

Pollution Incident Response Management Plan

L.P Dutton Trout Hatchery

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Cover image: Aerial view of the L.P Dutton Trout Hatchery

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1.1 Background

The *Protection of the Environment Legislation Amendment Act 2011* (PELA) was recently introduced resulting in changes to the *Protection of the Environment Operations Act 1997* (POEO Act). The intent of the PELA is to improve the way pollution incidents are reported and managed. Provisions include a requirement for holders of Environmental Protection Licences (EPLs) to prepare, keep, test and implement a Pollution Incident Response Management Plan (PIRMP).

This PIRMP has been developed for the L.P Dutton Hatchery (Hatchery) to satisfy pollution reporting obligations under the POEO Act. This plan outlines the classification, testing, reporting, and management requirements of an environmental pollution incident. The objective of this plan is to ensure an environmental pollution incident is communicated to all relevant groups and individuals, to prevent, minimise and control the risk of an environmental pollution incident, and also, appropriately establish and maintain the plan.

This plan is a mandatory document on all NSW projects issued with an environmental Protection License (EPL).

1.2 Regulatory Requirements

The specific requirements for PIRMPs are set out in Part 5.7A of the POEO Act and the *Protection of the Environment Operations (General) Regulation 2009* (POEO(G) Regulation). In summary, this legislation requires the following:

All holders of EPLs must prepare a pollution incident response management plan (section 153A, POEO Act);

The plan must include the information detailed in the POEO Act (section 153C) and the POEO(G) Regulation (clause 98C) and be in the form required by the POEO(G) Regulation (clause 98B);

Licensees must keep the plan at the premises to which the EPL relates (section 153D, POEO Act);

Licensees must test the plan in accordance with the POEO(G) (at least every 12 months and after a pollution incident) in accordance with the POEO(G) Regulation (clause 98E); and

If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the plan (section 153F, POEO Act).

Table 1 lists information instructed under section 153C of the POEO Act and clause 98C of the POEO(G) Regulation and also states where this information can be located in this document.

Section	Detail required	Locality in document
153C (a)	The procedures to be followed by the holder of the relevant EPL in notifying a pollution incident to: (i) The owners or occupiers of premises in the vicinity of the premises to which the EPL relates, and (ii) The local authority for the area in which the premises to which the EPL relates are located and any area affected, or potentially affected, by the pollution, and (iii) Any persons or authorities required to be notified by Part 5.7 (of the POEO Act).	Section 5.3 Section 5.2 Section 5.3
153C (b)	A detailed description of the action to be taken, immediately after a pollution incident, by the holder of the relevant EPL to reduce or control any pollution.	Section 2.3 Section 4.0
153C (c)	The procedures to be followed for coordinating, with the authorities or persons that have been notified, any action taken in combating the pollution caused by the incident and, in particular, the persons through whom all communications are to be made.	Section 2.3 Section 5.2
153C (d)	Any other matter required by the regulations. The matters required under section 153C (d) of the Act to be included in a plan are found in POEO(G) section 98C.	
98C (1) (a)	A description of the hazards to human health or the environment associated with the activity to which the licence relates (the relevant activity).	Section 2.1
98C (1) (b)	The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood.	Section 2.1
98C (1) (c)	Details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity.	Section 2.1
98C (1) (d)	An inventory of potential pollutants on the premises or used in carrying out the relevant activity,	Section 2.4

98C (1) (e)	The maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the license relates.	Section 2.4
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98C (1) (f)	A description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident.	Section 4.0 Section 2.3
98C (1) (g)	The names, positions and 24-hour contact details of those key individuals who: (i)Are responsible for activating the plan, and (ii)Are authorised to notify relevant authorities under section 148 of the POEO Act, and (iii)Are responsible for managing the response to a pollution incident.	Section 3.0 Section 3.0 Section 3.0
98C (1) (h)	The contact details of each relevant authority referred to in section 148 of the POEO Act.	Section 5.2
98C (1) (i)	Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the license relates or where the scheduled activity is carried on.	Section 5.3
98C (1) (j)	The arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on.	Section 2.1 Section 4.0
98C (1) (k)	A detailed map (or set of maps) showing the location of the premises to which the license relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises.	Section 2.4
98C (1) (l)	A detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk.	Section 2.1 Section 4.0
98C (1) (m)	The nature and objectives of any staff training program in relation to the plan.	Section 6.1
98C (1) (n)	The dates on which the plan has been tested and the	Section 7.0

	name of the person who carried out the test.	
98C (1) (o)	The dates on which the plan is updated.	Section 7.0
98C (1) (p)	The manner in which the plan is to be tested and maintained.	Section 6.2

