

Emergency Response Plan for Transporting Waste in the Northern Territory

Contents

1	Introduction.....	2
2	Terms and Definitions	2
3	Spill Procedure.....	4
4	Crisis Management.....	5
5	Accident/Incident at a Northline Depot	5
6	Transport Emergency Response Plan	6
6.1	Plan Activation.....	6
6.2	Situation Appraisal.....	6
6.3	Contact Details and Timelines for Reporting.....	6
6.4	Flowchart for the Incident Management Process	8
6.5	Resources – Basic Rules	9
6.6	Personal Protective Equipment.....	9
7	Incident Management and Response	10
7.1	Emergency Response – Release of Waste to the Environment.....	11
7.2	Emergency Response - Fire	11
7.3	Emergency Response – Rollover, Derailment or Accident.....	12
7.4	Incident Reporting and Corrective Action	12
7.5	Complaints Process	13
8	Revision History	13

1 Introduction

The purpose of this plan is to provide emergency response instructions to workers and contractors performing work on behalf of Northline and manage activities and ensure the environment and community are not impacted by our transport activities.

2 Terms and Definitions

Word/Term	Definition
ADGC	Australian Code for the Transport of Dangerous Goods by Road and Rail.
Combustible Liquid	A combustible liquid within the meaning of AS1940; Combustible liquid is a combustible liquid that has a flash point of 93°C or less
Crisis Management Plan	A plan to address any operational, reputational or management crisis quickly to effectively regain control of operations.
Dangerous Goods	Substances classified as dangerous goods according to the criteria of the Australian Dangerous Goods Code. The Dangerous Goods classification of a substance can readily be obtained from the relevant MSDS.
Emergency Information	In relation to dangerous goods transported on a vehicle, means: <ul style="list-style-type: none"> Initial Emergency Response Guide – HB76; and Emergency procedure guide for the dangerous goods transported on the vehicle and the emergency procedure guide in relation to vehicle fire; or A relevant international or foreign standard, legible and in English, that is equivalent to the information provided by Australian Standards publication IERG – HB76. Any use of international or foreign standard must be approved by the Competent Authority.
Evacuation Assembly Areas	An Evacuation Assembly Area has been established for this facility. The Evacuation Assembly Area is located on Road. In some instances, it may be considered appropriate to evacuate to another floor or another approved safe area as nominated by the Chief Warden or the attending Emergency Services.
External Alarm Indicator (Fire Bell)	The fire detection system shall operate one bell to indicate a fire alarm. The bell shall be located on the outside of the building, be visible from the main approach to the building and shall be as near as practicable to the Designated Building Entry Point. The bell is to be red in colour and the word 'FIRE' shall be marked on the bell.
Flammable Liquids	Liquids, or mixtures of liquids, or liquids containing solids in solution or suspension (e.g. paints, varnishes, lacquers, etc., but not including substances otherwise classified on account of their dangerous characteristics) which give off a flammable vapour at temperatures of not more than 60.5 °C, closed cup test, or not more than 65.6 °C, open cup test, normally referred to as the flash point.
Fire Extinguishers	Fire extinguishers are installed in accordance with AS 2444 to provide occupants with equipment to attack a fire in its initial stages.
Fire Hose Reels	Fire Hose Reels are installed to allow occupants to undertake fire extinguishment in the initial stages of the fire. The fire hose reel system must have fire hose reels provided so that the nozzle end of a fully extended fire hose fitted to the reel and laid to avoid any partitions or other physical barriers will reach every part of the floor of the story and internally within 4 m of an exit. They are not to be used on fires with an associated electrical hazard.

