

# Pollution Incident Response Management Plan

## **EPL 5195:** Application of Herbicides

**Licensee:** Port Stephens Council

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# Version History

Version Number	Date	Description of Amendments	Authorisation
1	29/8/2012	Development of PIRMP	
2	14/3/2013	New contact No. for Fire and Rescue	
3	24/7/2014	Change pollution Complaints to 49800392	
4	25/2/2015	Internal review	
5	12/3/2015	Incorporate review recommendations	
6	24/10/17	Pesticide Users Group Review	
7	2019	Integration to IRMS/EMS and alignment to PSC other PIRMP- formatting.	

# Terms and Definitions

<b>APVMA</b>	Australian Pesticides and Veterinary Medicines Authority
<b>AQF</b>	Australian Qualifications Framework
<b>EMS</b>	Environmental Management System
<b>EPA</b>	Environment Protection Authority
<b>EPL</b>	Environment Protection Licence
<b>GHS</b>	Globally Harmonised System
<b>Immediately</b>	Promptly and without delay
<b>IRMS</b>	Integrated Risk Management System
<b>Notifiable Incident</b>	A pollution incident causing or threatening material harm (actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or results in actual or potential loss or property damage of an amount, exceeding \$10,000).
<b>PIRMP</b>	Pollution Incident Response Management Plan
<b>POEO ACT</b>	Protection of the Environment Operations Act 1997
<b>Pollution Incident</b>	Pollution incident means 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 has occurred, is occurring or is likely to occur.
<b>Relevant Authority</b>	Environment Protection Authority, NSW Health (Public Health Unit), WorkCover, Port Stephens Council and Fire and Rescue NSW, Hunter Water
<b>SDS</b>	Safety Data Sheet
<b>SWAT</b>	Specific Worksite Assessment & Toolbox
<b>SWMS</b>	Safe Work Method Statement

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# 1.0 Introduction

Under the *Biosecurity Act 2015* and as part of asset maintenance programs Port Stephens Council is responsible for the management and control of weeds on all land that is under Council's care and control. In order to meet this requirement, Council implements an integrated weed management approach for the removal and control of weeds.

One of the primary techniques utilised for the control of weeds is the application of herbicides. Although in most cases, the negative impacts of herbicide use can be prevented by exercising due care and carrying out the control programs in an environmentally responsible manner, in some circumstances Council is required to apply herbicides directly to aquatic weeds which has the potential to result in pollution of waters and impact on non-target species.

As a result, Council currently holds an Environment Protection Licence (EPL) under the *Protection of the Environment Operations Act 1997* (POEO Act) for the application of herbicides to the waterways of Port Stephens Council Local Government Area. The licence contains conditions which aim to minimise the environmental impacts of herbicide application, prevent water pollution and ensure the implementation of best practice weed management.

Under part 5.7A of the POEO Act, licensees are required to prepare *Pollution Incident Response Management Plans*. These plans are designed to ensure that pollution incidents are minimised through the identification of risks and the development of planned actions to minimise and manage those risks, and to ensure that emergency response procedures are developed and implemented in the event that an incident occurs.

This plan has been prepared in accordance with the requirements contained in section 153C of the *Protection of the Environment Operations Amendment Act 2011* and the details prescribed by the *Protection of the Environment Operations (General) Regulation 2009*.

## 2.0 Objectives

The objectives of this plan are to ensure:

- That a comprehensive and timely response to all pollution incidents occurs, including the effective communication of the incident to the relevant authorities and those who may be affected by the impacts of the incident.
- Minimise and control the risk of a pollution incident by identifying risks and developing planned actions to minimise and manage those risks.
- Compliance with the Environment Protection Licence 5195 and *Protection of the Environment Act 1997*.

## 3.0 Scope

This plan applies to all waterways within the Port Stephens LGA Excluding the waters and wetlands of Balickera Canal where the application of herbicides either by, or on behalf of Council occurs. This includes all ancillary activities associated with the application of herbicides including storage, handling, transportation and disposal.

