

Environmental Management Plan

How you will manage risks identified in your environmental risk assessment

JJR operates an Integrated Management System ('IMS') which links all aspects of the Company's operations including quality, health, safety and environmental management.

The inextricable links between these issues and the need to establish a base for the consistent application of standards to meet operational and legislative requirements, have made this an important step towards maintaining 'due diligence' throughout the organisation.

The IMS defines, documents and communicates roles and responsibilities to facilitate effective environmental management. JJR ensures that all levels of the organisation are aware of their environmental obligations or responsibilities. This is achieved through implementation of A2 Roles and Responsibility and A2-1 Responsibilities Matrix provided in **Attachment 1**.

JJR has also established A3 Organisational Charts for the corporate entity and specific branches. The Organisational Chart for the Alice Springs Depot is provided in **Attachment 2**.

In addition, the documents and procedures in place through the IMS system are utilised by relevant staff to assist in advising of their duties relating to environmental management and the processes and procedures to be followed relating to environmental management (**Attachment 3**).

Internal Auditing

Audits are an independent review of a site or region's current management systems to ensure compliance with said systems. Internal audits are a requirement under our quality certifications and a management tool to ensure consistency of management systems implementation across our operations, compliance with legislation, external commitments and relevant standards.

By conducting the internal audits, we can assess the sites compliance with our licence conditions. By ensuring compliance with relevant conditions as set by the EPA, we consider that we are further mitigating and controlling the potential hazards and risks associated with the receipt of Listed Waste.

Incident Management

Staff are appropriately equipped with knowledge and the tools to respond to an emergency incident which we consider is imperative to mitigating the effects of a spill and/or leak.

Spills are handled in accordance with SBMP-18.05-00 Spill Management (**Attachment 4**) and SBMP-13.01-04 Environmental Incident Management (**Attachment 5**).

In addition to our incident management documents, all drivers are trained utilising an internal Fire and Emergency Training module for sites (**Attachment 6**) and are set up according to SBMP-14.01-00 Emergency Planning Procedure (**Attachment 7**). In addition, Emergency Procedure Guides ('EPGs') are available in the cabin of the vehicle for dealing with environmental incidents relating to the specific waste type being transported. EPGs provide instructions to staff to ensure that incidents are managed quickly and appropriately. Staff are required to follow the relevant EPGs and notify their supervisor as soon as practicable.

Spill Kits

Spill kits appropriate for the waste types received are available at the site.

Guides and Training

We have created a Waste Tracking Guide specific to each state/territory which provides information relating to the types of wastes that must be tracked when transported, how to appropriately transport and what documentation must be completed (**Attachment 7**).

Attachment 1 – A2 Roles and Responsibility and A2-1 Responsibilities Matrix

	Directors	Region/State Managers (Director Delegate)	Branch/Depot Managers	Section Managers / Supervisors	Employees (Inc. WHandS Reps)	IMS/Legal Personnel (Compliance)
Integrated Management System (IMS)	Guide development, Incorporate into business strategy, Mentor Managers, Approve and review content and requirements.	Guide development, Incorporate into business strategy, Mentor Managers,	Manage implementation, Meet company performance standards, Monitor compliance.	Support and implement policies, work procedures, rules, safety notices, Train employees.	Comply with policies, work procedures, rules, safety notices. Actively participate in training.	Maintain, audit and review as directed by Directors. Assist with implementation, Advise on depot compliance. Implement training tools and processes.
Corporate Culture and Ethics (Inc. Grievances)	Guide development to reflect the desired culture of the company, Lead by example, Mentor Managers.	Guide development to reflect the desired culture of the company, Lead by example, Mentor Managers.	Actively support and guide ethical behaviour of your depot, Lead by example.	Actively support and enforce ethical behaviour of employees.	Comply with the Code of Ethics, Report unethical behaviour/action.	Assist with development and review. Report unethical behaviour/action. Implement training tools and processes.
Policies	Guide development, Approve, support and mentor Managers.	Guide development, Support and mentor Managers.	Actively support, comply and mentor.	Support, comply and train employees.	Comply with policy.	Develop, review and measure. Implement training tools and processes.
Objectives / Targets	Determine business objectives and targets, Support and review performance.	Determine business objectives and targets, Support and review performance.	Meet company objectives/ targets, Determine depot specific objectives / targets, Review performance, Report to Directors	Meet depot specific objectives / targets.	Participate as required to achieve objectives and targets.	Advise on objectives/ targets (quality, safety, environment, HR/IR), Review performance, Report to Directors. Implement training tools and processes.
Performance	Integrate into business key performance indicators and review with Managers.	Integrate into business key performance indicators and review with Managers.	Ensure employees aware of responsibilities, Integrated into employee performance assessment.	Advise on employee performance against IMS Standards.	Comply with IMS standards, fulfil responsibilities.	Advise and review. Implement training tools and processes.
Organisational Change	Plan and guide change.	Mentor Managers	Support and manage implementation.	Support and implement.	Comply and participate in organisational change discussions and consultations.	Develop change tools, Educate, consult and promote change. Implement training tools and processes.
Resources	Provide support and appropriate resources.	Provide support and appropriate resources.	Resource and support as per depot requirements.	Support and advise on resourcing needs.	Advise on required resources.	Advise Directors of resource requirements. Implement training tools and processes.
Regulatory Compliance	Company requirements imperative to be specified in the IMS: policy, procedures and practices.	Company requirements imperative to be specified in the IMS: policy, procedures and practices.	Ensure compliance with the IMS: policy, procedures and practices.	Implement and comply with the IMS: policy procedures and practices.	Support and comply.	Review legislation and determine compliance requirements for the Company, Advise Directors, Develop management tools, and incorporate into the IMS. Implement training tools and processes.
Training and Competency	Approve and resource necessary training requirements. Assess training requirements of Senior Management.	Approve and resource necessary training requirements. Assess training requirements of Senior Management.	Ensure training requirements for all staff are assessed and approve necessary training.	Facilitate courses and attendance, Monitor the maintenance of necessary qualifications / training, Maintain records.	Attend training as directed, Notify Supervisor of any changes in qualification status. Assist where required.	Provide advice to Directors regarding training requirements, develop and implement training tools and processes.

