

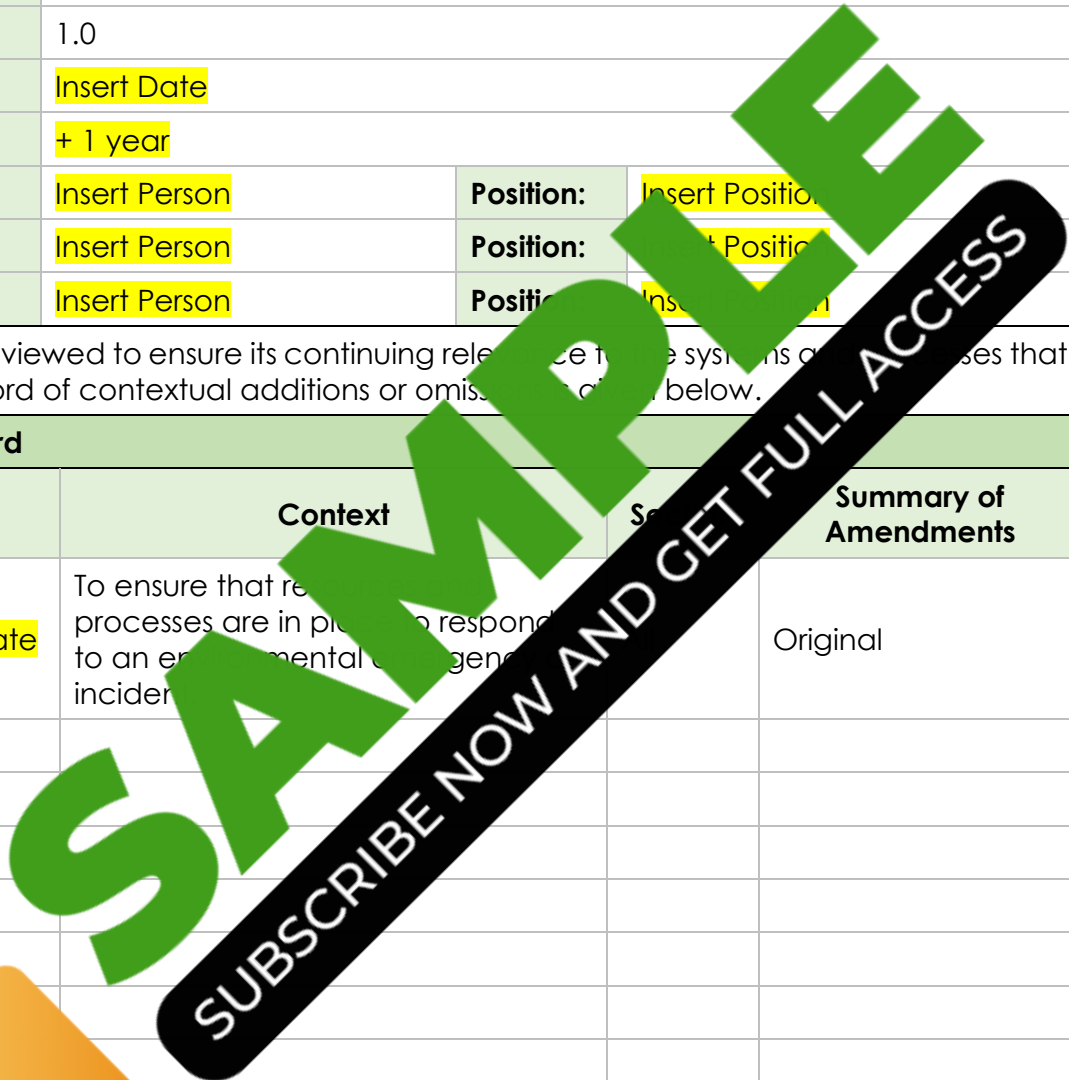
**ENVIRONMENTAL INCIDENT  
RESPONSE PROCEDURE**

# TABLE OF CONTENTS

<b>1. APPROVAL</b> .....	<b>3</b>
<b>2. PURPOSE</b> .....	<b>4</b>
<b>3. SCOPE</b> .....	<b>4</b>
<b>4. TERMS AND DEFINITIONS</b> .....	<b>4</b>
<b>5. ROLES AND RESPONSIBILITIES</b> .....	<b>6</b>
<b>6. PROCEDURES</b> .....	<b>6</b>
6.1. Environmental Emergency Incident Sequence Actions.....	6
6.2. Personal Protection Guidelines for an Emergency or Incident Clean-up .....	7
6.3. Hazardous Chemical Spill.....	7
6.4. Battery Acid Spills .....	8
6.5. Fire Response.....	9
6.5.1. Discovery by a Single Person .....	9
6.5.2. Discovery of a Fire by Two Persons.....	9
6.6. Basic Rules and Precautions When Fighting Fires .....	9
6.7. Explosive Fires .....	9
6.8. Gas Leaks .....	9
6.9. Flood .....	10
6.10. Poor Air Quality.....	11
6.11. Working in the Heat and UV Radiation .....	11
6.12. Discovery of Indigenous Relics.....	12
6.13. Threatened Species .....	12
<b>7. RELATED PROCEDURES, FORMS AND DOCUMENTS</b> .....	<b>13</b>
<b>8. REVIEW CRITERIA</b> .....	<b>14</b>
<b>9. RECORD MANAGEMENT</b> .....	<b>14</b>
<b>10. REFERENCES</b> .....	<b>14</b>

# 1. APPROVAL

Document Control			
<b>Document:</b>	Environmental Incident Response Procedure		
<b>Version:</b>	1.0		
<b>Released:</b>	Insert Date		
<b>Review Date:</b>	+ 1 year		
<b>Prepared By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Reviewed By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Approved By:</b>	Insert Person	<b>Position:</b>	Insert Position
This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is shown below.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To ensure that relevant processes are in place to respond to an environmental emergency incident	Original
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
<b>Document Title:</b>	Environmental Incident Response Procedure		<b>Rev:</b> 1.0
<b>Uncontrolled Copy:</b>	<input checked="" type="checkbox"/>	<b>Controlled Copy:</b>	<input checked="" type="checkbox"/> <b>Date:</b> Insert Date



## 2. PURPOSE

The purpose of this procedure is to ensure that an environmental emergency or incident that may lead to unintentional harm to the environment, persons or property is effectively managed. The intent of the procedure is to provide direction to personnel who are responsible for responding to an environmental emergency or incident.