This plan also considers the potential impacts on the environment, staff and neighbours.

Council's Annual Weed Control Program and Asset Maintenance Program identify the types of weeds and the waterways which will be targeted each financial year.

## 4.0 Legal Requirements

The specific requirements for a Pollution Incident Response Management Plan are identified in Part 5.7A of the POEO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation). A summary of these requirements are listed below:

- The holder of an environmental protection licence must prepare a pollution incident response management plan in relation to the activity to which the licence relates (section 153A POEO Act).
- A Pollution Incident Response Management Plan must include the information detailed in the POEO Act (section 153C POEO Act).
- A Pollution Incident Response Management Plan must be kept at the premises to which the licence relates or, in the case of mobile plant, where the relevant activity takes place (section 153D POEO Act).
- A copy of the Pollution Incident Response Management Plan must be readily available to an authorised EPA officer on request; Port Stephens Council Staff involved in implementing the plan; and to the general public on the Port Stephens Council website (section 153D POEP Act; clause 98D POEO (G) Regulation).
- A Pollution Incident Response Management Plan must be tested routinely once every 12 months and within one month of any pollution incident occurring which relates to the plan.
- If a pollution incident occurs in the course of activities relating to Port Stephens Council's Environment Protection Licence 5195, the person/s carrying out the activity must immediately implement this Pollution Incident Response Management Plan (section 153F POEO Act).

## 5.0 Roles and Responsibilities

Council is required to report pollution incidents 'immediately' to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the Local Council. 'Immediately' has its ordinary dictionary meaning of "promptly and without delay" (EPA 2012).

### Incident Contact Details - Internal

Name	Position / Role	24 Hour Contact Number
Steven Peart	Strategy & Environment Section Manager (License Holder)	0428 367 406
Jordan Skinner	Natural Resources Team Leader (Operational Manager)	0409716346
Kirily Sheridan	Environmental Management System Manager	0419019370
Nicole Le Grange	Work Health and Safety Manager	0407 870 785
Council after hours emergency number		02 49880255

## 6.0 Risk Management

### 6.1 Hazard Identification

The hazards and risk associated with the application of herbicides are identified in Council's Integrated Risk Management System (IRMS). The register identified the hazards, risk, inherent risk rating, control measures and residual risk rating.

The following methods will be utilised to identify additional hazards/risks:

- Councils Safe Work Method Statements (SWMS)
- Use of Specific Worksite Assessment & Toolbox (SWAT). This form is completed by the supervisor prior to works commencing and identified the hazards and controls implemented in accordance with standard work procedures.
- Use of Chemical & Substance Risk Assessment (FM 3.15.1). This form is completed by any employee of Council and contractors reporting a hazard, which cannot be effectively controlled immediately and/or has not been identified in the IRMS.

### 6.2 Hierarchy of Controls

When determining how to control risks in the workplace the following hierarchy of control must be applied.

The hierarchy of controls is as follows:

1. **Eliminate** the hazard altogether.
2. **Substitute** the hazard with a safer alternative.
3. **Isolate** the hazard from anyone who could be harmed.
4. Use **engineering** controls to reduce the risk.
5. Use **administrative** controls to reduce the risk.
6. Use **personal protective equipment (PPE)**.

### 6.3 Hazards and Actions

<b>Description</b>	<b>Hazard</b>	<b>Consequences</b>	<b>Likelihood of harm to people or the environment</b>	<b>Escalating Factors</b>	<b>Actions</b>
Mixing chemicals for herbicide treatments	Wrong concentration mixed and applied to drains or waterways	Potential contamination of waterways	Low	Delayed response time	Follow directions on herbicide container Regular audits of weed treatment programs  Staff Training
Treatment of weeds from boat	Boat overturns in waterway losing all herbicide	Potential contamination of waterways	Low	Poor weather conditions  Delayed response time	Risk assessment of areas to be treated  Staff training
Treatment of weeds from weeds vehicle	Vehicle overturns spilling herbicide into waterway	Potential contamination of waterways	Low-medium	Poor weather conditions Difficult terrain	Conduct risk assessment of areas to be treated  Staff training
Treatment of weeds by contractor	Spill up to 5 litres of concentrated herbicide into waterway	Potential contamination of waterways	Low-medium	Poor weather conditions Difficult terrain	Conduct risk assessment of areas to be treated by Contractor

