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
   o 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.
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)
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<table>
<thead>
<tr>
<th>Priority</th>
<th>Authority</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fire and Rescue NSW</td>
<td>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)</td>
</tr>
<tr>
<td>2</td>
<td>Environment Protection Authority</td>
<td>131 555 or (02) 9995 5555</td>
</tr>
<tr>
<td>3</td>
<td>Ministry of Health via Bathurst Public Health Unit</td>
<td>0428 400 526</td>
</tr>
<tr>
<td>4</td>
<td>Work Cover Authority</td>
<td>13 10 50</td>
</tr>
<tr>
<td>5</td>
<td>Mid-Western Regional Council</td>
<td>1300 765 002 or 02 6378 2850</td>
</tr>
</tbody>
</table>

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.
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Pollution Incident Response Management Plan (PIRMP) Notification Flowchart

If you become aware of a Pollution Incident
• i.e. An incident or set of circumstances, during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance as a result of which pollution to land, water or air has occurred, or is likely to occur.

Which causes or threatens Material Harm
• i.e. The incident has occurred or may potentially cause harm to ecosystems or human health or safety that is not trivial, or has cause or may potentially cause more than $10,000 property damage or clean up costs.

Must notify Site Management immediately
• Notify the relevant Charbon Supervisors/Managers as specified in the PIRMP

Employees & Contractors

PIRMP Notification to carry out immediately:
Firstly call 000 if incident presents an immediate threat to health or property
□ Call EPA immediately on 131 555 (if no immediate threat to human health or property exist)
□ Ministry of Health (0428 400 526)
□ Work Cover Authority (13 10 50)
□ Mid-Western Regional Council (02 63782850)
□ Fire & Rescue NSW (1300 729 579) (000 call first if incident is an immediate threat to human health or property, If 000 has been called, you do not need to ring Fire and Rescue again)

Information that must be notified:
1. Time, date, nature, duration and location of incident
2. Location of place where pollution is likely to occur
If known:
3. Nature, estimate quantity or volume & concentration of any pollutants involved
4. Circumstances in which the incident occurred
5. Action taken or proposed to be taken to deal with the incident

If not known at the time of initial notification, above information must be notified immediately after it becomes known

Failure to notify immediately and/or provide all relevant information

Offences liable to (s152 Act):
□ $500,000 maximum fine for individuals, increasing by up to $120,000 for each day you do not notify; and
□ $2,000,000 maximum fine for a corporation, and increasing up to $240,000 for each day you do not notify
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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

<table>
<thead>
<tr>
<th>Site</th>
<th>Date of incident</th>
<th>Time of incident</th>
<th>Pollutant Name/nature:</th>
<th>Duration of incident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Quantity/volume:</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Concentration:</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Location of incident</th>
<th>Pollutant originated from:</th>
<th>Pollutant went to:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

### Circumstances of the incident

<table>
<thead>
<tr>
<th>Immediate cause of the incident</th>
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### Immediate response actions taken

<table>
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<tr>
<th>Immediate response actions proposed</th>
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<td></td>
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</tbody>
</table>
## Attachment 1: Pollution Incident Notification Form

### Part 2. Incident notification record

<table>
<thead>
<tr>
<th>Authority</th>
<th>Date of notification</th>
<th>Time of notification</th>
<th>Name of Officer</th>
<th>Reference number</th>
<th>Information notified</th>
<th>Comments (e.g. outstanding information to be notified at a later date)</th>
</tr>
</thead>
</table>