PREMIER Plumbing

INCIDENT AND EMERGENCY RESPONSE PLAN

ABN: 73 757 530 896
Office: 97 Chateau Rd Alice Springs NT 0870
Postal: PO Box 670 Alice Springs NT 0871
Phone: 0449 026 368
Email: rowan@premierplumbingnt.com

THIS PAGE IS INTENTIONALLY LEFT BLANK

Contents

1. REVISION HISTORY

Version	Date	Reviewed By	Approved By	Signature
1	**June 2020**	**M. Ryan**	**R. Clark**	

2. DOCUMENT REGISTER

Version	Date	Recipient Organisation	Recipient Name
1	**June 2020**	**NT EPA**	

1. INTRODUCTION

i. Scope of Works

Premier Plumbing is to vacuum septic waste out from the in-situ septic tank, once the waste has been vacuumed up it will be left in an industrial liquid waste holding tank, which is mounted on a registered vehicle, which is lockable. The listed waste is deemed to be Sewerage sludge and residues including nightsoil and septic tank sludge as per the NTEPA waste definitions.

The Sewerage sludge and residues including nightsoil and septic tank sludge that has been extracted within and outside the township of Alice Springs will be transported and disposed of at the PWC sewerage ponds in Alice Springs as per current NTG standards.

ii. Purpose

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

The Incident and Emergency Response Plan (**IERP**) for the storage and transportation of Sewerage sludge and residues including nightsoil and septic tank sludge has been prepared by Premier Plumbing management.

The purposes of this document are:

- To exist as the immediate guide for Premier Plumbing employees in the case of an incident or emergency.
- To comply with Waste Management and Pollution Control Act (**WMPC Act**),

Copies of the emergency contacts list as contained in the Incident and Emergency Response Plan (**IERP**) are to be made available in each of the work vehicles and items of plant on site.

Additionally, any regular site contractors should receive appropriate general training on the existence and use of this document. This should be organised by the Senior Manager on an annual basis. This should also include training in the structure and procedures for communication with staff during incidents.

iii. IERP Distribution

A copy of this IERP is to be kept at the premises to which the relevant Environmental Protection Licences (EPL's) relate, or where the relevant activity takes place, so that it is readily available to those responsible for its implementation and to any Authorised Officer on request. The master copy of this IERP is to be maintained by the Senior Manager of Premier Plumbing, who will be responsible for the distribution of the IERP and the annual review

iv. IERP Training

To ensure that this IERP is properly followed in the event of a pollution incident, training programs shall be provided to relevant Premier Plumbing Employees. The objectives of the training program shall be as follows:

a) To ensure that Premier Plumbing Employees are knowledgeable of their roles and responsibilities concerning this IERP.
b) To ensure that Premier Plumbing Employees are knowledgeable of the IERP procedures to affect a safe and appropriate response to pollution incidents.

Premier Plumbing employees are instructed, as part of their site inductions and ongoing training, in the steps to report and respond to facility conditions or issues that might give rise to pollution incidents where these conditions / issues are found to exist.

This process should also include appropriate site staff providing general IERP awareness training for contractors, with particular attention to the control structure and communication procedures for the site.

Relevant Premier Plumbing Employees will receive training in the IERP appropriate to the level of their expected involvement, including site operational staff, supervisors, management, and on-call personnel. The following section provides the general training program which is to be implemented in support of this IERP.

2. HAZARD IDENTIFICATION

i. Hazard Identification summary

Aspect	Hazards
Soil & Water	▪ Storage of Sewerage sludge and residues including nightsoil and septic tank sludge.
Resource & Waste	▪ Liquid waste from human waste storage facilities (sewerage). ▪ Fuels, oils, greases, engine coolant.
Air	▪ Air Contamination (Dust) ▪ Odour
Noise & Vibration	▪ Undertaking works outside approved construction hours ▪ Works exceeding noise management levels ▪ Vibration from surrounding project activities impacting storage facility
Natural Disasters	▪ Flood ▪ Earthquake ▪ Fire ▪ Wind
Plant Damage	▪ Unauthorised access ▪ Vehicular accident ▪ Roll over ▪ Uncontrolled release