General treatment of weeds	Leakage of spray equipment	Potential WHS issues and potential contamination of waterways	Low	Poor maintenance of equipment	Regular audits of weed treatment program and equipment.
General treatment of weeds	Spray areas outside of Licence	Potential WHS issues and potential contamination of waterways	Low	Poor supervision of weed treatments	Regular audits of weed treatment program

### 6.4 Inventory of Chemicals and Safety Equipment

Location	Chemical	Max Quantity	Safety Equipment	Storage	Alarms
Weeds Vehicle	Glyphosate	20lt	Spill equipment	Locked container with appropriate ventilation and signage	N/A
	Metasulfuron methyl	1kg	PPE		
	Wetting Agents	5lt			
Boat	Glyphosate	5lt	Spill equipment	Bunded Tub, Bucket or containment vessel	N/A
	Metasulfuron methyl	500gm	PPE		
	Wetting Agents	5lt			
Contractor	Glyphosate	20lt	Spill equipment	Locked container with appropriate ventilation and signage	N/A
	Metasulfuron methyl	1kg	PPE		
	Wetting Agents	5lt			

## 7.0 Training

All staff that mix, handle or apply herbicides or calibrate equipment used to apply herbicides must hold Australian Qualifications Framework Level 3 (AQF 3) or equivalent.

- Staff with AQF 3 must be supervised by a staff member with Australian Qualifications Framework Level 4 (AQF4) or above.
- Proof of training must be carried on all staff at all times as it may be requested to be produced by an Authorised Officer of the EPA. This may include:



- A certificate or statement of attainment issued by the registered training organisation in accordance with the Australian Qualifications Framework (AQF)
  - A card that has been approved by the EPA as being an equivalent record of evidence to the above forms of proof – currently this applies to cards issued by ChemCert NSW, SmartTrain and RuralBiz training, or
  - A permit or licence held by groups such as pest technicians and aerial applicators, who are subject to separate mandatory qualification requirements.
- All staff that apply or mix herbicides in or around waterways will be required to undertake training in relation to the procedures outlined in this plan, to ensure that staff are aware of their roles and responsibilities.
  - A record of training attendance and competencies for each staff member is maintained in Cornerstone. This system provides an automatic alert to the relevant Supervisor when staff are required to undertake refresher training.

Training around the PIRMP will include:

- Pollution incident classification and reporting
- Spill response
- Other incident response
- Early warning to neighbours
- Specific procedures in dealing with incidents
- Frequency of training and who will be trained

Training will be conducted every year prior to the Annual Return under the EPA Licence 5195.

## 8.0 Procedure

See appendices

## 9.0 Emergency Response

### 9.1 Emergency Response

In the event that an incident occurs, the first step is to undertake a risk assessment of the site to determine if there is a risk to people, property and/or the environment and implement immediate corrective actions to prevent further harm. Depending on the incident these could include:

- Isolation of valves,
- Turning pump off,
- Use of spill kits.

All staff that use or mix herbicides will be trained in emergency / spill response in accordance with Council's IRMS procedure.

## 9.2 Incident Reporting & Investigation

All incidents require some form of notification. The two different types of reporting include External and Internal Reporting. Staff who are involved in or witness the incident are required to immediately assess whether the incident is of a notifiable nature – that is any incident resulting in actual or potential material harm to the health or safety of human beings or the environment that is not trivial, or results in actual or potential loss or property damage exceeding \$10,000.

If unsure as to whether it is a reportable incident, consult with the IRMS Environment Officer **IMMEDIATELY**. If the incident occurs outside of standard operating hours when the IRMS Environment Officer is not available for consultation - **IMMEDIATELY** contact the relevant Authorities identified below.