## 3. SCOPE

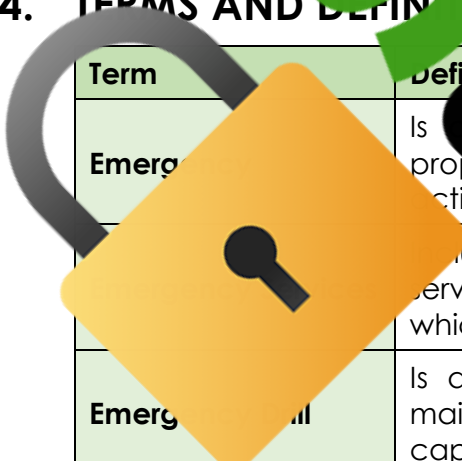
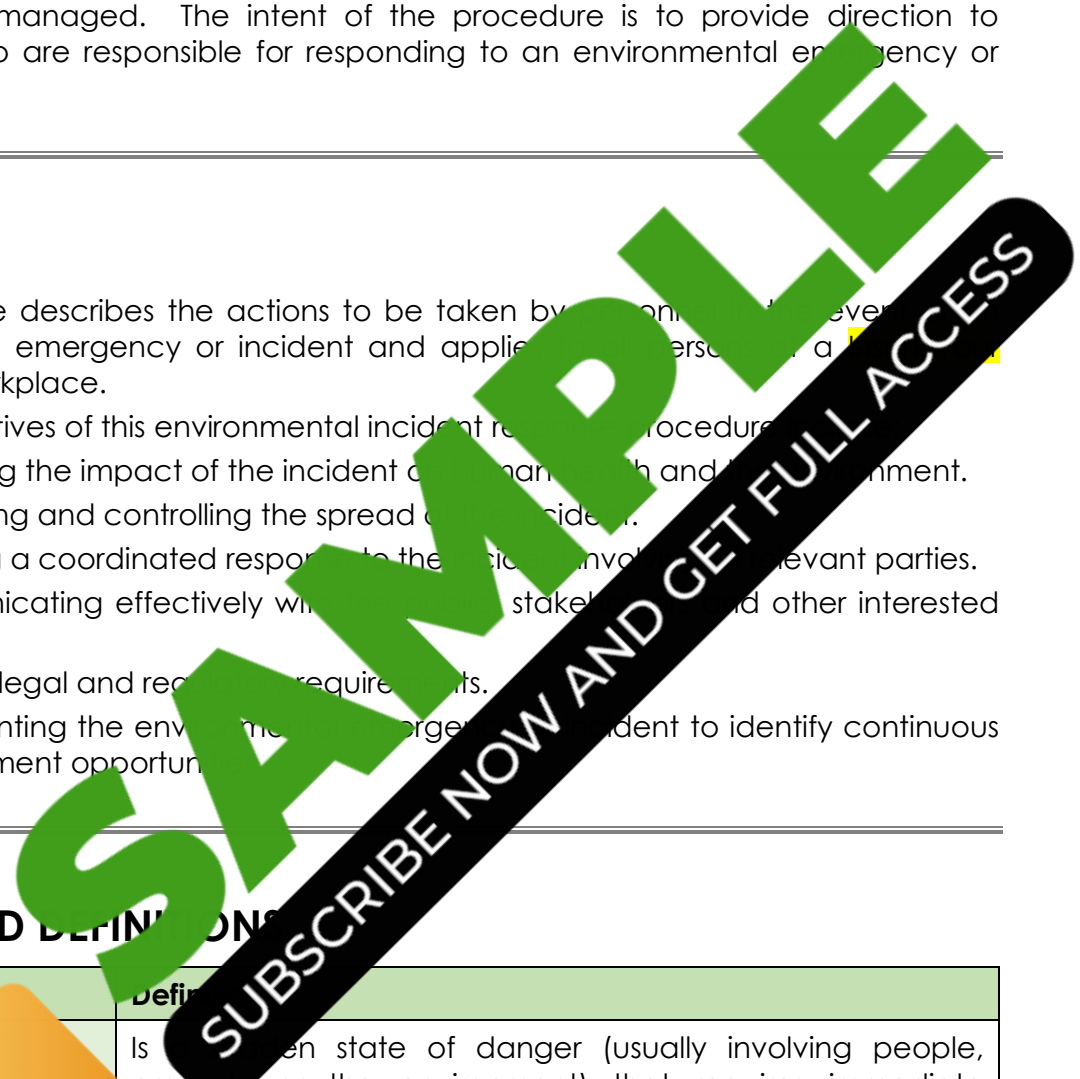
This procedure describes the actions to be taken by personnel in the event of an environmental emergency or incident and applies to all personnel at a **Company** workplace.

The key objectives of this environmental incident response procedure are:

- Minimizing the impact of the incident on personnel, health and the environment.
- Containing and controlling the spread of the incident.
- Providing a coordinated response to the incident involving relevant parties.
- Communicating effectively with all stakeholders and other interested parties.
- Meeting legal and regulatory requirements.
- Documenting the environmental emergency incident to identify continuous improvement opportunities.

## 4. TERMS AND DEFINITIONS

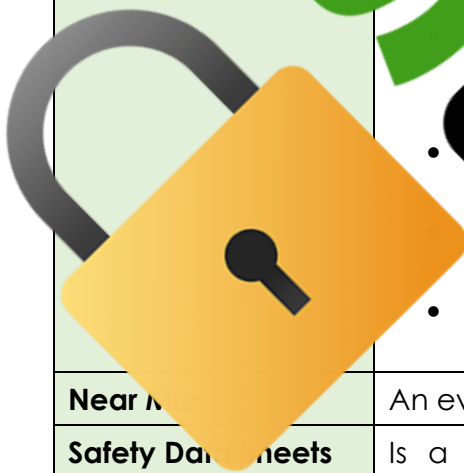
Term	Definition
<b>Emergency</b>	Is an uncontrolled state of danger (usually involving people, property or the environment) that requires immediate action.
<b>Emergency Services</b>	Includes fire brigades, rural fire services, police, ambulance services, state emergency services or any other agency which manages or controls an accredited rescue unit.
<b>Emergency Drill</b>	Is a supervised hands on event that develops, tests or maintains a specific operational or emergency response capability.
<b>Hazardous Atmosphere</b>	Is an atmosphere in which: <ul style="list-style-type: none"> <li>• The atmosphere does not have a safe oxygen level.</li> <li>• The concentration of oxygen in the atmosphere increases the fire risk.</li> <li>• The concentration of flammable gas, vapor, mist or fumes exceeds 5% of the LEL for the gas, vapor, mist or fumes.</li> </ul>