2.0 Hazard Assessment and Management

The likelihood of environmental hazards occurring at the Hatchery has been assessed via Safe Work Method statement (SWMS). Through the use of SWMS assessments significant impacts and the risks they pose to the environment and personal can be assessed and controls put in place to mitigate possible impacts to human health and the environment.

The risk assessment process at the Hatchery includes:

Identifying possible hazards associated with day-to-day procedures;

Assessing the risks to human health or the environment associated with procedures along with taking into account other conditions or events that may increase its likelihood; and

Implementing safety controls to minimise or prevent any risk of harm to human health or the environment

2.1 Risk Identification and Control

Hazard Assessment of L.P. Dutton Trout Hatchery

Table 2: Assessment of potential risks, their possible hazards associated, risk levels and implemented safety controls.

(R1 Risk without controls, R2 Risk with controls)

Identified risk	Situation	Possible hazard(s) to the Environment	Possible hazard(s) to human health	R1	Safety control(s)	R2
Hydrocarbon Spill	Spill of fuel from bowsers/canister, incorrect storage of hydrocarbons onsite.	- Fuel may enter nearby water course after spill. - Spilt fuel may ignite fire onsite.	- Spilt hydrocarbons may ignite fires onsite. - Burns, skin irritation and respiratory anomalies from coming into contact with spilt hydrocarbons.	S	- Hydrocarbons are stored in a secure fully bunded fuel store. - SWMS have been implemented to minimise accidents from use of hydrocarbons onsite (please refer to these documents before undertaking any work) and MSDS information sheets which are located at/near storage point. - Staff perform routine daily of the facility and its infrastructure. - Annual maintenance and services are completed as are periodic (quarterly) inspections of all fuel and chemical areas.	L
Chemical spill	Incorrect storage of chemicals onsite. Accidental spill while using chemicals.	- Chemicals may enter nearby water course after spill. - Spilt chemicals may ignite fire onsite.	- Spilt chemicals may ignite fire onsite. - Burns, skin irritation and respiratory anomalies from coming into contact with spilt chemicals.	S	- All chemicals are stored in a secure fully bunded fuel store. - SWMS have been implemented to minimise accidents from use of chemicals onsite (please refer to these documents before undertaking any work) and MSDS information sheets which are located at/near storage point. - Staff perform routine daily of the facility and its infrastructure. - Annual maintenance and services are completed as are periodic	L

					(quarterly)inspections of all fuel and chemical areas.	
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Fish Kill	Fish kills may be due to disease, fuel/chemical spill and/or unfavourable conditions in ponds and tanks such as low oxygen levels and excessive water temperatures.	If fish kill is due to disease this may spread to wild fish stocks.	N/A	L	- If a fish kill occurs due to disease then tanks/ponds are treated with formalin (follow incident response procedure) then fish are removed for burial. - Dead fish are removed and buried in pits then covered in lime and backfilled at least 200m from the nearest river.	L
Fire	Fires may either start on site or enter the site from surrounding bushland.	Fires may burn surrounding bushland.	Burns, skin irritation and respiratory anomalies from coming into contact with fire and smoke.	S	- Protocols in place for the safe use of fuels and chemicals to minimise chance of fires starting on site. - Fire fighting equipment including blankets, extinguishers and water pumps located around the property.	L
Unplanned water release	Water release due to flooding in dams from excessive rains.	Increased nutrient and suspended solids entering nearby waters.	N/A	L	Shut off valve can be activated to limit inflow into ponds in periods of heavy rain to limit overflow.	L

2.2 Risk Rating Guide

Table 3: Calculation table for risks involved in hazard assessment.

		Consequence			
		Extreme	Major	Moderate	Minor
Likelihood	Almost certain Occurred before/expected	H	H	S	S
	Likely Probably will occur	H	S	S	S
	Moderate May occur at some time	H	S	L	L
	Unlikely Unusual or rare situation	S	L	L	L
		High (H) – cease exposure immediately until protection, approved at senior mgt level, implemented.			
		Significant (S) – procedures alone may not be enough, senior management attention required.			
		Low (L) – may be managed by routine procedures, some risks in this category may be acceptable.			