ii. Risk Assessment

Hazard	Inherited Risk Level	Pre-Emptive Actions	Residual Risk Level
Sediment laden water leaving the site, including mud tracked onto roadways	D	▪ Hard stand at site entry/exit Procedures for dewatering ▪ Sediment basin	E
Pollution of land or water (stormwater) from hydrocarbon/chemical spills from plant or refuelling/fuel storage	D	▪ Plant hazard assessment ▪ conducted Pre-Start checklists ▪ identifying fuel storage and refuelling locations ▪ Minimal fuel stored	E
Generation of dust from mobile plant/vehicles and exposed areas	C	▪ Traffic movements restricted to 10km/hr on site ▪ Dust suppression on site ▪ Trucks to cover loads	D
Impacts to residents or businesses due to noise and vibration	C	▪ Comply to approved construction hours and out of hours work permits ▪ Communicate with the local community on out of hours works and general project activity updates/notifications ▪ Program high noise activities for standard construction hours and apply respite periods	D
Adverse weather/Climate event	C	▪ Monitor BOM and listen for weather warnings. ▪ Ensure storage area is secure and no loose material or unsecured equipment is onsite. ▪ Ensure a sediment and Erosion Plan is in place if required. ▪ Bunting and other water diversion methods are available onsite	D
Transport incident or accident	D	▪ Ensure operator competentencies are sighted and recorded. ▪ Ensure operators have undertaken company and site-specific inductions. ▪ Undertake vehicle pre-starts. ▪ Regular Servicing and maintenance	E

Rating	Criteria
Almost Certain	>99% probability, or expected to occur in most circumstances, or could occur within “days to weeks”, or will occur repeatedly without corrective action being taken
Likely	50-99% probability, or will probably occur in most circumstances, or could occur within “weeks to months”
Possible	20-50% probability, or Might occur sometime, or Could occur within “months to years’”
Unlikely	1-20% probability, or could occur but would not be expected, or could occur in “years to decades”
Rare	<1% probability, or occurrence requires exceptional circumstances, or only occurs as a 100-year event

3. EMERGENCY DETAILS

Organisation	Contact	Contact Details
NT EPA	General Enquiries	08 8924 4218
NT EPA	Pollution Hotline	1800 064 567
NT WorkSafe	General Enquiries	1800 019 115
Emergency Services	NTPFES	000
Royal Flying Doctors	24hr Emergency Assistance NT	1800 733 772
MacDonnell Regional Council	Alice Springs Head Office	08 8958 9600
Central Desert Regional Council	Alice Springs Head Office	1300 360 605
Alice Springs Town Council	General Enquiries	08 8950 0500
Alice Springs Town Council	Landfill	08 8950 4340
Power Water Corporation	General Enquiries	1800 245 092
Power Water Corporation	Emergencies and faults	1800 245 090
Premier Plumbing Pty Ltd	Rowan Clark	0449 026 368
Environmental Safety Pty Ltd	Matt Ryan	0450 141 893