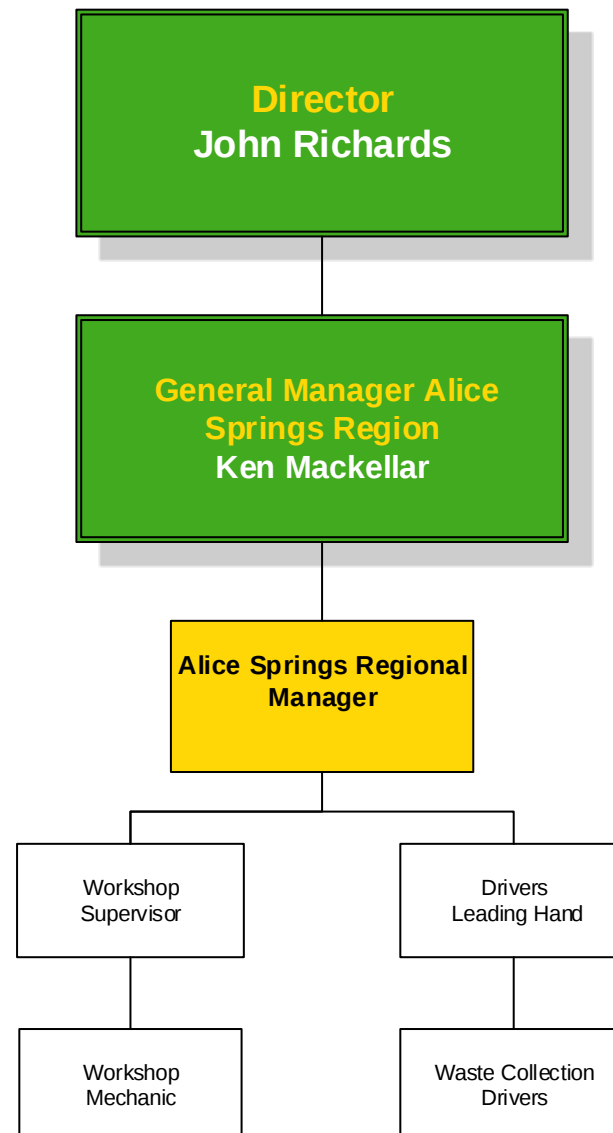
	Directors	Region/State Managers (Director Delegate)	Branch/Depot Managers	Section Managers / Supervisors	Employees (Inc. WHandS Reps)	IMS/Legal Personnel (Compliance)
System Review and Update	Support regular review and updates, Provide necessary IMS resources to conduct reviews.	Support regular review and updates,	Notify IMS Team of changes or additions needed to procedures, safety notices, rules and forms, Communicate changes or additions to Section Managers, Supervisors.	Notify Depot Manager of changes or additions needed to procedures, safety notices, rules and forms, Communicate changes or additions to employees.	Comply with system requirements. Raise issues of concern or ideas for improvement with management .	Review legislation, AS, COP and research issues, Advise Directors, Update IMS documentation. Implement training tools and processes.
Communication and Consultation	Foster a positive culture of open two way communication, Conduct regular Management Review Meetings with Branch/Depot Managers, Address issues on an as needs basis.	Foster a positive culture of open two way communication, Conduct regular Management Review Meetings with Branch/Depot Managers, Address issues.	Foster two way communication, Conduct regular Management Review Meetings with section managers and supervisors, Address issues.	Conduct regular team briefs with staff, Address issues. Maintain a consultative process for all workplace changes ie. policy/procedure, risk, tasks and equipment.	Attend team briefs, Comply with information, Raise issues of concern with management.	Advise and review effectiveness. Help facilitate two-way communications. Implement training tools and processes.
Risk Management	Set acceptable levels of risk, Incorporate into company policy, Mentor Managers.	Mentor Managers and support company policy.	Identify, manage and review depot specific activities, Assess risks and implement control measures in line with company policy, Review effectiveness.	Assist with identifying and assessing risk and implementing control measures, Provide feedback to Depot Manager on effectiveness.	Assist with identifying and assessing risk.	Assist with identifying and assessing risk, Advise Directors, Support directives, Monitor and review. Implement training tools and processes.
Auditing and Corrective Action Requests (CARs)	Resource, Monitor performance, Address outstanding CARs with Branch/Depot Managers.	Resource, Monitor performance, Address outstanding CARs with Branch/Depot Managers.	Continuously review compliance with IMS, Raise internal CARs and address CARs within the required timeframes, Ensure corrective/ preventative action is adequate and review effectiveness.	Report to management any shortfalls in IMS compliance, Implement agreed corrective/ preventative actions in a timely manner, Report to Manager on effectiveness, Communicate improvements and changes to employees.	Comply with procedures, Report any practices or issues of concern.	Review closed out CARs with person raising them, Report long term outstanding CARs to Directors. Report any sub-standard practices. Implement training tools and processes.
Document Control and Record Keeping Systems	Support and provide necessary resources for quality management of IMS.	Mentor Managers	Support and resource appropriate depot IMS record systems.	Ensure records necessary for the IMS are collated, maintained and reviewed.	Submit the necessary records required by specific IMS policies.	Manage document control and record keeping policies and procedures, Audit, Advise, and Review. Implement training tools and processes.
SBMP	Support the SBMP, Approve the content and requirements.	Support and apply the SBMP.	Good working knowledge of the SBMP and the requirements of each section, Manage compliance by overseeing, delegating and reviewing the Depot Annual Planner with responsible persons on a regular basis.	Implement the requirements of the delegated sections of the SBMP, Ensure checks are done and supporting records are filed in accordance with SBMP-01.07-00 Annual Planner, Check records are correct.	Report any hazard or substandard conditions / activities, Work in a manner that does not endanger you, others or the environment. Assist with compliance with the SBMP.	Develop, implement, review legislative requirements and incorporate into the SBMP for compliance at depot level, Report any unsafe work practices / conditions, Audit and assist with SBMP compliance. Implement training tools and processes.
Work Procedures, Safe Work Instructions, Work Area Rules and Safety Notices	Support development and regular review.	Support development and regular review.	Ensure all activities at the depot are covered by WP and SWI, Regularly review content and update as required.	Assist with reviewing and testing of procedures, Notify Manager if changes are required to existing WP and SWI, or if new procedures are required.	Comply with instructions, work procedures and standard work instructions, Report any substandard conditions / activities, Work in a manner that does not endanger you, others or the environment. Notify Manager if changes are required to existing WP and SWI, or if new procedures are required.	Assist depots with developing WPs and SWIs, Document control, review and update. Assist with reviewing and testing of procedures. Notify Manager if changes are required to existing WP and SWI, or if new procedures are required. Implement training tools and processes.

Attachment 2 – A3 Organisational Charts

J.J. Richards & Sons Pty Ltd

Alice Springs Operations

Organisational Structure



SITE BASED MANAGEMENT PLAN

Form

SBMP-01.01-02

Integrated Management Systems Contents

01.00 SBMP Introduction

- 01.01 Systems Overview
- 01.03 Roles and Responsibilities
- 01.06 Records
- 01.07 Annual Planner

03.00 Supplier-Subcontractor Assessment

- 03.01 Supplier Subcontractor Approval Process

04.00 Consultation and Communication

- 04.02 Team Briefs
- 04.03 Workplace Alerts
- 04.05 External Communication

05.00 Hazard Identification

- 05.01 General Hazard Inspection
- 05.02 Hazard Reporting System

06.00 Risk Management

- 06.01 Risk Management
- 06.02 Permits

07.00 Induction and Training

- 07.01 Induction
- 07.02 Training
- 07.03 Statutory Qualifications
- 07.04 Learning Management System

08.00 Rules and Permits

- 08.01 Rules

09.00 Plant and Equipment Management

- 09.01 Specific HSE Systems
- 09.02 Plant Maintenance and Repair

10.00 Safety

- 10.01 Chemical Management
- 10.02 Noise Management
- 10.06 PPE Assessment
- 10.14 Occupational Immunisation Program
- 10.15 Employee Hearing Audiometric Testing
- 10.17 Manual Handling
- 10.18 Ergonomic Assessment-EA
- 10.19 Working At Heights
- 10.20 Electrical Safety
- 10.21 Asbestos in Workplace
- 10.22 Health Monitoring and Surveillance

11.00 Human Resources

- 11.01 Recruitment and Selection
- 11.02 Apprentice Recruitment
- 11.03 Conduct and Discipline
- 11.04 Grievance Process
- 11.05 Employment Agreements
- 11.06 Staff Departure
- 11.08 Leave
- 11.09 Payroll Forms
- 11.10 Position Descriptions-PD
- 11.12 Leadership Development
- 11.13 Employment of Relatives
- 11.14 Driver Employee Bonus Scheme
- 11.16 Workshop Leadership Development
- 11.17 Social Club Policy
- 11.18 Bullying Harassment Discrimination
- 11.20 Parental Leave and Related Entitlements
- 11.21 Uniform and Appearance Policy
- 11.22 Union Membership
- 11.24 Job Function Analysis-JFA
 - 100 series - Operations – Transport
 - 200 series - Fleet and Engineering
 - 300 series - Quarantine Waste
 - 400 series - Administration
 - 500 series - Sales
 - 800 series - MRFs
 - 900 series - Landfills and Transfer Stations
 - 1300 series - Tank Farm Operations
 - 1400 series - Industrial Services

- 1600 series - Engineering

12.00 Customer Service

- 12.01 General Feedback
- 12.02 Statutory Declaration Completion

13.00 Accident and Incident Management

- 13.00 Incident Management Overview
- 13.01 Accident Incident Reporting
- 13.02 Incident Investigation
- 13.03 IRS

14.00 Emergency Management

- 14.01 Emergency Planning
- 14.03 Bushfire Management
- 14.04 Landfill-Transfer Station Fire Management
- 14.06 ISS Emergency Response Plan

15.00 Return to Work and Rehabilitation

- 15.01 Rehabilitation
- 15.02 Suitable Duties
- 15.04 Important Return to Work Information

16.00 Computer-Email Usage

- 16.00 IT Policy Acknowledgement
- 16.04 IT File and Data Backup Policy
- 16.08 IT Communications Policy
- 16.09 IT Device Usage Policy

17.00 Fitness for Work

- 17.01 Fitness For Work Policy
- 17.10 Fatigue Monitoring System
- 17.12 Standard Hours Driver Work and Rest Schedule
- 17.13 Basic Fatigue Management

