



**PUBLIC VERSION**

**POLLUTION**  
**INCIDENT RESPONSE**  
**MANAGEMENT PLAN**  
**(PIRMP)**

For

**Tharbogang Waste Management Centre  
& Tharbogang Quarry**  
(EPA Licence No. 5875)

**Yenda Waste Management Centre**  
(EPA Licence No. 6263)

<b>Approved by:</b> Director Utilities	<b>Group:</b> Utilities	<b>Document ID:</b> WM-PR-301	<b>Version:</b> 10
<b>Issued:</b> 2012	<b>Revised:</b> 30 June 2024	<b>Status:</b> Current	<b>Pages:</b> 84

Document Control

Date	Lead Person	Document Updated	Version	Sections updated	Document tested
7/10/14	John Roser	No	1	No	No
3/11/16	John Roser	Yes	2	<p>1.Purpose Waste Transfer Station and Community Recycling Centre introduced.</p> <p>2.2 Potential Pollution Incident and Likelihood of Occurrence Wording changed 2<sup>nd</sup> para.</p> <p>2.6.2 Notification of External Parties. Quarry operator name &amp; phone number added.</p> <p>Appendix A Added</p> <ul style="list-style-type: none"> <li>• Community Recycling Centre Safe Work Method Statements.</li> <li>• Community Recycling Centre Risk Assessment.</li> </ul> <p>Appendix B Added</p> <p>Document Control</p>	Desktop review carried out
31/5/17	John Roser	Yes	3	<p>Identification Number added to SWMS for Community Recycling Centre. Header and Footer changed to match.</p> <p>Formatting changes on pages 23-24.</p> <p>Table of Contents updated.</p>	Desktop review carried out
20/8/18	John Roser	Yes	4	<p>Document format was revised.</p> <p>Contact list for main commercial customers, licenced asbestos removalists and a full listing of emergency contacts was added in the document.</p> <p>PIRMP Annual Review flowchart, EPA Report form were added in the appendix.</p> <p>Map showing the Tharbogang Waste Management Centre was updated.</p> <p>Neighbouring properties list was updated.</p>	Yes. Desktop review was carried out.
13/12/18	John Roser	Page 8 only		Neighbours' details updated to include numbering corresponding to Noise and Vibration Monitoring Plan (18/107048)	
18/3/18	John Roser	Page 3 only		Ministry of Health phone number updated.	

10/9/19	John Roser	Yes	5	<p>PIRMP document updated as per Minutes of Review Meeting held on 10 September 2019:</p> <p>Addition of information about an Incident/Early Warning System for Surrounding Landholders.</p> <p>Addition of reference to Work Instructions for Filling of the Water Cart, Use of the Fire Cannon, the Schematic for the Water Tanks, and the Pre-Incident Plan – Fire (PIP).</p> <p>Addition of a new commercial customer, Riverina Skip Bins, contact details.</p> <p>Addition of paragraph to outline which staff members are responsible for neighbour notification.</p> <p>Map showing location of PIRMP document, pollutants, bi-catch cabinets, emergency equipment added to Appendix of document.</p> <p>Also: Flowchart for Annual Review updated.</p> <p>Change of contact details for neighbour 24.</p> <p>Addition of map in Appendix showing emergency response equipment and potential pollutants.</p> <p>Extensive changes to formatting and content as per EPA Audit directions and EPA's Guidelines: Preparation of Pollution Incident Response Management Plans, March 2012</p>	Yes. Desktop Exercise/ Scenario was carried out. See Minutes of Meeting (19/71178). Summary of Scenario included in Appendix 18.14
15/9/20	John Roser	Yes	6	<p>PIRMP document updated as per Minutes of Review Meeting held on 15 September 2020:</p> <p>Item 3.1 Change of Appendix number to 20.12.</p> <p>Item 6.1 Change of Person Responsible for implementing control.</p> <p>Removed Point in Pre-emptive measures to minimise or prevent any risk of harm to human health or the environment.</p> <p>Changed who will monitor the tank.</p> <p>Additional point added in the Land Pollution pre-emptive measures to minimise or prevent any risk of harm.</p> <p>Updated how it will be monitored in Table 6.2 Air Pollution.</p> <p>Changes to Item 8</p> <p>Changed name to SDS folder</p> <p>Updated Safety Equipment Additional Information</p> <p>Changed name to Water Tanker.</p> <p>Added another row for Water Monitor (water cannon)</p> <p>Added PIP</p> <p>Changes to Item 9</p> <p>Changed to Waste Operation Manager in Point 4</p>	Yes. Desktop review was carried out. See Minutes of Meeting (20/91478). Summary of Scenario included in Appendix 20.14

				<p>Item 10.4 deleted obsolete information</p> <p>Item 11.1 added Appendix 20.15</p> <p>Item 12.1 added Map 18.3 TWMC Neighbouring Residential Properties and table 18.4.</p> <p>Item 12.10 added email address of Riverina Skip Bins.</p> <p>Notification to Council Department updated staff member's name.</p> <p>Item 14 added New Table and Item.</p> <p>Item 15 added New Table and Item.</p> <p>Item 16.2 deleted Marc Meehan from list and deleted last column.</p> <p>Item 20.6 deleted Council Health Department staff member name.</p> <p>Item 20.8 updated Table and Dangerous Goods Register Spreadsheet.</p> <p>Item 20.14 Updated scenario for PIRMP Review.</p> <p>Item 20.15 Updated TWMC Emergency Evacuation Procedure</p> <p>Item 20.20 Updated Community Recycling Centre Safe Work Method Statement</p>	
18/1/21	John Roser	Page 31 only	6	Neighbouring properties map was updated.	
11/3/21	John Roser	Page 27 Page 28 Page 40 Page 41 Page 42 Page 43	6	<p>Site Location Map was updated</p> <p>TWMC Site Map was updated</p> <p>PIRMP and Emergency Equipment Map was updated</p> <p>PIRMP – Location of Pollutants Map was updated</p> <p>Ground Water Boreholes Map was updated</p> <p>Air Quality Map was updated</p>	
16/6/21 17/8/21	John Roser	Page 16 Page 34 Page 38 Page 45	7	<p>Item 10.4 Table relocated under Item 10.3</p> <p>Item 20.6 Emergency Contact Numbers &amp; Details updated</p> <p>Item 20.8 Inventory of Pollutants updated</p> <p>Item 20.14 Scenario for PIRMP Review updated</p>	Yes. Desktop review was carried out. See Minutes of Meeting (21/77110)
30/11/21	John Roser	Pages 37-39	8	Item 20.4 Renumbering Properties that require noise & vibration monitoring	
14/07/22	John Roser		8	<p>Item 7 Inventory of Pollutants – Table updated</p> <p>Item 13 Licensed Asbestos Removalist – Table updated</p> <p>Item 16.2 Record of Training – Table updated</p> <p>Item 20.14 Scenario for PIRMP Review – Scenario updated</p> <p>Item 20.20 Community Recycling Centre SWMS – Table updated</p>	Yes. Desktop review was carried out. See Minutes of Meeting (22/48978) Summary of Scenario included in Appendix 20.14
22/05/2023	John Roser	Page 10	9	Item 3.2 Building/Structures and Infrastructure – Sites updated	Yes. Scenario carried out, see Minutes of Meeting (23/39932). Summary of

		Page 21 Page 22 Page 25 Page 26 Page 27  Page 28 Page 28  Page 28 Page 32 Page 52 Page 57 Page 62 Page 69 Page 73 Page 80	9 9 9 9 9  9 9  9 9 9 9 9 9 9 9	Item 8 Safety Equipment – Table Updated Item 10.1 Notification of Pollution Incident – Table Updated Item 12.3 Contact Detail for Staff – Table Updated Item 12.5 Methods of Notification – Paragraph updated Item 12.10 Notification of Main Commercial Customer – Name and email updated Item 13 Licenced Asbestos Removalist – Friable & Non-friable added Item 14 Asbestos Hygienist – Churchill Construction deleted Item 14 Asbestos Hygienist – All Clear Group – name change and new officer and new phone number Item 15 Heavy Vehicle Recovery – Name omitted and no mobile No. Document A – Pollution Incident Flow Chart – Flow Chart Updated Item 20.14 Scenario for PIRMP Review – Scenario Updated Item 20.16 YWMC Risk Assessment – Table Updated Item 20.17 TWMC Risk Assessment – Table Updated Item 20.18 Tharbogang Quarry Risk Assessment – Table Updated Item 20.19 CRC Risk Assessment – Table Updated Item 20.20 SWMS Operation of Community Recycling Centre – Table Updated	Scenario included in Appendix 20.14
14/05/2024	John Roser	Page 36	10	Item 20.4 New Owner at Slopes Road – Table Updated	
24/7/2024	John Roser	Page 24 Page 26 Page 27 Page 28  Pages 33 & 34 Pages 48 - 50	10 10 10 10  10 10	Item 12.2 Removed Newspaper as a Communication Method – Table Updated Item 12.10 Updated JR Richards & Cleanaway Contact Details – Table Updated Item 13 Removed McCleary Cranes – Table Updated Item 16.2 Added new Staff Member, Updated Staff Competencies – Table Updated Updated Plans 20.1 & 20.2 Updated Plans 20.10, 20.11 & 20.12	Scenario included in Appendix 20.14

A copy of this PIRMP document is to be located at the following sites:

- Waste Operations Manager's Office
- Tharbogang Waste Management Centre – Landfill Overseer's Office
- Tharbogang Waste Management Centre - Weighbridge
- Yenda Waste Management Centre – Site Office
- Utilities Library
- Uploaded to Council website

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## 1. Purpose

This Pollution Incident Response Management Plan (PIRMP) is a functional working document designed to assist personnel to correctly identify pollution incidents and the procedures for responding and reporting of a pollution incident. This will improve the management of pollution incidents and facilitate better co-ordination with the relevant response agencies.

It reflects the requirements of the *EPA's Guidelines: Preparation of Pollution Incident Response Management Plans, March 2012* which provides guidelines that meet the requirements of the Protection of the Environment Legislation Amendment Act 2011 (POELA Act) with the aim of improving the way pollution incidents are prevented, reported, managed and communicated to the general community.

The management strategies outlined are intended for review from time to time, and where necessary, changed as new strategies and technologies become available.

This PIRMP encompasses two (2) Waste Management Sites that have an Environmental Protection Licence (EPL) that is administered operationally by the Waste Department of Griffith City Council. These are:

- Tharbogang Waste Management Centre (TWMC) – EPA Licence 5875
- Yenda Waste Management Centre – EPA Licence 6263.

Within the Tharbogang site there are 3 facilities that fall under the TWMC EPL. They are the:

- Waste Transfer Station
- Community Recycling Centre
- Tharbogang Quarry.

## 2. Legislative Requirements

The specific requirements for PIRMPs are set out in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation).

In summary, this provision requires the following:

- All holders of EPLs must prepare a PIRMP (section 153A, POEO Act).
- The plan must include the information detailed in the POEO Act (section 153C) and be in the form required by the POEO (G) Regulation (clause 98B).
- Licensees must keep the plan at the premises to which the EPL relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (section 153D, POEO Act).
- Licensees must test the plan in accordance with the POEO (G) Regulation (clause 98E).
- 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 (section 153F, POEO Act). 2

### **3. Site Overview**

#### **3.1. Tharbogang Waste Management Centre (TWMC)**

Griffith City Council (Council) operates the Tharbogang Waste Management Centre (TWMC), located at Lot 202 DP 756035 Hillside Drive, Tharbogang. The Centre is located 12 kilometres west of Griffith on the MacPherson Range (off the Kidman Way Tharbogang) and has been in operation since 1984. The nearest urban centre is the Tharbogang village, four (4) kilometres from the site it is important to note that TWMC is not visible from the village.

The landfill site is within a larger Council owned area which includes to the west of the landfill, Lot 201 DP 756035, totalling approximately 243 hectares in area and to the north of the landfill 5 portions, 181 to 185 consecutively DP 756035, totalling a combined area of 193 hectares. Portions 181 and 182 are under a Conservation Agreement with the NSW Office of Environment and Heritage for 99 years. Council will not allow any development on these Council owned surrounding lands. To the south of the landfill, it is surrounded by citrus farms.

Site access is via a sealed road and 90% of the traffic is directed to the Waste Transfer Station where customers can separate their waste into the corresponding categories. Commercial customers access the active tipping cell via a sealed road to the landfill then a gravel road to the active cell.

Current landfilling practices have altered the local topography significantly, creating a hill which, as such, the current landfill area no longer retains the natural topography but is designed to channel surface water and minimise off site impact of the landfill operations. The site topography and drainage have been engineered to ensure that there is limited stormwater runoff into and out of the site, thus reducing any off-site impact. Stormwater runoff from the landfill site is captured and channelled into the Sedimentary Pond to the north of the landfill. If the Sedimentary Pond can't cope with the volume of stormwater runoff, there is an overflow into Stormwater Pond. There is a discharging option from the Stormwater Pond into the natural water course only after testing and approval from the EPA.

Groundwater is sampled twice a year through a system of six piezometers at six locations around the landfill. See Appendix 20.11 for a map showing sampling locations. The landfill site has very limited remnant natural vegetation due to years of shallow stripping for ridge gravel. There are minimal mature trees that have survived this practice and small immature trees remaining on areas of the site which have not been used for landfill.

The air quality is sampled monthly at four locations around the landfill site. See Appendix 20.12 for a map showing sampling locations.

Tharbogang Waste Management Centre is the major waste disposal facility for Griffith and surrounding areas which provides for reception and disposal of putrescible, inert wastes also approval to accept Hazards Waste in the form of Asbestos Friable and Bonded. Integrated into the site is a Waste Transfer Station and a Community Recycling Centre. These two facilities provide the opportunity for the public to recycle which, in turn, diverts waste from going into Landfill.

If unapproved waste is found on-site then an investigation will commence with the result being the disposer paying for the clean-up and a potential fine. If the waste is considered hazardous, containment and clean-up advice would be taken from the EPA. If required the PIRMP will be enacted.

The site is also operated as a Council quarry extracting hard rock for road sub-base, with crushing activities as needed. Quarrying is an open cut operation. Crushing activities are conducted by portable equipment operated on the floor of the quarry. Materials are also stockpiled on the floor of the quarry.

The TWMC is open seven (7) days a week, excluding Christmas Day, Boxing Day, New Years' Day and Good Friday. Normal opening hours are Monday to Friday, 8.00 am to 5.00 pm. Access is locked outside these hours.

The operational component of TWMC is split up into three components Weighbridge, Waste Transfer Station and Active Landfill. These sites are supervised when TWMC is operational.

The main entrance is secured by a motorised gate. All other boundary gates are kept locked at all times. The site is monitored by a CCTV and alarmed through a "back to base" set up.

### **3.2. Buildings/Structures and Infrastructure at TWMC**

There are a number of permanent buildings/structures at TWMC. They include the following:

- Weighbridge (entry)
- Waste Transfer Station (Disposal Site, Storage Shed and CRC facility and Site Office)
- Staff Amenities Building
- Plant and Equipment Sheds
- Diesel Storage Unit (4,000 litres)
- Pump Sheds
- Water Tanks
- Secured Abandoned Vehicle Compound
- Disused Structures at closed speedway track.

Refer to Appendix 20.1 Site Map & Location of Tharbogang Waste Management Centre, and 20.2 Map - Tharbogang Waste Management Centre Quarry

### **3.3. Yenda Waste Management Centre**

Yenda Waste Management Centre is located to the north of the village of Yenda. Currently it is only open to the public on a Sunday between 1.00 pm and 5.00 pm. There is a Transfer Station facility on site. Rubbish from this facility is then transported back to the Tharbogang Waste Management Centre for recycling and/or disposal. There is a site hut and awning located on this site.

Refer to Appendix 20.5 Map - Yenda Waste Management Centre for site plans.

## **4. Definition of Pollution Incident**

A 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.

## 5. Likelihood of a Potential Pollution Incident

The two facilities (landfill and quarry) and one site (TWMC) that have restriction under an EPL and have had a risk assessment carried out on the likelihood of each of the Potential Pollution Incidents occurring.

The operational restriction put on each site by the EPL are such that the likelihood of a Potential Pollution Incident occurring is reduced remarkably.

A summary of the likelihood of a pollution incident occurring is summarised below:

Site/Residual Risk	Yenda Waste Management Centre	Tharbogang Waste Management Centre	Tharbogang Quarry
Air Pollution Incident	Low	Low	Low
Water Pollution Incident	Low	Low	Low
Noise Pollution	Low	Low	Low
Land Pollution Incident	Low	Low	Low

The full risk assessments can be found in the Appendix section of this document.

## 6. Risk Management and Pre-emptive Actions to be Taken

The following section outlines current operational procedures and design intended to minimise and manage risk of potential hazards to human health or the environment associated with the activities undertaken at this site.

Members of staff working on site are responsible for being aware and notifying the Landfill Overseer or Waste Operations Manager of any potential pollution incidents on the premises.

