

PUBLIC NOTIFICATION

PURPOSE

This procedure is for notification to external stakeholders, in the event of a pollution incident because of operations at Galong. External stakeholders include neighboring industrial, residential or community premises and relevant authorities. This procedure forms part of the site-specific Pollution Incident Response Management Plan and has been developed to meet compliance obligations under the Protection of the Environment Operations Act 1997.

SCOPE

This procedure applies to Galong site and all areas within Graymont control.

REFERENCES

- Galong Pollution Incident Response Management Plan
 - 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.
- **Workers:** A person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking (WHS Act 2011)

PROCEDURE

1.1 Notify incident internally

All personnel shall immediately notify their Supervisor of all pollution incidents that occur on Galong premises, or because of activities carried out by Graymont workers.

The Supervisor shall immediately notify the Site Manager along with the HSE Specialist of the pollution incident. The supervisor will ensure that the incident is recorded in JDE with all evidence attached.

1.2 Contact initial emergency services

The Site Manager shall determine if the incident presents an immediate threat to human health or property, with the purpose of coordinating a response from Fire and Rescue NSW, the NSW Police, the NSW Ambulance Service and any other response support service as required.

1.3 Notify neighboring premises of immediate threat

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

1.4 Assess harm to the environment

The Site Manager shall immediately following notification of the pollution incident consult with the Environmental Advisors to assess whether the pollution has caused or threatens material harm to the environment.

If it is assessed that the pollution incident has caused or threatens material harm to the environment, the Site Manager shall immediately notify the Director of Operations, Northern Region (APAC) and the Corporate

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Affairs & HSE Manager Northern (APAC).

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

1.5 Notify authorities

The Site Manager and Director of Operations, Northern Region (APAC) shall, in consultation with the Corporate Affairs & HSE Manager Northern (APAC), immediately verbally notify all the authorities in the table below, in order of priority. Authorities must be notified at this step regardless of whether they have been contacted earlier in the process.

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.

The information to be provided to each Authority should include, but is not limited to

- Location of the incident
- Type of chemical/product involved in incident
- Initial impacts of the environment (accessing waterways)
- Steps that have been already taken to reduce impact
- Contact person (Site Manager or delegate)

Details of each notification shall be recorded within the Incident Report in JDE.

Priority	Authority	Contact number
1	Environment Protection Authority	131 555 or (02) 6229 7002 (Queanbeyan)
2	Ministry of Health via Goulburn Public Health Unit	Ph: 02 4824 1837 AH: 02 6080 8900
3	SafeWork NSW	13 10 50
4	NSW Dept. of Industry	1300 814 609
5	Hilltops Council	Ph: 6386 0100 AH: 6386 0160
6	Fire and Rescue NSW	000

1.6 Update neighboring premises

The Site 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

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- recommended actions to minimise the risk of harm because of the pollution incident.

1.7 Notifying authorities in writing

The Site 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 Response Management Plan
- Operational Environmental Management Plan
- Emergency Management Procedure
- Pollution Incident Notification Form