18.00 Environment

- 18.00 Environment-Transport
- 18.01 Waste Tracking Guides
 - NSW
 - NT
 - QLD
 - SA
 - VIC
 - WA
- 18.02 Environment-Facilities
- 18.04 Air Management
- 18.05 Spill Management
- 18.08 Environmental Monitoring
- 18.10 Water Management
- 18.11 Energy Management
- 18.12 Underground Petroleum Storage Tanks
- 18.13 Aboveground Storage Tanks
- 18.23 Vegetation and Pest Management

Area Specific Work Procedures, SWIs and Forms

- 0-99 IMS
- 100 Operations
- 200 Fleet
- 300 Regwaste Australia
- 400 Administration
- 500 Sales
- 700 EnviroCom
- 800 MRF
- 900 Landfill and Transfer Stations
- 1300 Tank Farms
- 1400 Industrial Services
- 1500 Compost
- 1600 Engineering
- 1700 Fixed Plant and Equipment
- 1800 SFA
- US USA Operations

SITE BASED MANAGEMENT PLAN

Form

SBMP-01.01-02

Integrated Management Systems Contents

The IMS also includes:

- **Risk Assessments-RA**
- **Job Safety and Environmental Analysis-JSEA**
- **Site specific RA's and JSEA's**
- **Safety Notices-SN**
 - 100 series – Operations
 - 200 series – Fleet and Engineering
 - 800 series – MRF
 - 1500 series – Composting
- **Work Rules-WR**
 - 100 - Driver
 - 112 - Workshop Stores
 - 115 - Truck Washdown Bay
 - 117 - Bin Repair Bay
 - 119 - Kerbside Collection-Runner
 - 200 - Workshop
 - 201 - Designated Hot Work Area
 - 300 - Clinical and Related Waste Services
 - 400 - Administration-Corporate
 - 900 - Landfill
 - 1500 - CQC Pre Weighbridge
- **EPG's**
 - EPG-JJR General
 - EPG-DG Emergency Response
- **Workplace Alerts**
- **Memos**
- **Training Packages**

SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-18.05-00

Spill Management

Introduction

This section of the Site Based Management Plan (SBMP) addresses the management of spills in the workplace, including vehicles.

Instruction 1	Determine Spill Kit Requirements (Site and Vehicle) - Assess the workplace for areas where the potential for spills exist (i.e. waste/chemical storage areas, workshop floors). - Note the type and volume of substances and determine the potential size of the spill in these areas and where the spill is likely to run. - Review vehicle operations and identify the type and volume of wastes being transported by each vehicle. - After assessing the “type” and “volume” of waste, refer to the Spill Management Matrix for spill management requirements.
↓	
Instruction 2	Maintaining Spill Kits Contents of all spill kits must be regularly checked and restocked to ensure maximum spill control at all times. For vehicles, refer to <i>SBMP-09.02-03 Vehicle and Plant Spot Checklist</i> and for sites to <i>SBMP-05.01-02 GHI Combined Admin and General</i>.
↓	
Instruction 3	Training Employees are required to be trained in the use of spill kits. Refer to <i>TRN-14.01-01 Fire and Emergency-Truck</i>, <i>TRN-14.01-02 Fire and Emergency-Site</i> and <i>TRN-14.01-03 Fire and Emergency-NZ</i>.
↓	
Instruction 4	Emergency Procedure Guides <i>Emergency Procedure Guides</i> must be present at the workplace and in vehicle cabins at all times.
↓	
Instruction 5	Disposal of Absorbent - Check with the supplier or manufacturer that the absorbent passes the US EPA Paint Filter Liquids Test – Method 9095A. This means that the absorbent can be disposed of as general waste as it encapsulates the liquid (i.e. hydrocarbons) to ensure that it will not leach out. - Absorbents that are unable to be disposed of, as general waste must be removed by an appropriately licenced transporter for disposal/treatment at a licenced receival facility.
↓	
Instruction 6	Incident Reporting Refer to <i>SBMP-13.01-04 Environmental Incident Management</i>.

Attachment 5 – SBMP-13.01-04 Environmental Incident Management

SITE BASED MANAGEMENT PLAN

Instructions for Completion

SBMP-13.01-04

Environmental Incident Management

Introduction

This Section of the *Site Based Management Plan (SBMP)* relates to the management and reporting of environmental incidents.

Identifying Environmental Incidents	Environmental incidents include: ▪ All spills involving regulated, prescribed, controlled, hazardous, listed and/or quarantine waste ▪ Spills or releases from vehicles themselves (i.e. hydraulic oil or waste) that result in the material reaching drains, waterways or unsealed ground ▪ Any breach of an environmental licence condition (i.e. unauthorised release of water from site, waste that is non-compliant with the site's waste acceptance criteria) ▪ Receipt of a load of waste with a flash point of <60.5°C, where the receival facility does not have appropriately designed flammable liquid storage tanks. ▪ Receipt of noise, odour or other environmental related complaint from the public or regulatory body ▪ Being issued with a regulatory notice (i.e. show cause notice, penalty notice) ▪ Any unannounced site inspections/audits from a regulatory body
↓	
Implement Immediate Corrective Action	When an incident occurs, the priorities must always be: 1. To ensure the safety of people 2. Protection of the environment 3. Protection of plant, equipment and business operations Staff must follow the relevant Emergency Procedure Guides (EPGs) for dealing with environmental incidents and notify their supervisor as soon as practicable.
↓	
Reporting of Environmental Incidents	Internal Reporting All incidents must be reported to Corporate Governance either by phone: (07) 3488 9600 or email: hseq@jjrichards.com.au as soon as practicable but no later than 24 hours of the incident occurring or the manager/supervisor becoming aware of the incident. When providing the notification the following information will be required: i. Type of Incident (e.g. regulated waste spill, breach of licence conditions) ii. Details of Incident including date, time and location iii. If a spill occurred, did the material reach drains, waterways or unsealed ground and iv. Immediate corrective actions taken External Reporting Notification to external authorities (i.e. EPA) is the responsibility of Corporate Governance. Depending on contractual requirements, specific customers may require the Company to provide notification of incidents, which occur while completing work for that customer.
↓	
Incident Investigation	Internal Investigation Corporate Governance will liaise with the relevant Manager to establish the cause(s) of the incident and ensure appropriate corrective and preventative actions have been implemented. External Investigation Contact Corporate Governance immediately if a statutory body requests information from you.

Attachment 6 - Fire and Emergency Training (Site)



Fire and Emergency Training

SITES AND BUILDINGS

Please Note: Drivers who have completed the *TRN-14.01-01 Fire and Emergency-Truck* are not required to complete this module



TRN-14.01-02

TYPES OF EMERGENCIES

Workplace emergencies can take many forms:

- Fire
- Injury
- Vehicle Accident
- Spills
- Bomb Threat
- External Events (bush fires, gas leak, flood)



IN THE EVENT OF A FIRE...

- Try and stay calm and think logically
- Assess the risk to yourself and others
(i.e. how big is the fire?, where is it located?)
- Assess your ability to put out the fire
(based on your assessment above; your experience; access to fire fighting equipment)
- Do you need to alert other people?
- Do you need to call 000?

DO **NOT** FIGHT A FIRE IF...

- You don't know what is burning! Wrong extinguishers can make things worse
- If you feel you are putting yourself at risk
- Including, if you don't have a safe escape route or there are risks such as toxic fumes or explosion hazards

IF YOU CHOOSE TO FIGHT A FIRE...