All management procedures detailed within the LEMP must be adhered to.

The following practices also apply to screening of incoming wastes:

- Public access is only permitted during opening hours;
- The Weighbridge Operator determines the category of waste being deposited by asking and, if need be, inspecting the load before it leaves the weighbridge;
- Commercial customers are directed to the specific disposal site at the landfill;
- All other customers are directed to the Waste Transfer Station where they will be instructed by staff where to dispose of waste;
- Wastes are monitored and inspected as they are being discharged to ensure excluded non-approved wastes are not being disposed; and
- Wastes are monitored and inspected by staff during spreading, compaction and covering.

### 6.1. TWMC Potential Hazards and Pre-emptive Measures

Activity/task /hazard	Potential Hazard	Pre-emptive measures to minimise or prevent any risk of harm to human health or the environment	Person responsible for implementing control	Monitoring	Events that could or would increase the likelihood of such hazards occurring
Air Pollution	Dust	<ul style="list-style-type: none"> <li>• Dust suppression through the use of the water cart in the dryer months.</li> <li>• the expanding of the internal sealing of roads</li> <li>• Any stockpile of clean fill will be monitored if too much erosion is occurring from high winds. Dust suppression techniques, such as a water sprinkler, will be engaged.</li> <li>• Gravel stock piles in the quarry have access to permanent water suppression.</li> <li>• The rock crusher in the quarry will also have permanent water suppression capabilities.</li> </ul>	Landfill Overseer	The Landfill Overseer will decide when the Landfill requires dust suppression through observation and staff reports.	Windy day Dry conditions Delivery of clean fill Increased activity in the quarry Construction projects Commercial use of landfill
Air Pollution	Smoke	<ul style="list-style-type: none"> <li>• Limit the amount of combustible materials on site, through slashing and weed spraying.</li> <li>• Keep the landfill cell compacted.</li> <li>• Smaller active tipping cells.</li> <li>• Limit the number of cells in the summer season.</li> <li>• Landfill Operators will be more vigilant on what is going into the cell (combustibles and items on fire).</li> <li>• Maintaining machinery in good working order to minimise risk of sparks</li> </ul>	Waste Operations Manager/ Landfill Overseer / Landfill Staff	This will be monitored by the staff on site.  The Landfill Overseer will also monitor the condition of the Landfill.  The Landfill Overseer will notify the WOM ASAP if a fire is detected in the waste cell. This will enact the PIRMP.	<ul style="list-style-type: none"> <li>• high winds,</li> <li>• dry weather</li> <li>• high temperatures</li> <li>• spontaneous combustion and hot embers in waste deliveries</li> <li>• Human errors made during waste screening</li> </ul>

Activity/task /hazard	Potential Hazard	Pre-emptive measures to minimise or prevent any risk of harm to human health or the environment	Person responsible for implementing control	Monitoring	Events that could or would increase the likelihood of such hazards occurring
		<ul style="list-style-type: none"> <li>• If a commercial load of rubbish was to contain hot embers, operational staff would isolate the load from the active tipping cell and then spread the load containing the suspected hot embers to a thin layer and then smother any hot spots.</li> <li>• Smothering immediately with soil or water sprayed from the water cart</li> <li>• Adequately compacting and covering waste;</li> <li>• Mulched green waste has the capacity to spontaneously combust. This risk is minimised via shaping into divided windrows (i.e., small cones) and regularly placing mulch as cover on the landfill;</li> <li>• Regular litter patrols;</li> <li>• Ensuring fire breaks are maintained around the site boundary and around any stockpile of combustibles;</li> <li>• Easy access to on-site fire-fighting equipment; and</li> <li>• Accepting only permitted wastes categories</li> <li>• In the peak fire season, operators will maintain the fire-fighting equipment to ensure that the on-site fire-fighting capability is maintained. <ul style="list-style-type: none"> <li>○ Ensuring that the water cart permanently located at the</li> </ul> </li> </ul>			

Activity/task /hazard	Potential Hazard	Pre-emptive measures to minimise or prevent any risk of harm to human health or the environment	Person responsible for implementing control	Monitoring	Events that could or would increase the likelihood of such hazards occurring
		<p>facility is full at all times and that it is positioned in a readily accessible location;</p> <ul style="list-style-type: none"> <li>○ Weekly testing of the tanker pump and checks that the motor is topped with fuel and oil; and</li> <li>○ Weekly checks that the overhead standpipe that feeds the water cart is functional.</li> </ul> <ul style="list-style-type: none"> <li>● If superheating occurs, an alert will be sent to the Landfill Overseer and Waste Operations Manager mobile phone. Once situation is assessed, the appropriate resources will be responded and the PIRMP will be enacted.</li> <li>● Landfill cell construction, compaction and covering of waste shall use materials not conducive to a landfill fire,</li> <li>● Under the DrumMuster scheme, all disposed chemical drums are washed and have lids removed before being accepted. This is inspected upon receipt</li> <li>● All materials referred to in the MSDS folder are stored in the appropriate manner as directed.</li> <li>● Waste oil is stored in a bunded storage receptacle so that any</li> </ul>			

Activity/task /hazard	Potential Hazard	Pre-emptive measures to minimise or prevent any risk of harm to human health or the environment	Person responsible for implementing control	Monitoring	Events that could or would increase the likelihood of such hazards occurring
		<p>release of raw or burning fuel will not cause a fire in landfilling areas or impact on stormwater.</p> <ul style="list-style-type: none"> <li>At the conclusion of any fire at the Depot an Incident Report shall be completed. This will include the following: the suspected cause, damage and impact, any appropriate works that can be put in place to minimise re-occurrence.</li> </ul>			
Water Pollution	Water run off	<p>All surface run-off is captured via table drains and a network of piped headwalls which flow into a formalised open drain culvert which then flows into containment ponds with the ability to discharge if required. This includes discharge from fighting fire.</p> <p>Maintain the condition of the stormwater network. All stormwater runoff from the Landfill and Quarry Catchments is contained in the Sedimentation/Stormwater ponds.</p>	Waste Operations Manager	<p>The average rain fall is very low. When there is a relative high rain fall event the run off from the Landfill Catchment is contained in the relevant containment ponds.</p> <p>If one pond is filled then the water spills over into the other one through redirecting the channel.</p>	Heavy rainfall event Flood event
Water Pollution	Fuel going into the water course	<p>The fuel kept on site is contained in a double bunded tank.</p> <ul style="list-style-type: none"> <li>All fuelling of landfill plant is carried out in accordance with the relevant Work Method Statement.</li> <li>The fuel tank is double bunded so a leak is highly unlikely.</li> </ul> <p>The integrity of the tank is tested.</p>	Landfill Overseer/ Waste Operations Manager	This tank will be monitored annually by contractors who will provide a certification certificate.	Piercing of tank.

Activity/task /hazard	Potential Hazard	Pre-emptive measures to minimise or prevent any risk of harm to human health or the environment	Person responsible for implementing control	Monitoring	Events that could or would increase the likelihood of such hazards occurring
Noise Pollution	There is only intermittent use of plant on site.	Make sure that all plant when operational on site conforms to the standard as set out in Department of Planning Department Approval 06_334, schedule 3, Noise and Vibration, point 28.	Waste Operations Manager/Fleet Manager	Carry out annual noise impact testing.	Increased landfill and quarry activity.
Land Pollution	Wind Blown Rubbish	Make sure that the cell is compacted well.  Make sure the litter fences are positioned to have the maximum effectiveness.  Have regular clean-up of the rubbish on and around the landfill site.	Landfill Overseer	The Landfill Overseer will monitor the effectiveness of the compaction.	High winds
Land Pollution	Sediment run off	Keep the designed slopes of the landfill no steeper than 45deg.  Make sure that all man-made slopes have sufficient mulch to bind the slope so erosion is limited  Do not have clean fill stock piles too high.	Landfill Overseer/ Waste Operations Manager	By the Landfill Overseer and the WOM.  The site has a protective system of drainage, bunding and holding ponds which contain surface water, leachate and waste. On-site roads are designed to channel and capture runoff.	Prolonged periods of heavy rain Lack of capacity of containment ponds

Activity/task /hazard	Potential Hazard	Pre-emptive measures to minimise or prevent any risk of harm to human health or the environment	Person responsible for implementing control	Monitoring	Events that could or would increase the likelihood of such hazards occurring
Land Pollution	Leachate run off	<p>There was a leachate interception wall construction in 2001. This engineered wall directs all the leachate from the landfill catchment into a well that has an outlet flowing to the Leachate Pond and another outlet for a pump which pumps the leachate to another shallow pond for evaporation.</p> <ul style="list-style-type: none"> <li>• All leachate is contained by the leachate interception wall. When the Leachate Pond is reaching its limit, any additional leachate is pumped to the 2nd Leachate Pond for containment and evaporation.</li> <li>• Upgrading the future proofing of the leachate capture &amp; holding system</li> </ul>	Waste Operations Manager	Daily by the Landfill Overseer.	Heavy rains Flood event
Land Pollution	Egress of Leachate through the ground-water table	Assess the yearly Borehole monitoring results	Waste Operations Manager	By the results of the EPA required BH analysis results.	Failure of leachate containment system.

**6.2. Yenda Waste Management Centre Pre-Emptive Measures**

<b>Activity/task /hazard</b>	<b>What can happen? There is a risk that...</b>	<b>What controls can be implemented to eliminate or reduce the risk?</b>	<b>Person or Department responsible for implementing control</b>	<b>How will it be monitored?</b>	
Air Pollution	Dust	Dust suppression (Water Cart)	Landfill Overseer/Waste Operations Manager	If dust suppression work is deemed to be required it will be carried out.	
Air Pollution	Smoke	Limit the amount of combustible materials on site, through slashing and weed spraying.  Keep the landfill cell compacted.  On landfill open day operator will be vigilant on what is going into the cell (combustibles and thing on fire).	Landfill Overseer/ Waste Operations Manager	This will be monitored by the staff member on duty.  The Landfill Overseer will also monitor the condition of the Landfill.	
Water Pollution	Water run off	Control the egress of water on site, were possible.  Maintain the condition elevation of the walls of the Trade Waste Ponds.	Landfill Overseer/ Waste Operations Manager	There is very little water on this site. There is an average rainfall of 39mm a month with a summer evaporation figure of approximately 2m.  The site has a bund around the permitter.	

Noise Pollution	There is only intermittent use of plant on site.	Make sure that all plant when operational on site conforms to the standard of 35 dB(A).	Landfill Overseer	Carry out noise impact testing when required.	
Land Pollution	Wind Blown Rubbish	Make sure that the cell is compacted well.	Landfill Overseer	The Landfill Overseer will monitor the effectiveness of the compaction.	
Land Pollution	Sedimentation Run off	Do not have clean fill stock piles to high.	Landfill Overseer/ Waste Operations Manager	The Landfill Overseer will monitor the site for sedimentation leaving the site.	
Land Pollution	Leachate	Assess the yearly Borehole monitoring results	Waste Operations Manager	By the results of the EPA required BH analysis results.	

## 7. Inventory of Pollutants

All materials used in the operation of the facility are covered by the Material Safety Data Sheets.

Appendix 20.8 Inventory of Pollutants – as at contains a list of pollutants kept on site.

A variety of waste household pollutants can be stored at the Community Recycling Centre on site until sufficient quantity deems it necessary for the relevant contractor to collect.

Appendix 20.10 Map – Location of Pollutants provides details of where these hazardous household waste items are stored on the premises.

## 8. Safety Equipment

It is staff responsibility to wear the provided Personal Protective Equipment (PPE). Staff have access to all the required PPE and facilities. Each staff member has an individual storage box and it is in this box that their personal PPE is kept.

There are also spare PPE items kept on site to replace single use items.

See map Appendix 20.9 Map - Emergency Response Equipment.

Safety Equipment	Location – Workshop, Bathroom, WTS Site Office	Additional Information
PPE	Workshop bathroom, Waste Transfer Station (WTS) site office	Each staff member has their own PPE gear. The PPE gear in the WTS is more specific to chemical hazards.
Fire Extinguisher	Waste Depot Weighbridge Transfer Station	Equipment such as portable fire extinguishers should only be used by persons who are suitably trained and it is safe to do so.
Chemical Spill Kit	Landfill Workshop Office, WTS	This product is only for workshop spills
First Aid Kit	Landfill Workshop Office, WTS	Each plant item has a 1 <sup>st</sup> aid kit. All staff are trained 1 <sup>st</sup> aid officers
Dousing Shower	Waste Transfer Station	This is located next to the storage shed where the chemical by-catch cabinets are located.
Heavy Plant		Site plant items (compactor, excavator, truck, etc.) are available for use to construct diversion/containments if required but must only be used by suitably trained personnel.
Grab folder (Emergency Response folder)	Landfill Workshop Office.	This folder is one of the folders that the Overseer will take with him in an emergency situation.
SDS folder	Landfill Site Office. Waste Transfer Station	Contains technical information on the product and how to safely protect yourself and contain a spill
PIRMP	Landfill Site Office.	Pollution Incident Response Management Plan
PIP	Landfill Site Office.	Pre-Incident Plan (Fire)
By-catch Cabinets	Waste Transfer Station CRC facility	This safety cabinet is used to contain pollutants and minimize exposure to vapours.
Access Control	Facility Entrance	Used to restrict access to unauthorised area.

Communication equipment	Personnel	Critical personnel are issued with a mobile phone to ensure contact at all times as there is no landline is available at the Landfill. There is also handheld UHF radios
Onsite Water Tanks	See Appendix	Provides quickly available water for firefighting.
Water Tanker	Waste Depot	Provides high level fire-fighting capabilities.
Water Monitor (Water Cannon)	Waste Depot	Staff will be inducted in the use of both plant items.

## 9. Pollution Incident Process

In the event of a pollution incident the following 4 steps will be followed in descending order:

1. Emergency Response: Ensure personnel are safe
2. Emergency Response: Contain the incident where possible
3. Notify the Waste Operations Manager
4. Waste Operations Manager (or Landfill Overseer or Director Utilities) to activate the PIRMP.

## 10. Notification of Pollution Incident

### 10.1. Activating the PIRMP and Managing the Response

Whoever becomes aware of the pollution incident must immediately contact the individuals responsible for managing the incident response and contacting the relevant authorities.

The person(s) who may become aware of an incident are:

- Council employee,
- Contractor
- Customer
- Neighbour

The position titles and 24-hour contact details of individuals responsible for activating and managing the incident response and notifying the relevant authorities are:

	Title	Name	24-hour Contact Number
Initial point of contact:	Landfill Overseer		6969 4832
If Overseer not contactable:	Waste Operations Manager		6969 4832
If Overseer and Manager not contactable:	Director Utilities		6969 4832
	Quarry Operator	Milbrae Quarries Pty Ltd	
	Council After Hours Number	J&J Security	6969 4832

## 10.2. Speed of Response for Notification

The requirement for notification of a pollution incident was changed from 'as soon as practicable' to 'immediately'. In short, 'immediately' means 'promptly without delay', but it does not mean undertaking notification ahead of doing what is necessary to make an area safe.

The NSW Environment Protection Authority requires immediate reporting of pollution incidents that cause material harm to the environment.

## 10.3. Notification of Relevant Authorities

Where the pollution incident causes or threatens material harm to the environment or human health, and is deemed notifiable, all the following authorities, in correct sequence for notification, must be notified.

Agency	Description	Contact Number
Emergency Services	Police, Fire, Ambulance (24 hr emergency hotline)	000
Environmental Protection Authority (EPA)	Environment Line (24 hr emergency hotline)	131 555
Ministry of Health	Via Public Health Units, Murrumbidgee Local Health District, Wagga Office	1300 055 055 Ask for EHO
SafeWork NSW	(Hotline number)	131 050
Griffith City Council	Customer Service Department ( <i>Work Hrs 8am – 5pm</i> )	1300 176 077
Quarry Operator	Milbrae Quarries Pty *** if incident directly affects the ongoing operation of the quarry.	

A full listing of Emergency Contacts is available in Appendix 20.6 Emergency Contacts

All contact details are verified annually and updated as required.

## 10.4. Personnel Responsible for Notification of Relevant Authorities

The Landfill Overseer will, after notifying the Waste Operation Manager of the intent, carry out the notifications required. If the Landfill Overseer and/or the Waste Operations Manager are not available, these duties would be the responsibility of the Director Utilities.

## 10.5. Information to be notified

The information that will need to be provided to each authority may include:

- the time, date, nature, duration and location of the incident
- the estimated quantity and concentration of pollutants involved, if known
- the cause and circumstances of the incident
- the action taken or proposed to be taken.

A Pollution Incident Reporting Form is available in the Appendix to assist in correctly recording and notifying the EPA.

## **11. Actions to Be Taken During a Pollution Incident**

All site personnel with relevant training must make every effort to contain the pollution incident on site, without putting themselves at risk of harm.