2.3 Pollution Incident Response Procedures

Hydrocarbon or Chemical spill

1. Where possible, and safe to do so, isolate the source of the spillage and turn off the water supply to nearby ponds that may be affected by run off to limit spread.
2. Move any public from the scene to a safe muster point.
3. Access the Spill Response Kit located next to the storage unit and appropriate Personal Protective Equipment (PPE) located in the lockers in the staff room;
4. Block inlets to any nearby surface water drains and sewers with a physical barrier such as: drain seal located in the Spill Response Kit; absorbent boom from Spill Kit; or a mound of dirt (diesel spills)
5. Notify the Hatchery Manager Peter Selby – 0427203025 or Assistant Hatchery Manager Paul Sheather - 0419286962 of the spill.
6. If spill is too large or dangerous for localised clean up call New South Wales Fire Service (HAZMAT).
7. If the spill has made its way to a waterway contact appropriate organisations and neighbours to inform them of potential problems with water quality.
8. Working on the windward side of the spill and wearing PPE (consult MSDS for correct PPE for the substance), scoop or pump as much pooled substance as possible into a container for either re-use or appropriate disposal, label container as containing hazardous waste.
9. Upon removal of the majority of the spill, apply the spill absorbent product from the spill kit or other absorbent material (sawdust) onto the contaminated area.
10. With a stiff-bristled broom, mix the absorbent material into the spill until all spillage is absorbed.
11. Once all hydrocarbon/chemical spillage has been absorbed, immediately scoop or shovel the saturated absorbent material into a weatherproof container and label as contaminated waste;
12. Dispose of contaminated waste appropriately for substance (consult MSDS).
13. Dose the spill area with a 50/50 mixture of bleach and water or washing soda but don't hose down contaminants into drains.
14. On completion of cleanup operation remove and wash all PPE and return to nominated location.
15. Record the spill and clean up procedures and notify the authorities as required.

Fish Kill

1. Turn off the water supply to the specific area of the site, to reduce discharge.
2. Add a PVC elbow, PVC end cap or extend the pond standpipe to stop discharge from affected pond or discharge point. Alternatively terminate entire site water supply by turning off main water supply valve upstream of the hatchery. This may/will increase mortality in other ponds however may be required to occur if the incident is deemed 'significant' enough. Where possible provide additional aeration for fish stocks to reduce mortality of those still surviving.
3. Notify the Hatchery Manager Peter Selby – 0427203025 or Assistant Hatchery Manager Paul Sheather - 0419286962 of the fish kill.
4. If disease is suspected as cause of death call Veterinary officer Aquatic Animal Health to report a fish kill. Additionally collect samples of fish for testing.
5. Collect and remove deceased fish from affected pond along with monitoring surrounding ponds for similar issues.
6. Using the onsite backhoe, bury the fish in the designated area on site and cover with lime before back filling.
7. If disease was confirmed as cause of death treat the affected pond with formalin following the appropriate SWMS.

Fire

1. If an existing fire is approaching the hatchery, follow directions from State fire brigades.
2. In the event of a fire trained staff can use provided firefighting equipment to subdue the fire if they are confident to do so. Firefighting equipment is located in the following location: water pumps are located in the hatchery shed; powder extinguishers in the visitors centre; powder extinguishers in the work shop; and powder extinguishers in the storage shed
3. If fire can be extinguished notify the Hatchery Manager Peter Selby – 0427203025 or Assistant Hatchery Manager Paul Sheather - 0419286962 of the incident and follow protocols if hydrocarbon or chemical spill was responsible or resulted.
4. If a fire is unable to be extinguished call the 000 and evacuate all staff and visitors from the site following evacuation procedures.