- Always position yourself with a means of escape in case the extinguisher malfunctions or something unexpected happens
- You need to be able to get out quickly and you don't want to become trapped

ALERTING OTHERS

- All workplaces will have means of alerting others of an emergency, including fire
- Evacuation diagrams will show the type and location of these, commonly they include:
 - Air horn or rotary gong
 - Manual Call Point (MCP)
 - Voice evacuation system



COMMON FIRE CLASSIFICATIONS

Fires are classified according to the fuel burning, there are 6 common types. The type of fire will determine what extinguisher can be used to fight the fire (see next slide)

Class	Fuel	Examples
A	Common combustible solids	Wood, paper, cardboard, rags etc
B	Flammable liquids	Petrol, oil, paints, diesel etc.
C	Flammable gases	LPG, natural gas, methane, acetylene
D	Combustible metals	Potassium, sodium, lithium, magnesium
E	Electrically involved fires	Any plugged in electrical equipment
F	Fats and oils	Cooking oils and fats

FIRE EXTINGUISHER USE

FIRE EXTINGUISHER SELECTION CHART								
Class & Type of Fire		A	B	C	D	(E)	F	
Type of Extinguisher	Colours	Wood, Paper, Plastic	Flammable & Combustible Liquids	Flammable Gases	Combustible Metals	Electrically Energised Equipment	Cooking Oils and Fats	
Water		✓	✗	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
Carbon Dioxide (CO2)		LIMITED	LIMITED	✗	✗	✓	✗	Not suitable for outdoor use or large class A fires.
Dry Chemical Powder (ABE/BE)		✓ AB(E)	✓	✓	✗	✓	✗ AB(E)	Look carefully at the extinguisher to determine if it is a BE or ABE unit.
		✗ B(E)					✓ B(E)	
Foam		✓	✓	✗	✗	✗	LIMITED	Dangerous if used on energised electrical equipment.
Wet Chemical		✓	✗	✗	✗	✗	✓	Dangerous if used on energised electrical equipment.
Fire Blanket		LIMITED	LIMITED	✗	✗	✗	✓	Fire Blankets effective for oil and fat fires within saucepans and are effective for extinguishing clothes that catch on fire. (Ensure you replace after every use).

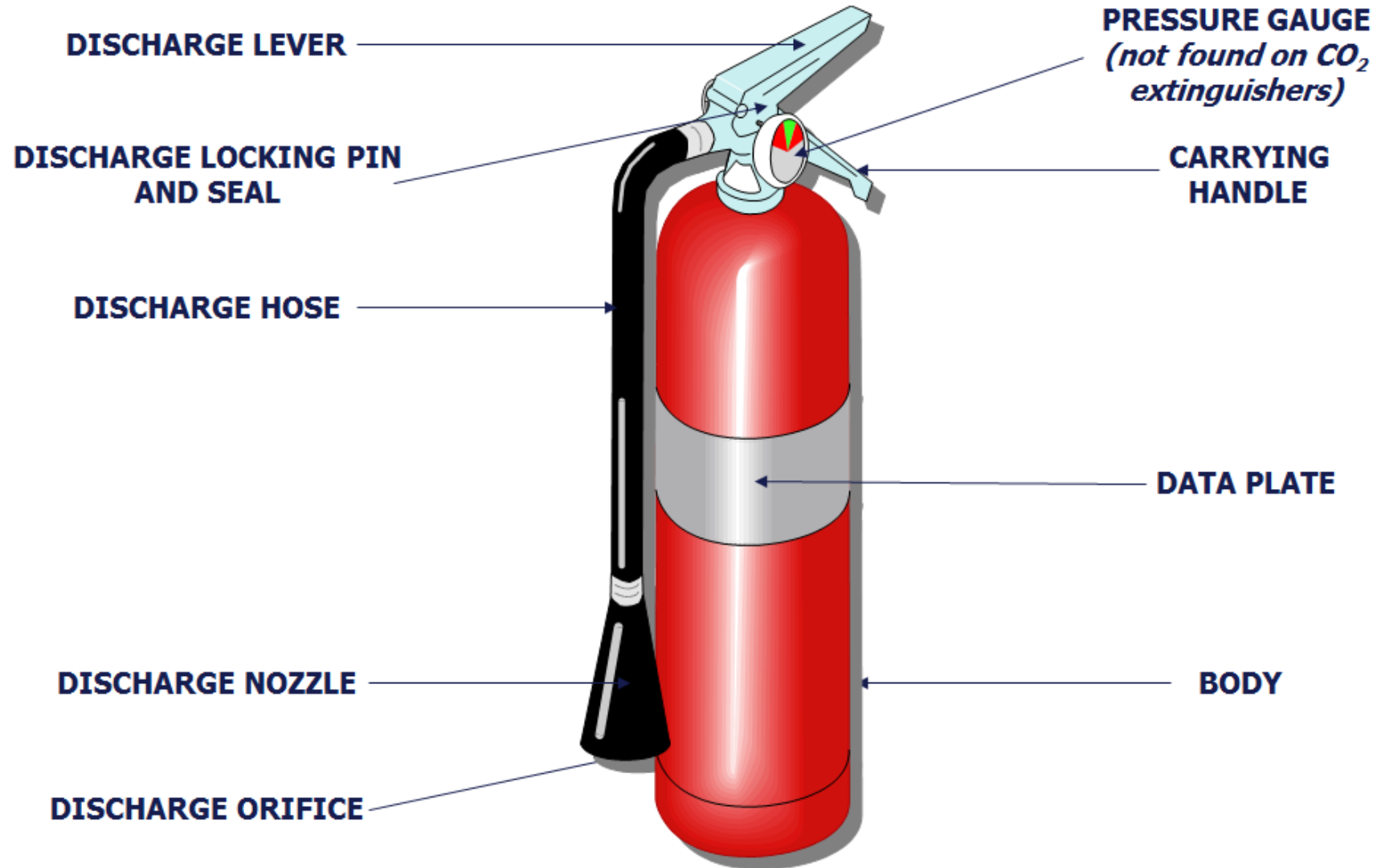
FIRE & SAFETY AUSTRALIA

To obtain Fire Extinguisher or Warden Training please contact us on 1300 88 55 30 or www.fsaustralia.com.au

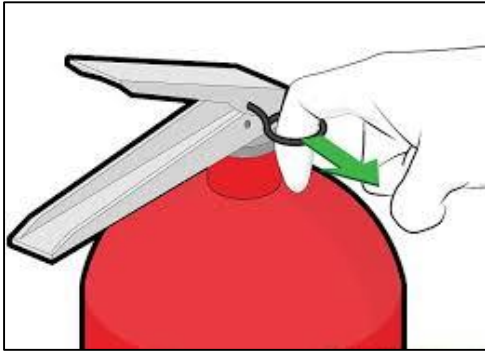
This information comes from Australian Standards AS 2444 & AS3745 – This standard requires that personnel who are trained in the use of portable fire extinguishers must refresh this training within a 2 year period



FIRE EXTINGUISHER - COMMON FEATURES



FIRE EXTINGUISHER - OPERATION

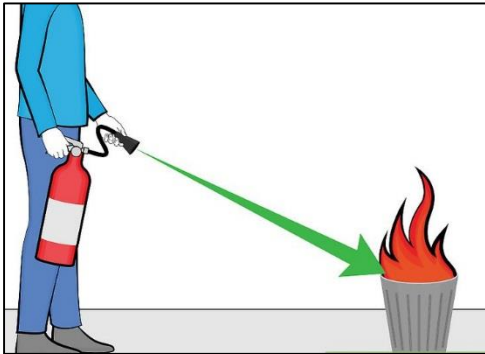


1. PULL

The pin

2. TEST:

As you approach
the fire



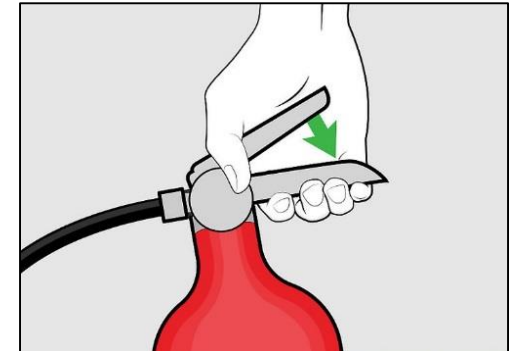
Keep the extinguisher in
the upright position.

3. AIM:

Low at the base of
the fire

4. SQUEEZE:

The lever



5. SWEEP:

From side to side



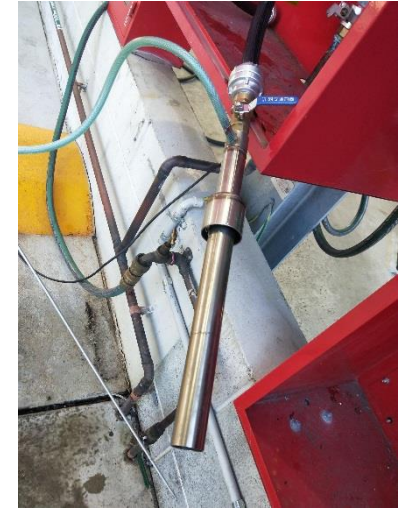
REMEMBER the **PASS** word.

