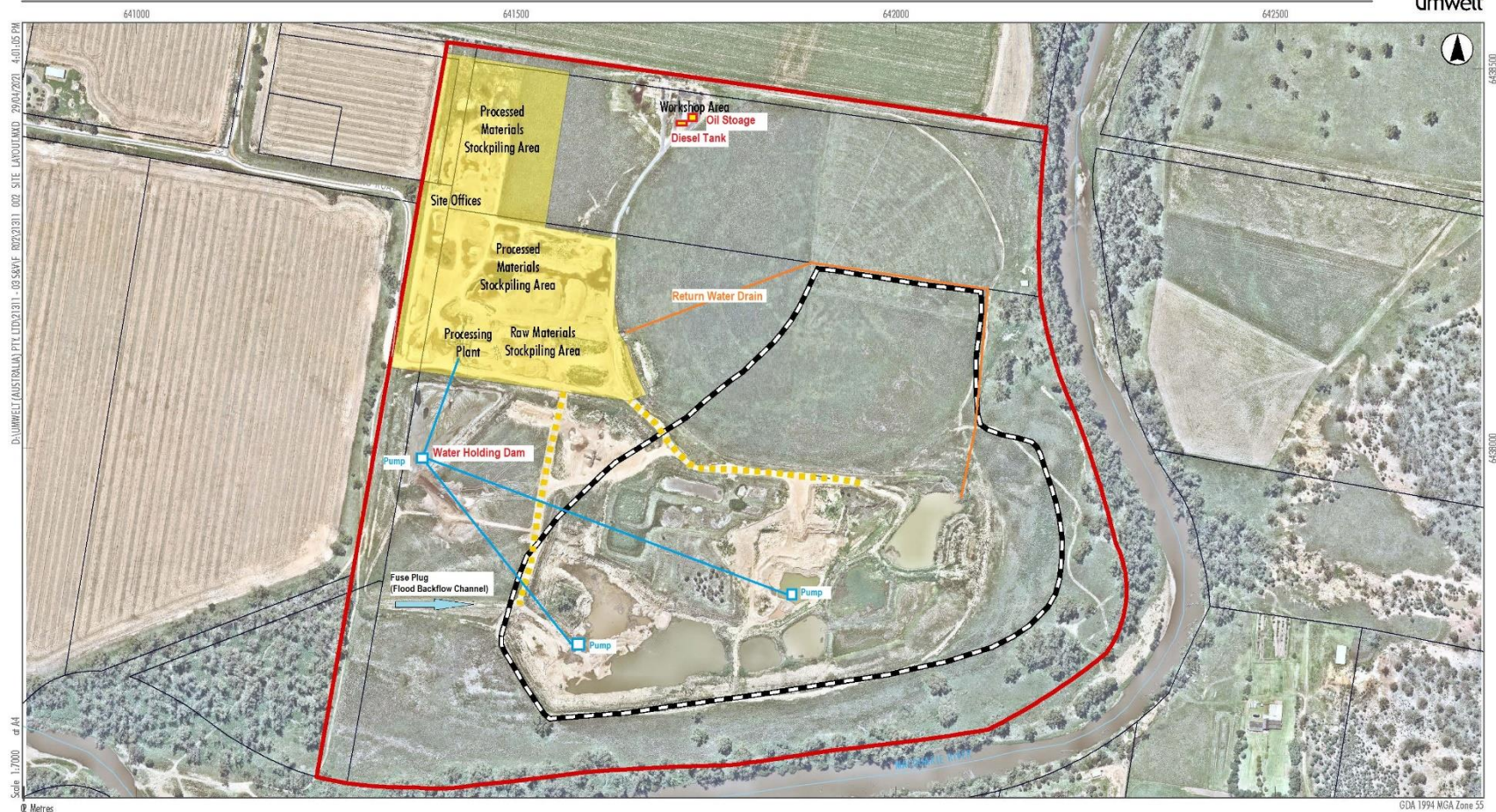


Image Source: Nearmap (2021) Data source: NSW DFSI (2020)

FIGURE 1  
Quarry Site Layout

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## 2. LEGISLATIVE REQUIREMENTS

Specific legislative requirements for the development and implementation of this PIRMP are provided in the following:

- Part 5.7A of the POEO Act
- Chapter 4 of the Protection of the Environment Operations (General) Regulation 2022 (POEO Reg) and
- Environment Protection License (EPL) 20469.

