

Emergency Response Plan - Hazardous Spill / Incident

1.1 PURPOSE AND SCOPE

This Procedure details the requirements for managing and cleaning up of spills i.e. chemical, fuel or waste oil spills/leaks that may occur. This Procedure is applicable to all activities conducted by NTRS personnel that have the potential to spill or leak fuels, waste oils or other chemicals.

1.2 PROCESS:

Stop all work in the affected area;

- Ensure the safety of all workers, visitors and the public in the vicinity of the spill / incident;

- Conduct a brief assessment of the affected area and notify the Depot Supervisor of the results of this assessment;

- The assessment shall include:
 - Quantity of the substance spilt / nature of the incident;
 - Type of substance (i.e. corrosive, poisonous, flammable etc);
 - Location, and potential impact on the environment, and the health and safety of personnel;
 - Whether the spill/incident is manageable by NTRS personnel or if emergency services needs to be contacted; and
 - The most effective method of clean up (after referring to the substance's MSDS if applicable);

- Refer to the container label or Material Safety Data Sheet (MSDS) for detailed information on the substance spilled and to determine the appropriate Personnel Protective Equipment (PPE) and clean up / storage and disposal requirements;

- Where the spill presents an immediate danger to people, property or the environment, the following needs to be determined:
 - Whether sufficient spill control equipment and materials, and personal protective equipment exist on site to deal with the spillage;
 - Whether attempts to deal with the spill on site would pose any risk to employee safety;
 - Whether NT Fire & Rescue Service (Phone 000) need to be contacted;
 - Whether an off-site waste management contractor should be contacted for clean up, Removal and safe disposal of the spilt substance;

- Where it is determined that the spill cannot be managed by the resources on site, efforts shall be made (only where safe to do so) to protect stormwater drains and sensitive areas;
- Notify the NT Fire & Rescue Service (Phone 000) and other organisations in accordance with Incident Reporting Procedures.

1.3 SPILL MANAGEMENT

- Prior to any clean-up, appropriate personal protective PPE is to be worn as per the MSDS. No clean-up should occur without the correct PPE;
- Stop the source of the Spill / Leak:
 - Put lid on;
 - Turn container up right;
 - Turn off machinery; or
 - Plug hole if possible;
- Stop the spill / leak from spreading by using:
 - Absorbent materials from spill kit (i.e. booms, pads, pillows, sand, granules etc);
 - Sand bagging, spoil or impermeable silt sausages; and
 - Any handy physical barrier;
- Place booms around outside edges of spilled / leaked substance. Ensure booms are overlapped to prevent leakage;
- Ensure there are no gaps between the boom and the affected surface.

1.4 NOTIFICATION AND FURTHER MANAGEMENT

- Complete notifications in accordance with the Environment and Pollution Incident Response and Notification Management Procedure.
- Notify the NT EPA of any potential or actual environmental harm or pollution by contacting the Pollution Hotline on telephone number 1800 064 567 and emailing environmentops@nt.gov.au

Once **ISS** are engaged by NTRS to attend or manage an incident it will remain at the discretion of NTRS management to determine the extent of their involvement.

1.5 SPILL CLEAN UP

- If required deploy booms to contain and soak up spill;
- Utilise pads or pillows to soak up spill;
- Utilise granular sweep (remedial if possible) and work into spill. Use sufficient sweep to adequately absorb all spilt liquid;
- The Depot Supervisor is to consider if onsite remediation of the spill can be completed in accordance with the spill kit procedure;
- Spill response products are to be collected up in bags or bins and disposed of a contaminated waste to a facility appropriately approved to accept such waste;
- The Depot Supervisor is to arrange replacement of the used components/spill kit as soon as possible taking into account the risk of future spills and their resultant impacts at that location;
- The Depot Supervisor is to ensure completion of an Incident Report;
- The Depot Supervisor will ensure that sufficiently equipped spill stations are provided and maintained at all times, with adequate supplies of absorbent materials, pads, booms etc to deal with any spills;
- Any person operating under the EPL must be trained in the use of the spill kit and procedure.

Acknowledgment

I acknowledge that I have received, read, and understand NT Recycling Services document and agree to comply with the guidelines and expectations outlined in this policy.

Employee Name: _____

Signature: _____

Date: _____

REVIEW

Frequency	2 yearly	Administrator	Compliance Officer
Next review date	02/2026	Custodian	General Manager

VERSION CONTROL

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