Fire Hydrants	A fire hydrant system must be provided to serve a building having a total floor area greater than 500 m ² ; and where a fire brigade is available to attend a building fire. The internally located fire hydrant is to provide coverage throughout all areas of the building with a 30 metre hose and 10 metre water spray.
Internal Alarm	An alarm is mounted internally in the building to provide warning to occupants that the fire detection system has activated.
Hazardous Substance	A substance that has the potential to harm the health of persons. It can be a single chemical entity, or a mixture. Substances are either listed in the “List of Designated Hazardous Substances” or fit the criteria for a hazardous substance as per approved criteria for classifying Hazardous Substances, both of which are published by Worksafe Australia.
Master Emergency Communication Point	A Master Emergency Communication Point is a designated location within, or in close proximity to the site from where the Chief Warden will direct all emergency control operations during a period where an incident impact on, or could impact on, the safety and well-being of building occupants.
Placard load	A load in a cargo transport unit that must have a placard, based on the aggregate quantity of dangerous goods in the load, determined in accordance with Table 5.3.
Safety Data Sheet (SDS)	A document that describes the properties and uses of a substance through identity, chemical and physical properties, health hazard information, and precautions for use and safe handling information. SDS is not an Emergency Procedure Guide.

3 Spill Procedure

Hazards and controls associated with spills

HAZARDS	CONTROLS
<ul style="list-style-type: none"> • Fire and explosion • Inhalation • Skin irritants and burns • Slips, trips and falls • Fumes and vapours • Contamination 	<ul style="list-style-type: none"> • PPE • Spill Kits and bunds • Emergency Procedure Guide • Barricades • Evacuation • Out of Service Tags • Training

INITIAL EMERGENCY RESPONSE - SPILL PROCEDURE

- Immediately notify your Operations Manager and the Chief Warden of the location and size of the spill.
- Notify those in the surrounding areas.
- For Major Spills, evacuate the area and call Emergency Services.
- For Minor Spills and if safe to do so, obtain the substance name and UN number and then refer to the Emergency Procedure Guide (EPG) for controls and required PPE.
- Obtain the spill kit and prepare for clean-up. Protect drains and waterways with spill sock or absorbent material.
- Place absorbent material on the spill, starting from the outside working your way to the centre.
- Collect contaminated absorbent material in a container and place Out of Service Tag with name of contaminant, class and UN Number and date material placed in container.
- Once the all clear is given, the depot branch manager will contact Wasteflex to manage disposal of the contaminated spill material and complete an Incident Notification Form.



MAJOR spill

A spill that meets any of the following:

- Fire or explosive hazard
- Chemical fumes and/or vapours
- Flammable or toxic
- Toxic, corrosive or oxidising substances
- Spill is uncontrolled and continuing to spill

4 Crisis Management

Northline Crisis Management and Recovery Plan details how we will respond to an incident or a crisis in an effective, cohesive and timely manner, with the goal of avoiding or minimising damage to the organisation's profitability, reputation or ability to operate.

The CMR Plan manages communication with external audiences including appropriate authorities, media, etc., as well as internal audiences such as Northline's own staff. **Refer PRD-09 Crisis Management Procedure.**

5 Accident/Incident at a Northline Depot

Notify a Chief Warden. **Refer to Warden Posters at site entrance and on notice boards.**

Chief Wardens will establish a Master Emergency Communication Point, and attend the area of the accident/incident and do the following:

- Is the accident/incident safe to contain with available equipment.
- Does the area need to be secured?
- Does the accident/incident require other depot staff to be notified.
- Does the accident/incident require the depot to be evacuated.
- Obtain Emergency Response Guide appropriate to the dangerous goods or trackable waste involved in the accident/incident.
- If safe to do so, supervise and/or contain
 - Any spill of dangerous goods or listed waste
 - Obtain the services of an appropriate clean-up company or Metropolitan Fire Service if any spill is large.

If there is an immediate threat to life, health or the environment the chief warden will call emergency services

Metropolitan Fire Service	000
SA Police	000
Ambulance	000
Pollution Hot line	1800 064 567
Worksafe NT	1800 250 713
Dept of Transport and Main Roads	13 19 40

6 Transport Emergency Response Plan

A Transport Emergency Response Plan is required to meet the requirements of Northlines EPA waste Transport Licence EPL216. A Transport Emergency Response Plan can prevent a minor incident from becoming a major incident or disaster, by saving lives, preventing injuries and minimising damage to property and the environment.