In summary, the key provisions of the above require the following.

- All holders of environment protection licences must prepare a pollution incident response management plan (section (s) 153A, POEO Act).
- The plan must include the information detailed in the POEO Act (s153C) and POEO Reg (clause (cl) 72).
- Licensees must keep the plan at the premises to which the environment protection licence relates (s153D, POEO Act) and make available to regulatory officers, responsible persons and the general public (cl74, POEO Reg).
- Licensees must test the plan in accordance with the POEO Reg (cl75).
- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the plan (s153F, POEO Act).

The requirements of s153C of the POEO Act and cl72 of the POEO Reg are reproduced in **Table 1**.

**Table 1** PIRMP Content Requirements

REQUIREMENT	SECTION
<b>Section 153C POEO Act</b>	
A pollution incident response management plan must be in the form required by the regulations and must include the following:	
a) the procedures to be followed by the holder of the relevant environment protection licence, or the occupier of the relevant premises, in notifying a pollution incident to:	
(i) the owners or occupiers of premises in the vicinity of the premises to which the environment protection licence or the direction under section 153B relates;	4.2.2
(ii) the local authority for the area in which the premises to which the environment protection licence or the direction under section 153B relates are located and any area affected, or potentially affected, by the	4.2.1

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REQUIREMENT	SECTION
pollution; and	
(iii) any persons or authorities required to be notified by Part 5.7.	4.2.1
b) a detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant environment protection licence, or the occupier of the relevant premises, to reduce or control any pollution.	6
c) the procedures to be followed for co-ordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made.	4.2 / 6
d) any other matter required by the regulations.	Below
<b>Clause 72 POEO Reg</b>	
(1) The matters required under section 153C (d) of the Act to be included in a plan are as follows:	
a) A description of the hazards to human health or the environment associated with the activity to which the licence relates.	5.4 / <b>Table 6</b>
b) The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood.	5.4 / <b>Table 6</b>
c) Details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity.	5.2 / 5.3 / <b>Table 6</b>
d) An inventory of potential pollutants on the premises or used to carry out the relevant activity.	5.1 / <b>Table 3</b>
e) The maximum quantity of any pollutant that is likely to be stored or held at particular locations including underground tanks at or on the premises to which the licence relates.	<b>Table 3</b>
f) A description of 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.	5.2 / <b>Table 4</b>
g) The names, positions and 24-hour contact details of those key individuals who: <ul style="list-style-type: none"> <li>• Are responsible for activating the plan.</li> <li>• Are authorised to notify relevant Authorities under section 148 of the Act.</li> <li>• Are responsible for managing the response to the pollution incident.</li> </ul>	3 / <b>Table 2</b>
h) Contact details of each relevant authority referred to in section 148 of the act.	4.2.1
i) Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of the premises in the vicinity of the premises to which the licence relates.	4.2.2 / <b>Figure 2</b>
j) The arrangements for minimising the risk of harm to any persons who are present where the scheduled activity is being undertaken.	5 / 6

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REQUIREMENT	SECTION
k) A detailed map showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of pollutants on the premises, and the location of stormwater drains on the premises.	Figure 1
l) A description of how any identified risk of harm to human health will be reduced, including as a minimum, means of early warnings, updates and the action to be taken during or immediately following a pollution incident to reduce the risk.	5 / 7
m) The nature and objectives of any staff training program in relation to the plan.	5.3.2
n) The dates on which the plan has been tested and the name of the person who carried out the test.	7.2 / <b>App 1</b>
o) The dates on which the plan is updated.	Document Control
p) The manner in which the plan is to be tested and maintained.	7.2 / 7.3

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## 3. PLAN MANAGEMENT AND CONTACT DETAILS

**Table 2** identifies the names, position titles and contact details of the key individuals who are responsible for activating the PIRMP and managing the response to a pollution incident.

