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March 2014

Emergency Response Manual PIRMP



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PASCOE'S PTY LTD

**EMERGENCY RESPONSE MANUAL
& P.I.R.M.P (Public)**

(Incorporating)
**Pollution Incident Response
Management Plan**

SOP 529 (Public)

Revision Date: March 2014

Site Address:

14 GARLING ROAD
KINGS PARK,
NSW 2148

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Document Control

Authorised By	Position	Date
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1.0 FACILITY DETAILS and OBJECTIVES

This plan provides for the Emergency Responses and the management of pollution incidents that may occur at **Pascoe's Pty Ltd at 14 Garling Road, Kings Park, NSW 2148** with particular focus on those issues that could emanate from storage and handling of environmental harmful goods on site. The objectives of this plan, in the event of an emergency, are:

1. To protect people, including staff, neighbours and emergency response crews.
2. To stabilise any emergency situations.
3. To minimise damage to people, property and the environment.
4. To make available an emergency plan for Dangerous Goods as detailed in Schedule 5 of the OH&S Regulations
5. To provide a mechanism to notify key personnel, neighbours, and emergency services
6. To make available adequate information to staff and emergency services of the nature of operations on this site and the potential hazards contained within. .
7. To deploy evacuation procedures.
8. To help prevent future emergencies.
9. To enable staff to deal safely with the identified emergencies.

2.0 DEFINITIONS

SES	State Emergency Services
PPE	Personnel Protective Equipment
EPA	Environmental Protection Authority NSW
POELA	Protection of the Environment Legislation Amendment Act 2011
POEO	Protection of the Environment Operations Act
DG's	Dangerous Goods as per DG License 35/005240
DECCW	Department Environment, Climate Change & Water (now OEH)
OEH	Office of Environment & Heritage
FOC	Facility Operations Centre

3.0 EMERGENCY RESPONSE

Various classes of dangerous and harmful (to the environment) goods are stored on site. Different hazards are associated with storage and handling of the various classes of dangerous goods.

3.1 INTERNAL EMERGENCY CONTACT NUMBER

Production Manager	Glen Evans Mob: 0414497049 Bus (02) 9621 9529
Production Planner	Brigita Hanson Bus (02) 9621 9543
QA Supervisor	Stuart Scott Bus (02) 9621 9537
Operations Manager Fairfield	Mark Williams Bus (02) 8774 4716 Mobile 0401 345 393

3.2 EXTERNAL EMERGENCY CONTACT NUMBERS

Fire and Rescue	000 - Blacktown 02 9622 8932
Ambulance	000
Police	000 - Blacktown 02 9671 9199
Pollution Incident – Follow order listed (as per notification protocol Environment & Heritage 22 March 2012)	a) Dial 000 if major incident b) EPA NSW 131 555 c) Blacktown Council 02 9839 6000 d) Work Cover Authority 13 10 50 e) Fire and Rescue NSW 000
Waste Removal Company – The Hungry Giant	1300 101 522

3.3 NEIGHBOUR CONTACT NUMBERS

Name / Organisation	Address / Location	Telephone Number
Ultimate Flooring Systems	42/24 Garling Road	9676 8360
HPA Hydraulic Pumps Australia	40/24 Garling Road	9676 7355
GPD Gear Pump Distributers	41/24 Garling Road	9676 7311 / 9676 7322
The Blind Factory (NSW)	38/24 Garling Road	9680 2152
Australian Urethane & Styrene	25 Garling Road	9676 8444
Freight Refrigerated Transport	16/12 Garling Road	8809 3855
Accord Engineering	5/16 Garling Road	9621 5999
Inala Industries	1/16 Garling Road (downstairs)	
Peter Burger	1/16 Garling Road (upstairs)	
VB's Tile Decors	6/12 Garling Road	9676 2244
Sydney Drive Shaft	5/12 Garling Road	0404 050 766
Motac Fab & Maintenance	5/12 Garling Road	0433 154 253
Brightweld	31-32/24 Garling Road	9676 7719
All Style Joinery	29/24 Garling Road	0402 417 383
Walkerden Golf	28/24 Garling Road	9621 8186
Office National	24/24 Garling Road	9674 2999
Judd Trucks	3/22 Garling Road	9622 1074
Stanvic Engineering	1/22 Garling Road	9671 5255
ACT Refrigeration	2/20 Garling Road	0418 236 452
Aussie Forklift Repairs	1/20 Garling Road	9679 8992
Sydney Towbars	1/12 Garling Road	9671 2330
Peter's Lunch Shop	20 Garling Road	9621 5819

3.4 FACILITY OPERATIONS CENTRE (FOC)

The Garling Road nature strip adjacent to office entrance area is designated as FOC (Facility Operations Centre) for use by key personnel for co-ordinating the company's emergency response activities.