### External Reporting

Environmental incidents which require external notification are required to be notified **IMMEDIATELY**. Where adequate resources are available to allow for concurrent notification and immediate response to an environmental incident, notification to the relevant Authorities must be given **IMMEDIATELY**. The decision on whether to notify should not delay immediate actions to ensure the safety of people or contain a pollution incident, however the notification to the relevant Authorities should be made as soon as it is safe to do so.

If the pollution incident presents an immediate threat to human life or property '000' must be called first. If the incident does not present an immediate threat to human life or property or once '000' has been called then the other relevant Authorities listed below must be notified **IMMEDIATELY** in the following order:

3.1.2 Contact Details Table	
Organisation	Contact Number
Emergency Services	000
EPA - Newcastle Office	131555 02 4908 6800
NSW Ministry of Health	9391 9000
SafeWork NSW	13 10 50
Fire and rescue NSW	1300 729 579

When notifying the relevant Authorities, state that you are calling to advise of a pollution incident and provide the following information (if known):

- The time, date, nature, duration and location of the incident,
- The location of the place where pollution is occurring or is likely to occur,
- The nature, the estimated quantity or volume and the concentration of any pollutants involved,
- The circumstances in which the incident occurred (including the cause of the incident, if known),
- The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, and
- Other information prescribed by the regulations.

Any required information that is not known when the incident is notified must be notified to the relevant Authorities immediately once it becomes known.

When each of the relevant Authorities are notified, the following must be recorded:

- The time of the call,
- The date of the call,
- Incident/reference numbers given by the relevant Authority,
- The name of the operator,
- Information provided, and
- If further notification is required.

These details must be recorded on the *Pollution Incident Report Form* and forwarded to the IRMS Environment Officer **IMMEDIATELY**.

The IRMS Environment Officer will scan and register the incident report form via the Risk Incident / Hazard Report.

### Internal Reporting

All incidents and near misses must be reported to the WHS Unit via the *Risk Incident Hazard Report*. These forms must be forwarded to the IRMS Environment Officer within 24 hours of the incident occurring.

An investigation will be undertaken with the relevant staff, the Weeds & Pest Management Officer and Manager to determine the cause of the incident and identify corrective and preventative actions to ensure that the incident does not re-occur.

All corrective and preventative actions will be reviewed within 3 months of the implementation to determine if the actions were 'effective' or 'ineffective'. Where the action is determined to be 'ineffective', additional corrective/preventative actions will be identified and implemented.

### Notification

In the event of an incident, the neighbouring residents will be notified via a letter. Standard letters will be located on all weed control vehicles which can be distributed immediately by staff to adjacent properties. A notification will also be placed in the newspaper and on Councils website.

**See Council's incident reporting process Appendix 1**

## 10 Communication

Communication is an important aspect of managing any response to a pollution incident. The mechanisms used and the information provided to stakeholders will depend on the circumstances of the pollution incident.

The objective of communication is to ensure that those potentially affected by a pollution incident know what has happened, how they may be affected by the incident, what they can do avoid potential harm, and to explain what Council is doing to rectify the incident.

Following a pollution incident, the occupiers of neighbouring premises will be notified via a letterbox drop/door knock. In most cases, a pollution incident will be confined to a particular location and notification to stakeholders can be handled by the erection of warning signage. Where the incident is not confined to a particular area and/or may have a significant impact upon the environment the following types of communication mechanisms are to be considered when selecting an appropriate means of providing stakeholder notification;

- Phoning stakeholders,
- Emailing stakeholders,
- Issuing of media releases, and
- Posting of notices on Council's website.

The EPA is also able to issue a direction to notify any other person of the incident that the EPA considers necessary therefore directions given by the EPA must also be complied with.

## 10.1 Pollution Complaints

If a member of the public suspects a pollution incident has occurred as a result of a Council Activity, Council should be contacted immediately on (02) 49880255. This number can be obtained from the signage displayed whilst applying the herbicide as well as the public notifications.