6.1 Plan Activation

This Transport Emergency Response Plan prepares for the unexpected by identifying response mechanisms to a variety of potential crises arising from the transport of dangerous goods. It outlines the necessary resources, personnel and logistics which will allow for a prompt, coordinated and rational approach to a transport incident.

- Vehicle/Trailer roll over
- Derailment
- Accident
- Release of waste to the environment
- Fire

6.2 Situation Appraisal

In the event of an accident or incident involving dangerous goods and or listed waste within the depot, depot staff and drivers are required to appraise the situation and report immediately as follows:

- Immediate threat to life, health or the environment → call 000 emergency services, and then call the nearest Northline depot (Alice Springs or Darwin)
- No immediate threat to life, health or the environment → notify the nearest Northline depot (Alice Springs or Darwin)

6.3 Contact Details and Timelines for Reporting

In the event of an accident/incident where there is environmental harm or potential for environmental harm.

DRIVERS are required to report immediately as follows:

Depot Manager Alice Springs Michael McKee 0477 728 877

Depot manager Darwin Shayne Holmes 0428 889 493

Provide the following information

- Drivers Name
- Drivers telephone contact details
- Location of accident/incident
- Are there any injuries
- Any other agencies/persons contacted by driver
- Brief details of the accident/incident
- What are the dangerous goods or trackable waste involved?

- ☒ Product name, UN Numbers & Class, Quantities involved
- ☒ Types of containers or packages
- ☒ Any threat to persons, property or the environment
- ☒ Any risk of fire, explosion, public exposure or environmental contamination

DEPOT MANAGERS are required to report immediately as follows:

1. Send notification to the NT EPA (in any case within 24 hours)

Send email to pollution@nt.gov.au with the following information:

- (a) the incident causing or threatening to cause pollution;
- (b) the place where the incident occurred;
- (c) the date and time of the incident;
- (d) how the pollution has occurred, is occurring or may occur;
- (e) the attempts made to prevent, reduce, control, rectify or clean up the pollution or resultant environmental harm caused or threatening to be caused by the incident;
- (f) the identity of the person notifying; and
- (g) A date when an incident investigation report will be submitted to the NT EPA