**Table 2 Key Contact Details**

RESPONSIBILITY	NAME	POSITION	CONTACT
Plan Activation and Management	Alan Rae	Quarry Supervisor	0408 503 538
Incident Notification and Communications	Alan Rae	Quarry Supervisor	0408 503 538
	Andrew Apolony	Operations Manager	0400 165 204
	Alex Irwin	Environmental Compliance Manager	0436 276 972

The key functions of PIRMP activation and implementation are provided in **Section 6**.



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## 4. POLLUTION INCIDENT NOTIFICATION REQUIREMENTS

### 4.1 Definitions

A pollution incident is defined by the EPA's Guideline: pollution incident response management plans (EPA, 2022) 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."*

Further guidance is provided by the EPA definitions as below:

- **Air pollution:** The emission into the air of any impurity including odours.  
Example: Excess dust or gas generated by quarry activities which leave the premises and impacts on neighbouring land.
- **Land pollution:** The degradation of land because of the disposal of waste on the land.  
Example: Spill of hydrocarbons onto undisturbed (by quarrying) land or which requires excavation and removal from site.
- **Water Pollution:** Placing in or on, or otherwise introducing into or onto waters, or in a position where it is likely to enter waters, any matter, whether solid, liquid or gaseous, so that the physical, chemical or biological condition of the waters is changed.  
Example: Breach of drain, basin or dam containing runoff from disturbed areas which enters surrounding waterways.

### 4.2 Notification Requirements

Internal notification, to a supervisor or manager, is required immediately on identification (following implementation of activities to contain and secure the source of pollution).

Notification of regulatory authorities is required **immediately** if a pollution incident causes or threatens to cause 'material harm to the environment'. Material harm 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*

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- b) *Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practical measures to prevent, mitigate or make good harm to the environment.*

In considering whether harm or potential harm is 'trivial' or not, answering **Yes** to any of the following questions indicates **external notification is required**. All questions should be asked and answered.

1. Is the spilled / leaked material a dangerous good and exceed 100 L?
2. Has the spill / emission entered a drainage line?
3. Is clean-up likely to require excavation and of-site disposal of material?
4. Are external parties potentially required to assist with clean-up?
5. Has or could the spill / leak / emission impact on neighbouring residence?
6. Has or could the spill / leak / emission impact on the activities / operations / amenity of neighbouring properties, i.e. required change to activities or remedial actions?

## 4.3 Notification Procedures

### 4.3.1 Internal Notification Procedure

1. Following actions to make the site of incident safe and secure, report the incident to Site Supervisor or Site Manager.
2. In the event a supervisor or Site Manager is not available, notify Regional Group Operations Manager: Andrew Apolony.
3. In the event Regional Group Operations Manager is not available, notify Maas Group Holdings Environmental Compliance and Licensing Manager: Alex Irwin.

If unable to raise any of the above, proceed to External Notification Procedure (**Section 4.3.2**) after considering the questions regarding the incident in **Section 4.2**.

### 4.3.2 External Notification Procedure

In accordance with Section 147 of the POEO Act, the Quarry Manager (or delegate) will report pollution incidents immediately, i.e. promptly and without delay, as follows.

- 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, as they are responsible for controlling and containing incidents.

Where the incident meets the threshold for external notification, the following must be notified:

- The NSW Environment Protection Authority (EPA) – **131 555**

Depending on the affected receivers (including environmental receivers) the following external authorities may require notification.