- A copy of the Emergency Plan is kept in this area in the Fire Alarm Panel
- Telephones are available.
- The Site Fire Alarm Panel is located in this area

3.5 ALTERNATIVE FACILITY OPERATIONS CENTRE (FOC)

If the primary FOC is unavailable, set up a mobile phone from the Facility Emergency Controller's vehicle to be located in a safe area, upwind and 20-30 metres from the main gate.

A copy of the Emergency Plan is to be kept in the Facility Emergency Controller's vehicle at all times.

3.6 ALARM INITIATION

The alarm is initiated by any employee or Area Warden on witnessing an event that would result in Harm to PEOPLE, PROPERTY or the ENVIRONMENT or the activation of the automatic Alarm System.

Manual alarm activation can be initiated after advising the Site Operations Manager by activating the either of the SITE EVACUATION AND FIRE FIGHTING EMERGENCY ALARMS

- In the front office corridor adjacent to the laboratory
- External site on wall of Gas Room No.3
- Outside Production Office

The person who initiates the alarm shall notify the Facility Operations Manager / Chief Warden when he arrives at the FOC (Facility Response Area) front lower office area, stating:

1. What is the nature of the emergency
2. Where is the incident occurring
3. What immediate assistance is required, e.g. Spill response, first aid, ambulance, etc.

At the initial alarm activation, AREA WARDENS or nominees are to directly move to the FOC and report on their area's status and await directions by the CHIEF WARDEN as to confirmations required or evacuation procedures initiated.

If an Area Warden has commenced their area's evacuation, this action MUST be reported to the Chief Warden directly or through a nominee at the same time. DO NOT just leave the site unless you are at immediate risk.

NOTE: Initial Actions Are Extremely Important.

A small fire may readily be put out by IMMEDIATE action. If the same small fire is left for 2 minutes it can become a major blaze and consume the factory.

It is the Area Wardens responsibility to coordinate initial local response actions, while at the same time ensuring that they or other staff are NOT PUT AT RISK. This is a judgement call, but at ALL times personal and other staff's safety outweighs property loss.

Emergency response for specific incident scenarios is listed below.

Refer MSDS for specific PPE requirements.

NOTE: in case of any major spill- the Storm Water Isolation Valves must be closed - as a first action

3.7 WASTE WATERS, STORM WATER AND FIRE DELUGE RUN OFF

The site can generate waste waters from the following areas that need to be contained as routine wastewaters and exceptional event run offs that could result in pollutants entering the stormwater or sewerage systems.

- Internally generated waste for treatment or disposal
- Storm water – contaminated
- Fire deluge system containment
- On site waste for Licensed Contractor removal

3.8 NOTIFICATION OF AUTHORITIES

The Facility Operations Manager is to contact Emergency Services and advise the following details based on response numbers and sequences listed at point 4.2.

- Nature of emergency - spill, fire, etc.
- Specific chemicals involved in the spill, fire, etc. State location and have Site Plan and Emergency Plan available.
- Seek advice on evacuation, blocking drains, closing roads, etc.

4.0 TERMINATION OF EMERGENCY & DEBRIEF

To be conducted by the Facility Operations Manager when the incident is considered under control. The Chief Warden shall turn off the fire alarm to indicate the all clear.

Debrief with involved emergency response parties is to include:

1. Investigating the lead up to the incident
2. Discussion on effectiveness of emergency actions
3. Discussion on any possible contamination
4. Discussion on allocation of costs and funding coverage
5. Recommendations to be put in place

Inform the relevant bodies listed at point 4.2 of the situation and submit an incident report, if requested.

5.0 INCIDENT REPORTING & INVESTIGATION

All incidents must be reported to the Facility Operations Manager or his delegate who shall conduct an incident investigation. Outcome of the investigation shall be communicated to the workforce.

For major incidents, the Facility Operations Manager or his delegate shall inform the duty officer of EPA who may request a written report.

6.0 EXERCISES, TRAINING AND REVIEW

6.1 TRAINING PROGRAM

Pascoe's will ensure that operations personnel are trained in use of the first aid kit, spill kit, personnel protective equipment and responding to the identified emergencies.