- Records must be kept of all complaints made to Council in relation to pollution arising from any of the activities associated with the Environment Protection Licence. The record must include details of the following:
  - the date and time of the complaint;
  - the method by which the complaint was made;
  - any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;
  - the nature of the complaint;
  - the action taken in relation to the complaint, including any follow-up contact with the complainant; and
  - if no action was taken, the reasons why no action was taken.
  -
- The record of a complaint must be kept for at least 4 years after the complaint was made.
- The record must be produced to any authorised officer of the EPA who asks to see them.

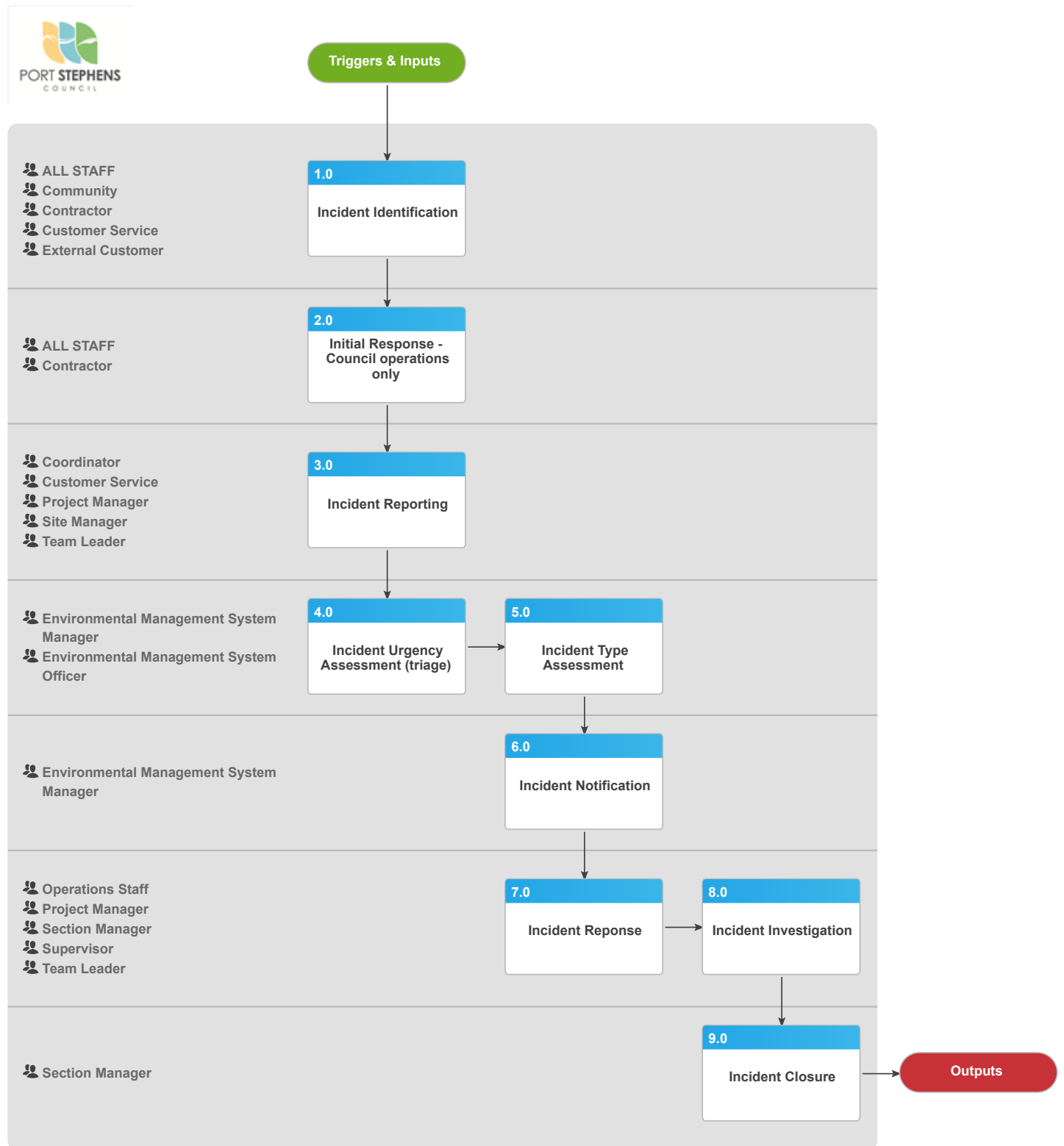
# 11 Testing & Review

The plan will be tested annually prior to submission of the Annual EPL Return. The scenarios tested will be obtained from the risk register and those with the highest risks will be tested as a priority. In addition, the plan will be reviewed:

- Within one month of any pollution incident (or near miss) occurring,
- When legislative requirements are changed, or
- When there is a change in work processes.

# Appendix 1

## EMS 4.0 Environmental Incident Process V1.0



## Summary

### Objective

This procedure aims to manage all environmental incidents consistently at a high priority to mitigate the severity of such incidents and to continuously improve our environmental performance.

This Procedure explains how to identify, respond, report, notify, investigate and following up environmental incidents within Port Stephens Local Government Area. This procedure also sets out the actions involved if an environmental incident warrants reporting to the New South Wales Environmental Protection Authority (EPA) and other relevant authorities.

### Background

This process allows Council to:

- To mitigate the severity of potential environmental incidents
- To ensure environmental incidents are openly reported and are given a consistently high priority by Port Stephens Council
- To ensure compliance with all relevant legislation and regulations relating to environmental incidents, including the duty to notify pollution incidents
- To ensure all actions relating to environmental incidents from identification to rectification are documented and dealt with transparently
- To learn and continuously improve our performance when facing potential environmental incidents