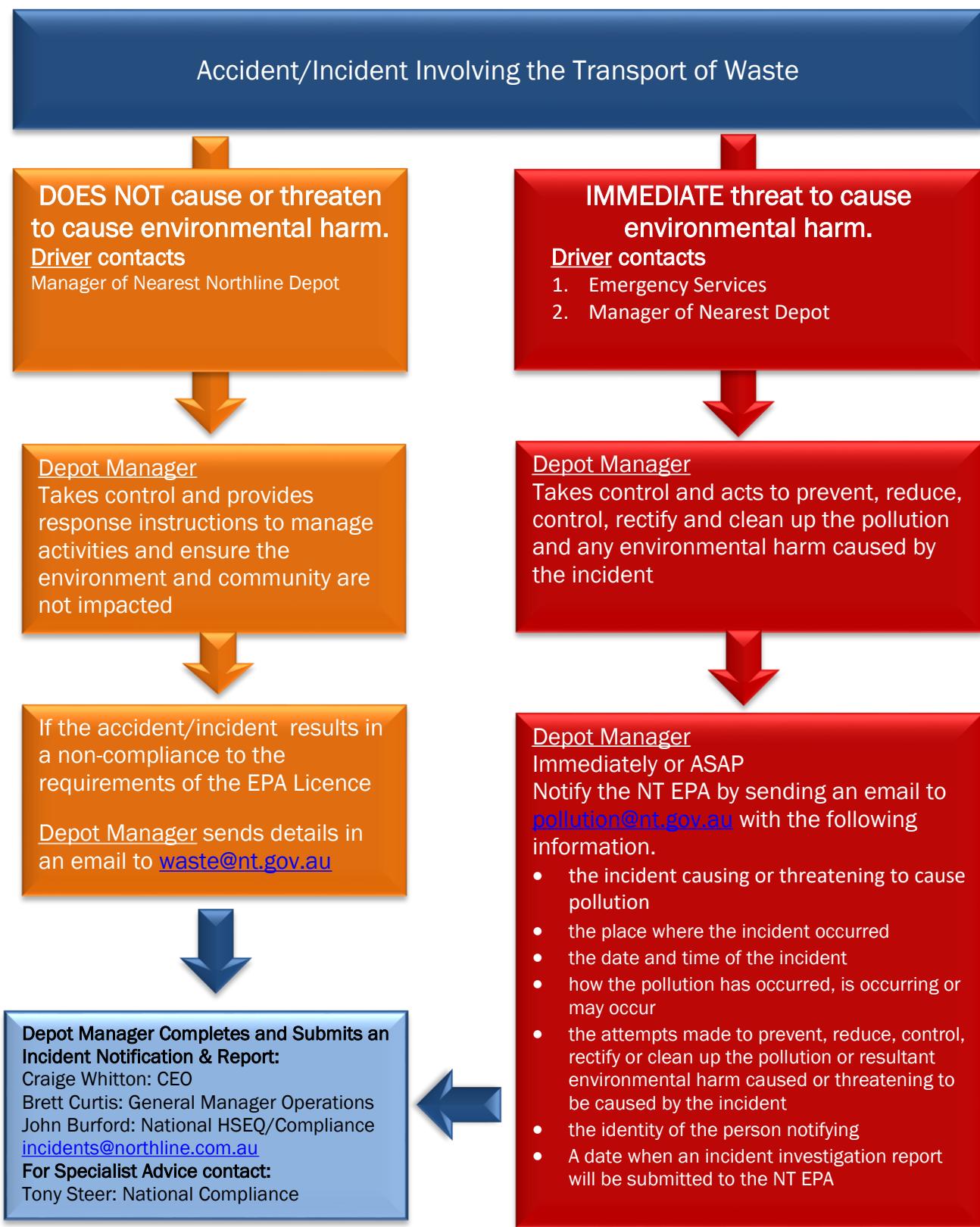
2. Begin an assessment for clean up / remediation / rehabilitation of the incident

3. Submit an investigation report to the NT EPA

Report to the NT EPA as follows:

REPORTING WHAT	HOW TO REPORT IT
<p>Major pollution incidents that require urgent attention such as significant illegal dumping, marine and inland water oil spills, or fish kills.</p> <p>NOTIFICATION is a requirement under section 14 of the Waste Management and Pollution Control Act.</p>	<p>Send Email: pollution@nt.gov.au With detailed information as listed above</p>
<p>Non-urgent environmental pollution problems and complaints from the public such as construction noise, offensive odours, algal blooms, unreasonable dust, inadequate storage or handling of waste, and visible sheens or discolouration of water ways, contaminated sites etc.</p>	<p>Report via one of the following: Online NT EPA Pollution Reporting Online Form</p> <p>Email: pollution@nt.gov.au</p> <p>Post: GPO Box 3675 Darwin NT 0801; Pollution Hotline: 1800 064 567</p>
<p>Non – compliance reporting for holders of Waste Discharge Licences, Environment Protection Licences and/or Environment Protection Approvals.</p>	<p>Email: waste@nt.gov.au</p>

6.4 Flowchart for the Incident Management Process



6.5 Resources – Basic Rules

When a vehicle is carrying more than a specified minimum amount of listed waste, the vehicle shall:

- If carrying a placard load, display Emergency Information Panels (EIP) on both sides and rear of the vehicle/trailer.
- Have fitted in an accessible position, the appropriate fire extinguishers displaying a current service tag appropriate to the load.
- Have fitted on the inside driver's door a white folder named 'Emergency Response Guide' or 'Emergency Procedure Guide to carry the following:
 - Initial Emergency Response Guide book
 - Emergency Procedure (Fire) Guide
 - Transport documentation and either IERG or EPG appropriate to the load.
 - ***Do not leave the pick-up point without this information***
- Carry protective clothing and equipment, appropriate to the load.
- When loading/unloading follow the applicable procedures at all times and wear any appropriate personal protective equipment.
- Carry three reflective breakdown triangles
- Ensure the load is compatible, and products are labelled and packaged. Ensure goods are restrained as per the requirements of the 'Load Restraint Guide'.
- All trucks and trailers must be fully gated.
- When transporting traceable waste, driver must have a copy of the Environmental Protection Agency Licence.