FOAM APPLICATOR - OPERATION



1. REMOVE
hose reel nozzle

2. ATTACH
applicator



3. INSERT
draw line into foam container

4. NOZZLE
to be pointed at base
of fire, and begin
foaming application



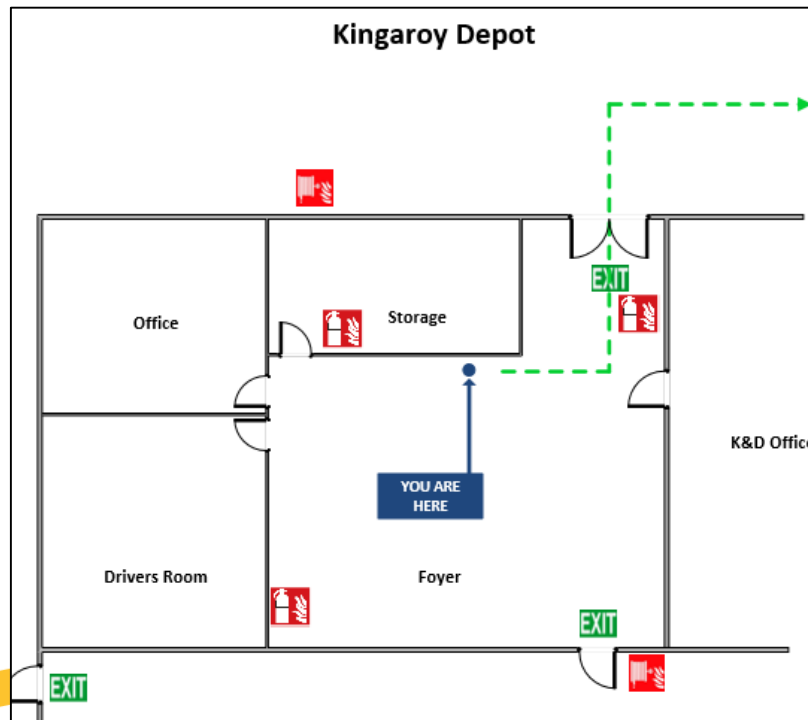
REMEMBER to make it **RAIN**

ACCESS TO FIRE FIGHTING EQUIPMENT

- Be familiar with the location of fire fighting equipment (extinguishers, hose reels, fire blankets) in your workplace, on your truck and on sites in which you operate



- Evacuation diagrams in your workplace will show location of fire fighting equipment



Version Number: 2.0

This is an M&S Controlled Document – always refer to Pyxis for the latest versions.

FIRE FIGHTING EQUIPMENT - EXTINGUISHERS

- Know how to remove an extinguisher from its bracket
- As part of this session:
 - Locate an extinguisher in the workplace
 - Undo the extinguisher bracket latch
 - Lift extinguisher from its position
 - Remove plastic/protective cover (if fitted)
 - Check extinguisher service tag is current
 - Recover, return and re-latch in position



FIRE FIGHTING EQUIPMENT - HOSE REELS

- Operation
 - Fire hose reels are all very similar in operation
 - Ensure the nozzle or jet is in the closed position
 - Turn on the main valve
 - Pull the hose off the drum releasing enough hose to advance towards the fire
 - Ensure sufficient hose is behind you to further advance and mop up
 - Open the nozzle or valve and direct the stream of water at the fire



FIRE FIGHTING EQUIPMENT - FIRE BLANKETS

Fire Blankets are used for small Class A, B and F fires

They may also be used as a thermal barrier against radiated heat and to smother a person's clothing

- Operation

- Approach the fire from the upwind direction
- Remove ignition source or source of fuel
- Unfold blanket and drape over the fire pushing the flames away from you and being careful not to spread the fire to adjoining areas
- Cover entire fire area and leave in place for at least 15 minutes to cool before removal
- Once fire is extinguished do not reuse blanket, it must be replaced



OK, THE FIRE'S OUT... WHAT NOW?

- **WATCH** the fire area
 - If the fire flares again, use another extinguisher to fight the fire
 - If you can't control the fire, **LEAVE** immediately!
- If unsure, call the fire department to inspect the area
- Arrange to recharge or replace any used fire extinguishers



WORKPLACE INJURY

- Before helping the injured person ensure no further danger exists
- Use the First Aid Kit to provide pain relief or prevent the injury or illness from becoming worse
- If the injury is more serious or you are not sure what to do, contact a First Aid Officer for the site or Emergency Services
- If you sustain a workplace injury, you must
 - Report the injury to your Supervisor
 - Record details of the injury
 - Assist with incident investigation if required



SPILLS & SPILL KITS

- Initial Response
 - Warn anyone who may be in danger
 - Prevent spilled product from entering drains and waterways
- A spill kit should contain:
 - Absorbent granules (kitty litter)
 - Absorbent pads
 - Soak up boom
 - PPE (gloves)
 - Waste bags & ties



CONTAINING SPILLS

- Shut off valves / isolate lines
- Prevent further spillage from receptacles that are damaged through the use of pads, rags or other items.
- Stop run-off using boom, pads or absorbent
 - First priority is to prevent run-off into drains
 - Limit the area that has to be cleaned up
- Clean up spill
 - Soak up product with absorbent materials
 - Shovel soiled absorbent and place in provided waste bags
- Report
 - **Contact HSEQ to report all Environmental Incidents**



FLOODING / FLOODED ROADS

- **Don't** drive through flood waters
 - Do not place yourself or your vehicle at risk
- In all cases, advise your Manager/Supervisor



BOMB THREAT - PHONE CALL

Be familiar with the Bomb Threat Checklist

- Excerpt from SBMP-14.01-05 Emergency Action

CALL TAKEN

Date ____/____/____

Time ____:____ am/pm / Duration of Call / Number called

QUESTIONS TO ASK

When will it explode/ Where did you place the bomb / When did you put it there / What does the bomb look like / What kind of bomb is it /
What will make the bomb explode / Did you place the bomb / Why did you place the bomb / What is your name / Where are you now / What
is your address

CALLER'S VOICE

Male / Female / Estimated Age / Accent Impediment / Volume (loud/soft) / Speech (fast/slow) / Diction (clear / muffled) / Manner (calm /
emotional) / Did you recognise the voice / Was the caller familiar with the Area / Well Spoken / Incoherent / Irrational / Taped / Message read
by caller / Abusive

BACKGROUND NOISES

Street Noises / House Noises / Aircraft / Voices / Local Call / Music / Machinery / STD Call

EVACUATION

- In the event of an Emergency it is critical that you can exit the site safely and quickly
- Familiarise yourself with the emergency exits, evacuation routes and the emergency assembly point
 - Know alternative/secondary evacuation routes
 - Refer to the evacuation diagrams across the site
- Know evacuation signals and procedures
- Know who the Emergency Wardens are at your site
 - During an emergency, you must follow their instructions.
 - Wardens will be listed on the Emergency Action document; on display in the lunchroom, at work stations, site noticeboards



FIRE & EMERGENCY TRAINING - WRAP UP

- Never place yourself at risk of injury
- Follow directions of Emergency Wardens
- Ensure all incidents are reported and documented
- Assist with incident investigation and put in place actions to reduce the risk of recurrence
- To reduce the likelihood of incidents occurring report hazards to your Supervisor or use the site Hazard Log Book



Attachment 7 – SBMP-18.01-05 NT Waste Tracking Guide

J.J. Richard
& Sons Pty

Total Waste Management



Northern Territory Waste Tracking Guide

Issue 1
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Guide for Completing Waste Transport Certificate (WTC)

The WTC provides environmental agencies across Australia with comprehensive information on the movement of controlled wastes between jurisdictions. The information helps to minimise adverse effects on human health and the environment by ensuring wastes are properly identified, transported, and reach appropriate facilities for treatment, recycling, storage and/or disposal.

The WTC consists of multiple copies that are to be completed for **each load of controlled waste** transported across the borders of Northern Territory.

The use of the WTC is a requirement under Schedule B of the National Environment Protection (Movement of Controlled waste Between States and Territories) Measure (Controlled Waste NEPM).

WTC's enable tracking of controlled waste from the place of generation to the place of storage or final disposal. They ensure all parties are fully aware of the nature of the waste being handled and its associated hazards and provide accountability for the production, treatment and disposal controlled wastes.