**Owner** Kirily Sheridan

**Expert** Kirily Sheridan

## Procedure

### 1.0 Incident Identification

**ALL STAFF, Community, Contractor, Customer Service, External Customer**

- a** Identified internally by Council operations
- b** Identified externally by community or external authority

### 2.0 Initial Response - Council operations only

**ALL STAFF, Contractor**

- a** Emergency actions
- b** Assess criticality:
  - Category 1:
    - Pollutant or contaminant has escaped the site which will require detailed clean-up possibly involving other agencies and/or additional resources not available to Council
    - Damaged is occurring or is likely to occur to the environment
    - There is an immediate health or safety risk to the public (eg. recreational bathing, fishing, tree vandalism)
  - Category 2:
    - No pollutant has escaped the site or caused material harm to the environment and it can be easily cleaned-up without additional assistance.
    - Damage has already occurred and no further damage is likely to occur
  - Category 3:
    - Technical condition breach of an Environmental Protection Licence
- c** Call Site Supervisor / Project Manager

### 3.0 Incident Reporting

**Coordinator, Customer Service, Project Manager, Site Manager, Team Leader**

- a** Internally Identified - Site Supervisor / Project Manager call Environment Incident and report criticality Category 1, 2 or 3 and type if known
  1. Non-notifiable pollution incident
  2. Notifiable pollution incident
  3. Non-pollution incident (Weeds, Heritage, Flora and Fauna, Vegetation etc)
- b** Externally Identified - log an incident report/CRM
- c** EMS record incident on online Hazard Reporting Form

### 4.0 Incident Urgency Assessment (triage)

**Environmental Management System Manager, Environmental Management System Officer**

- a**
  - o Category 1:
    - Pollutant or contaminant has escaped the site which will require detailed clean-up possibly involving other agencies and/or additional resources not available to Council
    - Damaged is occurring or is likely to occur to the environment
    - There is an immediate health or safety risk to the public (eg. recreational bathing, fishing, tree vandalism)
  - o Category 2:
    - No pollutant has escaped the site or caused material harm to the environment and it can be easily cleaned-up without additional assistance.
    - Damage has already occurred and no further damage is likely to occur
  - o Category 3:
    - Technical condition breach of an Environmental Protection Licence

