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1. Pollution Incident Notification Process

1.1. Definition of a Pollution Incident

A “pollution incident” for the purpose of this plan 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. 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.

1.2. Requirement to Notify

A pollution incident is required to be notified if there is a risk of ‘material harm to the environment’, which is defined in section 147 of the POEO Act as:

(a) harm to the environment is material if:

- i. it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- ii. it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and

(b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good the harm to the environment.

1.3. Details of Those Managing the Response

Whilst personal details for the following are available in the PIRMP kept onsite they do not appear in this public document under the provision of the Privacy and Personal Information Protection Act 1998.

NAME	POSITION	CONTACT NUMBER
John Barksby	SHEC Manager – NSW	*
Tony Fox	Operations Manager – NSW	*
David South	Yard Manager – Newcastle	*
Scott Clarke	Northern Regional Manager	*
Ian Beard	SHEC – Coordinator	*
Rachael Cook	Environmental Cadet – NSW	*

1.4. Reporting a Pollution Incident

Workers or contractors who identify any actual or potential pollution incident must immediately respond to the incident in accordance with their site emergency response plan (ERP). This includes responsibility for immediately alerting their line manager regardless of the nature or scale.

Call 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.

The line manager supports first response actions and must immediately alert the Yard Manager.

1.5. Pollution Incident Notification Within Sims

On receiving a report of a pollution incident the Yard Manager immediately assesses whether the report meets the criteria of a pollution incident. If the criteria are met the Yard Manager must immediately contact the SHEC Manager or Operations Manager.

On receiving a report of a pollution incident the SHEC or Operations Manager must ensure that:

- 1) The incident is immediately assessed on the information provided to establish if:
 - a) It is a pollution incident
 - b) It is a notifiable incident
 - c) It has been notified to relevant authorities such as Fire and Rescue NSW – 000, EPA
- 2) The following information is to be included:
 - a) Incident location and estimated quantity of pollutant(s) involved
 - b) Incident description (date, time, duration) and cause if known (do not speculate)

THINK SAFE – WORK SAFE – HOME SAFE

c) Immediate actions taken to address pollution incident (do not speculate)

2. Pollution Incident Notification to Relevant Authorities

On determining that the incident is a notifiable incident the SHEC Manager or Operations Manager must immediately notify each relevant authority. For the purposes of this document immediately means “without delay”.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the relevant authorities in the table Protocol for Industry Notification in the order listed.

2.1. Table 6 – Protocol for Industry Notification for an Immediate Threat

If there is an immediate threat to human health or the environment call Fire and Rescue First

INDUSTRY NOTIFICATION	CONTACT NUMBER
Fire and Rescue NSW	000
Environmental Protection Authority	131 555
Public Health Unit – Newcastle Office	02 4924 6477 (John Hunter Hospital) Ask for Public Health Officer on call
WorkCover Authority	13 10 50
Newcastle City Council	02 4974 2000 There is an online form that can be filled out - www.newcastle.nsw.gov.au Ask for Environmental Health Department or after hours leave a message

2.2. Table 7 – Protocol for Industry Notification for No Immediate Threat

If there is no immediate threat to human health or the environment call EPA first.

INDUSTRY NOTIFICATION	CONTACT NUMBER
Environmental Protection Authority	131 555
Newcastle City Council	02 4974 2000 There is an online form that can be filled out - www.newcastle.nsw.gov.au Ask for Environmental Health Department or after hours leave a message
Public Health Unit – Newcastle Office	02 4924 6477 (John Hunter Hospital) Ask for Public Health Officer on call
WorkCover Authority	13 10 50
Fire and Rescue NSW	1300 729 579

2.3. Communicating with Neighbours and the Local Community

The SHEC Manager shall determine requirements for community notification following the methodology as required.

- Early warning by telephone notification to nearest and other neighbours that maybe affected over the subsequent 24 hour period.
- Regular updates to nearest neighbours and other neighbours who may have been notified in the early warning notification.
- Updates to the broader local community if affected by newsletters, Sims website, media statements etc.

Information provided will be relevant to the incident and may include details such as:

- The type of incident that has occurred
- The potential impacts to neighbours and the community
- Sims representative contact details
- Any advice or recommendations based on the incident type and scale

3. Version Control			
Version Control	Date Released	Approved By	Amendment
1.0	01/09/2012	John Barksby	Initial Release
1.1	12/11/2012	John Barksby	Update table 3.3 Remove Adrian O'Flynn
1.2	12/11/2012	John Barksby	Update EPA Draft Audit Report Jan-13 and change number for Fire and Rescue NSW
1.3	25/09/2013	John Barksby	Annual review Update Contact Table, total review and update
1.4	30/09/2014	John Barksby	Annual review Update Contact Table, total review and update
1.5	30/09/2015	Ian Beard	Annual review Update Contact Table, total review and update
1.6	30/09/2016	Ian Beard	Annual review Update Contact Table, total review and update
1.7	30/09/2017	Rachael Cook	Annual review Update Contact Table, total review and update