

Windridge Farms Pty Ltd Pollution Incident Response Management Plan

Introduction

The Protection of the Environment Legislation Amendment ACT (POELA) 2011 requires the Environment Protection Licence holder to prepare and implement a Pollution Incident Response Management Plan.

Application

This plan has been prepared by Windridge Farms Pty Ltd comply with its obligations under the POELA Act for EPA Licence Number 11314, WINDRIDGE FARMS – KOORANI PIGGERY.

Implementation

Implementation of this plan addresses both systematic and incident procedures to be followed in order to prevent or minimize pollution incidents for occurring, limit their impact and respond appropriately when such incidents occur.

Administration

Administration for the implementing, maintenance, training of personnel and regular review is the responsibility of General Manager.

Communication

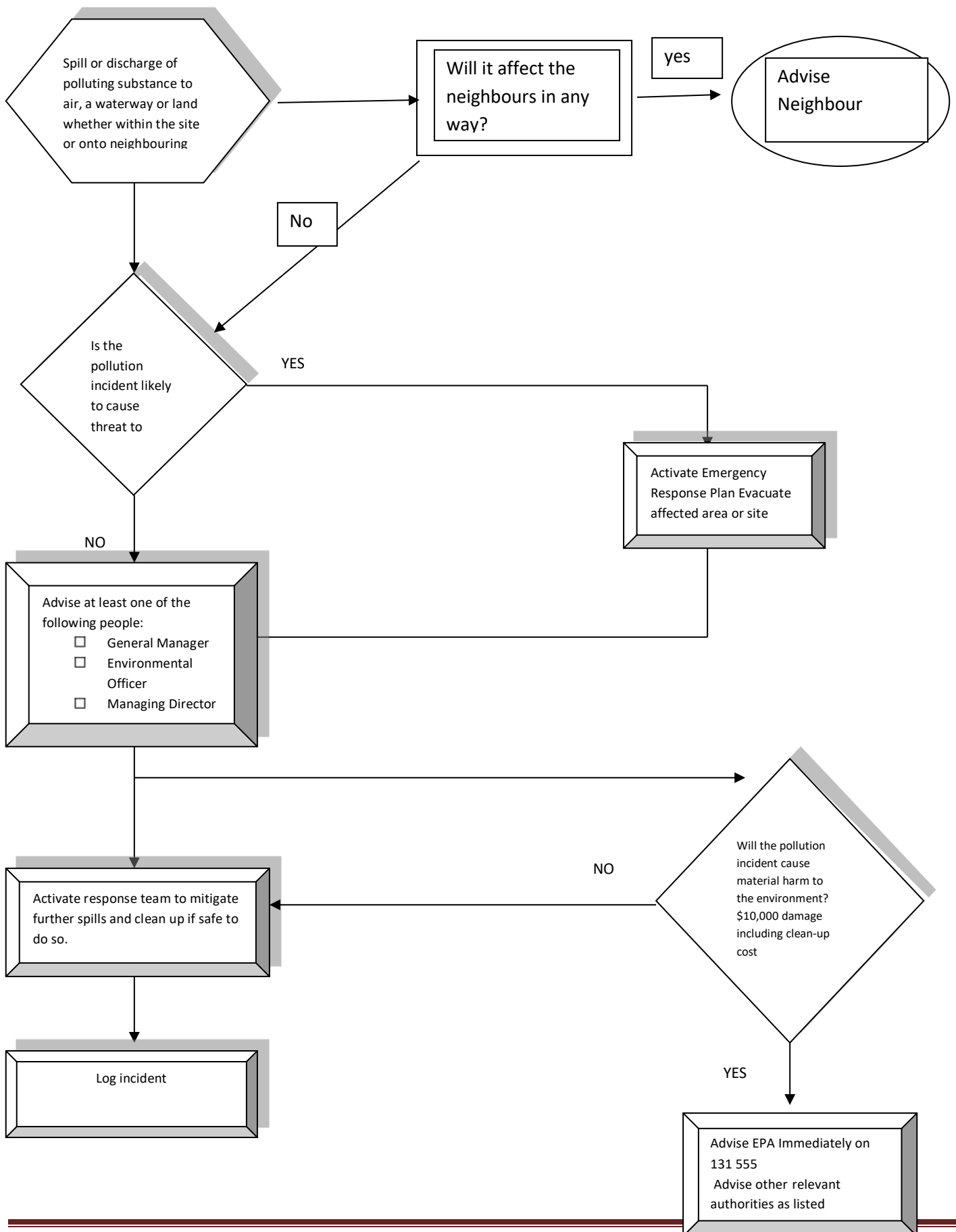
All enquiries should be directed to the General Manager.