i. Notification

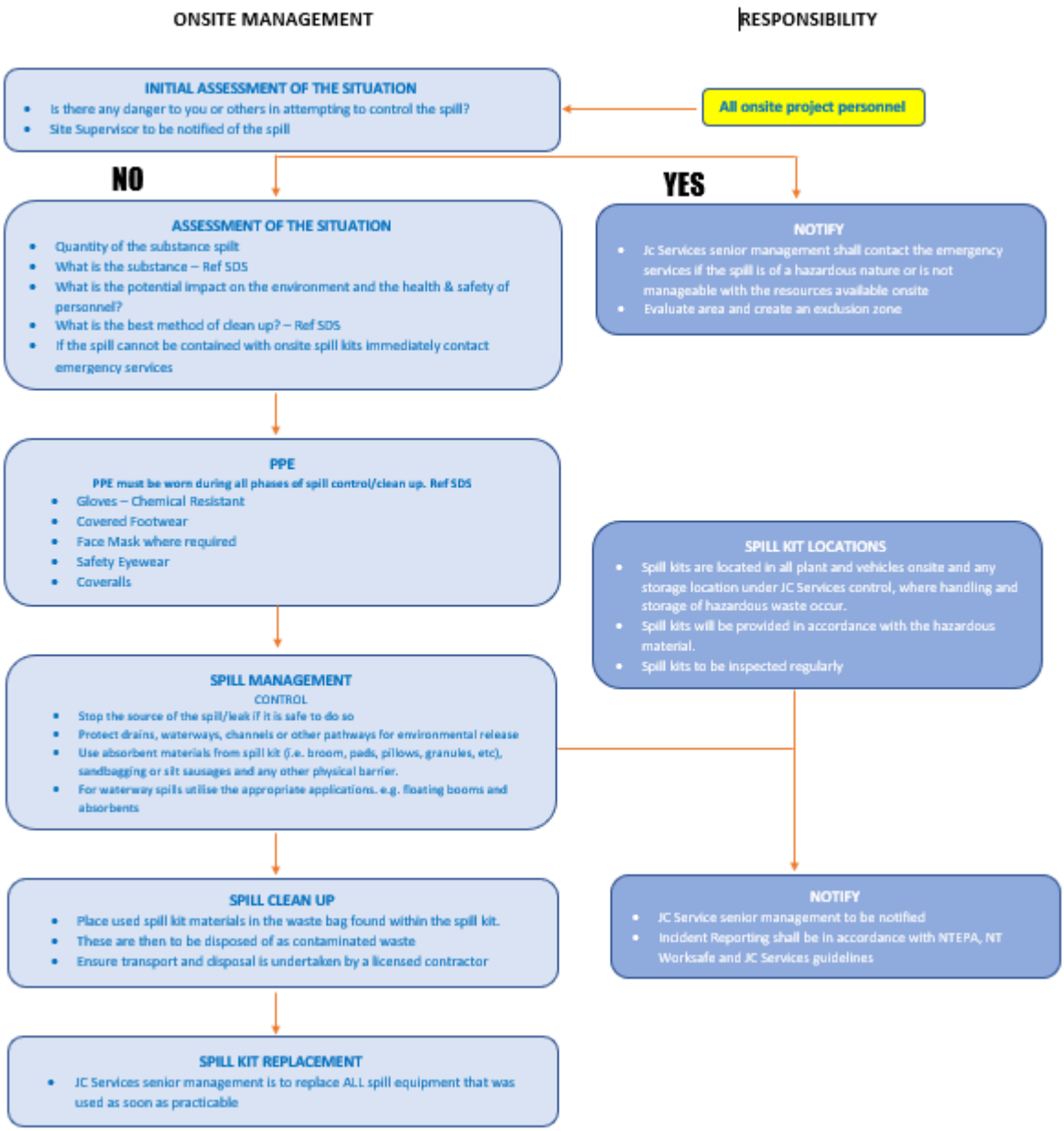
Premier Plumbing shall notify the relevant applicable authorities, such as NT EPA; NT WorkSafe and applicable Council of any emergency situation by the fastest means possible as soon as they become aware of the emergency situation.

Mechanisms used to communicate with the public following a pollution event that has the potential to impact the surrounding community will be initially done through the applicable Local Council.

In all emergency situations Premier Plumbing shall complete and submit an incident report to Premier Plumbing Senior Management as soon as it is practicable.

4. SPILL PROCEDURE

ii. Flowchart



Spill Clean Up/ Spill Kit Application

Material	Application	Use the correct materials
Booms	Deploy booms first to contain spill. Floating booms to be used for spills in waterways to prevent spreading	Deploy first to contain or divert spill away from waterway
Granules/ Particulate	If the booms alone cannot absorb the spill/ leak, then use absorbent granules to soak up spilled liquid. Absorbent granules are best for small spills/ leaks	Quick and absorbent, good for large spills
Pillows	Lay down pads or pillows	Best for thickly spread liquids
Pads	Reduce the size of the spill/ leak by gently pushing the booms towards the centre of the spill	Best for thinly spread liquids
Sorbents	Sorbents are materials that soak up the spill. Once the absorbent material has been applied to the spill material, the mixture is recovered with the aid of nets, rakes, forks or pike poles	Used in water way spills where spill material will float on the water
Manual Recovery	Manual recovery is another common method especially for areas with a high concentration of oil	Buckets and shovels are used to remove the oil