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- Dubbo Regional Council – **(02) 6801 4000**

*Where the incident results in breach(es) of development approval conditions or impacts on Council owned or managed infrastructure or land.*

- NSW Ministry of Health (Dubbo Office) (diverts to Dubbo Base Hospital - ask for Public Health Officer on call) – on **(02) 6885 8666**

*Where the incident could be expected to result in health impacts to surrounding landowners requiring treatment or hospitalisation.*

- SafeWork NSW – **13 10 50**

*Where the incident has, or has the potential to, impact on worker health and safety.*

- Fire and Rescue NSW – **1300 729 579** (if not contacted already).

*Where the incident has the potential to result in threats to health, safety and property on surrounding land.*

Notification is to commence as soon as the source of pollution has been stabilised (refer to **Section 6 / PHASE 2 – STOP**) and safety of all personnel and surrounding landowners confirmed.

Depending on the nature of the incident, the following Authorities will be notified:

- NSW Resources Regulator – **1300 814 609**
- NSW State Emergency Service – **132 500**

Complying with these notification requirements does not remove the need to comply with any other obligations for incident notification, for example, those that apply under other environment protection legislation or legislation administered by SafeWork NSW.

When notifying the incident to the regulatory authorities the following information has to be provided:

- A. Time, date, nature, duration and location of the incident
- B. Location of the place where pollution is occurring or is likely to occur
- C. The nature, the estimated quantity or volume and the concentration of any pollutants involved, if known
- D. The circumstances in which the incident occurred (including the cause of the incident if known)
- E. Action taken or proposed to be taken to deal with the incident any resulting pollution or threatened pollution, if known, and
- F. When the information relating to items c), d) or e) is not known at the time of verbal notification, this information must be provided once it becomes available.

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## 4.3.3 Communicating with Neighbours and the Local Community

Communicating with neighbours and the local community is an important element in managing the response to any incident and shall be undertaken if off-site environmental impacts and/or human health is threatened, under the determination of Quarry Manager.

**Figure 2** identifies the properties and residences in close proximity to the Quarry boundary which could be affected by a pollution incident. **Figure 2** also identifies key environmental receivers including:

- Macquarie River and riparian corridor habitat
- Whylandra Crossing Public Reserve.

If an imminent risk to human health or safety is assessed, neighbours will be notified immediately following notification of emergency services.

Under all other circumstances, stakeholders that are potentially affected by a material harm event will be notified by one of the following methods:

- Door knocking by company representatives or emergency services personnel (dependent on nature of event), or
- Phone call by company representative

Current phone numbers are held at the Quarry.

Information provided will be relevant to the incident and may include the following details.

- A. Type of incident that has occurred
- B. Potential impacts local landholders and the community
- C. Site contact details; and
- D. Advice or recommendations based on the incident type and scale.

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 Scale: 1:20000 at A4

- Metres
- Legend**
- Road
  - Waterway
  - Project Site Boundary
  - Extraction Area
  - Site Boundary 1km Buffer
  - Processing, Stockpiling and Office Area
  - Cadastral
  - Residence

GDA 1994 MGA Zone 55

**FIGURE 2**  
Local Landholdings

Image Source: ESRI Basemap (2021) Data source: NSW DPIS (2020)

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## 5. DESCRIPTION AND LIKELIHOOD OF HAZARDS

### 5.1 Inventory of Pollutants

The Quarry stores, handles and uses a small amount of potential pollutant materials in its operation, and safe handling is conducted in accordance with the Safety Data Sheets (SDS). **Table 3** presents the type, maximum volume and location of potential pollutants stored at the licenced premises.

**Table 3 Potential Pollutants Stored at the Site**

POTENTIAL POLLUTANT	CLASSIFICATION	DELIVERY METHOD	MAXIMUM QUANTITY	STORAGE LOCATION
Diesel	Hazardous (3Y)	Road registered service vehicle	20,000 L	Self-bunded Fuel Tank
Machine oils and lubricants	Hazardous (3Y)	Road registered service vehicle	<1,000 L	Workshop

Note: Oils & Grease to be brought to site by contractors to fill machinery as required

Storage Locations are identified on

Figure 1.