Site: Koorani Piggery
345 Old Forbes Road
YOUNG NSW 2594

EPA Licence Number: 11314

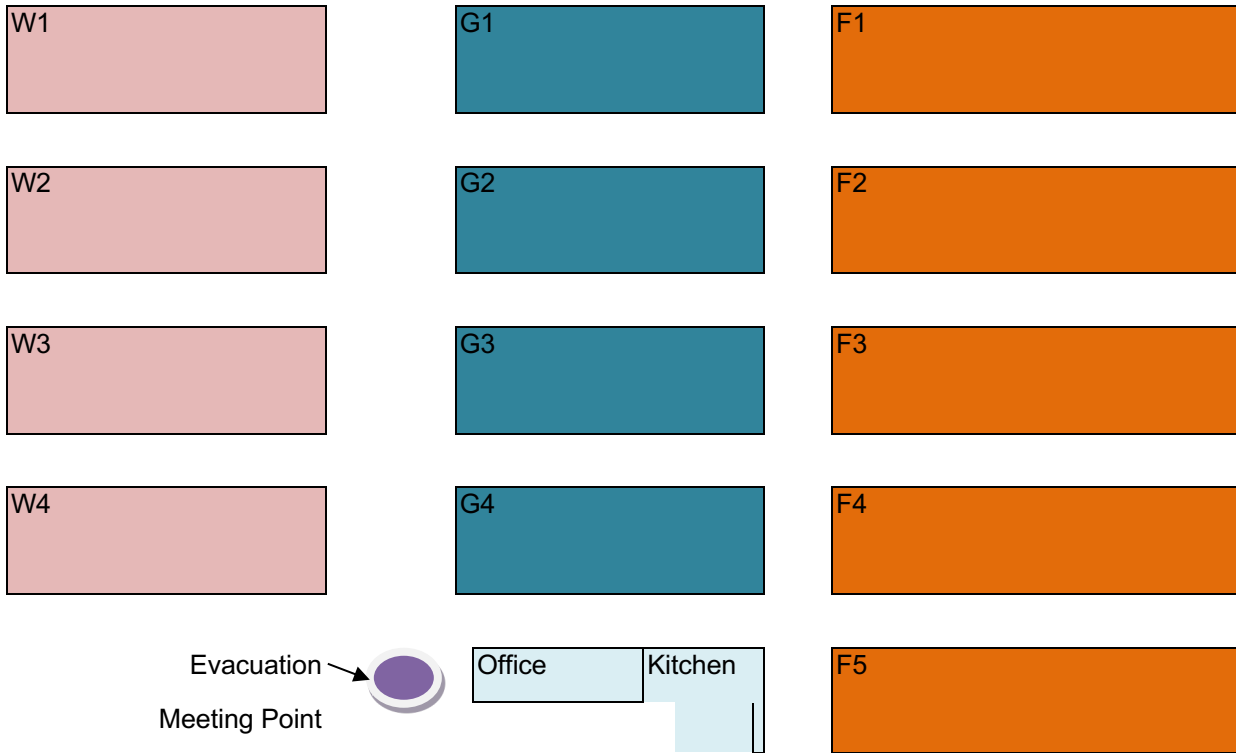
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Flow Chart of incident management



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Koorani Site Plan



In case of fire or other emergency:
Staff should meet at Evacuation Meeting Point

Mgr. & Leading hand are responsible for ensuring all staff on site are present

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Description and Likelihood of Hazards

A review of major environmental risks was undertaken for Windridge Farms Koorani site. The Risk Assessment is shown (attached).

Incident Management Plan

Standard Operating Procedure: Windridge Farms have a SOP which details procedures which defines the process for reporting and investigating all incidents attached.

Procedures of notifying the NSW Environment Protection Authority

The Manager in charge of the site will be designated as the principle coordinator for managing the response with the EPA. Manager in charge is defined as the most senior manager in charge of the operational control at the time of the pollution incident and has authority to enact this plan.

Key Personnel identified in incident management

Site Contact Details

POSITION	NAME	SITE NUMBER	MOBILE NUMBER
General Manager	Brian Bremner	6382 1311	0400 902 449
Compliance	Liz Wallace	6382 1311	0459 500 292
Owner Manager	Andrew Rowntree	6384 6211	0411 715 012
Site Manager	Stan McCann	6382 1311	0427 817 182
Maintenance Manager	Karl Swanton	6382 1311	0400 646 990
Farming Manager	Ben Lane	6382 1311	0408 968 026

External Agencies

POSITION	NAME	SITE NUMBER	MOBILE NUMBER
Environment Protection Authority	24 hour hotline to report pollution incidents	131 555	131 555
Fire and Rescue NSW	Local Emergencies	000	000
Work Cover NSW		131050	131050
Young Shire Council	Business Hours	6380 1200	
NSW Police	Emergencies	000	000

Windridge's incident management procedure is documented in SOP 12, The Company maintains an incident management system.