For staff likely to be involved with or affected by this Emergency Plan, they are:

1. Issued with a copy of Emergency Plan and subsequent updates.
2. Taught to identify hazardous areas, adopt safe procedures, location of telephones, fire hose and portable extinguishers.
3. Staff using Dangerous & Hazardous goods will receive training in this area re the products, their use and safe handling and storage practices
4. Wardens will participate in 6 monthly externally arranged fire & hazards training
5. To participate in random Evacuation Alarm drills initiated by actuating any of the siren triggers.
6. Assign the roles of Facility Emergency Controller, Chief Warden, Deputy Warden and Area Wardens
7. To participate in Evacuation Drills.
8. Internal audits and corrective actions include sections specifically monitoring risks – Statutory, Water Systems, Process Safety, Gas Safety and Dangerous Goods
9. Training records to be kept by QA Manager and to include:
 - The manner in which testing was conducted and maintained
 - The dates on which they have been tested
 - The names of staff members who carried out the testing
 - The dates were updated
 - Plans must be retested within one month of any pollution incident

6.2 EXERCISES

Documented training exercises to be carried out on a suitable day in June and again in December each year or as decided by the Facility Operations Manager at MINIMUM annually.

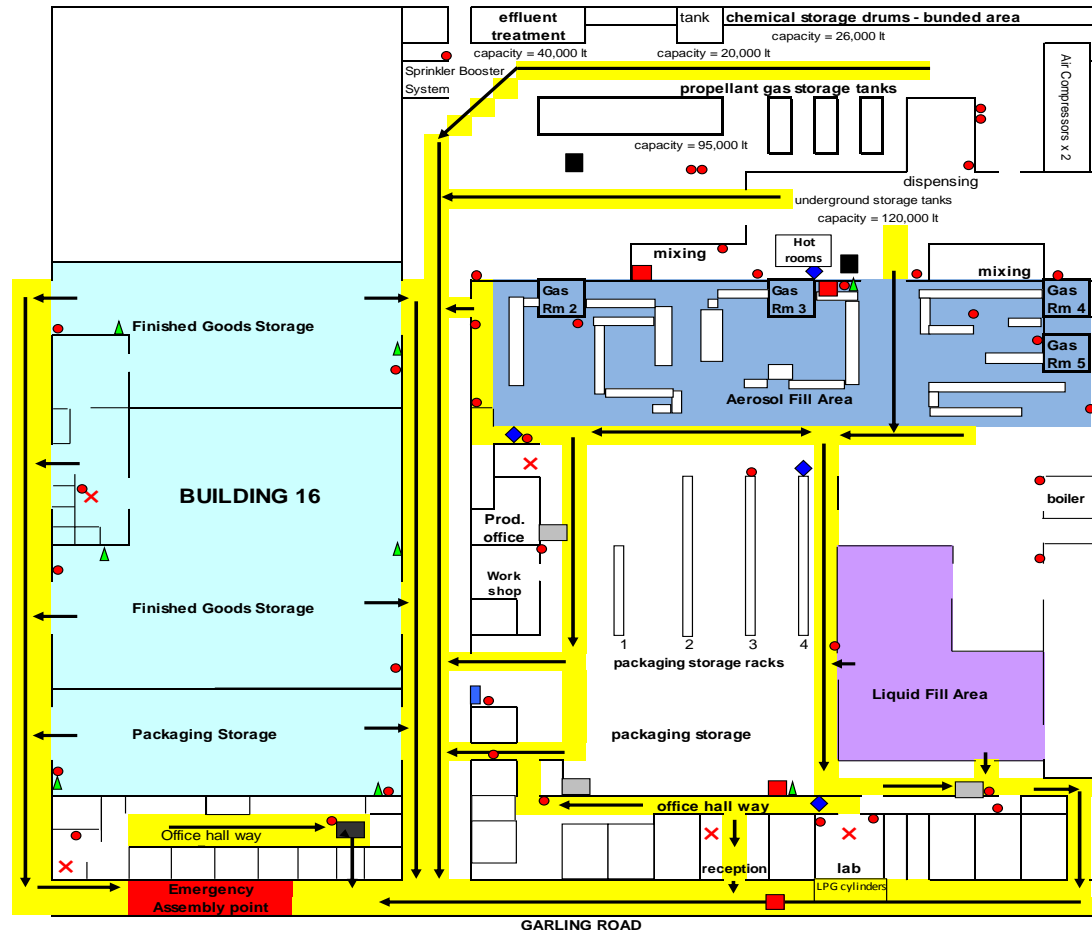
Training records are kept by the QA Manager in the training log

6.3 REVIEW OF EMERGENCY PLAN

Once a year, following the exercise in June, plus when requested due to change in circumstances.

APPENDIX 3a SITE MAP

Pascoes Kings Park Emergency Evacuation Plan



Legend

- | | | |
|---------------------|-------------------------------------|--------------------------------|
| ● Fire Extinguisher | ➔ Emergency evacuation route | ✕ First Aid cabinet |
| ■ Stretcher | ◆ Emergency Alarm activation button | ■ Stairway |
| ■ Hydrant | ▲ Fire hose | ■ LPG emergency shutoff button |

This Site Plan is not drawn to scale

Upon hearing the Evacuation alarm...