**NOTE** Hazard Reporting Form send email notification to appropriate staff in Council (based on 1, 2, or 3 criticality)

### 5.0 Incident Type Assessment

**Environmental Management System Manager, Environmental Management System Officer**

- a** PSC Operations (1. non-notifiable/near miss 2. Notifiable incident 3. Non-pollution incident (weeds, trees, flora and fauna, heritage)
- b** Illegal activity on Council land
- c** External notifiable incident (eg. Hunter Water, RMS, EPL License holder)
- d** Council Appropriate Regulatory Authority (ARA) (action to EH&C, Natural Resources)

### 6.0 Incident Notification

**Environmental Management System Manager**

- a** PSC Operations
  1. Non-notifiable pollution incident - NO ACTION in this step
  2. Notifiable incident - immediately to Environment Line
  3. Non-pollution Incident - ARA
- b** Illegal activity of Council land - Council ARA (Natural Resource or Environmental Health and Compliance), other agency ARA (Environment Line, LLS, OEH/NPWS, DPI)

- c External notifiable incident - internal stakeholders (communications)
- d Council ARA - to Natural Resources (trees, weeds, biosecurity) or Environmental Health and Compliance (POEO, LEP)

### 7.0 Incident Reponse

Operations Staff, Project Manager, Section Manager, Supervisor, Team Leader

- a Response - no assistance required from other areas in Council (consider reputation, environmental technical, legal, political, financial etc).
- b Operational Response - assistance required from other areas in Council. EMS Manager to form an incident specific Environmental Management Incident Group.

### 8.0 Incident Investigation

Operations Staff, Project Manager, Section Manager, Supervisor, Team Leader

- a Completed Incident Investigation Form
- NOTE** Notifiable incident - EPA 7 day incident report
- NOTE** Non-pollution incident - written report to appropriate authority and EMS

### 9.0 Incident Closure

Section Manager

## RACI

### RESPONSIBLE

Roles that perform process activities

ALL STAFF, Community, Contractor, Coordinator, Customer Service, Environmental Management System Manager, Environmental Management System Officer, External Customer, Operations Staff, Project Manager, Section Manager, Site Manager, Supervisor, Team Leader

Systems that perform process activities

None Noted

### ACCOUNTABLE

For ensuring that process is effective and improving

**Process Owner** Kirily Sheridan

**Process Expert** Kirily Sheridan

### CONSULTED

Those whose opinions are sought

### STAKEHOLDERS

None Noted

### STAKEHOLDERS FROM LINKED PROCESSES

Process	Owner	Expert	Process Group
Tree Vandalism Investigation and Response Protocol	Duncan Jinks	Lee McElroy	Natural Resources

### INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

## Systems

None Noted

## Lean

None Noted

## Triggers & Inputs

### TRIGGERS

None Noted

### INPUTS

None Noted

## Outputs & Targets

### OUTPUTS

None Noted

### PERFORMANCE TARGETS

None Noted

## Process Dependencies

### PROCESS LINKS FROM THIS PROCESS

None Noted

### PROCESS LINKS TO THIS PROCESS

Process Name	Type of Link	Assigned Role
Tree Vandalism Investigation and Response Protocol	Process	UNASSIGNED





APPENDIX 2

# Environmental Incident Report

All pollution incidents causing or threatening material harm to the environment are to be reported immediately to the EPA pollution hotline (ph: 131 555) and all other relevant authorities. For incidents that relate to an Environment Protection Licence it is a condition of the licence that additional information be provided to the EPA within 7 days of the incident occurring. This form may also be used to provide more information to the EPA on any other pollution incident even if it is un-related to licensed, scheduled premises.