Training procedure

All personnel in charge or who may be delegated site responsibility will be trained in implementing this plan. Training will be conducted annually at this site by the Training Officer.

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Training Topics

- Location and accessibility of the plan
- Assessing the threat of harm from a pollution incident
- Integrity Emergency Response Plan
- Notifying the EPA of an incident
- Notifying other relevant authorities of the incident
- Deploying company resources to contain a pollution incident
- Mobile phones to be programmed with numbers

Training Records

All training records to be kept in the Training Log on F drive.

Review

This plan to be reviewed annually in January when EPA reports are prepared and lodged.

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Appendix 2- SOP 12 Incident Management

INCIDENT MANAGEMENT

Written By: Liz Wallace

Approved By: Andree Rowntree

1 PURPOSE AND SCOPE

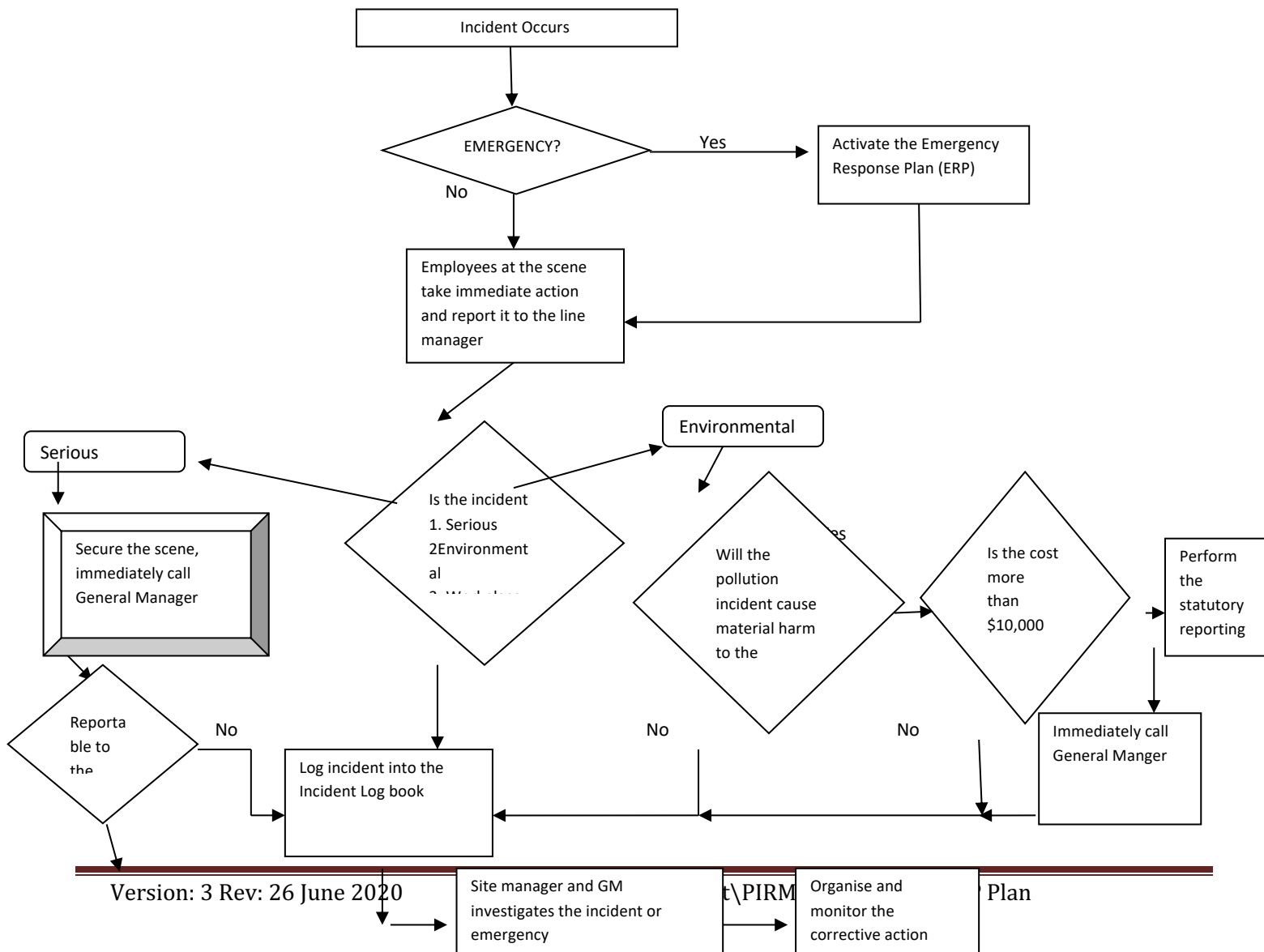
This procedure defines the process for reporting and investigating all incidents, near misses and occupational illnesses, including how incident related immediate action, classification and corrective action are conducted effectively.