Disposal of Material Used and Spilled Waste

- Booms, pads, pillows, gloves & absorbent granules to be placed in waste bag found within spill kit. These are then to be disposed appropriately
- Spilled liquid waste to be placed into a labelled sealed container. The container is to comply with Australian/ New Zealand Standards.

240ltr Spill Kit

30ltr Vehicle Spill Kit

Spill Boom / Sausage

granular absorbent

lay down pad

Required PPE

iii. PROCEDURE

Hazards and controls associated with spills

Hazard	> >>	Controls
o Fire & Explosion		PPE
o Skin Irritants		Spill Kits & Bunds
o Inhalants		Incident & Emergency Response Plan
o Slips, Trips and Falls		Barricades
o Fumes and Vapours		Evacuation
o Contamination		Training

INITIAL EMERGENCY RESPONSE - SPILL PROCEDURE

- Immediately notify Premier Plumbing senior management and the Project Manager of the project 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 SDS 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, Premier Plumbing senior management will contact the nearest licensed landfill facility 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

5. INCIDENT DURING STORAGE

Notify a Premier Plumbing senior Manager immediately.

Premier Plumbing Senior Manager 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 staff to be notified.
- Does the accident/incident require the site to be evacuated.
- Is 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 Fire Service if any spill is large.
- **If there is an immediate threat to life, health, or the environment the Premier Plumbing Senior Manager will call emergency services**

6. TRANSPORT EMERGENCY MANAGEMENT

A Transport Emergency Response Plan is required to meet the requirements of Premier Plumbing EPA waste Transport Licence. 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.

i. 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
- Accident
- Release of waste to the environment
- Fire

ii. Situation assessment

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

Immediate threat to life, health, or the environment > call 000 (or 112 from a mobile or satellite Phone) emergency services, and then call the nearest Premier Plumbing Senior Manager.

No immediate threat to life, health, or the environment > notify the nearest Premier Plumbing Senior Manager

iii. Timelines for Reporting

In the event of an accident/incident where there is environmental harm or potential for environmental harm all staff are required to contact a Premier Plumbing Senior Manager **immediately** and provide the following information –

- Staff Name
- telephone contact details
- Location of accident/incident
- Are there any injuries
- Any other agencies/persons contacted by staff
- 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

Premier Plumbing Managers are required to report immediately as follows:

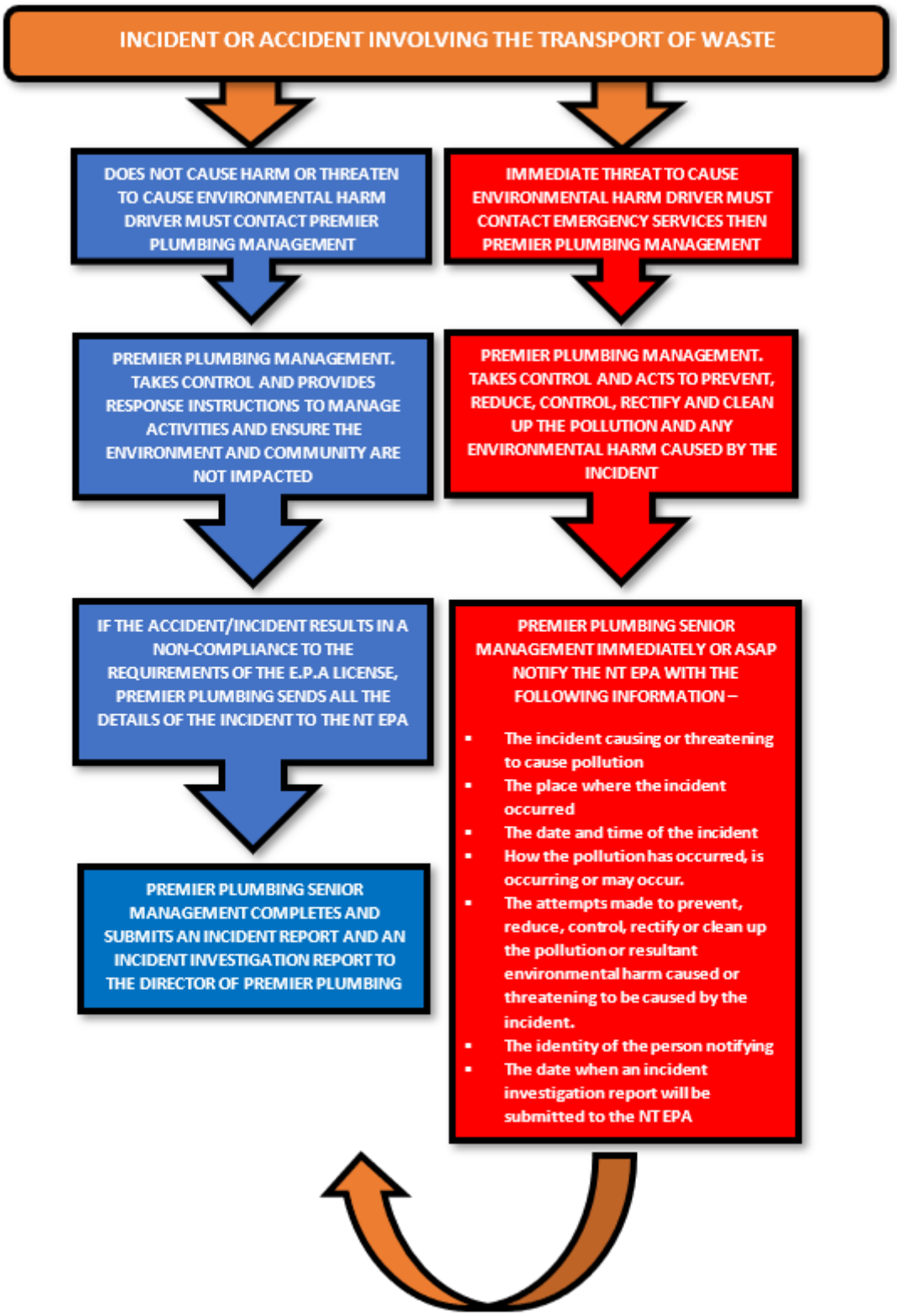
Send notification to the NT EPA (in any case within 24 hours)

1. Send email to pollution@nt.gov.au with the following information:
   - the incident causing or threatening to cause pollution.
   - the place where the incident occurred.
   - the date and time of the incident.
   - how the pollution has occurred, is occurring or may occur.
   - 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
   - the identity of the person notifying; and
   - 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

iv. Incident Management Process Flowchart



V. Resources

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.

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 folder named 'Emergency Response Guide' to carry the following:

- Incident and Emergency Response Plan
- Any SDS for chemicals that are onboard
- Incident Reports
- Emergency Contact Details

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

vi. Transport PPE

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

vii. PPE Matrix for handling Dangerous Goods

Minimum personal protective and safety equipment for 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-alls													
Chemical Resistant Boots													
Electric Torch													
Electric Torch as per AS/NZS 60079.11													

A	A Vehicle transporting unodourised 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 danngerous 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 my be required by other (e.g. Health & Safety Legislation).
C	YES - if the goods are in receptacles with a capacity >500Lor the goods aree 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 temparature substances or dry ice. NO - otherwise

7. INCIDENT MANAGEMENT & 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 Premier Plumbing activities will be dealt with in accordance with Premier Plumbing' Incident & Emergency Response Plan. Premier Plumbing will ensure that the management of spills is conducted in accordance with the spill clean-up procedure

i. 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 Premier Plumbing 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
- 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

ii. Emergency Response – Fire

In the event of a fire that is considered an incident, the following measures will be taken by Premier Plumbing 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, Premier Plumbing Manager
- Identify the safest path of egress to avoid the hazard at hand.
- Follow the instructions of the emergency personnel Premier Plumbing management representative will notify media and community

iii. Emergency Response – Rollover or Accident

The emergency contact person or after-hours number contact. Rowan Clark 0449 026 368

Step 1. The Nearest Premier Plumbing Senior Management - will become the Response Coordinator. They are to immediately advise the project team and Authorities (if required) of the situation.