Unplanned Water Release

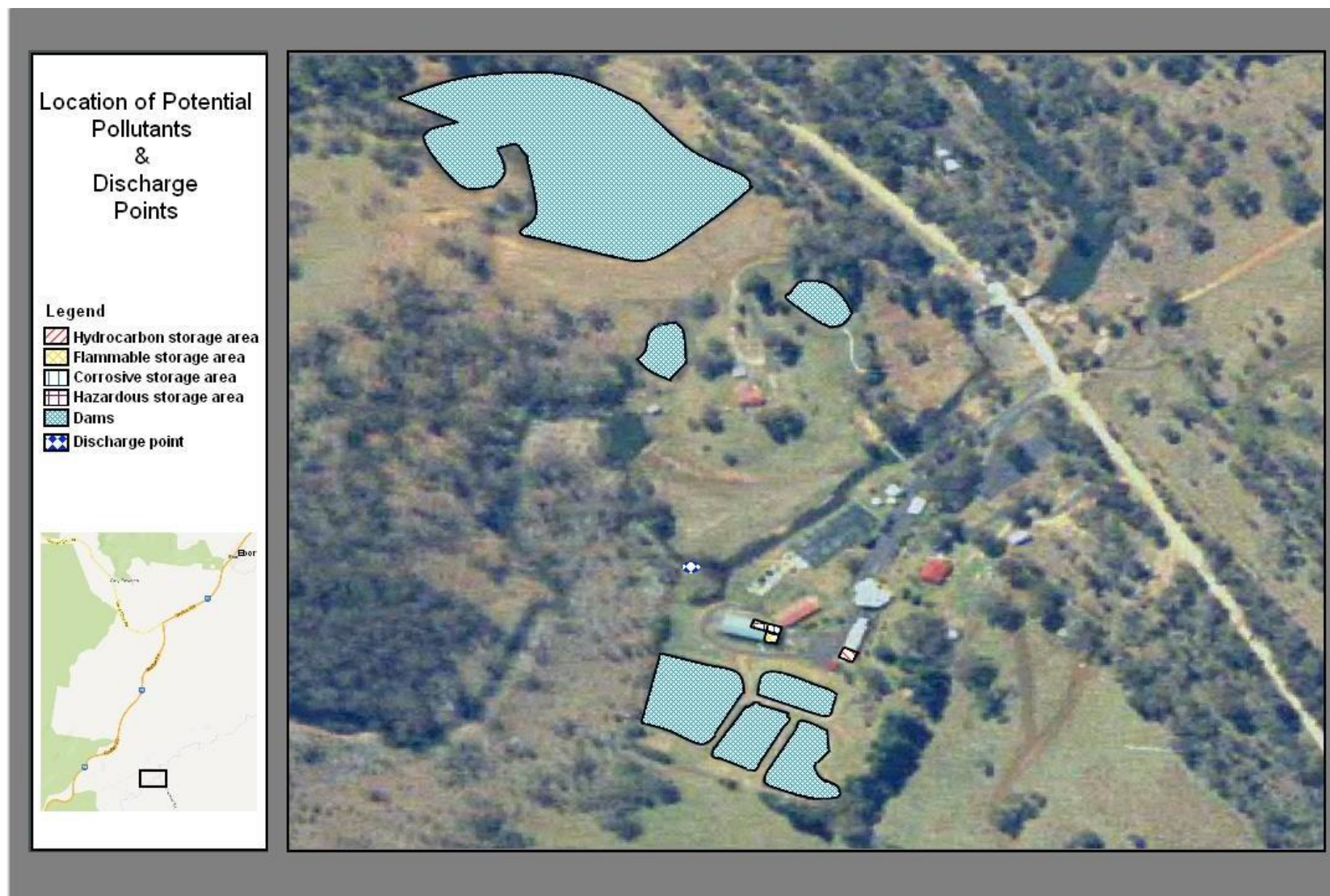
1. In the event of an unplanned water release due to heavy rains, if safe to do so, turn off the shutoff valve leading to the overflowing pond to limit incoming water.
2. Conduct an assessment of the weather conditions, taking into consideration predicted rainfall.
3. If damage is noted on the pond from the increased water level notify the Hatchery Manager Peter Selby – 0427203025 or Assistant Hatchery Manager Paul Sheather – 0419286962.