Incident Details and Site Location	
Date of Incident :	
Address / Location of Incident:	
EPA Hotline Incident Reference Number:	
PSC Incident Reference Number:	

Incident Type and Cause	
Incident Description:	
Description of Environment	
Climatic Conditions:	
Characteristics of Pollutant	
Incident Cause	
Description of Impact	



Incident Stakeholders			
<b>Council employees or agents involved in management of the event:</b>			
Name	Group/Unit	Role	Contact Number
<b>Name, address and telephone number of any other stakeholders:</b>			
Name	Organisation	Role	Contact Number

Relevant Authorities Notified			
Authority	Date	Time	Comments
EPA			
Department of Health			
Fire & Rescue			
Work Cover			
Other:	Date	Time	Comments
NSW Water and the Regional Algal Coordinating Committee (RACC)			
DPI			
Local Land Service			
(OEH) National Parks and Wildlife Service			

\*Port Stephens Council is the relevant LGA.

Incident Response and Proposed Measures to Prevent or Mitigate Reoccurrence
Timeline of Actions - Containment and Clean Up
Investigation Actions

**Post Incident Actions to Prevent / Mitigate Recurrence**

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Has the PIRMP been reviewed in the context of this incident investigation, with any additional requirements actioned?

--

**Summary of Environmental Sampling Results**

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**Environmental Incident Report – Document Control**

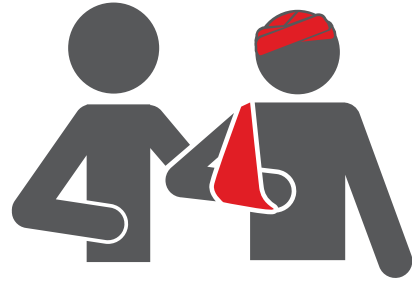
Report Prepared By:	
Report Reviewed by:	
Report Approved by:	Greg Kable Group Manager 49800222
TRIM Reference:	
Submission Details:	On completion and approval, this report is to be forwarded to: Mailing address: <a href="mailto:newcastlerequest@environment.nsw.gov.au">newcastlerequest@environment.nsw.gov.au</a>

# Caution report every:



## Property

Report damage to council property or damage caused by council activities.



## Injury

Report injuries incurred by council workers and members of the public.



## Motor Vehicle

Report damage to council vehicles or damage caused by council vehicles.



## Environmental Incident

Report any incident that could cause harm/damage.



## Near Miss

Report any incident or situation that could cause injury or damage.

Report to Enterprise Risk Management Team on

Work Health and Safety - 0407 870 785  
Vehicle or property damage - 0437 527 199  
Environment - 0419 019 370

# Reporting an incident, near miss or hazard

1.



If an incident, hazard or near miss occurs:

2.



Notify team leader immediately. Rectify if possible.

3.



Complete online Risk Incident / Hazard Report form. The report can be lodged through MyPort or if it is a near miss use the Near Miss app. (If phone notification is made incident report form to be submitted to ERMT within 24 hrs).

4.



Supervisor investigates and implements corrective actions.

**Note:**



RTWC to organise doctors appointment and drug and alcohol testing if required.

5.




Forward copy of investigation to the ERMT for recording of identified actions, within the allocated timeframes.


# If you are injured at work

1. 


Arrange first aid treatment or call '000' where required.

2. 


Notify team leader immediately.

3. 

Team leader to notify Return to Work Coordinator (RTWC) or WHS Manager immediately.

4. 


RTWC to organise doctors appointment and drug and alcohol testing if required.

5. 


Team leader ensures that Incident/Hazard Report form is completed online before end of shift.

6. 

Supervisor to complete incident investigation within 24 hours.

7. 

RTWC notifies StateCover within 48 hours of injury and records injury in database.

8. 

Injured worker complies with injury management procedure and works towards pre-injury duties.

# Environmental incidents



## Pollution

Types of pollution include:

- Water pollution
- Air pollution and odours
- Noise and vibration
- Land pollution and contamination
- Waste - including dumping and illegal disposal



## Harm to native flora and fauna



## Harm to Aboriginal and non-indigenous heritage



## Scattering of noxious weeds