In the case of a fire and where safe, attempts must be made to extinguish or contain the fire immediately. This could be through the use of the two water carts on site or the smothering of the fire with cover material. This is contained in the TWMC Pre-Incident Plan (Fire) of which a copy has been provided to the NSW Fire Brigade and the Rural Fire Service.

During a major incident, the lead combat agency will be provided all the available on-site Council resources. This may be staff and plant items.

In the event of a chemical spill that is not contained by bunding, Spill Sorb (or similar) must be used to restrict the spread of the chemical.

If pollution is identified through groundwater or surface monitoring, procedures as identified in the LEMP will be followed.

### **11.1. Minimising Harm to Visitors on the Premises**

In the event of a pollution incident occurring everyone on site will be mustered by operational staff to the Emergency Assembly Point at Weighbridge, (WM-WI-004) Emergency Evacuation (see Appendix 20.15) after which they will be safely evacuated from the site where appropriate. It is a condition of entry that in the event of an emergency, both the public and staff must adhere to directions given by the Landfill Overseer.

Staff will isolate the area as per the Landfill Emergency Evacuation procedure (see Appendix 20.15). Due to there being only one access into TWMC and the marshalling point is at the Weighbridge any vehicles trying to enter the site will be stopped at this point.

Staff will check the Visitors Entry Register to ensure that all Contractors on site have been accounted for.

### **11.2. Minimising Harm to Staff on the Premises**

In the event of an incident, actions and arrangements are in place to minimise the risk of harm to persons who are at the premises or are likely to be at the premises.

Staff have access to Personal Protective Equipment which ranges from specific respirators which provide protection from harmful air borne material to protective coveralls and eye protection, change of clothes, etc.

Staff have access to shower and washroom facilities. The plant at the Landfill have enclosed cabins which provide a negative pressure environment. This includes a circulated air filtration system.

## **12. Communication with Neighbours and Local Community**

### **12.1. Identification of Neighbouring Properties**

When the PIRMP is activated, the surrounding neighbours will receive a “group text” A text notification will be sent once the incident has concluded and it poses no risk to the surrounding neighbours.

A text notification log will be provided in the incident report.

A list identifying immediate neighbours who must be notified during a pollution incident and their contact details is contained in **Map - TWMC Neighbouring Residential Properties**

Surrounding properties consists mainly of rural lands with some residences, orchards and farmland.

### 12.2. Staff Responsible for Notifications and Communication Methods to be used

The table below summaries personnel responsible for neighbour and community notifications and the mechanisms that will be used for providing early warnings and regular updates to the owners and occupiers of premises who may be affected by an incident occurring at the Depot.

Notifications to be made	Person Responsible or Alternative	Communication Method
<b>Initial Notification</b>	Landfill Overseer OR Waste Operations Manager OR Director of Utilities	Group Text
<b>Notification of Action to be Taken</b>	Landfill Overseer OR Waste Operations Manager OR Director of Utilities	Group Text
<b>Regular Updates</b>	Landfill Overseer OR Waste Operations Manager OR Director of Utilities	Group Text
<b>“All Clear”</b>	Landfill Overseer OR Waste Operations Manager OR Director of Utilities	Group Text
<b>Local Community</b>	Council Communications Officer	Media releases to: - Radio - Television - Internet (Council website <a href="http://www.griffith.nsw.gov.au">www.griffith.nsw.gov.au</a> ) - Social media (“Griffith City Council” Facebook page) as required

### 12.3. Contact Details for Staff Responsible for Notifications

	Title	Name	Contact Number
	Landfill Overseer		02 6962 4832
If Overseer not contactable:	Waste Operations Manager		02 6962 4832
If Overseer and Manager not contactable:	Director Utilities		02 6962 4832
	Council Communications Officer		02 6962 4832

#### 12.4. Initial Notification

In the event of a notifiable incident at Tharbogang Waste Management Centre or Tharbogang Quarry, Griffith City Council will provide early warning to directly affected premises by a group text message/SMS. It is important to note that all the surrounding neighbours have provided signed permission to be included in the group text.

Text messages would be distributed to neighbours as a broadcast at the same time.

#### 12.5. Methods of Notification

- Early warning text message
  - o An Incident/Early Warning System for surrounding landholders is currently in place. Neighbouring properties receive a text message notifying them of an incident at the Landfill.
  - o The early warning notification shall provide specific information to minimize the risk of harm such as:
    - details of what the incident/imminent incident is and
    - how those affected can prepare and respond to the incident.
  - o Information could also include any actions that should be taken if deemed necessary, e.g., closing windows, staying indoors. A sample text message could be:
    - *“There is currently a small fire at the Tharbogang Landfill which will soon be under control. Neighbours do not need to take any action at this stage. Updates will be provided as available”.*

#### 12.6. Information to tell the neighbours:

- Type of pollution incident
- Severity
- What they should do

The notification shall provide specific information to the neighbouring properties (and local community if required) so it can minimise the risk of harm such as:

Incident	Information to be provided to neighbour
Emission of air pollutants	Instructions to close windows and doors and remain inside for incidents.
Pollutant discharge	or avoid the use of water in creeks or rivers affected or likely to be affected,

#### 12.7. Subsequent Notifications

Where early warning is not possible Council will provide notification and communication during and after an incident to provide those affected with information, advice and updates.

Regular communication and notification using the communication methods listed above will be provided as the situation changes, e.g., smoke intensifies and is potentially more toxic and/or contains a greater concentration of harmful particulates and poses a major health hazard for residents. Neighbours may be advised to stay indoors in this case. Regular update will continue until the incident and clean-up of impacted site and affected areas has been completed.

In the event of a major pollution incident, neighbours may be further contacted by an emergency service representative, such as in a case where evacuation or critical safety actions are necessary.

#### **12.8. Conclusion of Incident Notification**

An 'all-clear' text message or telephone call will also be made to residents when the incident is no longer of concern and safety has been restored.

#### **12.9. Community Notification**

Depending on the nature, scale and timing of the incident, Council will also place routine notices and updates on its website, Facebook page and/or provide information via the local Media. Communication methods will be used on a case-by-case basis and in all situations. Council will attempt to provide early warnings to directly affected neighbours as described above.

#### **12.10. Notification of Main Commercial Customers**

The incident may require the halting of commercial customer's entry to the Landfill. This will be determined by the officer that activated and is in charge of the PIRMP.

Staff responsible for notification of main commercial customers, if required, are the Landfill Overseer, or the Waste Operations Manager, or the Director Utilities or staff member as directed.

Company	Name	Title	Contact Number
JR Richards & Sons		Manager S/E NSW	Office: 6925-5004
Cleanaway Griffith		Regional Manager	Office: 6925 3202
MIA Quik Waste		Owner	Office: 6962 7717
Riverina Skip Bins		Owner	

## Notification to Council Department

Department	Name	Title	Contact Number
Works		Works Coordinator	02 6962 4832
Water and Sewer		Water and Wastewater Coordinator	02 6962 4832
Parks and Gardens		Overseer Parks and Gardens	02 6962 4832
Fleet/Depot		Fleet & Depot Manager	02 6962 4832

### 12.11. Yenda Waste Management Centre – Notification of Neighbours

Due to no residential properties surrounding Yenda Waste Management Centre, residential notification is not required.

## 13. Licenced Asbestos Removalists

These numbers are included for reference if required.

Company	Name	Contact Number
Byrne Demolitions (friable & non-friable)		Office: 02 6382 5453
Hunts Asbestos Removal & Demolition (non-friable)		

## 14. Asbestos Hygienist

Company	Name	Contact Number
All Clear Group		Office: (02) 6937 6200

## 15. Heavy Vehicle Recovery

These numbers are included for reference if required.

Company	Name	Contact Number
Truck Art		Office: (02) 6926 0400 Office number diverts to on-call mobile on weekends

## 16. Staff Training

All staff will receive sufficient training to enable them to carry out their assigned duties in a competent and safe manner.

### 16.1. Frequency of Staff Training

All Council employees at the premises shall be trained on the implementation of the PIRMP as follows:

- Existing Council employees/site personnel:
  - during the regular toolbox meetings or
  - at least annually during the yearly review of the PIRMP/desktop scenario where staff undertake a simulated pollution incident response exercise.
  - specific fire training will be provided to all operational staff.
- New Council employees /site personnel:
  - as part of the employee's induction at the premises. The training will cover the purpose, requirements and responsibilities as detailed in the PIRMP.

Regular site briefings and toolbox meetings will be held when considered appropriate to draw attention to potential pollution incidents and identify improvements to on-site safety procedures.

Additional training will also be provided to employees whenever the PIRMP is changed.

All drills and exercises of the PIRMP will be document, indicating the outcomes of the exercise and any problems that were encountered, along with any recommendations for PIRMP modifications.

### 16.2. Record of Training

Copies of all staff licences and letters of competencies are kept on file and administrated by Council's Work Force Planning Department.

The competency of staff in the below items was based on experience and training.

Staff member	Competent in the use of the Water Cart (Flat Bed)	Competent in the use of the Water Tanker	Competent in the use of the Trac Loader	Competent in the use of the Compactor	Able to enact the PIRMP
	x	x	x	x	✓
	x	x	x	x	✓
	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓
	✓	✓	✓	✓	x
	✓	✓	✓	✓	x
	✓	✓	✓	✓	x
	✓	✓	✓	✓	x
	✓	✓	✓	✓	x

\* These staff are Relieving Overseers and either will be onsite if Overseer is unable to attend incident.

## **17. Document Review**

The Waste Operations Manager will ensure the PIRMP will be reviewed and updated at least once every 12 months to ensure accuracy and effectiveness. This will be done in conjunction with the document testing and all relevant Council staff will be involved.

When a new PIRMP is issued, the old version will be replaced in its entirety. The version and date of issue will be recorded on each page of the PIRMP in the footer.

NOTE: A review MUST be undertaken within one month of any pollution incident occurring.

A register for updating and testing the PIRMP can be found in at the front of the PIRMP and will be updated if changes are made.

See Appendix 20.13 Waste Department PIRMP Annual Review Flowchart.

## **18. Document Testing**

The PIRMP will be routinely tested, at least once every twelve (12) months, for accuracy, current and suitability.

Testing will ensure the information included in the PIRMP is accurate and up to date and the PIRMP is capable of being implemented in a workable and effective manner.

The 2 methods of testing will be:

1. A desktop simulation
2. Practical exercise/drill.

Testing will cover all components of the PIRMP including the effectiveness of training.

The date of the desktop simulation or practical exercise/drill, the staff members that participated and date the PIRMP was updated will be recorded in the PIRMP.

## **Document Storage**

The PIRMP storage location will be made known to all relevant staff members and only the latest version will be available for use.

Locations for storage include:

- Waste Operations Manager's Office
- Tharbogang Waste Management Centre – Landfill Overseer's Office
- Tharbogang Waste Management Centre - Weighbridge
- Yenda Waste Management Centre – Site Office
- Utilities Library
- Uploaded to Council website – Public Version ONLY

The Landfill Overseer's office is clearly labelled with a sign displaying that the PIRMP is located within.



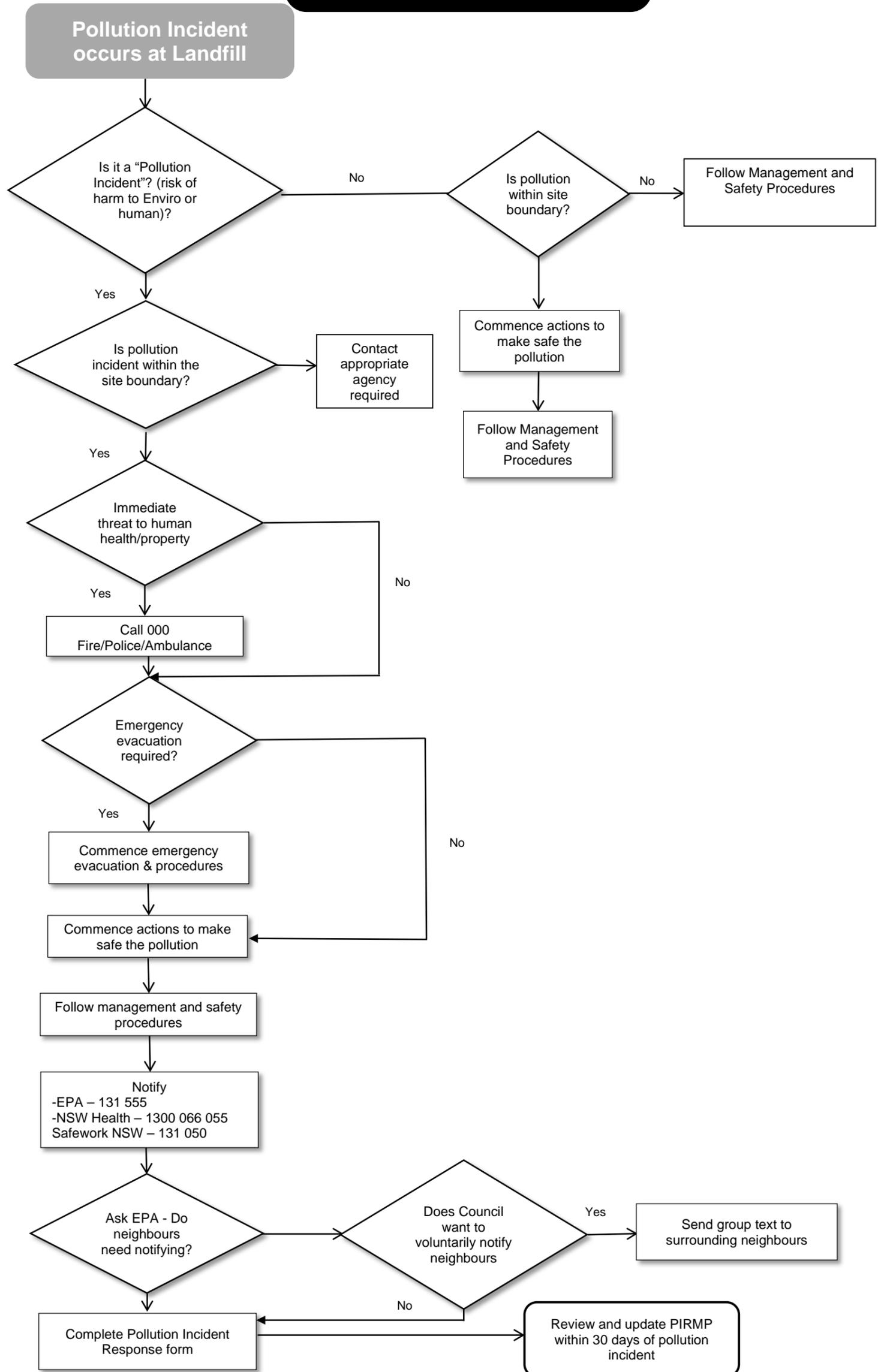
## 19. Associated Documentation

- Schematic of Landfill Pressure Water Tank System 19/53081
  - (WM-WI-013) Operation of Monitor (Fire Cannon) 18/107007
  - (WM-WI-016) Filling of the Water Cart 19/75833
  - TWMC Pre-Incident Plan (Fire) 19/56103
  - Landfill Environmental Management Plan DM291697
  - Emergency Response Grab Folder on-site in Overseer's office
- This folder is ready to 'grab' in the event of an Emergency and contains the following:
- List of staff
  - Fire Wardens list
  - Evacuation Procedure
  - PIRMP document
  - Hazardous Goods Register