### 5.2 Safety and Pollution Response Equipment

**Table 4** summarises the 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.

**Table 4 Pollution Response and Safety Equipment**

EQUIPMENT OR RESOURCE	LOCATION
Containment Bunds (for storage of diesel and hydrocarbons)	Fuel Storage Area
Spill kits	Fuel Storage Area Workshop Site Office
Firefighting equipment	All mobile & Fixed Plant All light vehicles Fuel Storage Area Site Office
Personal Protective Equipment (PPE)	Requirements as follows. <ul style="list-style-type: none"> <li>• Hard hat.</li> <li>• Long sleeve shirt and trouser (with reflective strips) and/or safety vest.</li> <li>• Eyewear (safety glasses).</li> <li>• Shoes (Steel-capped and sturdy).</li> </ul>

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## 5.3 Other Pre-emptive Management

### 5.3.1 Inductions

General information relating to incident management and emergency response shall be included in all site inductions. All personnel must complete the induction prior to gaining access to site. Records of inductions are maintained within the main office.

### 5.3.2 Staff Training

The objective of pollution and incident management training is to ensure that all employees receive the information and instruction required to:

- perform their daily tasks in a safe and productive manner,
- recognise and minimise the risk of pollution incident, and
- activate and implement the PIRMP as necessary.

Training is provided in Toolbox meetings. The training will include the following:

- Awareness of all hydrocarbons stored and used on site and how they impact the environment.
- Correct storage and handling of hydrocarbons, including refuelling procedures.
- Awareness of dust emission controls and the need for regular review of their effectiveness.
- Awareness of surface water / erosion and sediment control management measures and controls.
- Pollution incident management, including roles and responsibilities when responding to an incident.
- Evacuation procedures.
- Incident reporting requirements.

The Quarry Manager will be responsible for ensuring the appropriate training is included in a site induction and revised every 12 months to ensure skills are updated.

### 5.3.3 Inspections

At least monthly inspections of pollutant storage and transfer locations, and construction sites will be undertaken by supervisory or managing personnel.

### 5.3.4 Other Material

Safety Data Sheets (SDS) are retained for all hazardous materials, dangerous goods or chemicals at the site office.

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## 5.4 Pollution Hazard Identification and Assessment

In order to develop and implement pre-emptive and responsive controls for pollution hazards, the likelihood of occurrence, and any circumstances in which the likelihood may be increased, should be identified. **Table 5** provides the definitions used to classify the likelihood of a pollution hazard resulting in a pollution incident.

**Table 5** *Qualitative Likelihood Rating*

LEVEL	DESCRIPTOR	DESCRIPTION
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Could occur
D	Unlikely	Could occur but not expected
E	Rare	Occurs only in exceptional circumstances

RQA has completed an assessment of pollution hazards, the relevant sources, situations or conditions that would result in pollution and the pre-emptive controls that are in place to reduce the likelihood of a pollution incident. **Table 6** presents the results of this assessment.

For each pollution incident, the general response requirements are identified in **Section 6**. **Table 6** identifies any specific response measures to each incident.



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**Table 6 Potential Hazards with their Associated Likelihood, Pre-emptive and Response Actions**

