

# Charbon Public Notification Procedure

## Charbon Pollution Incident Response Management Plan

### PURPOSE

This procedure focuses on the notification process to external stakeholders, in the event of a pollution incident as a result of operations at Charbon. External stakeholders include neighbouring industrial, residential or community premises and relevant authorities. This procedure forms part of site-specific Pollution Incident Response Management Plans and has been developed to meet compliance obligations under the Protection of the Environment Operations Act 1997.

### SCOPE

This procedure applies to Charbon site.

### REFERENCES

- ✓ Charbon Pollution Incident Response Management Plan 2CH-P1.108.02
  - Stakeholder Contact List

### DEFINITIONS

- ✓ **Immediate notification:** *promptly and without delay, after the person becomes aware of the incident; as soon as it is safe to do so; and not as to delay immediate actions to ensure the safety of people or contain a pollution incident.*
- ✓ **Material Harm:**
  - (a) harm to the environment is material if:
    - (i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
    - (ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and
  - (b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

# Charbon Public Notification Procedure

## Charbon Pollution Incident Response Management Plan

### PROCEDURE

*Refer to Figure 1: PIRMP Notification flowchart*

#### 1.1 Notify incident internally

Following the containment of the incident, all personnel shall immediately notify their Supervisor of all pollution incidents that occur on Charbon premises, or as a result of activities carried out by Graymont personnel or contractors.

The Supervisor shall immediately notify the Operations Manager of the pollution incident.

#### 1.2 Contact initial combat agency

If the incident presents an immediate threat to human health or property, '000' is to be called, with the purpose of coordinating a response from Fire and Rescue NSW, the NSW Police or the NSW Ambulance Service, as required.

#### 1.3 Notify neighbouring premises of immediate threat

The Operations Manager shall provide early warnings to neighbouring premises by notifying them of any immediate threat to human health or property. Neighbouring premises shall be notified with reference to the site plan and Stakeholder Contact List in the Charbon Pollution Incident Response Management Plan.

#### 1.4 Assess material harm to the environment

The Operations Manager shall immediately after being notified of the pollution incident, consult with the QSE and/or Environmental Advisor to immediately determine if the incident is classified as "material harm" incident.

In the event that the QSE and the Environmental Advisor cannot be contacted, the Operations Manager shall consult with the relevant Environment or Health & Safety Manager.

If it is assessed that the pollution incident has caused or threatens material harm to the environment, the Operations Manager shall notify the Regional Manager and the relevant Environment or Health & Safety Manager.

If it is assessed that the pollution incident has not caused or does not threaten material harm to the environment, the Operations Manager shall follow internal incident reporting procedures.

#### 1.5 Notify authorities

If it is assessed that the pollution incident has caused or threatens material harm to the environment, notification under the PIRMP should be immediately implemented. The agencies listed in the table below must be contacted in the order outlined below (Authorities must be notified at this step regardless of whether they have been contacted earlier in the process e.g. in step 1.2)

# Charbon Public Notification Procedure

## Charbon Pollution Incident Response Management Plan

Priority	Authority	Contact Number
1	Fire and Rescue NSW	000 (To be contacted first if the incident presents an immediate threat to human health or property and emergency services are required, or 1300 729 579 last if emergency responses is not required)
2	Environment Protection Authority	131 555 or (02) 9995 5555
3	Ministry of Health via Bathurst Public Health Unit	0428 400 526
4	Work Cover Authority	13 10 50
5	Mid-Western Regional Council	1300 765 002 or 02 6378 2850