2.4 Chemical and Potential Pollutants.

The Hatchery has various chemicals on site used in the day to day running of the hatchery. All fuels and chemicals that are stored on site are done so in facilities that complies with the Australian Standard 1940-1993 for the storage and handling of flammable and combustible liquids. These systems are designed to be lockable, fully bunded, have sufficient capacity to maintain 110% of the volume of the largest tank that is stored within and have floors that are graded to a collection sump. There are currently two storage locations on site, the first being the fuel lock up located at the end of the workshop and the other area housing all other chemicals located in the 'Green' Hatchery shed (figure 2.2). Additionally the hatchery stores approximately 56 mega litres of water in dams containing livestock; however, this volume is in a constant state of flux. If this water was to be released it may be seen as a pollution incident due to increased sediment loads and possible effluent waste being washed into near by rivers. For this reason this event has been incorporated into the risk register above. These areas have also been included into figure 2.2 of potential pollutants.

All chemicals that are stored on site are accompanied by the relevant MSDS as required by work health and safety regulations. These documents can be found in the main office (visitors centre) and at the appropriate chemical storage unit along with the current volume of all chemicals on site. Listed below are the current chemical registry for the site, its location and the maximum quantity to be stored on the premises.

Figure 1 Location of Potential Pollutants and Discharge Points



3.0 Management and Responsibilities

All Hatchery employees and contractors have a legal duty to notify management personal to all environmental incidents, or hazards which may result in an environmental incident, regardless of the nature or scale.

Notification responsibilities can be found in the POEO Act (Section 148), which includes all site personnel, including contractors and sub-contractors. Summarised all employees including any persons undertaking activities within the site must immediately, once aware of a potential incident, notify the below mentioned managers of the incident and all the relevant information. Employers who are notified or otherwise become aware of a potential pollution incident must notify the appropriate regulatory body of any “Material harm incidents” (section 5.1). Notification procedures and appropriate contact numbers can be found in section 5.2.

The specific responsibilities associated with the management and implementation of this PIRMP is outlined in Table 4 below.

Table 4: Management staff and Responsibilities

Name	Contact details	Position	Responsibility
Peter Selby	(w) 02 6775 9139 (m) 0427 203 025	Hatchery Manager	• Responsible for authorising the PIRMP and all future updates. • Responsible for notifying authorities in the event of an incident. • Responsible for coordinating the response to a pollution incident.
Paul Sheather	(w) 02 6775 9139 (m) 0419 286 962	Assistant Hatchery Manager	• Responsible for notifying authorities in the event of an incident. • Responsible for coordinating the response to a pollution incident. • Responsible for arranging testing and updating of the PIRMP. • Communication of the PIRMP to all site personnel. • Facilitate site personnel in implementing the PIRMP.

4.0 Incident Management

A pollution incident is defined in the POEO Act as 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. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

In the case of a material harm incident (refer to **Section 5.1**), prior to any other action, the site must contact 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

Simultaneously all evacuation procedures should be implemented for guests and non-essential staff. These should include:

- Sounding of the evacuation siren located in the visitors center and workshop;
- Directing visitors to the emergency assembly point (if safe to do so); and
- Checking names of current sign in guests in the sign in book (located at the reception area) as per NSW DPI OH&S policy and procedure.

If the material harm incident does not pose any threat to human health or property, concurrently with contacting emergency services (000), all possible actions should be taken to control the pollution incident and minimise health, safety, and environmental consequences. These actions must be employed to the maximum extent possible to:

- Provide for the safety of people at and within the vicinity of the site; and
- Contain the pollution incident.