Potential Hazard	Source, Situation or Condition	Potential Impacts	Extenuating Conditions / Events	Likelihood	Pre-emptive Actions and Controls	Specific Response Actions
<b>Diesel Fuel Spill</b>	Vehicle accident involving a diesel delivery truck or a field service truck.	Spill could penetrate soil and contaminate water. Spilled fuel could discharge to local creeks and tributaries.	Extreme weather conditions (fog / heavy rainfall / extreme winds)	E	Preparation and implementation of a Quarry Traffic Management Plan. Personnel inductions and training. Storage of diesel in AS 1940 compliant bunded areas. Maintenance of spill kits at workshop and portable spill kits kept in pit area. Regular (at least monthly) inspections of storage areas, transfer areas and vehicles.	Contain released hydrocarbons with spill containment booms, mats, etc, or cutting a sump / pushing up bunding. Where possible, prevent hydrocarbons entering drainage lines or from leaving site. Recover liquid waste (vacuum truck to be hired via waste contractors) and ensure disposal via licenced waste contractor. Implement soil and water sampling program to delineate hydrocarbon impacted area. Recover all hydrocarbon impacted material and dispose of accordingly.
	Spillage of diesel during transfer (refuelling)			D		
<b>Uncontrolled discharge of water</b>	Failure of pipelines, drains, bunds or sediment retention structures	Elevated sediment loads can reduce oxygen levels of watercourses, inhibit plant growth and cause impacts upon aquatic habitats.	High rainfall / flood conditions Ground clearing activities	D	Regular monitoring and maintenance of sediment structures in accordance with the Quarry Erosion and Sediment Control Plan.	Inspect failure and extent of sediment deposition downstream. Remove excess sediment where possible while recognising other environmental values.
<b>Dust Emissions</b>	Earthworks associated with Quarry development, construction of roads and infrastructure resulting in increased dust emissions.	Excessive dust emissions may impact on health or air quality amenity of nearby residences. Excessive dust emissions can impact on ecological function of vegetation and/or waterways	Low rainfall / high temperatures High wind conditions Construction campaigns	C	Areas of clearing and surface disturbance are restricted to only that necessary for the works. Water cart operation. Establishment of groundcover on stockpiled material Regular inspections and modification to operations when visible dust observed.	Complete inspection of dust emitting activities. Implement additional dust suppression to emission sources. Modify work practices to reduce emissions (e.g. relocation of activities, reduced rate of stripping). Cease activities where air emissions cannot be reduced until weather conditions become favourable or dust suppression effective.
	Traffic on unsealed public roads			C	Water cart operation. Driver Code of Conduct.	
	Wind erosion from stockpiles or exposed (bare) surfaces			D	Retain water for fire-fighting purposes	

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## 6. POLLUTION INCIDENT RESPONSE REQUIREMENTS

In the event of an incident that is suspected may cause material environmental harm, the response will be managed in accordance with the following seven (7) phases.

### PHASE 1 – IDENTIFICATION / ASSESSMENT

A. Identify the severity, risks and extent of the incident:

- What is the substance emitted?
- What are its properties?
- Is there a risk to health and safety?
- Do you have the necessary PPE to manage the emission?
- What is the nature of the surrounding area?
- What is the volume of the emission?
- If workers are at risk implement the emergency evacuation procedure and clear site of personnel.

B. If the emission has the potential to cause material harm (refer to **Section 4.1**), execute the next phase of the plan (Notify – refer also to **Sections 4.2** and **4.3**)

### PHASE 2 – STOP

- Stop the source of the emission
- Ensure that necessary emergency materials are on hand to control larger emissions

Examples:

- Restore drums to upright position
- Close open valve causing spill
- Isolate feed line
- Plug the leak
- Construct an earthen bund

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## PHASE 3 – NOTIFY

Individuals responsible for activating and co-ordinating plan are to notify authorities and neighbours as per **Section 4.3** of this plan.

## PHASE 4 – CONTAIN

All incidents raised as risks require the “Contain” considerations

- Utilise barriers (absorbent booms, banks of soil or any other safe objects) or spill absorbent to prevent the emission from spreading.
- When an emission is on a hard surface, use appropriate absorbent materials i.e. absorbent granules or sand.
- The main priority is to prevent the emitted material from discharging off site.

## PHASE 5 – MITIGATE

- Implement environmental controls at and away from the pollution source to prevent/minimise further impact to the local receiving environment.

