



PASCOE'S PTY LTD

EMERGENCY RESPONSE MANUAL

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

SOP 517

October 2020

40-46 FAIRFIELD STREET
FAIRFIELD EAST,
NSW, 2165.

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7	Production Supervisor (Fairfield)
8	Fairfield City Council
9	Fire Brigade – (Fairfield)
10	Fire & Rescue NSW lodgement as a result of DG license
11	PACT Group Head Office copy
12	Fairfield St Front Entry Main Fire Alarm Panel
13	Fairfield St east side Driveway, Red Emergency Control Box.

Record of Revisions

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8	July 2015	K Baker	Update Key Contacts
9	October 2015	K Baker	%LEL & Evacuation orders
10	May 2017	K Baker	PACT Group alignment & Annual review
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12	March 2019	K.Baker	Org. Structure & responsibility change
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14	October 2020	G Payne	Staff changes /include reference documentation (Clause 8.0) / include reference to stormwater drain marking and stormwater drainage diagram / Updated DG Manifest (Safework NSW 27/04/2020)

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1.0 PURPOSE

This plan, inline with PACT Group's Emergency Response procedure, provides for Emergency Responses and the management of pollution incidents that may occur at Pascoe's Pty Ltd at 40-46 Fairfield Street, Fairfield East, NSW, 2165, 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 Chapter 3 , Division 4 of the WHS Regulation 2011.
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 NDG005240
DECCW	Department of Environment, Climate Change & Water (<i>now OEHL</i>)
OEHL	Office of Environment & Heritage
FOC	Facility Operations Centre
WHS	Workplace Health & Safety Authority (<i>SafeWork NSW</i>)
SDS	Used to be MSDS , now is just Safety Data Sheet under WHS

2.1 Pollution Incident Definition (NSW EPA guidelines & POEO Act)

Pollution Incident means an incident or set of circumstances during or as a consequence of which there 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 likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of in premises but it does not include an incident or set of circumstances involving only the emission of any noise.

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 of 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 harm to the environment.

Industry is now required to report pollution incidents *immediately* to the EPA, NSW Health, Fire & Rescue NSW, Workcover NSW and the local council. Immediately means prompt and without delay.

3.0 RESPONSIBILITIES

It is the responsibility of all personnel on the premise to report incidents and take appropriate actions in accordance with this Plan.

Position	Responsibility	Delegated to (if not on site)
Engineering Supervisor/Mgr- Sydney	Facility Emergency Controller/Chief Warden	Deputy Warden
Site Leader	Deputy Warden/Office Area Warden	Office Staff
Engineering Supervisor	Maintenance Area Warden	Maintenance Staff
Reg. Affairs & Compliance Mgr	Laboratory Area Warden	Laboratory Staff
Compounding Supervisor	Compounding Area Warden	Compounding Staff
Warehouse Manager	Warehouse Area Warden	Warehouse Staff
Production Supervisor	Factory Floor Area Warden	Production Supervisor 2

The responsibility may be delegated to another person on site, particularly when the nominated person is unavailable.

Facility Emergency Controller / Chief Warden

- Overall responsibility for management of on site emergency
- Coordination and management of on-site emergency resources
- Ensures all infrastructure and training is in place to adequately deal with any emergencies and to prevent future emergencies
- Inducts employees and visitors on the requirements of this plan
- Ensures all incidents are logged.
- Ascertains the nature and location of the emergency.
- Liaison with external parties, including the media
- Maintains a log of events.

Deputy Warden

- Assists the Facility Emergency Controller / Chief Warden to ensure sufficient personnel, equipment and time are available for control of emergencies and mobilisation of additional resources, where required.
- Acts as Chief Warden backup when Chief Warden is not present
- Assists persons with disabilities.
- Liaises with Area Wardens to ascertain all personnel are accounted for
- Advise Chief Warden of head count status and any missing staff and locations
- Advises external emergency personnel of missing person/s

Area Wardens

- If at all possible take safe and reasonable immediate actions to put out minor fires while at all times using extreme personal care
- Send staff member to advise other marshals and Chief Warden

- At Evacuation Alarm ensures that staff in area leave immediately in an orderly fashion by the closest and safest exit and ensure staff DO NOT collect personal belongings from change areas.
- Check your area for remaining staff – ensuring your own safety whilst conducting check
- Ensure staff leave in an orderly fashion and minimise panic and running.
- Direct area staff to designated assembly point
- Ensures all personnel remain at assembly point until instructed otherwise.
- Conduct head count in assembly area and establish missing persons.
- Advise Deputy Warden of head count results and missing persons and last location.

4.0 EMERGENCY RESPONSE

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

- Appendix 1 is a listing of the licensed dangerous goods that also identifies the broad hazard associated with the class of dangerous goods.
- Appendix 2 is a listing of the Potential Environmental pollutants, that includes the Hazardous & Dangerous Goods Register & includes if the item is a Schedule Poison .