6.6 Personal Protective Equipment

Below picture shows the minimum PPE required for the transport of listed waste.



PPE Matrix for handling Dangerous Goods

Table 12.2 - Minimum Personal Protective and Safety Equipment on Road Vehicles transporting a Placard Load

Minimum Equipment Required	2.1(a)	2.2	2.3(b)	3	4	5.1 Solids	5.1 Liquids	5.2	6.1(b)	6.2	7	8(b)	9
Respiratory Protection													
Gas Tight Goggles	(c)	(c)											
Eye Wash (d)													
Chemical Resistant Gloves													
Thermal Gloves													(e)
Chemical Resistant Over-all													
Chemical Resistant Boots													
Electric Torch													
Electric Torch as per AS/NZS 60079.11													

A	A Vehicle transporting undiluted LP Gas must additionally be equipped with a gas detector suitable for detection of LP Gas, in accordance with AS1596.
B	The minimum requirement is air-supplied short term breathing apparatus suitable for escape purposes, except when, even in an emergency, the dangerous goods will not give rise to harmful vapours, gases or dust. Note: that where a driver attends to the loading or transfer of goods, SCUBA with a duration of greater than 15 minutes may be required by other (e.g. Health & Safety Legislation).
C	YES - if the goods are in receptacles with a capacity >500L or the goods are cryogenic liquids. NO - otherwise "Gas Tight Goggles" means face hugging goggles with increased facial seal.
D	Where an eyewash kit is required, it must be of at least 250ml capacity, filled and ready for use.
E	YES - if the goods are elevated temperature substances or dry ice. NO - otherwise

7 Incident Management and Response

An incident is defined as any non-conformance with this management plan. All spills and incidents which occur both on site or during transit of waste material will be managed to ensure that all reasonable and practical measures are implemented to reduce potential risks to the environment.

As a minimum all emergency situations arising from Northline's activities will be dealt with in accordance with Northline's Emergency Response Plan. Northline will ensure that the management of spills is conducted in accordance with the spill cleanup procedure.

Refer to Safe Work Instruction SWI-758 Road Accidents

Safe Work Instruction SWI-765 Road Incidents

7.1 Emergency Response – Release of Waste to the Environment

In the event of a release of wastes to the environment that is considered an incident, the following measures will be taken by Northline to reduce the potential risk to the environment:

- Conduct a personnel safety assessment of the incident area. Notify personnel in the immediate area and move out of the area if it is dangerous.
- Isolate any ignition sources
- Isolate the source of the waste, e.g. Bin, Container or Vessel
- Pay attention to fire and health hazards
- If safe, control any further volume of waste being spilt to stop the release of contaminants to the environment by shutting down equipment, shut off any valves, upright any drums, plug the leak or place a suitable container under the leak.
- Containment measures are to be engaged to reduce the potential for the spread of any release
- Implement spill control measures to clean up the release such as use of absorbent pads as applicable to the type of waste released as per Safe Work Instruction **SWI-815 Spill Kits**
- Establish an exclusion zone to prevent unauthorised access to the site
- Recovered spill contents such as contaminated absorbent material or sand can be collected and placed into separate plastic containers suitable for that chemical
- Plastic containers containing contaminated material need to be disposed of as soon as possible and in accordance with the recommendations contained within the Safety Data Sheet, or in accordance with the Northern Territories waste disposal requirements