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 Premier Plumbing Senior Management is to pass manifest information immediately onto the Premier Plumbing Director.

Step 4. The relevant Premier Plumbing Senior Management is to set up an incident file. The Incident file 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. The relevant Premier Plumbing Senior Management 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 file.

Step 6. The relevant Premier Plumbing Senior Management will coordinate recovery of the waste material.

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

iv. Incident Reporting and Corrective Action

Premier Plumbing incident reporting involves Hazard Notification for safety and environmental incidents, and Incident and Investigation Reporting with root cause analysis to determine appropriate corrective and preventative actions. The more significant the incident, the more detailed reporting and investigation process will be recorded.

workers are required to report all environmental incidents. All Incident Reports are entered, and details maintained in the Premier Plumbing Incident Register.

Premier Plumbing Senior Management will report a notifiable incident to the State Environmental Authority

8. Appendix

v. Hazard Report

HAZARD REPORT

Worker to Complete

Date:		Location of Hazard:						
Location Address:								
Type of Hazard:	Slip	Trip	Fall	Noise	Cut	Fire	Enviro	Plant
	Equip	Chem	Temp	Ergo	Man Han	Near Miss	Dogs	Other
Who is at risk:								
Current Control Measures in Place:								
What control measures need to be actioned:								
Who has this been reported to:		Position						
How was this reported		When was this reported						
Describe the Hazard in your words								
Describe what needs to be done to prevent this happening again								

Worker Signature: Date:

Manager to Complete

Date:		Manager Name:	
Site Location:			
How did this Hazard occur:			
Has this hazard occurred before:			
What is the severity of the hazard:	Low 1 2 3 4 5 6 7 8 9 10 high		
What is the likelihood of reoccurrence:	Low 1 2 3 4 5 6 7 8 9 10 high		
Who reported the hazard		When was this reported	
Describe how this hazard will be controlled			
Who is responsible for implementing the control			
When will the control be implemented			
When will the hazard be reinspected		By Who	
Estimated Close Out Date:		Actual Close Out Date	
Does this hazard need to be communicated to workers	YES	NO	
Does this hazard need to be communicated to BHC Directors	YES	NO	

Managers Signature:_____Date:_____

vi. Incident Report

INCIDENT REPORT

This form needs to be filled in by **all staff** involved in an accident or incident whilst performing their work duties.
This form needs to be completed and submitted to a Premier Plumbing Manager as soon as possible.

Name of person completing this form		Date	
Date of incident		Time of Incident	

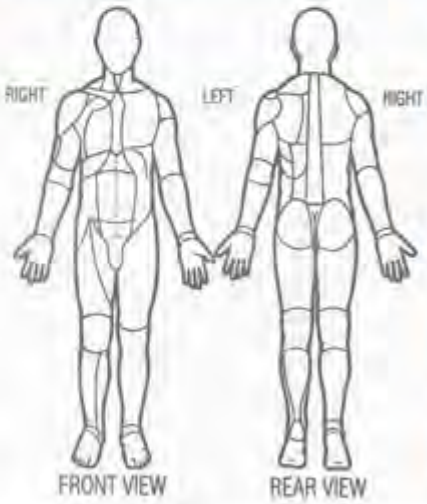
Describe the incident/accident (E.g. tripped on wet floor, cut hand on knife, Motor vehicle accident)			
Describe your injuries/incident			
Where did this happen? (Address & Location at address)			
What were you doing at the time of the accident/incident?			
What do you think caused the accident/incident?			
Did anyone else see the accident/incident happen? (If yes, write down their name and contact details)			
Was medical treatment required			
Did you report the accident/incident to the Manager and/or police?	Yes No Date: Manager / Police Contact Name: _____ Police Incident Number:		
Did you go off duty after and as a result of the accident/incident?	Yes	No	**If you did go off duty what date and time** / / : am / pm