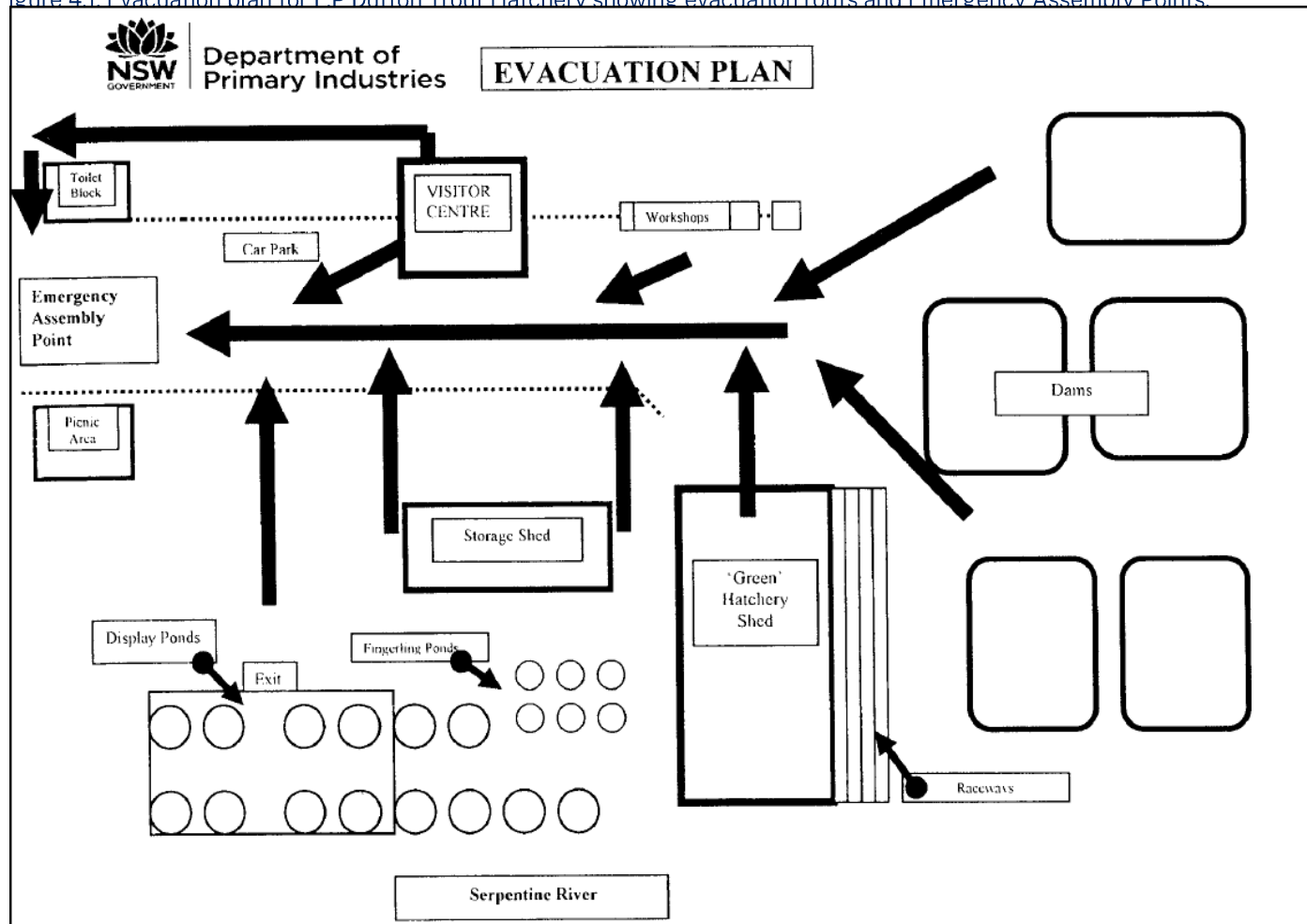
Actions to be taken in the event of a pollution incident, including description and location of safety equipment, for minimising risk of harm to people and the environment as result of a pollution incident, and for containing or controlling a pollution incident, are detailed in section 2.3.

This management plan documents the roles and accountabilities of key personnel in the event of an emergency and the contact details for appropriate emergency services. The plan also provides designated evacuation points and procedures in the event of an emergency.

All hatchery employees receive emergency preparedness and response training during their site induction. All staff undergo regular training and operational drills. Locations for personal protective equipment and incident containment and control equipment are detailed in the risk assessment documents listed in Section 2.1, this includes but is not necessarily limited to emergency spill kits, portable plumbing infrastructure, earth moving plant, and floating booms. In the event of a pollution incident please follow recording

procedures listed in section 8.0 and keep on file for improvement of incident management protocols

Figure 4.1: Evacuation plan for L.P Dutton Trout Hatchery showing evacuation routs and Emergency Assembly Points.



Please be advised of the following:

Children to be under adult supervision at all times

Beware of deep water and please use paths provided

In case of Emergency, siren will be sounded. Please make your way to the Emergency Assembly Point as shown on maps

5.0 Notification Procedure

5.1 Definition of a Material Harm Incident

Following containment of an incident, immediate action must be taken to determine if the incident can be classified as a 'material harm incident', i.e., considered to be causing or threatening material harm. As defined by Section 147 of the POEO Act, a material harm incident has occurred if the incident:

- Involves 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 (including all reasonable costs and expenses incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment) or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations).