Pollution Incident Management Plan Procedure

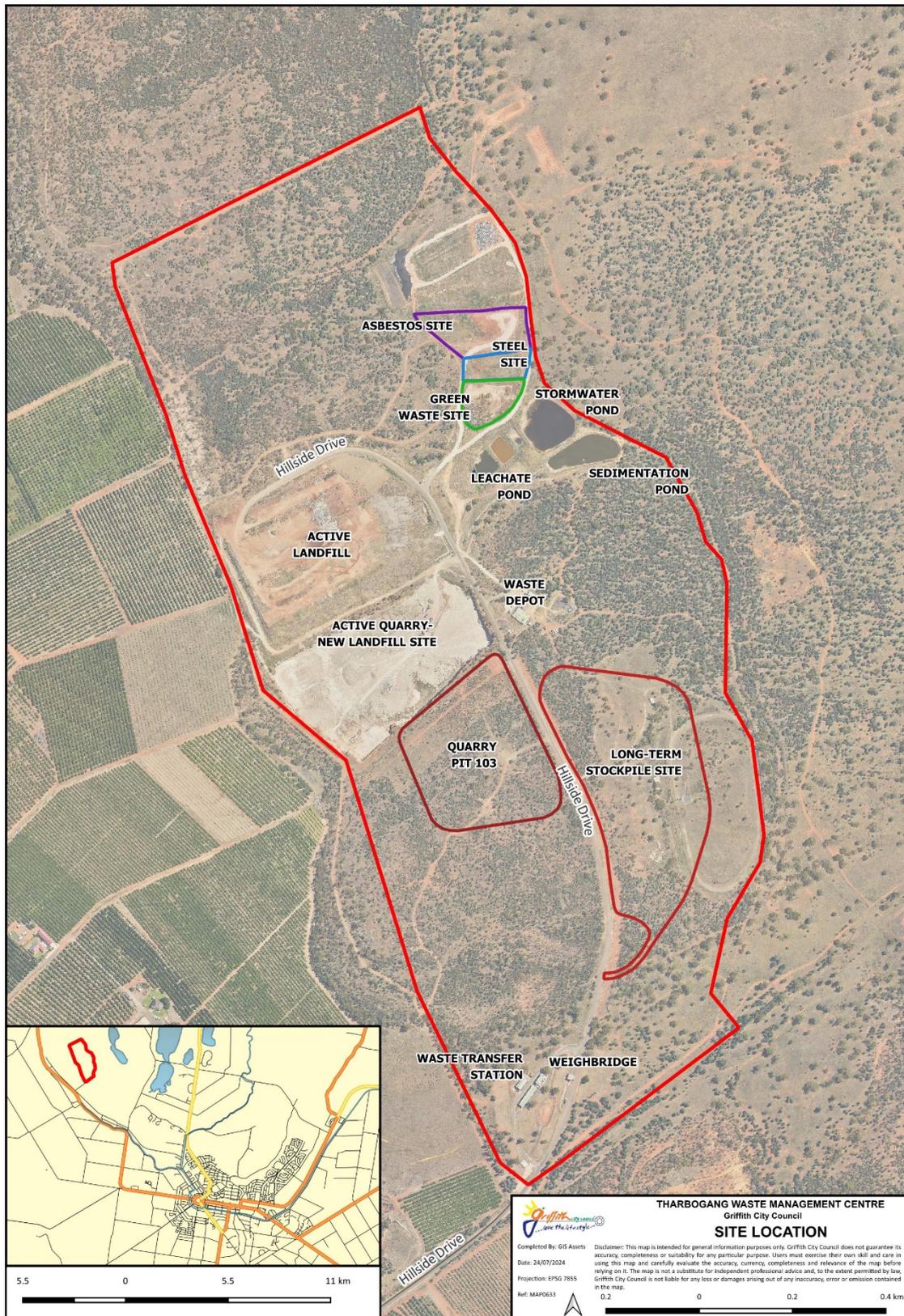
WM-PR-020  
**(WM-PR-020) Pollution Incident Management Plan Procedure**  
 Version 1      Owner: Waste Operations Manager  
 Created: 23/5/23      Modified:      Approved: 23/05/23



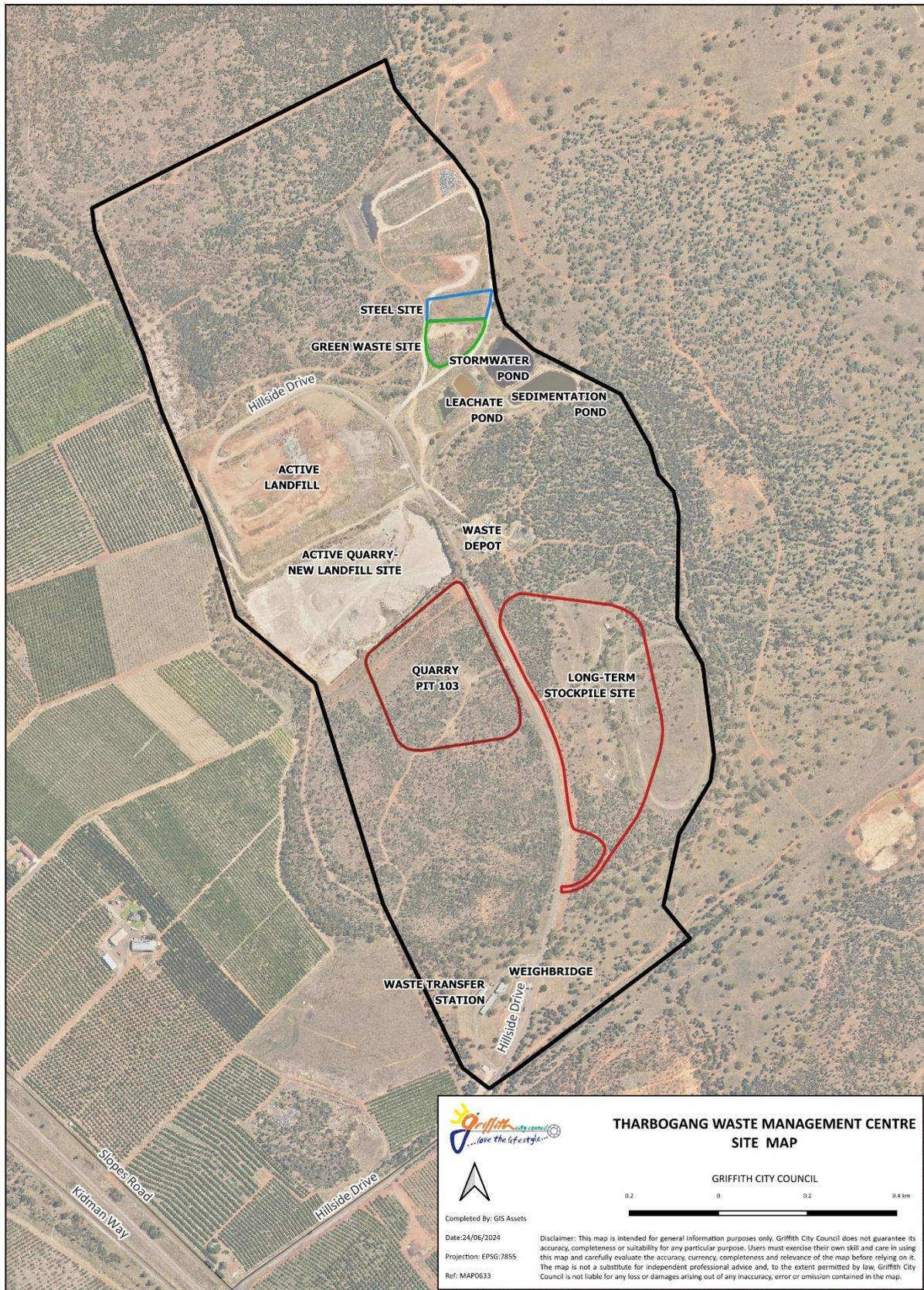
## **20. Appendix**

### **Tables and Plans**

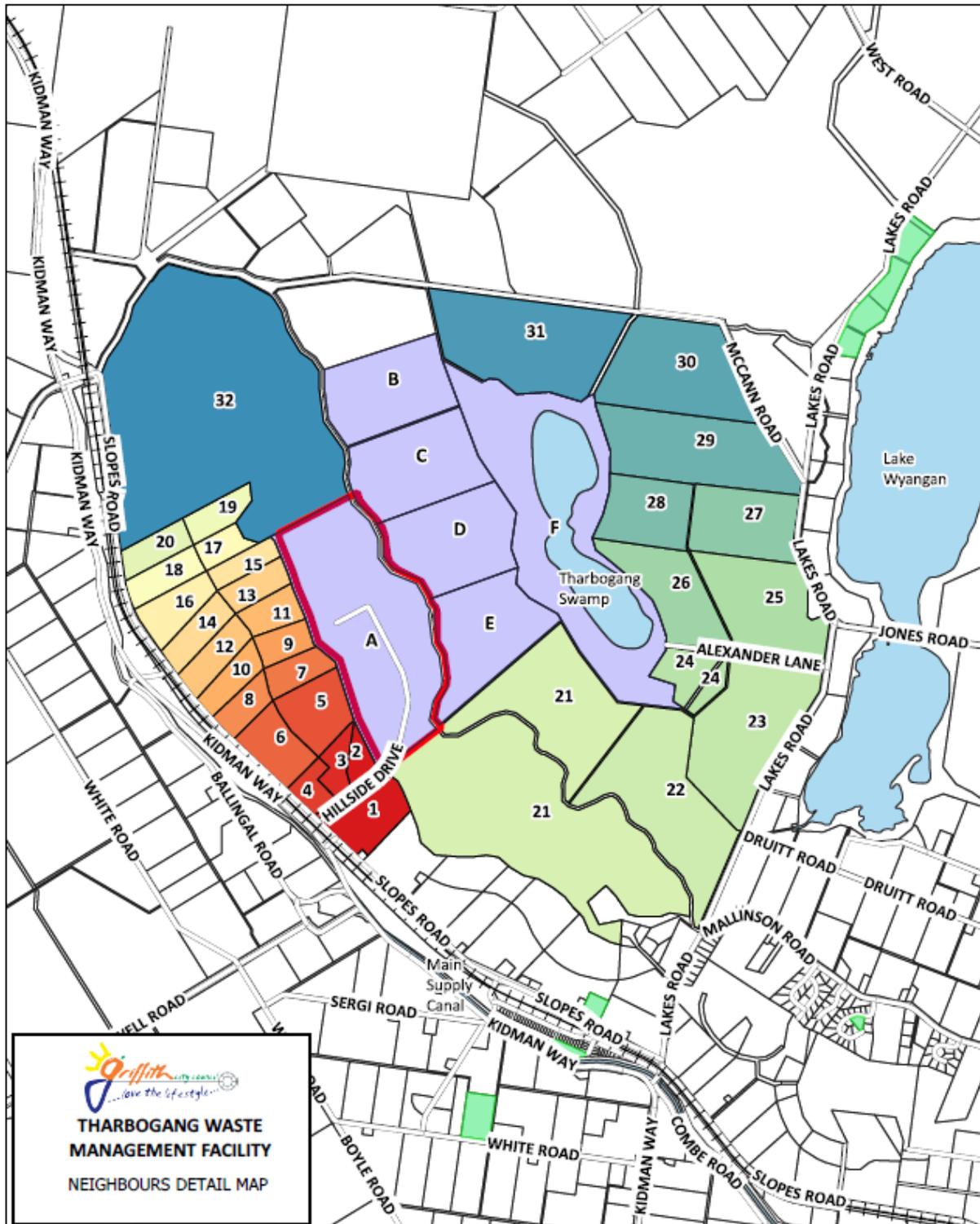
## 20.1. Site Map & Location of Tharbogang Waste Management Centre



20.2. Map - Tharbogang Waste Management Centre Quarry



### 20.3. Map - TWMC Neighbouring Residential Properties



Disclaimer: This map is intended for general information purposes only. Griffith City Council does not guarantee its accuracy, completeness or suitability for any particular purpose. Users must exercise their own skill and care in using this map and carefully evaluate the accuracy, currency, completeness and relevance of the map before relying on it. The map is not a substitute for independent professional advice and, to the extent permitted by law, Griffith City Council is not liable for any loss or damages arising out of any inaccuracy, error or omission contained in the map.

Completed By: GIS Assets ; U. Wijethunga

Date: 14/01/2021

Projection: EPSG:28355

Ref: MAP0225

0 0.5 1 km





20.5. Map - Yenda Waste Management Centre



## 20.6. Emergency Contacts Numbers and Details – updated 4/5/24

Organization Department	Name and Position	Business Telephone No.	After Hours
<b>Ambulance</b>	Officer on Duty	000	000
<b>Council Primary Contact</b>	Water & Wastewater Manager GCC	1300 176 077	02 6969 4832
<b>Council Health Department</b>	Environment & Public Health Coordinator	1300 176 077	02 6969 4832
<b>Electricity - Essential Energy</b>	Officer on Duty	132 080	132 080
<b>Environment Protection Authority (EPA)</b>	Riverina Far West Region Manager info@epa.nsw.gov.au	131 555	131 555
<b>Fire &amp; Rescue NSW Griffith – Fire Station</b>	Officer on Duty	000 02 6929 5711 (Griffith Fire Station)	000
<b>Gas – Jemena</b>	Officer on Duty	131 909	131 909
<b>Griffith Base Hospital</b>	Officer on Duty	02 6969 5555	02 6969 5555
<b>Local Emergency Management</b>	Local Emergency Management Officer  Local Emergency Management Officer Assistant	1300 176 077  1300 176 077	02 6969 4832
<b>Media - Radio ABC Riverina FM 100.5 &amp; AM 675</b>	Office	02 6923 4811	
<b>Media - Radio 2MIA FM 95.1 - Community</b>	Officer on Duty	02 6964 1033	02 6964 1033 (up to 12:00am)
<b>Media –Radio TripleM &amp; Hits – Southern Cross Astereo</b>	Office	6969 7860	No one after 5.00pm so Email: Duncan.potts@sca.com.au
<b>Murrumbidgee Irrigation</b>	Supply and Drainage Channels and Structures - Officer on Duty	02 6962 0200 (Office)	02 6962 0262
<b>NSW Health – Local Public Health Unit</b>	Officer on Duty	<b>1300 066 055</b>	<b>1300 066 055</b>
<b>NSW Rural Fire Service MIA District</b>	Office	<b>6966 7800</b> <b>000 Emergency</b>	000
<b>NSW State Emergency Services (SES)</b>	Officer on Duty	132 500	132 500
<b>Poison Information Centre</b>	Officer on Duty	131 126	131 126
<b>Police</b>	Officer on Duty	000 02 6969 4299	000 02 6969 4299
<b>SafeWork NSW</b>	Officer on Duty	131 050	131 050
<b>Telstra</b>		132 200	132200
<b>Yenda Fire Brigade</b>	Yenda Fire Captain	02 9493 1512	000

## 20.7. Report Form to Environment Incident Hotline

**NOTE:** This form should be printed directly from TRIM 18/100339

### PART A

## Report to Environmental Incident Hotline LOCATION OF INCIDENT



Recent changes to Part 5.7 of the *Protection of the Environment Operations Act 1997* (POEO Act) specify new requirements relating to the notification of pollution incidents. For more information see [www.environment.nsw.gov.au/pollution/notificationprotocol.htm](http://www.environment.nsw.gov.au/pollution/notificationprotocol.htm)

Project   
  Facility   
  Activity   
  Location/Name:

STREET NUMBER    
 STREET NAME

SUBURB    
 NEAREST CROSS STREET

WHERE DID THE INCIDENT OCCUR

SECTION/UNIT RESPONSIBLE FOR THE SITE

**Sewage**

- break in mains
- pumping station (sewage or chemical)
- sewage treatment plant
- other (ponds etc)

**Waste**

- waste from Council project/facility/activity
- dumped waste
- asbestos only

**General**

- spill/overflow (chemical, fuel, substance etc)  
*additional detail required below*
- vegetation – disturbance / damage
- general – (heritage, water, wildlife etc)
- other

**Cause**

- blockage
- mechanical failure
- electrical failure or power outage
- rainfall inundation
- trade waste incident
- break in main
- other

DESCRIPTION OF INCIDENT

ACTION TAKEN TO CONTAIN / MANAGE THE INCIDENT

Were photos taken:    YES     NO    
 Were samples taken:    YES     NO

### Details of person reporting the Incident

NAME    
 DATE

PHONE

MOBILE

DEPARTMENT SECTION

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Approved by: Quality Systems Supervisor	Department: Water & Sewerage	Document ID: (WS-FO-006)	Version: 1
Issued: December 2018	Revised: --	Status: Approved	Page 1 of 3

The completed form should be emailed to: [riverina.farwest@epa.nsw.gov.au](mailto:riverina.farwest@epa.nsw.gov.au) and [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au) with the subject line "Self Report" and quote the EPA Reference Number on this form and/or the relevant EPA Licence Number.

# Report to Environmental Incident Hotline INVESTIGATION



The appropriate Section Supervisor/Manager is responsible for completion of **Part B** of the incident report.

## IMMEDIATE ACTION BY SUPERVISOR/MANAGER

**Will the incident:** YES  NO  NOT SURE

1. Require assistance from other agencies to contain, isolate or cleanup?  
If "Yes" call 000 immediately.

2. Pose any actual or potential harm to human health that is not trivial?  
Is it located within 100m of a school, childcare centre, aged care home?  
• Could it impact on users of public areas such as ovals, reserves, waterways?  
• Could the impact spread and potentially harm occupants of nearby properties?

3. Pose any actual or potential harm to ecosystems that is not trivial?  
• Could the incident flow / impact on a water body or drainage system?  
• Could the incident flow / impact on environmentally sensitive land?

4. Result in actual or potential loss or property damage of an amount over \$10,000?

If you answered 'yes' to any of the above then the incident should be considered as a notifiable "pollution event". There is a **duty to notify** the EPA, Ministry of Health, WorkCover and Fire and Rescue NSW immediately after becoming aware of a pollution incident where material harm is caused or threatened. Failure to do so is an offence (*Protection of the Environment Operations Act 1997*)

### Agency Notification

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the following order.