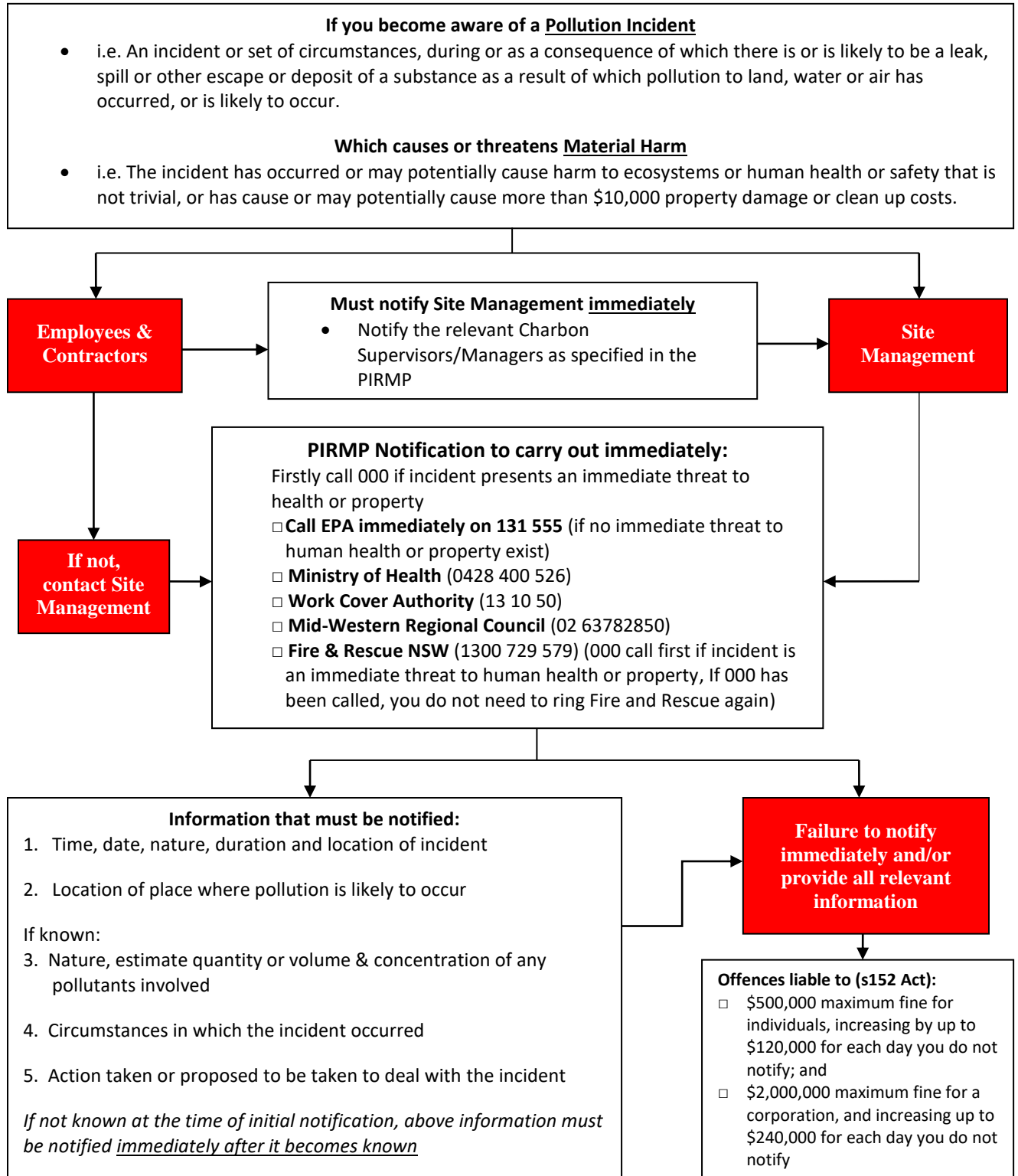
The information to be provided to each Authority is detailed in the Pollution Incident Notification Form. All information listed in the Pollution Incident Notification Form must be communicated to each Authority. If information required in the Pollution Incident Notification Form is unknown at the time of the notification, it must be notified to the Authority immediately after it becomes known.

Details of each notification shall be recorded in the Pollution Incident Notification Form.

# Charbon Public Notification Procedure

## Charbon Pollution Incident Response Management Plan

### Pollution Incident Response Management Plan (PIRMP) Notification Flowchart



# Charbon Public Notification Procedure

## Charbon Pollution Incident Response Management Plan

### 1.6 Notify neighbouring premises

The Operations Manager shall notify the owners or occupiers of premises in the vicinity of the site who may be affected by the pollution incident. The Pollution Incident Notification Form may be used to guide the information to be included in the notification.

The neighbouring premises and their contact details are detailed in the site plan and Stakeholder Contact List in the Charbon Pollution Incident Response Management Plan.

### 1.7 Update neighbouring premises

The Operations Manager shall update the owners or occupiers of premises in the vicinity of the site who may be affected by the pollution incident, as required. Updates may include the following:

- status of the incident response;
- status of the dispersion of the pollutant; and
- recommended actions to minimise the risk of harm as a result of the pollution incident.

The neighbouring premises and their contact details are detailed in the site plan and Stakeholder Contact List in the Charbon Pollution Incident Response Management Plan.

### 1.8 Notify authorities in writing

The Operations Manager shall ensure that each Authority is notified in writing within seven days of the incident occurring. The information listed in the Pollution Incident Notification Form must be communicated to each Authority.

## DOCUMENTS REQUIRED

- ✓ Pollution Incident Notification Form

# Attachment 1: Pollution Incident Notification Form

## Part 1. Incident notification information

<b>Site</b>			
<b>Date of incident</b>		<b>Time of incident</b>	
<b>Pollutant</b>	Name/nature:  Quantity/volume:  Concentration:	<b>Duration of incident</b>	
<b>Location of incident</b>	Pollutant originated from:  Pollutant went to:		
<b>Circumstances of the incident</b>			
<b>Immediate cause of the incident</b>			
<b>Immediate response actions taken</b>			
<b>Immediate response actions proposed</b>			