Each WTC consists of four parts:

Part 1	To be completed and signed by the waste producer/storer
Part 2	To be completed and signed by the transporter of the waste
Part 3	To be completed and signed by the depot operator receiving the waste
White tear-off	Relevant parts of the white tear off slip to be completed by waste producer, transporter and depot operator

Each WTC consists of an original and 4 carbon copies that are treated as follows:

Green copy	Retained by the waste producer
Pink copy	Forwarded by the waste producer to the Northern Territory Environment Protection Authority (NT EPA) within seven days of dispatching the waste
Blue copy	Retained by the transporter
Yellow copy	Retained by the depot receiving the waste
White copy	Forwarded by the receiving facility to NT EPA within seven days of receiving waste
White tear-off slip	Forwarded by the receiving facility to the waste producer to indicate that the waste has reached its destination
Yellow tear-off slip	Forwarded to NT EPA by the person who completes PART 3

The Yellow tear-off and the Pink copy can then be matched by NT EPA to ensure that waste collected and subsequently transported is disposed of at an appropriate facility.

The White copy and the corresponding Pink copy can then be matched by NT EPA to ensure that waste collected has been disposed of at an appropriate facility.

Completing the form

Figure 1 Annotated Waste Transport Certificate

Waste Transport Certificate Certificate No. _____

PART 1
This section to be completed by the Producer or Storer of Waste

PART 2
To be completed by the Waste Transporter

PART 3
To be completed by the Facility Receiving Waste

1 Waste description and physical nature

Dangerous Goods Class _____ Subsidiary Risk _____ U.N. Number _____

Packaging Group _____ Bulk/No. of Packages _____ Type of Packaging _____

Amount of Waste _____ kg or _____ Cubic Metres or _____ Litres

Waste Code No. _____ Contaminants _____ Waste Origin (ANZSIC Code) _____

2 Name of Waste Producer

Address _____ Postcode _____

Name of Emergency Contact _____ Phone _____

Authorisation/Permit No./Licence No. _____ Consignment Authorisation Number _____ Consignment Validity Period _____

3 Nominated Disposal/Treatment/Storage Facility & Address Authorisation/Permit Number/Licence No. _____ State _____

4 Type of Treatment Recycling ☐ Landfill ☐ Chem/Phys Treatment ☐ Storage ☐ Incineration ☐ Immobilisation ☐ Biodegradable ☐ Other ☐

I declare that to the best of my knowledge and belief the above information is true and correct

Name and Position (Block Letters) _____ Date _____

Signature _____

5 Name of Transporter Accredited Agent Approval Number _____

Address _____

Mode of Transport _____ Road ☐ Rail ☐ Air ☐ Sea ☐

Vehicle No. 1 Reg. No. _____ Authorisation/Permit No./Licence No. _____ Vehicle No. 2 Reg. No. _____ Authorisation/Permit No./Licence No. _____

Expiry Date: _____

I acknowledge receipt of the waste described in part 1

Name (in block letters) _____

Signature of Transporter _____ Date _____

6 Name of Facility receiving Waste Authorisation/Permit No./Licence No. _____

Address _____

Any discrepancy? ☐ Yes ☐ No

Briefly note any discrepancy _____

I hereby acknowledge acceptance of the waste described in part 1

Name (in block letters) _____

Signature of Facility Representative _____ Date _____

WHITE TEAR OFF:

- TO BE RETURNED TO THE PRODUCER OR STORER BY THE PERSON/COMPANY WHO COMPLETED PART 2

YELLOW TEAR OFF:

- TO BE FORWARDED TO THE REGULATORY AUTHORITY IN THE STATE OR TERRITORY OF ORIGIN BY THE PERSON/COMPANY WHO COMPLETES PART 3

BLUE TEAR OFF:

- TO BE FORWARDED TO THE REGULATORY AUTHORITY IN THE STATE OR TERRITORY OF TRANSIT BY THE PERSON/COMPANY WHO COMPLETES PART 2

GREEN TEAR OFF:

- TO BE FORWARDED TO THE REGULATORY AUTHORITY IN THE STATE OR TERRITORY OF DESTINATION BY THE PERSON/COMPANY WHO COMPLETES PART 1

7 Name and Address of Producer _____

Description of Waste _____

Interstate Movements Yes ☐ No ☐ Transit States _____

Name of Transporter _____

Name and Address of Treatment Facility _____

Signature of Facility representative _____

Any Discrepancy Yes ☐ No ☐

Briefly note any discrepancy _____

Date Received _____

The following text aligns with the annotations on Figure 1.

Controlled Waste Producer or Storer

1. Insert general description and physical nature of the waste.
2. If the waste is classified as dangerous goods, the dangerous goods class number, subsidiary risk, UN number, packaging group, bulk/number of packages and type of packaging must be entered. This information is in the *Australian Dangerous Goods Code for the Transport of Dangerous Goods by Road and Rail*. Available at the Department of Transport and Regional Services web site—www.dotars.gov.au/dgoods.htm
3. Insert the amount of waste in kilograms, cubic metres or litres.
4. Enter one of the following prefixes to indicate the type of waste: 'L' for liquids, 'S' for solids, 'P' for sludge, 'M' for mixed loads (liquids and solids).

Guide for Completing Waste Transport Certificate (WTC)

5. Assign a four character 'waste code' that matches the waste description from the waste Code list (APPENDIX 1, Table 1).
6. If the waste contains other contaminants, the contaminant numbers from the attached waste Contaminants list (APPENDIX 1, Table 2) must be entered.
7. Assign a four character 'Origin Code' that matches the producer industry from the attached Industry of waste Origin list (APPENDIX 1, Table 3).

Example A

Waste battery acid would be identified as follows: **LB100 10 2853**

'LB100' indicates that the waste is a liquid and is sulphuric acid. The prefix 'L' indicates the physical state of the waste. '10' indicates that there are lead compounds in the waste. '2853' specifies a waste arising from battery manufacture.

8. Enter name of the waste producer, the location address where the waste is produced, name of emergency contact person and their telephone number.
9. Insert the waste producer's authorisation/licence number in the jurisdiction of origin if applicable
10. A consignment authorisation number is obtained from the jurisdiction of destination when controlled waste is transported interstate.
11. Indicate the nominated disposal/treatment/storage facility and its address. Enter the facility's authorisation/licence number if applicable. For waste coming into NT such a facility will have an Environment Protection Licence number.
12. Indicate the type of treatment the waste will receive at the facility.
13. Enter the name, position and signature of person completing the WTC. Enter the date the waste is collected for transport.
14. Enter the name and address of the waste producer.
15. Insert the States or Territories through which the waste will pass.

Controlled Waste Transporter

The transporter must:

- Ensure that the producer has correctly filled out the certificate as it is the transporter who will be carrying the waste and the document.
- Obtain a Controlled Waste Tracking Form from NT EPA. The Consignment Authorisation issued by NT EPA only indicates that the material may be brought into NT and so does not over-ride other statutory requirements.
- Complete Part 2 of the Waste Transport Certificate after Part 1 has been completed by the waste producer.
- Complete the relevant part of the tear-off slip. Retain the blue copy of the WTC; and
- Give the white and yellow copies to the disposal facility on delivery of the waste.

Note: loads for which there is an inadequate description, or for which the form is incomplete, should not be collected for transport.

Completing a WTC a transporter must:

16. Enter the name and address of the transporter.
17. Indicate mode of transport (road, rail, air or sea).

18. Insert the vehicle registration number or, in the case of a semi-trailer, the prime mover registration number.
19. Enter the transporters' authorisation/licence number and expiry date from either the jurisdiction of origin or destination.
20. Enter the name and signature of the person completing the WTC. Enter the date the waste is collected for transport.
21. Enter the name of the transporter.

Controlled Waste Receiving Facility

The receiving facility must:

- ensure that Parts 1 and 2 of the WTC have been completed before the waste is accepted at the depot;
- check that the vehicle is licensed to carry the waste and there is a Controlled Waste Tracking Form;
- complete Part 3 of the WTC and retain the Yellow copy;
- complete the relevant part of the tear-off slip and return to the waste producer; and
- mail all White copies of WTCs to NT EPA preferably within seven days of receiving the waste.

The receiving facility completing a WTC must fill in:

22. name and address of treatment facility
23. treatment facility's authorisation/licence number
24. details of any discrepancies (such as waste amount or description)
25. name and signature of person completing the WTC
26. date waste is received at the facility.