**NSW EPA** (EPA Environment Line: 131 555)  
Contacted:  YES  NO Reason not contacted:

NAME OF EPA REPRESENTATIVE	TIME AND DATE	EPA REFERENCE NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

ACTIONS REQUIRED BY EPA

**NSW Health – Local Public Health Unit** (See [www.health.nsw.gov.au/publichealth/infectious/plus.asp](http://www.health.nsw.gov.au/publichealth/infectious/plus.asp))  
Contacted:  YES  NO Reason not contacted:

NAME OF PHU REPRESENTATIVE	TIME AND DATE	PHU REFERENCE NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

ACTIONS REQUIRED BY LOCAL PHU

**WorkCover Authority** (WorkCover: 13 10 50)  
Contacted:  YES  NO Reason not contacted:

NAME OF WORKCOVER REPRESENTATIVE	TIME AND DATE	WORKCOVER REFERENCE NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

ACTIONS REQUIRED BY WORKCOVER

**Fire & Rescue NSW** (Emergency Hotline: 000)  
Contacted:  YES  NO Reason not contacted:

NAME OF FIRE & RESCUE REPRESENTATIVE	TIME AND DATE	FIRE & RESCUE REFERENCE NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>

ACTIONS REQUIRED BY FIRE & RESCUE

CONTINUES ON REVERSE

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Approved by: Quality Systems Supervisor	Department: Water & Sewerage	Document ID: (WS-FO-006)	Version: 1
Issued: December 2018	Revised: --	Status: Approved	Page 2 of 3

The completed form should be emailed to: [riverina.farwest@epa.nsw.gov.au](mailto:riverina.farwest@epa.nsw.gov.au) and [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au) with the subject line "Self Report" and quote the EPA Reference Number on this form and/or the relevant EPA Licence Number.



## 20.8. Inventory of Pollutants – as at May 2024

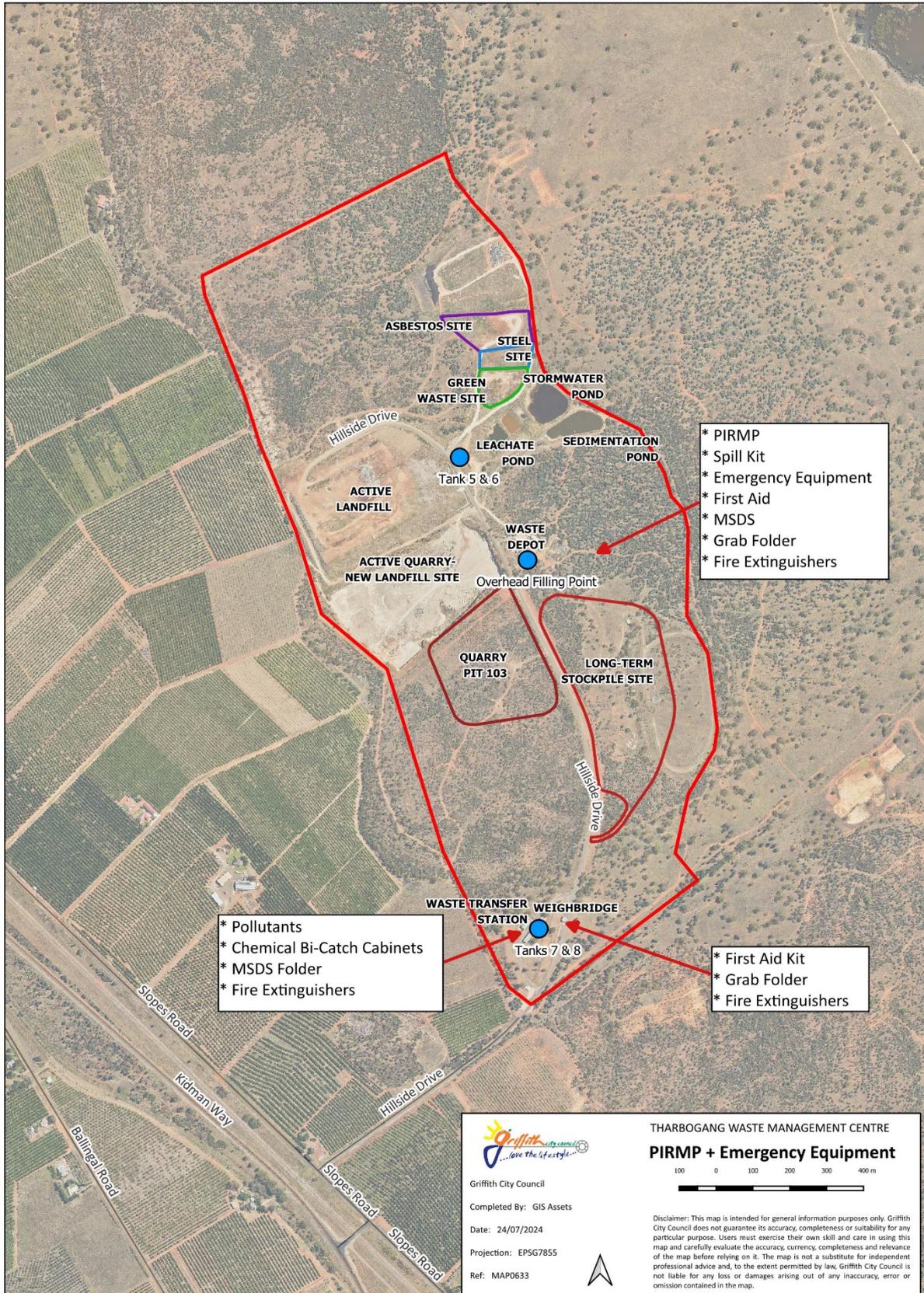
Potential pollutants kept on the premises or used in carrying out activities at the premises, including the quantity held, are summarized as follows:

	Maximum that may be stockpiled at any one time
• 4,000 Litre diesel storage tank	4,000 Litres
• 1,000 Litre on-site fuel cart	1,000 Litres
• Biosolids stockpile	200 ton maximum
• Green waste stockpile	300 ton
• Steel stockpile	Approximately collected every 6 months.
• Asbestos	Buried on-site
• 1,000 Litre Adblue ICB	1,000 Litres
• Various chemicals contained in by-catch cabinets at Community Recycling Centre	Varies depending on collection times
• Transfer Station items:	
○ mattress & tyre recycling cages	Maximum tyre 2.5 ton Maximum mattress 2.7 ton
○ E-waste storage container	Maximum 10 ton
○ Batteries	Maximum 2 ton
○ Recycled oil	Maximum 1.2 ton

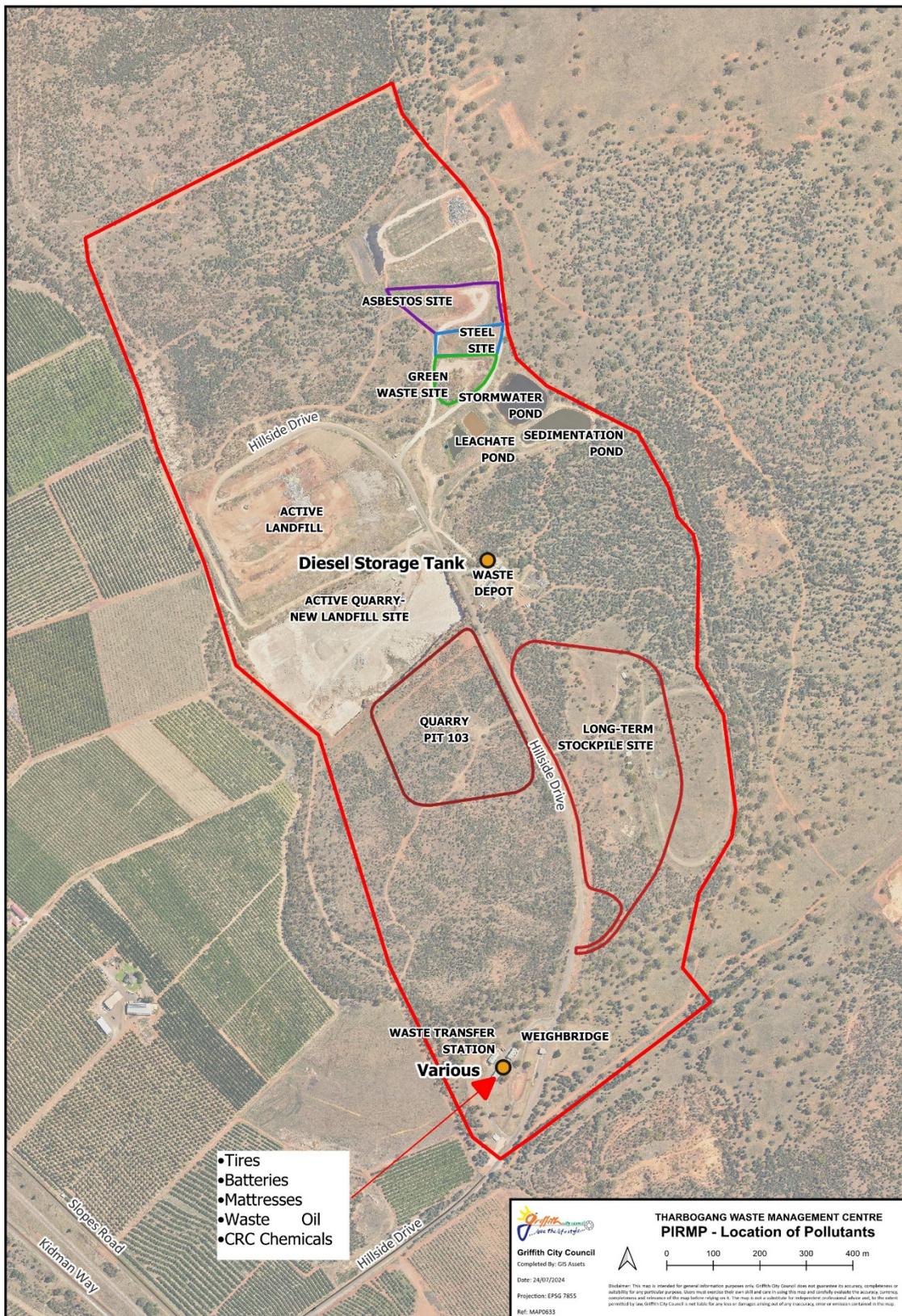
								
FORM								
(Blanks not to be photocopied. Print direct from DAKS)								
(Printed on 11 March 2011 at 12:03)								
(WHS-FO-091) Dangerous and Hazardous Goods Register								
Location: <b>LANDFILL</b>							Today's Date -	30/06/2024
Product Name:	Supplier:	Hazardous Substance Y/N	Dangerous Goods Y/N	Storage Location	Risk Assess Y/N	Quantity Held	SDS Expiry Date	
5.56 Aerosole	CRC Industries	Y	Y	Landfill		6 x 400g	07-Jan-25	
AC-40 Truck Wash	Austech Chemicals Pty Ltd	Y	Y	Landfill		4 Kitres	30-Aug-26	
Aerogard Body Odourless Protection Insect Repeller	Reckitt Benckiser (Aust) P/L	Y	Y	Landfill		12 x 150g	17-Oct-24	
All Purpose Thinners	Pacer	Y	Y	Landfill		4 Litres	29-Jan-25	
Castrol Axle AP 85W-140	Castrol Australia Pty Ltd	Y	Y	Landfill		5 Litres	16-Aug-28	
Chemtech CT18 Superwash	Chemtech	N	N	Landfill	N	1 x 20Litre	01-Nov-24	
Dy-Mark Linemarking All Colours Aerosol	Dy-Mark Pty Ltd	Y	Y	Landfill		36 x 500g	01-Nov-24	
Eucalyptus Disinfectant Deodorant Cleaner	Axi-kem	N	N	Landfill	N	1 x 25Litres	31-Dec-24	
Liebherr Antifreeze Mix	Liebherr	N	N	Landfill	N	2 x 20Litres	21-Feb-25	
Liebherr Antifreeze OS Mix	Liebherr	N	N	Landfill	N	1 x 20Litres	05-Aug-26	
Liebherr Hypoid 85W-140 EP	Liebherr	N	N	Landfill	N	6 x20 Litres	26-Mar-26	
Liebherr Universalfett 9900	Liebherr	N	N	Landfill	N	24 x 450g	10-Jan-25	
Mortein Fast Knowdown Fly & Mosquito Killer Aeros	Reckitt Benckiser (Aust) P/L	Y	Y	Landfill		12 x 350g	02-Feb-26	
PressurePro machine Protector RM	Karcher	Y	N	Landfill		1 x 20Litre	18-Feb-26	
Rapid Set Concrete	Cement Australia Pty Ltd	Y	N	Landfill		3 x 10 k bag	22-May-28	
Septone Bodyguard Sunscreen 30 <b>Last SDS</b>	Septone Products Pty Ltd	N	N	Landfill	N	12 x 500mL	05-Jul-22	
Super Red EP2 Grease	Hi-Tec Oils	N	N	Landfill	N	20 x 450g	21-Jan-27	
Unleaded Petrol	Ampol Australia Petroleum P/L	Y	Y	Landfill		4 x 20Litre	19-Sep-28	
WeedMaster Argo Dual Salt Technology Herbicide	Nufarm	Y	Y	Landfill		1 x 20Litre	31-May-25	
Window Cleaner	Axi-kem	N	N	Landfill	N	25Litres	31-Mar-27	
<b>Dangerous and Hazardous Goods stored above the "Manifest Quantity" i.e Licence required</b>								
*NH = Non held at this time				P				
Product Name:	WorkCover Notification displayed on site?			Expiry Date of Notification	Quantity Held			



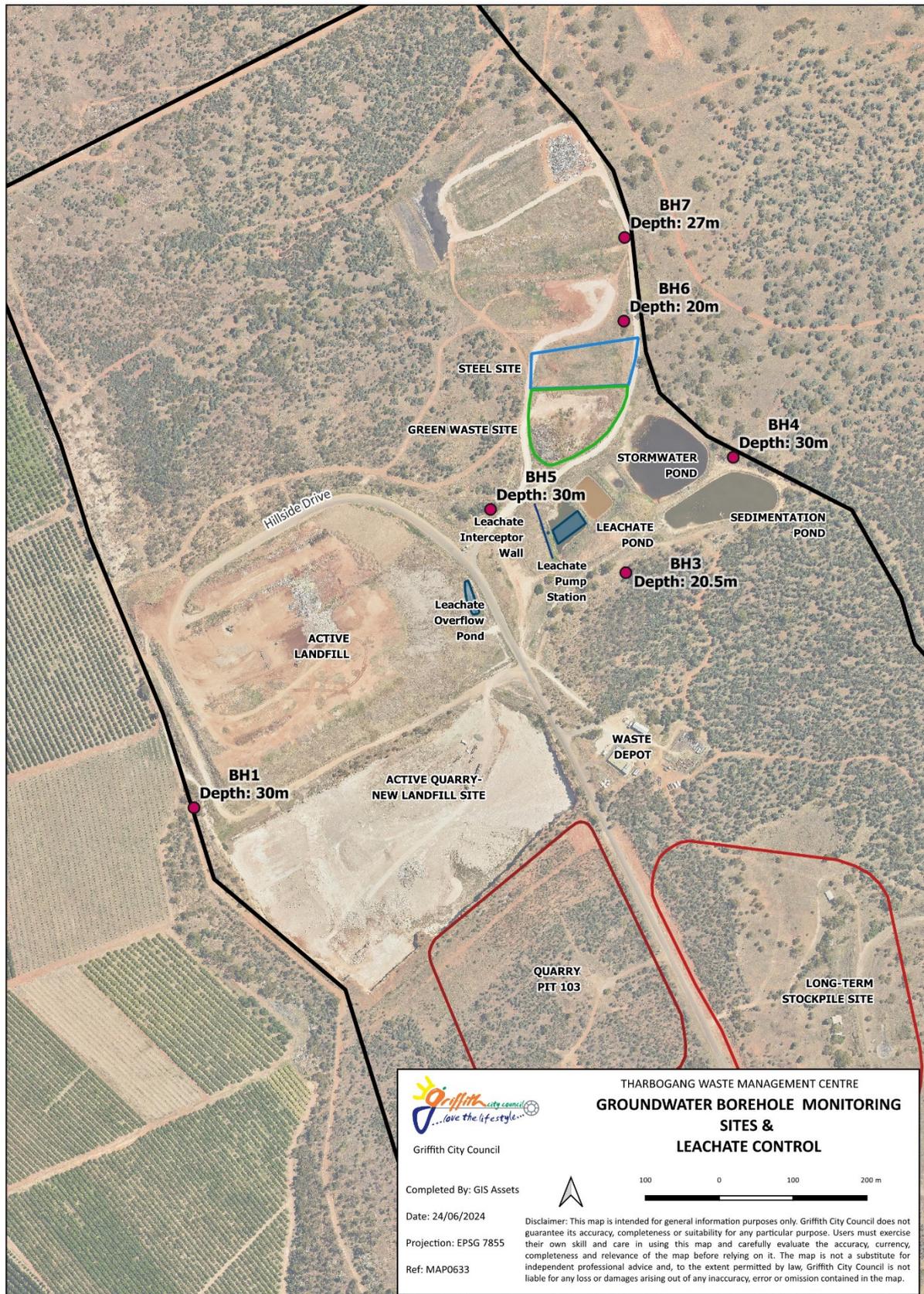
## 20.9. Map - Emergency Response Equipment