Term	Definition
	A hazardous chemical in the form of a combustible dust is present in a quantity and form that would result in a hazardous area.
<b>Hazardous Chemical</b>	<p>Is any substance which has the potential to cause harm. That is any substance which is:</p> <p>Listed by the National Health and Safety Commission (NOHSC) on the Designated Hazardous Substance List; or determined hazardous by the manufacturer or supplier on the basis of the National Health and Safety Commission (NOHSC) approved criteria for the classification of hazardous substances.</p>
<b>Heritage Incident</b>	<p>Is a situation that meets any of the following and poses a threat to any heritage site:</p> <ul style="list-style-type: none"> <li>• A disturbance.</li> <li>• Damage.</li> <li>• Harm or destruction.</li> </ul>
<b>Heritage Sites</b> (include but may not be limited to):	<ul style="list-style-type: none"> <li>• Indigenous cultural heritage sites.</li> <li>• Natural heritage sites.</li> <li>• Historical sites (heritage buildings etc).</li> </ul>
<b>Minor incident</b>	<p>Is an incident that meets any of the following conditions:</p> <ul style="list-style-type: none"> <li>• The small release of material or substances whose nature and potential hazards are known and are easily controlled.</li> <li>• A release of material or substance with very minimal actual or potential threat to human health or the environment.</li> </ul>
<b>Major Incident</b>	<p>Is an incident that meets any of the following conditions:</p> <ul style="list-style-type: none"> <li>• A large release of material or substance with hazards and risks that are unfamiliar to personnel.</li> <li>• A large release of material or substance whose nature and potential hazards is known but, is not easily controlled.</li> <li>• A release of material or substance that cannot be identified.</li> </ul> <p>The large release of material or substances that migrates into a storm water drain or sewer system.</p> <ul style="list-style-type: none"> <li>• An incident that is regarded to be unsafe to manage without the assistance of emergency services.</li> </ul>
<b>Near Miss</b>	An event that could lead to an incident.
<b>Safety Data Sheets</b>	Is a document with a variety of information including hazardous nature, dangerous good classification, first aid treatment advice or emergency advice for a particular hazardous chemical.

SAMPLE

SUBSCRIBE NOW AND GET FULL ACCESS



Term	Definition
<b>Threatened Species</b>	Is any species which is likely to become an endangered species within the foreseeable future throughout all or a significant portion of its range.

## 5. ROLES AND RESPONSIBILITIES

### Managers are responsible for:

- Determining if the incident is minor, major, heritage or other.
- If it is required, calling emergency services.
- Coordinating the development of incident reports for all environmental emergency response activities.
- Implementing corrective actions as required.
- If a large or heritage environmental emergency or incident occurs, notifying the Environmental Protection Authority.

### Supervisors are responsible for:

- Ensuring that each person who enters the site is given appropriate instruction outlining emergency response requirements (as supported by the person who has).
- Acting as leader, including the directing and organizing others in their roles and responsibilities.
- Ensuring that regular inspections of safety equipment are undertaken.

### Workers are responsible for:

- Understanding and following emergency response procedures and the directions of emergency response personnel.
- Reporting all environmental hazards that have been identified to management immediately.

## 6. PROCEDURES

### 6.1 Environmental Emergency Incident Sequence Actions

1. Notify all persons in the event of an environmental emergency or incident by following the following steps to contain an environmental emergency or incident.

1. Report any environmental emergency or incident (including near misses, heritage sites or other) to management regardless of the degree or type of incident. Notification shall be in a timely manner and every possible effort must be made (if safe to do so) to control and/or contain the environmental emergency or incident.
2. Management will determine the type of emergency/incident and (if safe to do so) act accordingly to control and/or contain the environmental emergency or incident.