7.2 Emergency Response - Fire

In the event of a fire that is considered an incident, the following measures will be taken by Northline to reduce the potential risk to the environment:

- The RACE principal is the key initial response to be applied by all workers applied upon awareness of fire or smoke.
 - R** = Remove people from immediate danger
 - A** = Alert others including Warden
 - C** = Close all doors to contain the fire/smoke
 - E** = Evacuate the area using safest exit
- Extinguishing a fire should only be attempted by trained personnel when considered safe to do so
- Control and contain any spills if applicable and if possible

- Immediate notification, emergency services, EPA, Regulators, Northline Depot Manager
- Identify the safest path of egress to avoid the hazard at hand.
- Follow the instructions of the emergency personnel
- Northline management representative will notify media and community

7.3 Emergency Response – Rollover, Derailment or Accident

Each Branch has an emergency contact person or after-hours number contact. (normally the Operations Manager)

Step 1. the Nearest Branch Manager - will become the Response Coordinator. They are to immediately advise the Sending and Receiving Managers of the situation, and Head office Crisis Management Team Leader (CMTL) and Client Services.

Step 2. Response Coordinator is to assist in any clean-up (if required) and coordinate the recovery of the waste material.

Step 3. The relevant Operations Manager is to pass manifest information immediately onto the CMTL and the Branch Sales Manager.

Step 4. The relevant Operations Manager is to set up an incident Masterfile. The Incident Masterfile should contain essentially an incident report of the situation which includes, date, Unit number, Subcontractor name, a description of the incident and clean-up procedures.

Step 5. A member of the Crisis Management Team or the Operations Manager will call the waste consignee and waste management consignor to explain the situation and an email be sent confirming the conversation. Add all copies of connotes and manifests, and a record of time, date and name of customer spoken to into the Incident Masterfile.

Step 6. The CMTL and the Operations Manager will coordinate recovery of the waste material.

Step 7. The Incident Masterfile is to be tabled at the OH&S meeting, regarding any future corrective actions.

7.4 Incident Reporting and Corrective Action

Northline's incident reporting involves Hazard Card and Near Miss Notification for safety and environmental incidents, and Incident and Investigation Reporting with root cause analysis to determine appropriate corrective and preventative actions.

Refer to FOR-112 Incident Report - Property, Equipment and Environment

The more significant the incident, the more detailed reporting and investigation process will be recorded.

Northline HSE/Compliance Team provides guidance and will advise if further reporting and investigation is required.

Northline workers are required to report all environmental incidents.

All Incident Reports are entered, and details maintained in the Northline's **FOR-116 OFI Incident Register**.

Northline Compliance Team will report a notifiable incident to the State Environmental Authority.

7.5 Complaints Process

If Northline receives a customer or public complaint regarding environmental management or incidents, the details will be managed through our Incident Reporting process using *PRC-07 Incident and Performance Management*.

SENIOR MANAGEMENT CONTACTS		
Name	Position	Contact Number
Craig Whitton	Chief Executive Officer	0403 087 690
Brett Curtis	General Manager - Operations	0418 121 979
John Burford	National HSEQ & Compliance Manager	0418 700 318
Tony Steer	National Compliance Officer	0477 899 029
EMERGENCY CONTACTS		
State	Regulator	Contact Number
New South Wales	NSW EPA	131 555
Northern Territory	NT EPA	1800 064 567
Queensland	Department of Environment & Science	1300 130 372
South Australia	EPA South Australia	1800 623 445
Victoria	EPA Victoria	1300 372 842
Western Australia	Department of Water & Environmental Regulation	1300 784 782

8 Revision History

Version	Reviewed		Change Description
	Date	By	
3	18/03/19	Josh Steele	Added more specific response procedure to meet the requirements of the EPA licence with contact details & timelines for reporting
4	21/03/19	Josh Steele	Changed the incident response & flow diagram to clarify immediate action to take and reporting requirements

OC ID:	FOR-351
Rev. No.:	04
Issue/Revision Date:	21/03/19