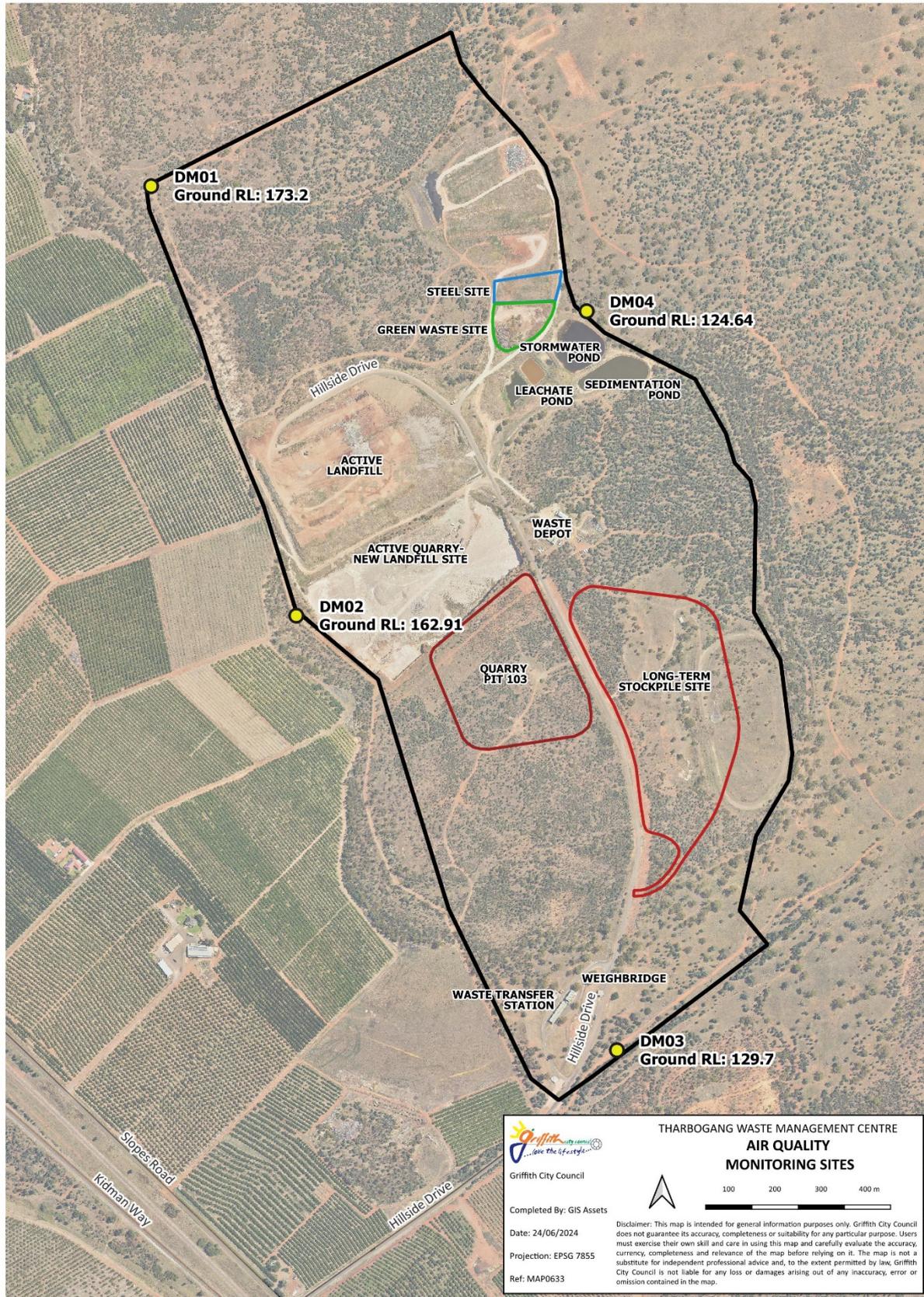
20.10. Map – Location of Pollutants



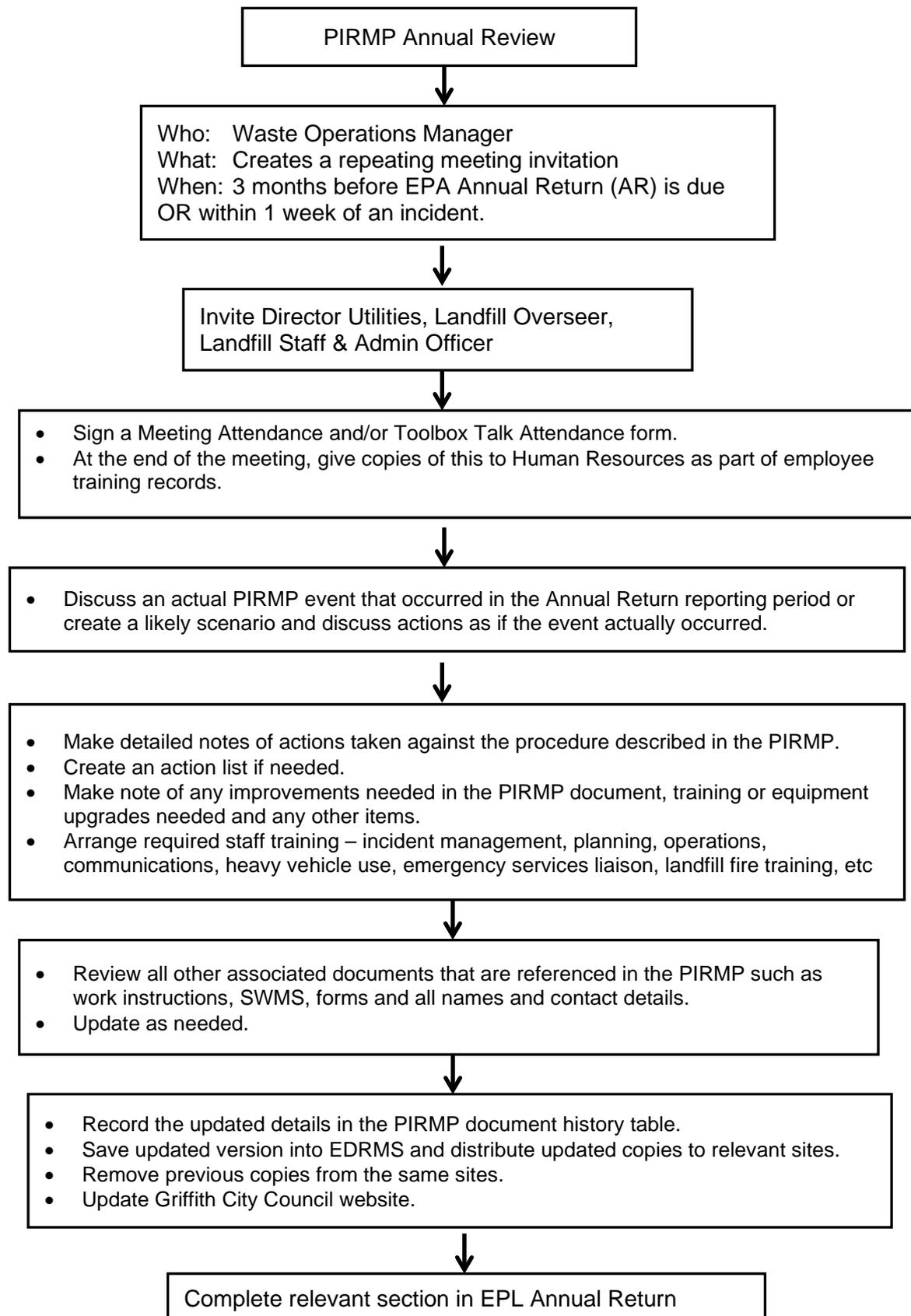
20.11. Map - Bore Hole Testing Sites at Tharbogang Waste Management Centre



**20.12. Map - Air Quality Testing Sites at Tharbogang Waste Management Centre**



### 20.13. Waste Department PIRMP Annual Review Flowchart



## 20.14. Scenario PIRMP Review – Tharbogang Waste Management Centre

<p><b>Scenario: 15 July 2024</b> <b>Fire at the active call and onsite at Tharbogang Landfill</b></p>
<p><b>Possible options/solutions:</b></p> <ul style="list-style-type: none"><li>• Staff member has contacted his supervisor or next in line if this Supervisor does not respond.</li><li>• Cordon off the Area Imminently</li><li>• Action.<ul style="list-style-type: none"><li>○ Notify EPA immediately and report the incident</li><li>○ Notify WHS Coordinator</li><li>○ Notify NSW Health if extent warrants it. If fire extends into private properties notify neighbours via all forms of media outlets, phone calls, site visit, media release</li><li>○ Erect warning signs.</li><li>○ Refer to the Pollution Incident Response Management Plan (PIRMP)</li><li>○ Check to see if reportable to SafeWork NSW</li></ul></li><li>• Complete the Pollution Notification and Incident Report form (Appendix 20.7)</li><li>• Notify Council’s Environmental Health &amp; Sustainability Coordinator</li></ul>
<p><b>Staff members to be notified:</b> Landfill Overseer (LO), Waste Operations Manager (WOM), Director of Utilities (DU) Landfill Staff members as required</p>
<p><b>Solution Chosen/Proposed Steps to Control the Incident &amp; Notifications to be made:</b></p> <ol style="list-style-type: none"><li>1. During normal operating hours, LO would be responsible for notifying any onsite staff by mobile and would need to check the Visitor Entry Book and the Contractor’s Sign-in Book at the weighbridge to alert any public on site.</li><li>2. LO to notify Director Utilities (DU) and Waste Operations Manager (WOM)</li><li>3. Staff to put on their PPE gear</li><li>4. Check what resources are needed</li><li>5. Activate the PIRMP</li><li>6. Aid staff</li><li>7. Landfill Overseer and Waste Operations Manager to assess the site.</li><li>8. LO to keep Director Utilities up to date of the situation as required.</li><li>9. Complete the Pollution Notification and Incident Report form (Appendix 20.7).</li><li>10. Site would then be cordoned off.</li><li>11. Relative authorities to be notified</li></ol>

- EPA
  - WHS Coordinator
  - NSW Health (if private properties could be affected notify neighbours via all forms of media outlets, group text messaging, site visit, media release)
12. Erect warning signs and barricade off.
  13. Find an alternate site for customers to dump their waste
  14. Notify commercial customers where the alternate waste disposal site is, this will be done through the changing of signs and through the communication from the Weighbridge Operators
  15. Refer to the Pollution Incident Response Management Plan (PIRMP)
  16. Check to see if reportable to SafeWork NSW
  17. Notify Council's Environmental Health & Sustainability Coordinator
  18. Complete the Pollution Notification and Incident Report form (Appendix 20.7)
  19. Fill out and complete Council Incident Report Form (WHS-FO-036)
  20. WOM or LO would activate the PIRMP and commence notifications and actions as directed in the PIRMP.

**Staff debriefing and review of steps undertaken. Complete**

**Complete EPA written incident form. N/A due to it being a desktop scenario**

20.15. TWMC Emergency Evacuation Procedures

**WORK INSTRUCTION**  
 (Blanks not to be photocopied. Print direct from TRIM)  
 (Printed on 22-Sep-20 at 12:09)



(WM-WI-004) Landfill Emergency Evacuation

Reminders		Related PPMs	Special note	Warning note
See tools & materials list		Types of protection	Additional person(s) required	

Overview	Instructions & Explanations
<p><b>Consider Immediate Risk and Take Action</b></p> <p>1.1 Carry out pre-checks.                      1.2 Assess the situation.                      1.3 If safe to do so, rescue any person(s) in immediate danger as a result of the emergency.</p>	<p><input type="checkbox"/><sub>1</sub> 3.2 Weighbridge Assembly Point</p> 
<p><b>Raise the Alarm, Consider Immediate Actions</b></p> <p>2.1 Phone the weighbridge, ask Weighbridge Operator to close the Landfill site (close the front gate).                      2.2  Call emergency services - 000 for fire and/or police.                      2.3 Staff sent to change the Landfill signs to CLOSED, on signs located at entrance to Landfill and on the corner of Kidman Way &amp; Brown Road. <input type="checkbox"/><sub>3</sub> <input type="checkbox"/><sub>4</sub>.                      2.4 Advise the Chief Warden of emergency.                      2.5 Consider ways of containing emergency <b>ONLY IF SAFE TO DO SO</b>.                      2.6 Attempt to extinguish fire <b>ONLY IF SAFE &amp; HAVE HAD TRAINING FOR THIS</b>.</p>	<p><input type="checkbox"/><sub>2</sub> 3.1 Quarry Assembly Point</p> 
<p><b>Consider Best Point of Assembly</b></p> <p>3.1 If the main access road is blocked off, and the emergency is at the Weighbridge, use the Quarry Assembly Point <input type="checkbox"/><sub>2</sub>.                      3.2 If the emergency is at the Landfill or Waste Transfer Station, use the Weighbridge Assembly Point <input type="checkbox"/><sub>1</sub>.</p>	
<p><b>Evacuate Waste Transfer Station, Quarry and Landfill</b></p> <p>4.1  Contact all employees on their mobile.                      4.2  Go to all points of the public area as per site map, these include:                      - Active Landfill                      - Active Quarry                      - Waste Transfer Station                      4.3  Obtain First Aid Kit                      4.4  Obtain Landfill Visitors Register (WM-FO-001) Record No.14/13140 <input type="checkbox"/><sub>4</sub>.                      4.5  Obtain "Grab Folder" content listed on Page 2 <input type="checkbox"/><sub>1</sub>.                      4.6  Obtain the PIRP and EPL folder <input type="checkbox"/><sub>2</sub> .                      4.7  Obtain the MSDS folder <input type="checkbox"/><sub>3</sub> .                      4.8 Move to the appropriate assembly points <input type="checkbox"/><sub>1</sub>, <input type="checkbox"/><sub>2</sub>.</p>	<p><input type="checkbox"/><sub>3</sub> 2.2 Landfill Closed Sign Cnr Kidman Way &amp; Brown Rd intersection</p> 
<p><b>Account for People, advise Emergency Services</b></p> <p>5.1 Account for all staff on-site by using the staff list in the Grab Folder <input type="checkbox"/><sub>1</sub>.                      5.2 Account for all Visitors/Contractors on-site by using the Landfill Visitors Register (WM-FO-001) Record No.14/13140 <input type="checkbox"/><sub>4</sub>.                      5.3 If <b>SAFE &amp; PRACTICAL</b> give a copy of these instructions to Emergency Services when they arrive.                      5.4 Obtain details of the members of the public involved in evacuation, document on the Emergency Evacuation List.</p>	<p><input type="checkbox"/><sub>4</sub> 2.2 Landfill Closed Sign, Waste Management Centre Entrance</p> 

Approved: Waste Operations Manager	Department: Waste	Record No: 14/13744	Version: 2
Date Issued: 26 Sept 2019	Date Revised: 28 May 2020	Status: Approved	Page: 1 of 4

## (WM-WI-004) Landfill Emergency Evacuation

<p><b>Re-enter Landfill</b></p> <p>6.1  Assess situation. Give instructions to re-enter site <b>ONLY WHEN SAFE TO DO SO</b>.</p>	<p><input type="checkbox"/> 5 Diesel Storage – Landfill Workshop/Site Office</p> 
--	--

<p><input type="checkbox"/> 6 Diesel Storage Quarry</p> 	<p><input type="checkbox"/> 7 Waste Transfer Station (WTS)</p> 	<p><input type="checkbox"/> 8 Waste Oil Container at WTS</p> 
--	---	--

<p><b>🔧 PPE Required</b></p> <ul style="list-style-type: none"> <li>▪ Safety Boots</li> <li>▪ Hearing Protection</li> <li>▪ Hand Protection</li> <li>▪ Broad Brimmed Hat</li> <li>▪ Protective Clothing</li> <li>▪ Eye Protection</li> <li>▪ Sunscreen Protection</li> </ul>	<p><b>🔧 Tools &amp; Materials</b></p> <ul style="list-style-type: none"> <li>▪ Pre Operational Checklists</li> </ul>
<p><b>✓ Pre-Checks (Thing to Check Before)</b> Standard Plant Prestart Checks</p>	<p><b>☑ Checklist (Things to Check During)</b> Pre-Operational Checklist</p>
<p><b>✓ Post-Checks (Things to Check After)</b></p> <p>NOTE: Diesel Storage – Quarry <input type="checkbox"/> 6</p> <p>There is no permanent diesel storage at the Quarry; It's a mobile tank that is only on site when quarry is operational.</p>	<p><b>📄 Information Details</b></p> <p>The below folders are held in the Site Office:</p> <ul style="list-style-type: none"> <li>📄 1 Grab Folder                         <ul style="list-style-type: none"> <li>- Copy of this PPM</li> <li>- Staff List</li> <li>- Site Map</li> </ul> </li> <li>📄 2 PIRP &amp; EPL Folder                         <ul style="list-style-type: none"> <li>- Pollution Incident Response Plan</li> <li>- Environment Protection Licence</li> <li>- PIP Pre Incident Plan (Fire)</li> </ul> </li> <li>📄 3 MSDS Folder                         <ul style="list-style-type: none"> <li>- MSD's for all chemicals held on site</li> </ul> </li> <li>📄 4 Landfill Visitor Entry Register (WM-FO-001) <b>The above register is held in the Weighbridge</b></li> </ul>

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Date Issued: 26 Sept 2019	Date Revised: 28 May 2020	Status: Approved	Page: 2 of 4

Waste Management Center Emergency Evacuation



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Author: Windows User	Effective: 23/10/2007	Version: 3	Revised: 13 June 2017	Approved By: John Roser
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(GC-FO-016) Risk Assessment

**20.16. Yenda Waste Management Centre Risk Assessment**

Area/Activity/Process Assessed: Yenda Waste Management Centre

Date of Assessment: 15/10/12 Assessment Leader: Waste Operations Manager (WOM) Team or Personnel involved with Assessment: WOM

Activity/task/hazard	What can happen?  There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Air Pollution	Dust	High	Dust suppression (Water Cart)	Low	Landfill Overseer/Waste Operations Manager	The landfill is only opened 4 hrs on a Sunday. The condition of the roads will be assessed on that day. If dust suppression work is deemed to be required it will be carried out in the following week.
Air Pollution	Smoke	High	Limit the amount of combustible materials on site, through slashing and weed spraying.  Keep the landfill cell compacted.  On landfill open day operator will be vigilant on what is going into the cell (combustibles and thing on fire).	Low	Landfill Overseer/ Waste Operations Manager	This will be monitored by the staff member on duty.  The Landfill Overseer will also monitor the condition of the Landfill.