The determination of a material harm incident will be made by either the Hatchery Manager or the Assistant Hatchery Manager.

5.2 Notification Procedures

As previously mentioned, the internal reporting of environmental incidents is the responsibility of all employees and contractors (section 3.0). In the event of a material harm incident, response and notification must be undertaken as outlined below.

When an environmental incident or hazard is identified the initial observer must report the issue immediately to the Hatchery Manager/Assistant Hatchery manager who ever is on duty. Immediately is taken to mean 'promptly and without delay' as stated in the POEA Act. If the pollution incident presents an immediate threat to human health or property notify:

- NSW Police: 000
- NSW Ambulance: 000
- NSW Fire and Rescue: 02 6771 5076 or 000

As per guidance provided by the EPA, the decision on whether to notify the incident in accordance with Part 5.7 of the POEO Act should not delay immediate actions to provide for the safety of people or contain a pollution incident. However, incident notification will be made as soon as it is safe to do so.

After the initial response to any events that may cause immediate harm to human health or property the acting supervisor will determine if the event constitutes an 'actual or potential material harm incident' (section 5.1). In the event of a 'material harm incident' the following authorities need to be contacted:

- EPA – 13 15 55 or 02 6773 7000
- Armidale Regional Council – 1300 136 833
- NSW Ministry of Health Armidale – 02 6776 9500
- Work Cover Authority – 13 10 50
- NSW Fire and Rescue – 1300 729 579

If the event does not fulfil the criteria of a 'material harm incident' continue with the pollution incident response procedure (Section 2.3) until the situation is under control. Record all relevant information detailed below and report this to supervisors for future preventative measures.

In the case of a 'material harm incident' the following information must be noted and forwarded to the authorities when they are notified of the incident.

- Time and date.
- Nature and location of the incident.
- Duration of the incident.
- Location of areas that may be affected by the pollution incident.
- Pollutant involved and the estimated quantity/volume and concentration.
- Circumstances in which the incident occurred.
- The proposed action to be taken in dealing with the pollutant and any further incidents that may result.

A detailed record should be kept of all steps involved in dealing with each incident and keep on site in case additional information is required. After the initial notification of a material harm incident, it will be the responsibility of the Hatcher Manager/Assistant Hatcher Manager to coordinate with any authority that is contacted.

5.3 Notifying Local Landholders and the Community

In the event of a determined material harm incident, community notification will be undertaken by the Hatcher Manager/Assistant Hatchery Manager (relevant on duty authority).

When contacting local land holders or the surrounding community the following notification process is to be used:

- Warnings: in the event of an incident same day telephone notification will be employed to update affected landholders.
- Updates: follow up phone calls will be made to all landholders who were notified in the initial warning. Updated information will be provided if and when it becomes available and necessary to be passed on. Updates will be provided to the community via

community consultation meeting, local media outlet updates and updates on department websites.

When notifying landholders and the community the information provided will be relevant to the incident and should include the following information.

- Type of incident that has occurred.
- Potential impact to the landholder or community.
- Advice and precautions to take based on the incident.
- Contact details for relevant persons on site.

6.0 Training, Testing and Communication

6.1 Training

All new staff and contractors undergo a full site induction upon entering the site. This will include viewing of the Hatchery Operations manual, all SWMS relevant to the work to be undertaken and general information relating to emergency response procedures. As part of the site orientation procedure staff are provided with information relating to routine EPA requirements, including, this document, discharge points and sampling requirements and informed of requirements regarding chemical use.

Current staff undergo numerous training programs and certificates to minimise the likelihood of pollution incident. These include a comprehensive site induction focusing on safety issues related to day-to-day activities on site, along with all existing protocols relating to chemical handling. All current staff have undertaken a Chemical application AQF3 accreditation course, this accreditation is updated every 5 years as required by legislation. Certain staff are trained in the appropriate use of firefighting equipment.

Toolbox talks are held on a monthly basis, with discussions regarding chemical application and control measures in the case of a spill. A training exercise designed to test the adequacy of emergency preparedness and response will be conducted at least once each year.