Submission of WTC to NRETAS

WTC for submission to NT EPA should be mailed to:

Environmental Operations
Northern Territory Environment Protection Authority
GPO Box 3675
Darwin NT 0801

Further Information

For further enquiries or to provide comments on this guide please contact

Environmental Operations
Northern Territory Environment Protection Authority
GPO Box 3675
Darwin NT 0801

Phone: (08) 8924 4218
Fax: (08) 8924 4053

Email: Environmentops@nt.gov.au

Revision Register

First published: April 2011

Revised: January 2013

Appendix 1

Table 1 Waste Code

Waste code	Waste code name	Waste description
A100	Waste from surface treatment of metals & plastics	Waste from metals & plastics treatment
A110	Cyanide waste from heat treatment & tempering operations	Cyanide waste from heat treatment & tempering
A130	Cyanides (inorganic)	Complexed cyanides (inorganic) Inorganic isocyanates Other cyanides (inorganic)
B100	Acidic solutions or acids in solid form	Sulfuric acid Hydrochloric acid Nitric acid Phosphoric acid Chromic acid, sodium dichromate Hydrofluoric acid Sulfuric/hydrochloric acid mixtures Mixed acids (inorganic) Organic acids Pickle liquor Acids nos
C100	Basic solutions or bases in solid form	Alkaline cleaners, potash, caustic soda Ammonium hydroxide Waste lime & cement (no metallic constituents) Caustic neutralised waste (metallic constituents) Other alkaline waste (inorganic) Other alkaline waste (organic)
D100	Metal carbonyls	Metal carbonyls
D110	Inorganic fluorine compounds excluding calcium fluoride	Inorganic fluorine compounds
D120	Mercury; mercury compounds	Fluorescent lamps Equipment & articles containing mercury nos Mercury & mercury compounds nos
D130	Arsenic; arsenic compounds	Arsenic & arsenic compounds
D140	Chromium compounds (hexavalent and trivalent)	Chromium compounds (hexavalent & trivalent)
D150	Cadmium; cadmium compounds	Nicad batteries Cadmium & cadmium compounds
D160	Beryllium; beryllium compounds	Beryllium & beryllium compounds
D170	Antimony; antimony compounds	Antimony & antimony compounds
D180	Thallium; thallium compounds	Thallium & thallium compounds
D190	Copper compounds	Copper compounds
D200	Cobalt compounds	Cobalt & cobalt compounds
D210	Nickel compounds	Spent catalysts (nickel) Nickel compounds nos
D220	Lead; lead compounds	Lead acid batteries

Guide for Completing Waste Transport Certificate (WTC)

Waste code	Waste code name	Waste description
		Gritblast waste Lead & lead compounds nos
D230	Zinc compounds	Zinc ash/dust, galvaniser's ash Zinc compounds
D240	Selenium; selenium compounds	Selenium & selenium compounds
D250	Tellurium; tellurium compounds	Tellurium & tellurium compounds
D270	Vanadium compounds	Vanadium compounds, n.o.s.
D290	Barium compounds (excluding barium sulphate)	Barium & barium compounds
D300	Non toxic salts	Aluminium dross, aluminium smelter waste Salt slag Non-metallic product Non-toxic salts nos
D310	Boron compounds	Boron & boron compounds
D330	Inorganic sulfides	Inorganic sulfur containing compounds
D340	Perchlorates	Perchlorates
D350	Chlorates	Chlorates
D360	Phosphorus compounds excluding mineral phosphates	Phosphorus & phosphorus compounds (inorganic)
E100	Waste containing peroxides excluding hydrogen peroxide	Oxidising agents
E120	Explosive waste not subject to other legislation	Explosive waste not subject to other legislation
F100	Waste ink, dye, pigment, paint, lacquer & varnish	Paints, inks, etc (aqueous non-flammable vapours) Paints, inks, etc (aqueous, flammable vapours) Paints, inks, etc (solvent combustible FP<60.5C) Paints, inks, etc (solvent combustible FP>60.5C) Paint residues nos
F110	Waste resin, latex, plasticiser, glue & adhesive	Adhesives, glues, etc (aqueous non-flammable vapours) Adhesives, glues, etc (aqueous flammable vapours) Adhesives, glues, etc (solvent combustible FP<60.5C) Adhesives, glues, etc (solvent combustible FP>60.5C) Uncured adhesives or resins nos Cured adhesives or resins nos Adhesives, glues, etc nos
G100	Ethers	Ethers
G110	Organic solvents excluding halogenated solvents	Klenasol (non-chlorinated) Non-halogen organic solvents (flammable FP<60.5C) Non-halogen organic solvents (combustible FP>60.5C) Non-halogenated organic solvents

Guide for Completing Waste Transport Certificate (WTC)

Waste code	Waste code name	Waste description
		nos
G150	Halogenated organic solvents	Klenasol 75/25 Perchloroethylene (tetrachloroethylene) (liquid) Dry cleaning sludge (containing perchloroethylene) Trichloroethylene Halogen organic solvents (flammable FP < 60.5C) Halogen organic solvents (combustible FP>60.5C) Halogen organic solvents (non-combustible/non-flammable vapours) Halogenated organic solvents nos
G160	Waste from production formulation & use of organic solvents	Waste from production & formulation of organic solvents Solvent recovery residues Organic solvents & solvent residues nos
H100	Waste biocides and phytopharmaceuticals	Inorganic & organo-metallic pesticides Nitrogen containing pesticides Organochlorine pesticides Sulfur containing pesticides Biological pesticides Mixed pesticide residue
H110	Organic phosphorous compounds	Organo phosphorus pesticides Organic phosphorus compounds
H170	Waste wood-preserving chemicals	Copper-Chrome-Arsenic (CCA) Organic wood preserving compounds Other inorganic wood preserving compounds
J100	Waste mineral oils	Mineral oils unfit for their original intended use Oil filters Transformer fluids (excluding PCB's) Waste hydrocarbons
J120	Waste oil/hydrocarbons mixtures/emulsions in water	Vehicle washwaters Boiler blowdown sludge Cooling tower washwaters Textile effluent & residues nos Industrial plant washwaters Ethylene glycol-warter (antifreeze) Oil/hydrocarbon (<50%) mixed with water Oil/hydrocarbon (>50%) mixed with water Other (cutting oils, soluble oils) Oil/hydrocarbon mixed with water nos
J160	Waste tarry residues	Tars & tarry residues

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Waste code	Waste code name	Waste description
K100	Animal effluent & residues-abattoir, poultry, fish	Abattoir effluent Animal effluent & residues (poultry & seafood) Animal oils & derivatives (e.g. tallow) Food processing effluent nos
K110	Grease trap waste	Grease interceptor trap waste - domestic Grease interceptor trap waste - industrial
K120	Liquid food waste	Vegetable oils & derivatives Vegetable & fruit processing effluent Other liquid food waste
K130	Sewage sludge & residues	Bacterial sludge (septic tank) Night soil Sewerage sludge & residues
K140	Tannery waste incl. leather dust/ash/sludge/flour	Tannery wastes containing chromium Tannery wastes (no chromium)
K190	Wool scouring wastes	Wool scouring waste
M100	Waste substances & articles cnt PCB, PCN, PCT, PBB	Oil, solvents & materials contaminated with PCB Equipment containing PCBs Polychlorinated biphenyls (PCBs) nos Equipment containing PCNs, PCTs and PBBs PCNs, PCTs and PBBs
M150	Phenols, phenol compounds including chlorophenols	Phenols & phenol compounds incl. chlorophenols
M160	Organohalogen compounds not elsewhere listed	Hexachlorobenzene (HCB) Refrigerants Halogenated organic compounds nos
M170	Polychlorinated dibenzo-furan (any congener)	Polychlorinated dibenzo-furans (any congener)
M180	Polychlorinated dibenzo-p-dioxin (any congener)	Polychlorinated dibenzo-p-dioxins (any congener)
M210	Cyanides (organic)	Cyanides (organic)
M220	Isocyanate compounds	Isocyanates (organic)
M230	Triethylamine catalysts for setting foundry sands	Triethylamine catalyst for setting foundry sands
M250	Surfactants containing principally organic constituents	Surfactants
M260	Odorous organic chemicals incl. mercaptans & acrylates	Odorous organic compounds including mercaptans, acrylate Methacrylates (excluding solid inert polymeric material) Organic sulfur compounds nos
N100	Containers & drums containing controlled waste residues	Drums containing waste which must be tracked