Approved: W & S Group Manager	Group / System: Governance Compliance	Document ID: GC-FO-016	Version: 4
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FORM  
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 (Printed on 24-Jul-24 at 14:07)

(GC-FO-016) Risk Assessment

Activity/task/ hazard	What can happen?  There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Water Pollution	Water run off	High	Control the egress of water on site, were possible.  Maintain the condition elevation of the walls of the Trade Waste Ponds.	Low	Landfill Overseer/ Waste Operations Manager	There is very little water on this site. There is an average rain fall of 39mm a month with a summer evaporation figure of approximately 2m. The site has a bund around the permitter.
Noise Pollution	There is only intermittent use of plant on site.	Low	Make sure that all plant, when operational on site, conforms to the standard of 35 d B(A).	Low	Landfill Overseer	Carry out noise impact testing when required.
Land Pollution	Wind Blown Rubbish	High	Make sure that the cell is compacted well.	Low	Landfill Overseer	The Landfill Overseer will monitor the effectiveness of the compaction.
Land Pollution	Sedimentation Run off	Low	Do not have clean fill stock piles to high.	Low	Landfill Overseer/ Waste Operations Manager	The Landfill Overseer will monitor the site for sedimentation leaving the site.

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(GC-FO-016) Risk Assessment

Land Pollution	Leachate	Low	Assess the yearly Borehole monitoring results	Low	Waste Operations Manager	By the results of the EPA required BH analysis results.
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Approved: W & S Group Manager	Group / System: Governance Compliance	Document ID: GC-FO-016	Version: 4
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FORM

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(GC-FO-016) Risk Assessment

**Risk is measured in terms of consequence and likelihood**

**STEP 1: Determine the Consequence**

Severity	Description
Catastrophic	<ul style="list-style-type: none"> <li>• Death or permanent disability / illness</li> <li>• \$1 million to &gt; \$10 million</li> <li>• Severe property and business loss e.g., explosion</li> <li>• Severe environmental damage</li> <li>• Serious public or media outcry (International coverage)</li> <li>• Major breach of regulation, Major litigation and/or potential culpability/ manslaughter implications</li> </ul>
Major	<ul style="list-style-type: none"> <li>• Long term illness or serious injury</li> <li>• \$100,000 to \$1 million</li> <li>• Major loss of business capability for several days</li> <li>• Major property or environmental damage (contaminated release with no detrimental effects)</li> <li>• Significant adverse national/media/public attention</li> <li>• Serious breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>• Medical treatment or several days off work</li> <li>• \$12,000 to \$100,000</li> <li>• Loss of business capability for one day</li> <li>• Property damage</li> <li>• Onsite contaminant release contained with outside assistance</li> <li>• Attention from media and heightened concern by local community</li> <li>• Minor legal issues, non-compliance and breaches or regulation</li> </ul>
Minor	<ul style="list-style-type: none"> <li>• First aid treatment</li> <li>• Up to \$12,000</li> <li>• Negligible loss to business capability</li> <li>• Minor property damage</li> <li>• On-site contamination release immediately contained</li> <li>• Minor adverse local public or media attention or complaints</li> <li>• Minor legal issues, non-compliance and breaches or regulation</li> </ul>
Insignificant	<ul style="list-style-type: none"> <li>• No injuries</li> <li>• Low financial loss &gt;\$2,000</li> <li>• Negligible loss of business capability</li> </ul>

Approved:	W & S Group Manager	Group / System:	Governance Compliance	Document ID:	GC-FO-016	Version:	4
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FORM

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(Printed on 24-Jul-24 at 14:07)

(GC-FO-016) Risk Assessment

**Step 2: Determine the level of possibility that Council could be exposed to risk – The Likelihood**

Probability	Description
Almost Certain	Expected to occur in most circumstances. 95-100% of instances where risk is present OR significant past history, and considered most likely in these circumstances
Likely	Probable. Likely to occur in most circumstances. 75-95% of instances where risk is present OR some past history, and considered quite likely in these circumstances
Possible	Possible. About 50% chance that the risk will eventuate OR some past history, and considered possible in these circumstances
Unlikely	Not likely to eventuate. About 5-25% chance that the event will occur in situations where risk is present OR limited past history, but possible in some circumstances or occasionally
Rare	May occur only in exceptional circumstances less than 5% of instances where risk is present OR No past history, and considered unlikely to occur it ever

Step 3: Risk Assessment Grid

Match up the consequence (step 1) and likelihood (step 2) in the grid below to get your Risk Score

- Down from the determined likelihood
- Across from the determined consequence

Consequences (How bad?)	Likelihood (How often?)				
	Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extreme	Extreme	Extreme	High	High
Major	High	High	High	High	Moderate
Moderate	High	Moderate	Moderate	Low	Low
Minor	Moderate	Moderate	Low	Low	Low
Insignificant	Moderate	Low	Low	Low	Low

RISK SCORE	DESCRIPTION
Extreme	Immediate Action Required
High	Action Required within 2 Weeks
Moderate	Action is required within 1 month
Low	If action is required, it must be taken within 6 months. If no action is required, monitor the hazard

Approved:	W & S Group Manager	Group / System:	Governance Compliance	Document GC-FO-ID:	016	Version:	4
Relevant To:	GC-PR-022	Date Issued:	09-Nov-07, revised: 8-May-23	Status:	Approved	Page:	



(GC-FO-016) Risk Assessment

**20.17. Tharbogang Waste Management Centre Risk Assessment**

Area/Activity/Process Assessed: Tharbogang Waste Management Centre  
 Date of Assessment: 15/10/12 Assessment Leader: Waste Operations Manager  
 Team or Personnel involved with Assessment: Waste Operations Manager

Activity/task/hazard	What can happen? There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Air Pollution	Dust	High	Dust suppression (Water Cart)	Low	Landfill Overseer	When the Landfill Overseer decided that the Landfill requires dust suppression, the landfill water cart will be used. The Water Cart can be deployed on an as needs basis.
Air Pollution	Smoke	High	Limit the amount of combustible materials on site, through slashing and weed spraying. Keep the landfill cell compacted. Landfill Operators will be more vigilant on what is going into the cell (combustibles and items on fire).	Low	Landfill Overseer/ Waste Operations Manager	This will be monitored by the Landfill Operator on duty. The Landfill Overseer will also monitor the condition of the Landfill. The Landfill Overseer will notify the RFS and WOM

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			If fire is detected then RFS and Waste Operations Manager notified to implant the fire response.			ASAP if a fire is detected in the waste cell. WOM to notify the EPA of the event.
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Activity/task/hazard	What can happen?  There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Water Pollution	Water run off	High	Control the egress of water into the Landfill catchment. Through contour banks which divert water away from the Landfill Catchment.  Water run-off from the Landfill catchment is channelled into the specific containment pond.  Maintain the condition of the containment ponds.	Low	Landfill Overseer/ Waste Operations Manager	The average rain fall is very low. When there is a relative high rain fall event the run off from the Landfill Catchment is contained in the relevant containment ponds.  If one pond is filled then the water is diverted into the other one though redirecting the channel.
Water Pollution	Fuel going into the water course	Moderate	The fuel kept on site is contained in a double bunded tank.	Low	Landfill Overseer/ Waste Operations Manager	Landfill Overseer/WOM will monitor the integrity of the tank.
Noise Pollution	There is only intermittent use of plant on site.	Low	Make sure that all plant, when operational on site, conforms to the standard of 35d B(A).	Low	Landfill Overseer	Carry out noise impact testing when required.
Land Pollution	Wind Blown Rubbish	High	Make sure that the cell is compacted well.	Low	Landfill Overseer	The Landfill Overseer will monitor the effectiveness of the compaction.

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			Make sure the litter fences are position to have the maximum effectiveness. Have regular clean-up of the rubbish on/around landfill site.			
--	--	--	--	--	--	--

Activity/task /hazard	What can happen? There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Land Pollution	Sediment run off	Low	Keep the designed slopes of the landfill no steeper then 45deg. Make sure that all man-made slopes have sufficient mulch to bind the slope so erosion is limited	Low	Landfill Overseer	By the Landfill Overseer and the WOM.

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Land Pollution	Leachate run off	High	There was a leachate inception wall construction in 2001. This engineered wall directs all the leachate from the landfill catchment into a pit that has an outlet flowing to the Leachate Pond & another outlet for a pump which pumps the leachate to another shallow pond for evaporation.	Low	Landfill Overseer	Daily by the Landfill Overseer.
Land Pollution	Sedimentation Run off	Low	Do not have clean fill stock piles to high.	Low	Landfill Overseer/ Waste Operations Manager	The Landfill Overseer will monitor the site for sedimentation leaving the site.
Activity/task /hazard	What can happen? There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Land Pollution	Leachate	Low	Assess the yearly Borehole monitoring results.	Low	Waste Operations Manager	By the results of the EPA required BH analysis results.

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(GC-FO-016) Risk Assessment

**Risk is measured in terms of consequence and likelihood**

**STEP 1: Determine the Consequence**

Severity	Description
Catastrophic	<ul style="list-style-type: none"> <li>• Death or permanent disability / illness</li> <li>• \$1 million to &gt; \$10 million</li> <li>• Severe property and business loss e.g. explosion</li> <li>• Severe environmental damage</li> <li>• Serious public or media outcry (International coverage)</li> <li>• Major breach of regulation, Major litigation and/or potential culpability/ manslaughter implications</li> </ul>
Major	<ul style="list-style-type: none"> <li>• Long term illness or serious injury</li> <li>• \$100,000 to \$1 million</li> <li>• Major loss of business capability for several days</li> <li>• Major property or environmental damage (contaminated release with no detrimental effects)</li> <li>• Significant adverse national/media/public attention</li> <li>• Serious breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>• Medical treatment or several days off work</li> <li>• \$12,000 to \$100,000</li> <li>• Loss of business capability for one day</li> <li>• Property damage</li> <li>• Onsite contaminant release contained with outside assistance</li> <li>• Attention from media and heightened concern by local community</li> <li>• Minor legal issues, non-compliance and breaches or regulation</li> </ul>
Minor	<ul style="list-style-type: none"> <li>• First aid treatment</li> <li>• Up to \$12,000</li> <li>• Negligible loss to business capability</li> <li>• Minor property damage</li> <li>• On-site contamination release immediately contained</li> <li>• Minor adverse local public or media attention or complaints</li> <li>• Minor legal issues, non-compliance and breaches or regulation</li> </ul>
Insignificant	<ul style="list-style-type: none"> <li>• No injuries</li> <li>• Low financial loss &gt;\$2,000</li> <li>• Negligible loss of business capability</li> </ul>

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(GC-FO-016) Risk Assessment

**Step 2: Determine the level of possibility that Council could be exposed to risk – The Likelihood**

Probability	Description
Almost Certain	Expected to occur in most circumstances. 95-100% of instances where risk is present OR significant past history, and considered most likely in these circumstances
Likely	Probable. Likely to occur in most circumstances. 75-95% of instances where risk is present OR some past history, and considered quite likely in these circumstances
Possible	Possible. About 50% chance that the risk will eventuate OR some past history, and considered possible in these circumstances
Unlikely	Not likely to eventuate. About 5-25% chance that the event will occur in situations where risk is present OR limited past history, but possible in some circumstances or occasionally
Rare	May occur only in exceptional circumstances less than 5% of instances where risk is present OR No past history, and considered unlikely to occur it ever

**Step 3: Risk Assessment Grid**

Match up the consequence (step 1) and likelihood (step 2) in the grid below to get your Risk Score

- Down from the determined likelihood
- Across from the determined consequence

Consequences (How bad?)	Likelihood (How often?)				
	Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extreme	Extreme	Extreme	High	High
Major	High	High	High	High	Moderate
Moderate	High	Moderate	Moderate	Low	Low
Minor	Moderate	Moderate	Low	Low	Low
Insignificant	Moderate	Low	Low	Low	Low

RISK SCORE	DESCRIPTION
Extreme	Immediate Action Required
High	Action Required within 2 Weeks
Moderate	Action is required within 1 month
Low	If action is required, it must be taken within 6 months. If no action is required, monitor the hazard

\*Submit completed copy to the Insurance and Legal Officer along with (HR-FO-333) Council Event Advice to Insurer and copy of event program

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**20.18. Tharbogang Quarry Risk Assessment**

Area/Activity/Process Assessed: Tharbogang Quarry  
 Date of Assessment: 15/10/12 Assessment Leader: Waste Operations Manager  
 Team or Personnel involved with Assessment: Waste Operations Manager

Activity/task/hazard	What can happen? There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Air Pollution	Dust	High	Dust suppression (Water Cart)  Dust suppression on crusher	Low	Quarry Operator	This will be monitored by the Quarry Operator and WOM
Water Pollution	Escape of water that contains sedimentation off site.	High	All storm water is directed into the relevant containment pond.	Low	Quarry Operator / Waste Operations Manager	The average rain fall is very low. When there is a relative high rain fall event the run off from the Landfill Catchment is contained in the relevant containment ponds.  If one pond is filled then the water is diverted into the other one though redirecting the channel

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Activity/task/hazard	What can happen? There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Water Pollution	Fuel	High	All fuel kept on site is contained in a double bunded storage container.	Low	Quarry Operator	The integrity of the fuel storage containers will be assessed by the Quarry Operator then they carry out their asset checks.
Noise Pollution	There is only intermittent use of plant on site.	Low	Make sure that all plant when operational on site conforms to the standard of 35 dB(A).	Low	Landfill Overseer	Carry out noise impact testing when required.
Land Pollution	Sediment leaving the site	Moderate	Make sure that effective dust suppression is in place	Low	Quarry Operator	The Quarry Operator will monitor the effectiveness of the dust suppression. The quarry will be required to carry out testing annual testing for air quality.
Land Pollution	Fuel leaving the site	Low	All fuel kept on site is contained in a double bunded storage container.	Low	Quarry Operator	The integrity of the fuel storage containers will be assessed by the Quarry Operator then they carry out their asset checks.