6.2 Testing, Review and Maintenance

Testing of the PIRMP will be carried out to check the information is accurate and up to date and that the plan is capable of being implemented in an effective manner. Testing of this plan will be carried out in the following ways:

- The PIRMP will be tested by assessing and reviewing it and making any necessary changes. Testing is taken to be either a desktop review by the Hatchery Manager/Assistant Hatchery Manager or an environmental emergency drill. Testing will include all components of the plan and will occur every 12 months.

- The PIRMP will be reviewed within one month of the date of any pollution incident that occurs in the course of an activity to which the EPL relates. This review will be undertaken in light of the incident, to determine if the information included in the plan is accurate and up to date and the plan is still capable of being implemented in a workable and effective manner as required by the *Protection of the Environment Operations (General) Amendment 2012* (POEO(G) Amendment).

Records will be kept in accordance with the POEO(G) Amendment. Information to be retained regarding PIRMP testing includes:

- The manner in which the test was undertaken.
- Dates when the plan has been tested.
- The person who carried out the testing; and
- The date and description of any update of or amendment to the plan.

6.3 PIRMP Availability

The PIRMP will be accessible in a written form on site for all personal responsible for implementing the plan, and to an authorized officer (as defined in the POEO Act) on request. This information will also be made available on the Departmental website as required by the POEO(G) Amendment.

7.0 Document Testing and Updates

In the event of a pollution incident test or desktop-based test all appropriate information should be included in the below table and used to update the PIRMP.

Table 5 Dutton Trout Hatcheries Routine Testing Log

Date of test	Personnel undertaking test	Testing Method	Summary of changes
19/12/2013	Peter Selby, Ian Boutell, Trent Alexander	Desktop review	Nil. All information was still seen to be correct as of this date.
15/12/2014	Peter Selby, Paul Sheather, Trent Alexander	Desktop review	Nil. All information was still seen to be correct as of this date.
21/9/2015	Peter Selby, Paul Sheather, Ian Boutell, David Clarke, Greg Darby	Chemical spill/fire-storage area	Nil. All information was still seen to be correct as of this date.
08/01/2016	Peter Selby, Paul Sheather	Desktop review	Nil. All information was still seen to be correct as of this date.
20/12/2016	Peter Selby, Paul Sheather	Desktop review	Nil. All information was still seen to be correct as of this date.
15/12/2017	All staff	Fuel spill from storage area	Nil. All information was still seen to be correct as of this date.
17/12/2018	Peter Selby, Paul Sheather, Trent Alexander	Desktop review	Nil. All information was still seen to be correct as of this date.
02/11/2019	Peter Selby, Kate Martin	Desktop Review	Nil. All information was still seen to be correct as of this date.
02/12/2020	Paul Sheather, Anthony Coulson, Greg Darby	Chemical spill/fire-storage area	Nil. All information was still seen to be correct as of this date.
22/12/2020	Peter Selby, Paul Sheather	Desktop Review	Nil. All information was still seen to be correct as of this date.

Date of test	Personnel undertaking test	Testing Method	Summary of changes
18/12/2021	Peter Selby, Paul Sheather	Desktop Review	Nil. All information was still seen to be correct as of this date.
05/10/2022	Peter Selby, Paul Sheather	Desktop Review	Nil. All information was still seen to be correct as of this date.
30/11/2023	Peter Selby, Paul Sheather	Desktop Review	Nil. All information was still seen to be correct as of this date.
02/12/2024	Peter Selby, Paul Sheather	Desktop Review	Nil. All information was still seen to be correct as of this date.
08/12/2025	Peter Selby, Paul Sheather	Desktop Review	Nil. All information was still seen to be correct as of this date.

8.0 Incident Notification Record Sheet

Incident Notification Record Sheet

This document is to be used in the event of a material harm incident.

Date: _____ Time: _____
Name of Person Notifying: _____

Incident Details – Record what information you report to the EPA

Location of incident:

Nature of the incident (Include estimated quantities and concentrations):

All other relevant information:

Table 6 List of relevant authorities.

Relevant Authority	Contact number	Time notified
EPA	13 15 55 or 02 6773 7000	
Armidale Regional Council	1300 136 833	
NSW Ministry of Health Armidale	02 6776 9500	
Work Cover Authority	13 10 50	
NSW Fire and Rescue	1300 729 579	

Information provided by author