Premier Plumbing Incident Report Form

TO BE COMPLETED BY EMPLOYEE *(or delegate if he or she is unable to complete form)*

Address where injury occurred:		Employer:	

Date & Time Submitting Form: (DD/MM/YY) (24hr - HH:MM)

Personal Details:				Injury / Condition Details (employee to describe in own words)
Name:				
Address:				
Phone / Mobile:				
Date of Birth:		Male/ Female:		Time and Date of Incident
Job Title:				Time: / Date:
Location of Incident:				Witness Name:
Please Indicate Location of Injury on Body Chart: 				Witness Contact Phone / Mobile:
				Employee Signature (or signature of person on behalf of employee if he / she is unable to sign):
				First Aid Treatment:
				First Aid Attendant Name:
				First Aid Attendant Signature:

Premier Plumbing Incident Report Form

TO BE COMPLETED BY A PREMIER PLUMBING MANAGER

Comments on the cause and result of the accident/incident:	
Action taken to prevent accident/incident reoccurring	
How will this be followed up and who will follow up this action	
Incident/accident closed out How By who Date of close out Signed out	

vii. Incident Investigation Form

INCIDENT INVESTIGATION FORM

THIS FORM IS TO BE COMPLETED BY A PREMIER PLUMBING MANAGER / SUPERVISOR

PARTICULARS OF ACCIDENT			
Date of accident / incident:	**Time:**	**Location:**	**Date reported:**

THE INJURED PERSON (if applicable)				
Name:			**Address:**	
Age:	**Phone number:**			
Date of accident:		**Length of employment:**		
Type of injury:	☐ Bruising	☐ Dislocation	☐ Other (specify)	Injured part of body
☐ Strain/sprain	☐ Scratch/abrasion	☐ Internal		
☐ Fracture	☐ Amputation	☐ Foreign body	Remarks	
☐ Laceration/cut	☐ Burn/scald	☐ Chemical reaction		

DAMAGED PROPERTY	
Property/ material damaged	**Nature of damage**
	Object/substance inflicting damage:

THE ACCIDENT / INCIDENT					
Description - Describe what happened (space overleaf for diagram. ***ESSENTIAL FOR ALL VEHICLE ACCIDENTS***)					
Incident / Accident Analysis					
What were the causes of the incident / accident?					
How Bad Could It Have Been?			**What is the Chance of It Happening Again?**		
☐ Very serious	☐ Serious	☐ Minor	☐ Often	☐ Occasional	☐ Rare

Incident / Accident Prevention			
What action has or will be taken to prevent a recurrence? Tick items already actioned		By whom	When

Treatment and Investigation of Incident / Accident			
Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident investigated by:	Date	Management advised	Date
		YES NO	

IS THIS A NOTIFIABLE INCIDENT? Y N

IF IT IS, YOU MUST NOTIFY NT WORKSAFE & NT EPA NOW!

NT WorkSafe Incident number …….

NT EPA Incident number …….

Premier Plumbing Incident Investigation Form

viii. Waste Transport & Disposal – SOP

Waste Transport & Disposal Safe Operating Procedure

All Regulated waste volumes must be transported by a licensed contractor. All wastes that are to be transported between collection point and the disposal point must be recorded by the driver. The waste is to be transported to an appropriate licensed waste treatment/recycling and/or disposal facility. The following procedure will be followed when a waste collection occurs:

1. The waste being collected must be entered into the Waste Register, ensuring that:
   a) The register has been filled out correctly
   b) The type of waste is identified in detail
   c) The area where the waste is to be collected from is identified
   d) Amount of waste to be transported is identified. *Estimates can be made by the portion of the bin that is full e.g. 10% of a 205L drum of waste will be 20.5L of waste*
   e) Site contact for the collection of the waste is noted for internal transportation
   f) Handling requirements of waste have been identified from the SDS where applicable or another relevant reference
   g) A contact for the waste destination has been identified and notified, where required
2. For regulated wastes, the waste transporter will then ensure the relevant documentation is completed.
3. During the loading of waste, spill kits and firefighting equipment must be made available as appropriate
4. Where practical portable bunds/drip trays/absorbent matting will be used under load out arms for liquid wastes to assist in containing any spillage during the load out process
5. If at any time during the load out and transporting event it is considered unsafe to proceed or there is an increased potential that a waste material may be released to the environment the activity must cease, the Site Supervisor must be informed of the event and an assessment of the situation must be undertaken
6. All reasonable and practical measures must be taken to ensure that wastes are adequately secured prior to the waste being transported
7. Waste transporter must ensure that vehicles and equipment used for the transfer and transportation of wastes are not overloaded or loaded in a manner which could lead to a loss of containment during transportation
8. All wastes transported must be assessed for their compatibility, using a dangerous goods segregation chart. The handling and management of wastes during transport must be closely monitored to ensure there is no risk of a release to the environment.

In summary, these requirements include but are not limited to:

- Vehicles transporting regulated waste must hold a registration certificate for carrying out regulated waste transport for the specific waste type(s)
- The vehicle must use the appropriate placards when transporting the waste(s), as well as adhering to a dangerous goods segregation chart.
- The waste(s) must only be disposed of to a site that has been specifically licensed for the acceptance of the particular waste(s).

In addition to these requirements all wastes being transported, where applicable, will:

- Be escorted by an appropriate Safety Data Sheet (SDS) where required for contaminants within the waste.
- Have the appropriate waste tracking documentation and comply with the reporting requirements of this plan.
- Be managed and handled in accordance with the Contractor Agreement requirements

ix. Safe Operation of Equipment Upon Collection and Discharge of Waste - SOP

Safe Operation of Equipment Upon Collection and Discharge of Waste
Safe Operating Procedure

Septic tank needs emptying on regular intervals depending on its capacity. This SOP shall provide guidance to the operator of the Septic Vacuum truck to perform their job in a safe manner.

Upon receiving the work orders for the day, the operator must ensure the following prior to departing

- Check the functioning of vacuum and equipment
- Check personal protective equipment
- The operator shall be responsible for maintaining their own personal protective equipment (such as gloves, boots, hat, face mask, etc)
- Check spill control equipment is fully stocked and readily available

Operators shall be trained on identifying spills and proper methods of spill response

Check Hoses

- Inspect hoses for cracks and wear
- discard or repair worn and broken hoses.
- Connecting the hose in the correct manner using the clamp style fitting ensures a tight and leak proof

Check Vehicle

- Ensure a vehicle pre-start is completed each day
- Ensure any faults are reported to the supervisor immediately
- Ensure any faults are addressed prior to departure
- Ensure adequate water supply is available
- Ensure all communication devices are in working order and switched on.

Arrive on site

- Ensure you sign in and undertake any onsite inductions
- Liaise with the site contact to determine location of tank
- Upon arrival at extraction point ensure a safe egress and ingress is available, and ensure the general public is isolated from the proposed works.
- Ensure all safety and environmental protection devices are in place prior to the commencement of works

Operation of Vacuum

Before vacuuming, check the tank to look for obvious damage to the structure and to verify proper hoses are in place.

- Check the water level to verify the tank condition:
  - high levels (above outlet level) indicate a clogged outlet.
  - low levels (below outlet level) indicate a leaking tank (or tank not in use).
- Check for back flow into tank during pumping and when pumping is complete.
  - Flow back may indicate a problem with plumbing in the house or clogged disposal.
- Probe the tank with the last length of hose.
  - This will provide an indication on the volume of sludge to pump.
- Start the pump or vacuum equipment.
  - The operator will make sure there is suction and that the pump is operating.
- Volume in the tank should start decreasing rapidly.
  - Use hose to break up sludge and scum to the extent possible
- When pumping is complete, wash the hoses and replace the tank lids.
- Safely transport waste to a licensed disposal point.