3. Management will contact emergency services, if required. If management are unavailable this responsibility will be designated to the next level of authority.
4. After any environmental emergency or incident (including a near miss) management will ensure an investigation of the emergency or incident is conducted.

### 6.2. Personal Protection Guidelines for an Emergency or Incident Clean-up

- After any clean up, always wash your hands thoroughly in warm soapy water before eating, drinking, smoking or using toilet facilities.
- Consult the safety data sheets and adhere to them.
- Wear appropriate PPE as required (e.g. gloves, protective clothing, goggles, dust mask etc).
- Avoid the spilled material having contact with skin and eyes.
- Avoid breathing in any the dust or vapors.
- Use appropriate respiratory protection, if required.
- Smoking is prohibited during a clean-up.

### 6.3. Hazardous Chemical Spill

A hazardous chemical spill may include a fuel, oil, lubricant or solvent.

#### 1. Assess the Spill

The first step in managing a hazardous chemical spill is to determine the extent of the spill. This will involve determining the volume and the nature of the spilled chemical. You may also need to identify any potential hazards associated with the chemical. If necessary, remove all ignition sources within a 50m radius of the spill.

#### 2. Stop the Source of the Spill

Once the spill has been contained, the source of the spill should be stopped or controlled to prevent further release of the chemical. This could involve shutting off valves, stopping pumps or using other methods.

#### 3. Contain the Spill

The next step is to contain the spill. This can be done by using appropriate barriers, such as absorbent materials, dikes or booms. The purpose of containment is to prevent the spill from spreading to other areas, especially those that could cause harm to people, animals or the environment. Vapor-suppressing foam should be used to contain volatile liquids.

#### 4.

Clean up the spill. This should be done using appropriate materials and methods to prevent spreading the chemical further. For example, you may need to use absorbent materials, such as towels or pads, to soak up the spilled substance. The clean up process should also include proper disposal of any contaminated materials.

#### 5. Evaluate the Impact

After the spill has been cleaned up, you should evaluate the impacts of the spill. This will involve assessing any potential harm to people, animals, or the environment, and determining the appropriate measures to mitigate any impacts.

#### 6. Complete a Report



The final step is to complete a report to learn from the spill. This could involve reviewing your spill response plan to identify any areas for improvement, conducting training for employees to prevent future spills, or implementing new measures to reduce the risk of spills in the future.

## 6.4. Battery Acid Spills

### 1. Put on Personal Protective Equipment (PPE)

Before attempting to clean up a battery acid spill, ensure that you have the appropriate PPE on. This should include gloves, safety glasses, and a full shirt. It is important to avoid breathing vapors from spilled acid. Use appropriate respiratory protection if there is a risk of inhaling vapors.

### 2. Ventilate the Area

Ensure the area is well-ventilated by opening doors and windows or using fans to circulate the air.

### 3. Contain the Spill

Using an absorbent material such as baking soda or kitty litter, create a barrier around the spill to contain it. Avoid using materials that react with the acid, such as metal or paper.

### 4. Neutralize the Acid

Sprinkle baking soda or other acid neutralizers on the spill. Wait a few minutes to allow the neutralizer to react with the acid and neutralize it. Add enough neutralizer to fully cover the spill and keep adding it as needed until the acid has been fully neutralized.

### 5. Absorb the Spill

Using a broom and dustpan, sweep up the neutralized spill and place it in a plastic bag. Seal the bag and label it as hazardous waste.

### 6. Clean the Area

Using a damp cloth, wipe down the area to remove any remaining acid or neutralizer. Dispose of the cloth in a separate hazardous waste bag.

### 7. Rinse the Area

Once the spill has been cleaned, rinse the area with water to remove any remaining traces of acid or neutralizer.

### Dispose of Waste

Dispose of the waste in accordance with local regulations. Contact your local health department or hazardous waste disposal service for instructions on proper disposal.

### 9. Decontaminate PPE

Decontaminate any PPE used during the clean-up process according to manufacturer instructions.

### 10. Complete a Report

Complete a report and identify any areas that need to be improved. Update procedures as necessary and conduct training for employees to prevent future spills if needed.