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(GC-FO-016) Risk Assessment

**Risk is measured in terms of consequence and likelihood**

**STEP 1: Determine the Consequence**

Severity	Description
Catastrophic	<ul style="list-style-type: none"> <li>• Death or permanent disability / illness</li> <li>• \$1 million to &gt; \$10 million</li> <li>• Severe property and business loss e.g., explosion</li> <li>• Severe environmental damage</li> <li>• Serious public or media outcry (International coverage)</li> <li>• Major breach of regulation, Major litigation and/or potential culpability/ manslaughter implications</li> </ul>
Major	<ul style="list-style-type: none"> <li>• Long term illness or serious injury</li> <li>• \$100,000 to \$1 million</li> <li>• Major loss of business capability for several days</li> <li>• Major property or environmental damage (contaminated release with no detrimental effects)</li> <li>• Significant adverse national/media/public attention</li> <li>• Serious breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>• Medical treatment or several days off work</li> <li>• \$12,000 to \$100,000</li> <li>• Loss of business capability for one day</li> <li>• Property damage</li> <li>• Onsite contaminant release contained with outside assistance</li> <li>• Attention from media and heightened concern by local community</li> <li>• Minor legal issues, non-compliance and breaches or regulation</li> </ul>
Minor	<ul style="list-style-type: none"> <li>• First aid treatment</li> <li>• Up to \$12,000</li> <li>• Negligible loss to business capability</li> <li>• Minor property damage</li> <li>• On-site contamination release immediately contained</li> <li>• Minor adverse local public or media attention or complaints</li> <li>• Minor legal issues, non-compliance and breaches or regulation</li> </ul>
Insignificant	<ul style="list-style-type: none"> <li>• No injuries</li> <li>• Low financial loss &gt;\$2,000</li> <li>• Negligible loss of business capability</li> </ul>

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**Step 2: Determine the level of possibility that Council could be exposed to risk – The Likelihood**

Probability	Description
Almost Certain	Expected to occur in most circumstances. 95-100% of instances where risk is present OR significant past history, and considered most likely in these circumstances
Likely	Probable. Likely to occur in most circumstances. 75-95% of instances where risk is present OR some past history, and considered quite likely in these circumstances
Possible	Possible. About 50% chance that the risk will eventuate OR some past history, and considered possible in these circumstances
Unlikely	Not likely to eventuate. About 5-25% chance that the event will occur in situations where risk is present OR limited past history, but possible in some circumstances or occasionally
Rare	May occur only in exceptional circumstances less than 5% of instances where risk is present OR No past history, and considered unlikely to occur it ever

**Step 3: Risk Assessment Grid**

Match up the consequence (step 1) and likelihood (step 2) in the grid below to get your Risk Score

- Down from the determined likelihood

Consequences (How bad?)	Likelihood (How often?)				
	Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extreme	Extreme	Extreme	High	High
Major	High	High	High	High	Moderate
Moderate	High	Moderate	Moderate	Low	Low
Minor	Moderate	Moderate	Low	Low	Low
Insignificant	Moderate	Low	Low	Low	Low

- Across from the determined consequence

RISK SCORE	DESCRIPTION
Extreme	Immediate Action Required
High	Action Required within 2 Weeks
Moderate	Action is required within 1 month
Low	If action is required, it must be taken within 6 months. If no action is required, monitor the hazard

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**20.19. Community Recycling Centre Risk Assessment**

Activity/task/hazard	What can happen?  There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Vehicle collision when public has dropped off waste	Injury	Minor	On site staff will control vehicle movements	Low	Facility Staff	Via Council incidents report process.
Collision with Onsite Forklift.	Damage to property and injury to person	High	Plant Assessor to be carried out before operation of plant item. Operator to be inducted in on the plant item and hold the appropriate licence to operator plant item.	Minor	Facility Staff Landfill Overseer	Reviewing of Plant Assessor Submissions  Councils Vehicle Induction and Licence Records.
Ignition of Waste Products	Vapours of products could ignite due to being stored next to incompatible products. Member of the public smoking which will provide an ignition source. Ignition due to surrounding fires.	Extreme	Silages separated as required. No smoking on site, install signs informing the community of this. Fire breaks around WTS facility. Provide firefighting capabilities at the facility, i.e., fire extinguishers and hose reels. Call 000 if required	Minor	Facility Staff	Facility frequently Reviewed by Landfill Overseer and Waste Operations Manager  Site added to Councils Fire Inspection Program.

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Activity/task/hazard	What can happen?  There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Waste substances leaking from stillage	The plastic insert could have a hole in it.	Minor	WTS Operator to inspect the integrity of the silage plastic inserts every morning.	Low	Facility Staff	Facility Staff
Spill of hazardous waste	Injure/harm a person	Extreme	<p>Soon as staff are aware of the spill, evacuate the public from the CRC facility.</p> <p>WTS Operator dons the appropriate PPE.</p> <p>If the spill is small use on site spill kit to clean the spill.</p> <p>Once waste is bagged it is to be put in the appropriate silage for collection.</p> <p>If spill is large then call the NSW Fire Brigade (000). Landfill Overseer and Waste Operations Manager is notified.</p>	Minor	Facility Staff Landfill Overseer	Landfill Overseer  Facility Staff

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Activity/task/hazard	What can happen?  There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
Silage falls when loading collection vehicle	When loading collection truck silage could become unsteady and fall either when the fork lift is loading the truck or when the silage is on the collection truck.	Moderate	WTS closed while collection is being undertaken. Collection truck is parked on a flat even surface Forklift Operator to be aware of the surroundings when loading the silages.	Low	Collection Contractor Facility Staff	Facility Staff Landfill Overseer
Public coming into contact with hazardous waste products	Injure/harm a person	High	WTS Operator to ensure that all waste is transported into the correct stillage. If containers are leaking or look unsafe WTS Operator is to don PPE and transport the waste to the correct stillage. Use onsite show/eye bath to wash the affected areas. Ring '000" if further medical treatment is required.	Minor	Facility Staff	Landfill Overseer  Facility Staff

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Activity/task/hazard	What can happen?  There is a risk that....	Consequences of an incident happening (refer to Matrix attached) Rating	What controls can be implemented to eliminate or reduce the risk?	Adjusted rating (score) with new controls	Person or Department responsible for implementing control	How will it be monitored?
WTS Facility Unsafe to Operator	CRC facility become rundown over time.	Minor	Safety audit carried out of the CRC facility every month. Which will identify any issues.	Low	Landfill Overseer Facility Staff	Landfill Overseer Waste Operations Manager
Facility Staff & the disposer not sure of what the type of chemicals is being disposed of.	Chemical put in the incorrect stillage. Certain chemicals shouldn't be stored together; this can cause a chemical reaction which could result in a fire or letting off of harmful gasses.	High	Make sure that on each storage container, has a pictorial example of what can be disposed of in that storage container.	Low	Facility Staff	Facility Staff

\*Submit completed copy to the Insurance and Legal Officer along with (HR-FO-333) Council Event Advice to Insurer and copy of event program

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(GC-FO-016) Risk Assessment

**Risk is measured in terms of consequence and likelihood**

**STEP 1: Determine the Consequence**

Severity	Description
Catastrophic	<ul style="list-style-type: none"> <li>• Death or permanent disability / illness</li> <li>• \$1 million to &gt; \$10 million</li> <li>• Severe property and business loss e.g., explosion</li> <li>• Severe environmental damage</li> <li>• Serious public or media outcry (International coverage)</li> <li>• Major breach of regulation, Major litigation and/or potential culpability/ manslaughter implications</li> </ul>
Major	<ul style="list-style-type: none"> <li>• Long term illness or serious injury</li> <li>• \$100,000 to \$1 million</li> <li>• Major loss of business capability for several days</li> <li>• Major property or environmental damage (contaminated release with no detrimental effects)</li> <li>• Significant adverse national/media/public attention</li> <li>• Serious breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>• Medical treatment or several days off work</li> <li>• \$12,000 to \$100,000</li> <li>• Loss of business capability for one day</li> <li>• Property damage</li> <li>• Onsite contaminant release contained with outside assistance</li> <li>• Attention from media and heightened concern by local community</li> <li>• Minor legal issues, non-compliance and breaches or regulation</li> </ul>
Minor	<ul style="list-style-type: none"> <li>• First aid treatment</li> <li>• Up to \$12,000</li> <li>• Negligible loss to business capability</li> <li>• Minor property damage</li> <li>• On-site contamination release immediately contained</li> <li>• Minor adverse local public or media attention or complaints</li> <li>• Minor legal issues, non-compliance and breaches or regulation</li> </ul>
Insignificant	<ul style="list-style-type: none"> <li>• No injuries</li> <li>• Low financial loss &gt;\$2,000</li> <li>• Negligible loss of business capability</li> </ul>

**Step 2 Determine the level of possibility that Council could be exposed to risk – The Likelihood**

Probability	Description
Almost Certain	Expected to occur in most circumstances. 95-100% of instances where risk is present OR significant past history, and considered most likely in these circumstances
Likely	Probable. Likely to occur in most circumstances. 75-95% of instances where risk is present OR some past history, and considered quite likely in these circumstances
Possible	Possible. About 50% chance that the risk will eventuate OR some past history, and considered possible in these circumstances
Unlikely	Not likely to eventuate. About 5-25% chance that the event will occur in situations where risk is present OR limited past history, but possible in some circumstances or occasionally
Rare	May occur only in exceptional circumstances less than 5% of instances where risk is present OR No past history, and considered unlikely to occur it ever

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**Step 3: Risk Assessment Grid**

Match up the consequence (step 1) and likelihood (step 2) in the grid below to get your Risk Score

- Down from the determined likelihood
- Across from the determined consequence

Consequences (How bad?)	Likelihood (How often?)				
	Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extreme	Extreme	Extreme	High	High
Major	High	High	High	High	Moderate
Moderate	High	Moderate	Moderate	Low	Low
Minor	Moderate	Moderate	Low	Low	Low
Insignificant	Moderate	Low	Low	Low	Low

RISK SCORE	DESCRIPTION
Extreme	Immediate Action Required
High	Action Required within 2 Weeks
Moderate	Action is required within 1 month
Low	If action is required, it must be taken within 6 months. If no action is required, monitor the hazard

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20.20. Community Recycling Centre Safe Work Method Statement



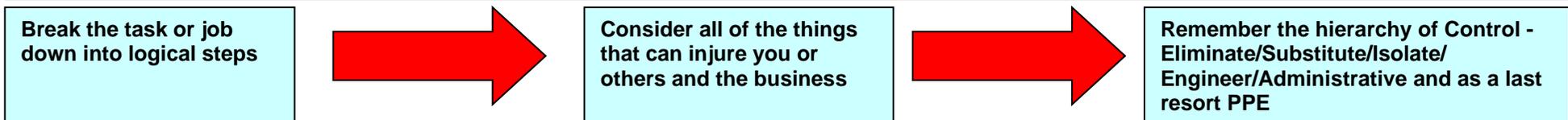
**SAFE WORK METHOD STATEMENTS**

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**(WM-SW-478) Operation of Community Recycling Centre**

<b>Date SWMS Conducted:</b> 7 February 2017 <b>Reviewed:</b> 22 March 2023	<b>Job Description:</b> Operation of Community Recycling Centre
<b>Persons Involved:</b> Waste Operations Manager, Landfill Overseer	



Step #	Know the Job (These are the Job Steps)	Know What Can Go Wrong (These are the Hazards)	Risk Level	Know What You Can Do to Reduce Risks (These are the Controls)	Residual Risk
1.	Ensure that facility is opened to the public	The required amount of roller doors are open to the public.	L	Staff to open the doors before WTS facility is opened. The roller door opening/closing chains are to be secured in the designated brackets, so there is no chance of the roller door closing inevitably.	L
2.	Ensure that all the stillage have sufficient capacity to service the day	If stillages' don't have sufficient capacity to receive the days waste, the WTS Operator will have to remove the full stillage and replace it with an empty one. If the stillages' aren't empty, then waste products will be put on the ground. This could cause a trip hazard and the containers wouldn't be banded.	L	- Check stillage late afternoon, if the stillage needs replacing then it can be carried out when traditionally there are little to no public on site. - Check stillage in the morning before facility is opened to the public. - If the stillage is full then the WTS Operator will organise for it to be swapped with an empty stillage. (This will be done through the Landfill Overseer)	L
3.	Check that the access and Egress of the facility	Public could slip, trip, fall over any containers that are left on the ground not in the correct stillage	M	WTS operator will carry out a facility assessment before opening to the public. Any containers or objects that aren't in their correct stillage or cabinet, WTS Operator will put on the appropriate PPE and place the offending items in their correct location.	L

**RISK LEVELS: (EXTREME) (HIGH) (MODERATE) (LOW) \*REFER TO RISK ASSESSMENT MATRIX WHS-FO-003**

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4.	Ensuring that the plastic liner inside the stillage is correctly fitted	Incorrect fitting of the stillage liner will cause any liquid waste product to leak out of the stillage, if there is a leak.	M	- WTS Operator to make sure when empty stillage's replaced the plastic liner is fitted as instructed in the training.	L
5.	Operating the Forklift	<ul style="list-style-type: none"> <li>- Striking public, cars, equipment</li> <li>- Damaging structures.</li> </ul>	H	<ul style="list-style-type: none"> <li>- Carry out Prestart Check on the IPad</li> <li>- Prior to moving off, place seat belt ON</li> <li>- Check rotating light is activated</li> <li>- Check that there is no public in close vicinity of the route intended to be taken.</li> <li>- Check that the intended route is free of any obstacles and that there is sufficient clearance from any permanent structures.</li> <li>- Only operate the forklift at a slow speed.</li> </ul>	L
6.	Preparing to reverse and reversing the forklift	<ul style="list-style-type: none"> <li>- Running over persons/ equipment.</li> <li>- Damaging G.C.C. truck prior to dumping, making it unsafe to dump load when ready</li> </ul>	H	<ul style="list-style-type: none"> <li>- Position forklift ready to reverse</li> <li>- Check reversing tone is audible to others</li> <li>- Ensure rotating flashing light is operational.</li> <li>- Check for any persons or other vehicles</li> <li>- Sound horn prior to moving</li> <li>- Slowly reverse to dumping position</li> </ul>	M
7.	Loading the collection vehicle	<ul style="list-style-type: none"> <li>- Stillage falling off forklift</li> <li>Possible injury to operator of forklift and collection vehicle operator.</li> <li>Collection vehicle not been loaded correctly, which may cause load to move in transportation.</li> <li>Collection vehicles tie down straps not secured properly.</li> </ul>	M	<p>Direct the collection vehicle to the Service Rd which is away from the public and has sufficient area to load safely.</p> <p>Forklift Operator ensures that the stillage is equally distributed on the forks, before lifting.</p> <p>Forklift Operator guided by the collection vehicle operator of loading the stillage on the back of the collection vehicle.</p> <p>Forklift Operator to check that the ties down straps are secured before the collection vehicle leaves the site.</p>	L

RISK LEVELS: (EXTREME) (HIGH) (MODERATE) (LOW) \*REFER TO RISK ASSESSMENT MATRIX WHS-FO-003

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### (WM-SW-478) Operation of Community Recycling Centre

<b>SWMS Title: Operation of Community Recycling Centre</b>			<b>SWMS No: WM-SW-478</b>		
<b>Personnel Qualifications and Experience Required</b>		<b>Personnel Duties and Responsibilities</b>		<b>Training Required to Complete Work</b>	
Forklift Licence		Wear correct PPE		Induction to SWMS	
White Card		Carry out pre-start checks		Supervised training	
		Undertake Risk Assessment before commencement of works		Plant induction	
<b>Engineering Details/Certificates/WorkCover Approvals/ Australian Standards</b>			<b>Referenced – Codes of Practice/Regulations/Legislation</b>		
Community Recycling Centre Operation and Management Handbook 2 <sup>nd</sup> AS/NZS 3833:2007 The Storage and handling of mixed classes of dangerous goods in packages and intermediate bulk containers. AN/NZS 1596:2014 The storage and handling of LP Gas AS 1940-2004 The storage and handling of flammable and combustible liquids AS3780-2008 The Storage and handling of corrosive substances AS 4332-2004 The Storage and handling of gases in cylinders AS/NZS 4452:1997 The storage and handling of toxic substances AS1216-2006 Class labels for dangerous goods AS1319-1994 Safety signs for the occupational environment AS 2444-2001 Portable fire extinguishers and fire blankets selection and location AS4775-2007 Emergency eyewash and shower equipment.			<i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulation 2017</i>		
<b>Plant/Equipment Required (Mobile or Static)</b>			<b>Maintenance Checks/Calibration Intervals</b>		
Forklift			<b>Pre-Start Checks</b> Before commencement of work - daily <b>Maintenance Checks</b> Six Monthly Service		
<b>Read, Understood &amp; Signed by all Persons Involved: -</b>					
<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>
<b>RISK LEVELS: (EXTREME) (HIGH) (MODERATE) (LOW) *REFER TO RISK ASSESSMENT MATRIX WHS-FO-003</b>					
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## Extract of Risk Assessment Matrix OHS-FO-003

RISK SCORE	DESCRIPTION
Extreme	Immediate Action Required
High	Action Required within 2 Weeks
Moderate	Action is required within 1 month
Low	If action is required, it must be taken within 6 months. If no action is required, monitor the hazard

List of PPE required for this activity

<a href="#"><u>SOP Eye protection</u></a>	<a href="#"><u>SOP Foot Protection</u></a>	<a href="#"><u>SOP Protective Clothing</u></a>	<a href="#"><u>SOP Broad Brimmed Hat</u></a>	<a href="#"><u>SOP Sunscreen protection</u></a>
				

### Version Control

Version	Date	Author	Details
1.0	7/2/2017	Waste Operations Manager	<i>First Release - New Document</i>
2.0	12/8/2020	Waste Operations Manager, Landfill Staff	<i>Updated Referenced – Codes of Practice/Regulations/Legislation. Updated Maintenance Checks/Calibration Intervals. Updated Engineering Details/Certificates/WorkCover Approvals/ Australian Standards. Review of content, removal of ex-employees</i>

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