*Example – A fuel spill discharged into quarry dam. Mitigation controls to ensure this spill in not spread may include closing of weirs or outlets, ensuring water does not fill from affected dam etc.*

## PHASE 6 – CLEAN UP

- Clean up and remedial actions to restore the environment
- Disposal of the pollutants in accordance with regulations

## PHASE 7 – REVIEW

- Investigate the event and assist the EPA and investigators with external enquiries.
- Test the effectiveness of the PIRMP annually and within one month of an incident to ensure controls are replenished and plan is effective.

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## 7. Plan Evaluation and Review

### 7.1 Evaluation

Within 14 days of the pollution incident response (including testing of the PIRMP) a de-briefing of all relevant personnel will be undertaken to determine the lessons learned from the operation.

- The de-briefing will include a meeting with the relevant personnel involved in the incident to collate any comments, issues and views on any changes that could be implemented to improve emergency and incident response procedures within the PIRMP.
- The Quarry Manager or delegated personnel, e.g. Regional Group Compliance Manager, will be responsible for the co-ordination of any de-briefing following a pollution response incidence.

### 7.2 Testing

The PIRMP will be tested routinely at least once every 12 months, to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner.

Each test, which may be completed as a desktop or field scenario, will involve all critical site personnel (for that scenario).

Each test will be documented with the scenario, personnel involved, process followed and findings documented and appended to the PIRMP (refer to **Appendix 1**).

The results of the test will be provided to Regional Group's Compliance Manager for review with any significant findings or recommendations managed in accordance with Continual Improvement procedures (refer to **Section 7.3**).

### 7.3 Continual Improvement

All information and comments compiled from an Incident Debriefing (**Section 7.1**) or Test Review (**Section 7.2**) will be assessed and reviewed to determine the areas of improvement and the updating and implementation of new procedures to improve the outcomes of any pollution incident response.

- Improvement will be recommended to the Quarry Manager.
- The Quarry Manager will provide feedback on feasibility of recommendations and provide advice to Regional Group Operations Manager and General Manager.
- Agreed recommendations will be included in an updated PIRMP.

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The Quarry Manager be responsible for the implementation of the recommended improvements and instruction / training of personnel.

All personnel will be responsible for the implementation of the recommended improvement and continual improvement in performance.

## 7.4 Availability

The PIRMP will be maintained, in written form, at the Site Office, and shall be made readily available to those responsible for its implementation and to an authorised officer on request, as well as to anyone requesting the plan in writing generally within 14 days of the request being made.

## 7.5 Review

The PIRMP will be reviewed:

- after each test or actual incident
- as roles and responsibilities of personnel change
- in the event of legislative changes, and/or
- every 12 months.

The Quarry Manager will be responsible for the PIRMP review.

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## **Appendix 1: PIRMP Test Template**

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## PIRMP EVALUATION

DATE:

TYPE OF TEST / INCIDENT

Desktop: <input type="checkbox"/>	Field Scenario: <input type="checkbox"/>	Incident: <input type="checkbox"/>
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INCIDENT / SCENARIO (DESCRIBE)

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PERSONNEL

Name	Position	Name	Position
1.		2.	
3.		4.	
5.		6.	

IMPLEMENTATION (STEPS TAKEN)

<b>Personnel:</b>   
<b>Quarry Manager:</b>   

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EVALUATION QUESTIONS	Yes	No	N/A
Is the incident included in the PIRMP?			
Was the incident / potential for pollution correctly identified?			
Are all sensitive receivers (including environmental receivers) identified?			
Did personnel / Was personnel aware of requirement to notify the Quarry Manager?			
Did personnel take / Was personnel aware of appropriate initial steps to take (training records)?			
Were all contacts correct and up to date / checked?			
Was communication with neighbours identified / undertaken?			
Are notification procedures clear?			
Did the Quarry Manager follow PIRMP notification procedures?			
Did the PIRMP provide clear instructions for the pollution incident?			

**IF ANSWERS ARE “NO” What remedial actions are to be completed?**

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