All incidents involving employees, contractors and people arising from any activity involving any product or equipment at any workplace are required to be reported.

2 RESPONSIBILITIES AND OVERVIEW

Unless otherwise specifically stated, the workplace manager ensures the tasks in this procedure are performed effectively for their area of responsibility.

The workplace Manager is the person who has the day operational and decision making role in that work area.



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Perform the statutory reporting

3 Definitions

Incident: A system failure such as a fatality, injury, occupational illness, plant, equipment or environmental damage.

Emergency: Any significant event threatening life, property or the environment. An epidemic, fire, explosion, chemical spill or natural disaster.

Near Miss Incident: An event that could have caused an incident but did not.

Serious accident: A system failure resulting in a fatality or injury or occupational illness resulting in hospitalisation for more than observation, or an environmental problem requiring significant clean up or evacuation.

Serious Near Miss: An event that could have resulted in a serious incident but did not.

Notifiable incident: Incident required within the applicable regulations to be notified to the appropriate workplace authority within each jurisdiction.

4 Procedure

a. Employees at the scene of the incident must take appropriate action to help any injured person if safe to do so or activate the emergency response plan (ERP) in the event of an emergency.

b. Employees must report this incident or emergency

- (a) Employees directly involved must immediately notify the workplace manager who will inform the Safety Manger or Environmental Officer
- (b) Safety Manger will determine whether the incident is reportable to the Work Cover Authority
- (c) Environmental Officer will determine whether the incident is reportable to the EPA

c. In conjunction with people involved and/or witnesses, complete an incident report in Incident Log Book.

d. Perform the required statutory reporting

- (a) Before performing any statutory reporting contact General Manager and Owner Manager who will report the incident to relevant authorities.
- (b) Reporting all incidents to the relevant state authorities as per the applicable statutory reporting guidelines including:
 - New South Wales Statutory Reporting Guidelines.

e. Investigate the incident or emergency

- (a) A cursory investigation of all incidents or emergencies to assessed the risk rating of each incident to determine one of the following ratings. High, Medium or Low risk
- (b) All incidents and emergencies rated as Medium or High require a full investigation.
- (c) Nominate an investigator for any medium risk or an investigation team for high risk incidents or emergencies. Document the details of the investigators on the incident log
- (d) The investigator conducts an investigation(incident investigation guidelines to establish and report on the:
 - Contributing factors of the incident or emergency
 - Corrective action that will prevent recurrence
- (e) The investigator updates the incident report and the records of the investigation

f. Implement the corrective action

When the investigator's report has been formally submitted:

- (a) Take corrective action appropriate to the magnitude and severity of the incident or emergency
- (b) Send the corrective actions to those responsible for implementing them
- (c) Monitor and report the progress with the corrective actions monthly in the OH&S committee meeting and via performance measurement

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- (d) Those responsible for implementing the corrective actions close out their corrective actions in the log
- (e) Ensure the risk register is updated to reflect the changes to the risk controls resulting from the incident investigation

g. Ensure employees are trained

Provide training to:

- (a) Supervisors and managers for reporting incidents
- (b) All employees for reporting work related, incidents or emergencies.
- (c) All those involved in investigations in the skill and techniques for required successful investigations.

h. External incident investigation

- (a) Comply with any requests by authorities to undertake a full investigation
- (b) The General Manager ensures any investigations by authorities receive the full support of Windridge Farms and its employees.

i. Advise the relatives

- (a) For fatal accidents, ensure the police advise the immediate family
- (b) If the incident is not fatal, advise the injured employees' immediate family (via the police if they have been involved) or in person (with a trauma counsellor, as you deem necessary)
- (c) Offer condolences and assistance to the immediate family and maintain contact to ensure they are aware of all the steps being taken.

j. Forms

Incident Report Log
Incident Report Forms
WorkCover Report Forms