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Waste code	Waste code name	Waste description
		Other containers containing waste which must be tracked Aerosol cans
N120	Soils contaminated with a controlled waste	Contaminated soil Contaminated demolition waste
N140	Fire debris and fire washwaters	Fire washwaters
N150	Fly ash	Fly ash
N160	Encapsulated, chemically-fixed, solidified, polymer wastes	Encapsulated waste Chemically fixed waste Solidified or polymerised waste
N190	Filter cake	Filter cake
N205	Industrial waste treatment/disposal residues	Scrubber sludge Ion-exchange column residues Ind waste treatment sludges and residues nos Residues from pollution control operations nos
N220	Asbestos	Asbestos
N230	Ceramic-based fibres similar to asbestos	Ceramic fibres with asbestos-like properties
R100	Clinical and related wastes	Clinical and related wastes Sharps Pathogenic substances
R120	Waste pharmaceuticals, drugs and medicines	Pharmaceuticals and residues
R130	Cytotoxic	Cytotoxic substances
R140	Waste from prod & prep of pharmaceutical products	Waste from pharmaceuticals production
T100	Waste arising from R&D or teaching activities	Waste chemicals from R&D or teaching Waste from domestic chemical collections
T120	Photographic chemicals & processing waste	Photographic waste containing silver Photographic waste (no silver) Photographic waste nos
T140	Tyres	Used tyres
R150	Quarantine waste	Quarantine waste
T200	Dangerous goods nos	Explosive compounds nos Highly reactive chemicals n.o.s.
Z100	Organic compounds nos	Aliphatic nitrogen compounds (including amines) Aromatic nitrogen compounds (including amines) Heterocyclic organic compounds Non-halogenated organic compounds nos
Z110	Inorganic compounds nos	Silver & silver compounds Alkali metals & their compounds Titanium & titanium compounds Lithium & lithium compounds

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Waste code	Waste code name	Waste description
		Other inorganic compounds & complexes
Z120	Industrial waste nos	Reducing agents Spent catalysts nos Smelter waste nos
Z130	Inert sludges or slurries	Inert sludges or slurries
Z140	Non-controlled liquids	Non-controlled liquids
Z990	Not characterised	Not characterised
X900	Reserved	Reserved

Source: <http://www.environment.nsw.gov.au/owt/wclist.htm>

Table 2 Contaminant Numbers

	Contaminant		Contaminant
	Polychlorinated biphenyls and related compounds		Tin compounds
	Halogenated organic solvents		Antimony and antimony compounds
	Mercury and mercuric compounds		Tellurium and tellurium compounds
	Chromium and chromium compounds		Barium and barium compounds
	Arsenic and arsenic compounds		Thallium and thallium compounds
	Cadmium and cadmium compounds		Inorganic solvents
	Boron compounds		Inorganic fluorine compounds
	Cyanide		Inorganic cyanides
	Mercaptans, methacrylates and sulphides		Alkaline or alkaline earth metals
	Lead compounds		Organic phosphorus compounds
	Copper and copper compounds		
	Zinc and zinc compounds		
	Nickel and nickel compounds		
	Silver compounds		
	Vanadium compounds		
	Cobalt compounds		
	Fluorine compounds		

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	Acidic solutions		
	Basic solutions		
	Asbestos		
	Peroxides		
	Perchlorates		
	Isocyanates and thiocyanates		
	Phenols		
	Organic solvents		
	Aromatic compounds		
	Beryllium and beryllium compounds		
	Selenium and selenium compounds		

Table 3 Origin Code

Industry	C o d e	Activity
Agriculture, forestry and fishing	0 1 0 0	Agriculture
	0 2 0 0	Services to agriculture
	0 3 0 0	Forestry and logging
	0 4 0 0	Commercial fishing
Mining	1 1 0 0	Coal mining
	1 2 0 0	Oil and gas extraction
	1 5 0 0	Services to mining
	1 5 1 4	Mineral exploration services
Manufacturing	2 5 3 5	Acids manufacturing
	2 8 6 1	Agricultural machinery manufacturing
	2 8 6 7	Air conditioning manufacturing
	2 8 2 4	Aircraft manufacturing
	2 7 6 4	Anodising

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	2 7 4 2	Architectural aluminium product manufacturing (window frames)
	2 8 1 9	Automotive component manufacturing nec
	2 8 5 3	Battery manufacturing
	2 1 8 2	Beer manufacturing
	2 6 3 1	Cement and lime manufacturing
	2 8 3 1	Contact lens manufacturing
	2 7 2 3	Copper, silver, lead, and zinc smelting, refining
	2 7 5 1	Drum reconditioning
	2 8 5 9	Electrical equipment manufacturing
	2 8 4 9	Electronic equipment manufacturing
	2 7 6 4	Electroplating
	2 7 6 9	Fabricated metal products nec
	2 5 3 1	Fertiliser manufacturing
	2 1 7 9	Food manufacturing nec

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	2	Footwear manufacturing
	2	
	5	
	0	
	2	Furniture restoration
	9	
	2	
	1	
	2	Glass and glass product manufacturing
	6	
	1	
	0	
	2	Household appliance manufacturing
	8	
	5	
	1	
	2	Industrial gas manufacturing
	5	
	3	
	2	
	2	Ink manufacturing
	5	
	4	
	7	
	2	Jewellery and silverware manufacturing
	9	
	4	
	1	
	2	Leather tanning and fur dressing
	2	
	6	
	1	
	2	Machine tool and part manufacturing
	8	
	6	
	4	
	2	Medicinal and pharmaceutical product manufacturing
	5	
	4	
	3	
	2	Metal coating and Finishing
	7	
	6	
	4	
	2	Metal container manufacturing
	7	
	5	
	1	
	2	Motor vehicle manufacturing
	8	
	1	
	1	
	2	Non-metallic mineral product manufacturing
	6	
	4	
	0	

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	2 6 1 0	Optical glass manufacturing (solar optical)
	2 5 4 2	Paint manufacturing
	2 4 1 1	Paper label manufacturing
	2 3 3 1	Paper manufacturing
	2 4 1 1	Paper stationery manufacturing
	2 5 4 4	Pesticide manufacturing
	2 5 1 0	Petroleum refining
	2 8 3 1	Photographic and optical goods manufacturing
	2 5 6 5	Plastic foam product manufacturing
	2 3 2 1	Plywood and veneer manufacturing
	2 1 7 9	Potato crisp manufacturing
	2 1 1 2	Poultry processing
	2 8 4 9	Printed circuit board manufacturing
	2 4 1 2	Printing

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	2640	Rockwool manufacturing
	2551	Rubber tyre manufacturing
	2413	Screen printing
	2922	Sheet metal furniture manufacturing
	2851	Solar hot NTter system manufacturing
	2329	Timber preservation
	2769	Tubing manufacturing
	2921	Wooden furniture and upholstered seat manufacturing
	2211	Wool scouring
Electricity, gas and NTter	3610	Electricity supply
	3620	Gas supply
	3700	NTter supply, sewerage & drainage services
Construction	4110	Building construction
	4121	Road & bridge construction

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	4 2 1 0	Site preparation services
	4 2 5 9	Construction services nec
Wholesale trade	4 5 2 3	Chemical wholesaling
Retail trade	5 2 1 0	Department stores
	5 2 3 4	Domestic appliance retailing
	5 2 3 9	Automotive repair and services nec
Transport	6 2 0 0	Rail transport
Communication services	7 1 2 0	Telecommunications services
Property and business services	7 8 1 0	Scientific research
	7 8 2 9	Technical services nec
	7 8 6 5	Pest control services (includes weed control)
Government administration and defence	8 2 0 0	Defence
	8 1 1 3	Local government (pesticide NTshings)
Education	8 4 2 2	Secondary school

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	8 4 3 1	Higher education (university)
	8 4 3 2	Technical & further education
Health and community services	8 6 1 1	Hospitals (except psychiatric)
	8 6 1 2	Psychiatric hospitals
	8 6 1 3	Nursing homes
	8 6 2 1	General practice medical services
	8 6 2 3	Dental services
	8 6 3 1	Pathology services
	8 6 3 4	Community health centres
	8 6 3 9	Health services nec (include blood bank)
	8 6 4 0	Veterinary services
	8 6 0 0	Medical various
Cultural and recreational services	9 2 2 0	Museums
	9 2 3 1	Zoological & botanic gardens

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	9 2 3 9	Recreational parks and gardens
Personal and other services	9 5 2 1	Laundries and dry cleaners
	9 5 2 2	Photographic film processing
	9 6 3 4	Waste disposal services