1. Switch off any operating electrical, heating or gas equipment, **provided it safe to do so.**
2. Make your way to the **Emergency Assembly point.**
Use the **nearest evacuation route and exit.**

The Emergency Assembly Point is in front of the building 16 main entry doors.

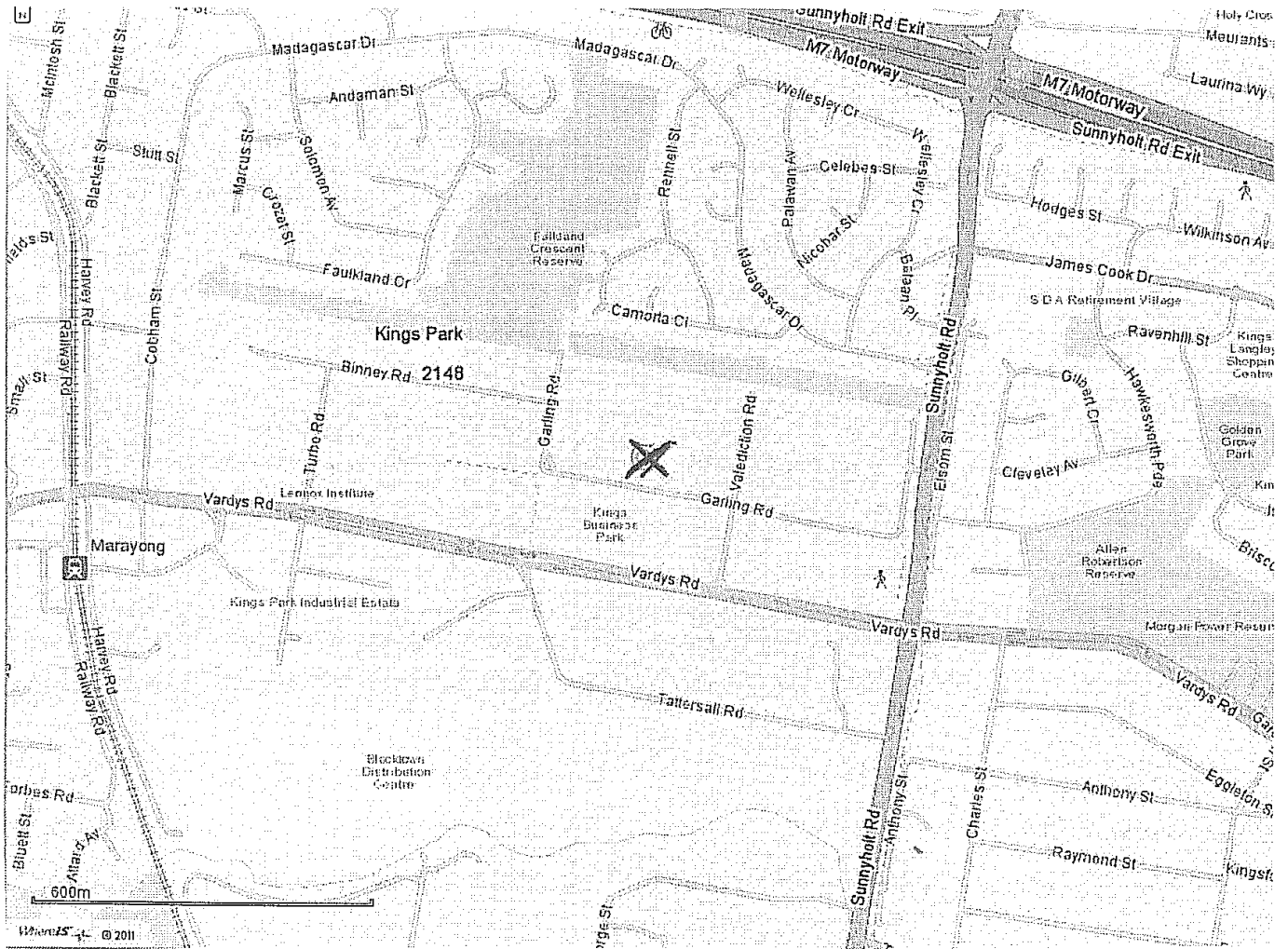
3. Inform the Chief Warden or Area Warden with any information you may have regarding the emergency including whether anyone is trapped.
4. Remain at the emergency assembly point until otherwise directed by the Chief Warden.

Emergency Plan

APPENDIX 3b LOCATION MAP – Pascoe's

Address: Pascoe's 14 Garling Road, KINGS PARK NSW 2148
Marked as X in map centre

Storm Water Discharge Location: Eastern Creek



APPENDIX 4: FLOW CHART: RESPONSE TO MAJOR SPILL

Response to Major Spill on Pascoe's Site