4.1 INTERNAL EMERGENCY CONTACT NUMBERS

EMERGENCY TELEPHONE:	1800 242 176 (24Hr)
<u>Hitendra Ram</u> Site Leader	Bus: 02 8784 4917 Mob: 0414459577
<u>Chris Cause</u> Engineering Supervisor/Mgr	Bus: 02 8889 4747 Mob: 0421 835 879
<u>Glenda Payne</u> WHSE Advisor	Bus: 02 8889 4738 Mob: 0408 607 417

4.2 EXTERNAL EMERGENCY CONTACT NUMBERS

Fire and Rescue	000 - Fairfield 02 9632 2846
Fire Department	000 - Fairfield 02 9726 1139
Ambulance	000
Police	000 - Fairfield 02 9728 8399
Pollution Incident – Follow order listed (as per notification protocol Environment & Heritage 6 TH February 2012)	a) Dial 000 (if major incident) b) EPA NSW → 131 555 c) Fairfield Council → (02) 9725 0222 d) SafeWork NSW → 13 10 50 e) Fire and Rescue NSW 000
Waste Removal Company (Resource Environmental Solutions)	1300 101 552

4.3 NEIGHBOUR CONTACT NUMBERS

Name / Organisation	Address / Location	Telephone Number
Sogho Int. Auto Wrecker	Western side	1300 66 1987
So Fresh Cafe	In front	9681 7141
Speedway Garage	In front	9681 5105
Tu's Auto Repairs	In front	9681 7074
Alpha Radiators	In front	9681 7079
Western Mufflers	In front	9681 2899
Abraci	Eastern side	9721 2597
Komatsu	South Western	1300 566 287
Saraya Wreckers	South / Behind	9755 5577
New Steel Solutions	South Eastern / Behind	8798 6496

4.4 FACILITY OPERATIONS CENTRE (FOC)

The lower NE front office open 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 at the Fire Alarm Panel
- Telephones are available.
- The Site Fire Alarm Panel is located with close proximity to this area

4.5 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.

Manual alarm activation can be initiated after advising the Engineering Supervisor/Mgr by activating the SITE EVACUATION AND FIRE FIGHTING PANEL BUTTON in the front lower FOYER AREA.

The person who initiates the alarm shall notify the Engineering Supervisor/Mgr / Chief Warden when he arrives at the FOC (Facility Operations Centre) 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.

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

Refer SDS for specific PPE requirements.

4.6 PERSONAL PROTECTIVE EQUIPMENT

The following PPE is available on site:

- High Visibility vests
- Dusk masks
- Full face masks with chemical canisters as required
- Eye Protection
- Full face visors
- Gloves/Nitrile
- Aprons
- Fume Extraction – lab & gassing rooms
- Safety Showers
- Disposable Overalls
- Welding Masks
- Impervious Rubber Gum Boots
- Hair Nets

4.7 ACID SPILL (DG Class 8)

Acidic dangerous goods are a type of Class 8 dangerous goods in Appendix 1. Acid is corrosive and a spillage could pose danger to people and property. Unless contained, it could also contaminate the environment.

The following PPE should be used when attending to acid spills:

- Safety glasses, goggles or face shield
- Breathing apparatus
- Rubber Gum Boots
- Rubber gloves

Minor spills should be cleaned up by the person(s) responsible for the spill, using the Spill-Kit provided. Cleaned up material is to be disposed of at the designated bin for removal by contract external waste.

Complete WHSE Incident Report Form for follow-up action.

4.7.1 Major spill

In the unlikely situation of a larger spill, the procedure is as follows:

1. If it's outside, **the Storm Water Isolation Valves must be closed - as a first action**

2. Notify the Engineering Supervisor/Mgr.
3. Supervisors/ Leading hands to take control, ensure all staff involved in the emergency wear the designated PPE, as per SDS.
4. Keep all people away and upwind.
5. If any staff is burnt, as a 1st instance wash the affected area under running tap water or emergency shower immediately, and keep the water running. Call for medical assistance/ Doctor as necessary.
6. Bund the spill area.
7. Once banded, ensure appropriate PPE is worn before attempting to clean up, then add dense soda ash to neutralise the acid, located on spill kits, and or in the powder racks in the compounding area – code 3073794
8. Area Supervisor to organise the clean up of the spill area. Consult the appropriate SDS.

Complete WHSE Incident Report Form for follow-up action.

4.8 CAUSTIC/ALKALI SPILL (DG Class 8)

Caustic/alkali dangerous goods are a Dangerous Good Class 8, are corrosive and a spill could pose danger to people and property.

Unless contained, it could also contaminate the environment.

There are two types of caustic/alkali dangerous goods, solids and liquids.

The following PPE should be used when attending to caustic/alkali spills:

- Safety glasses, goggles or face shield
- Breathing apparatus
- Rubber Gum Boots
- Rubber gloves

Minor spills of either solid or liquid dangerous goods should be cleaned up by the person(s) responsible for the spill, using the Spill-Kit provided. Cleaned up material is to be disposed of at the designated bin/ container for removal by a Licenced external waste management operation.

Complete WHSE Incident Report Form for follow-up action.

4.8.1 Major Spill

Solids spill

1. Supervisor/leading hand, working in the area, to make sure all people in the vicinity are safe, close the gates and keep all people away and upwind.
2. Inform Engineering Supervisor/Mgr
3. Production Supervisor to take control and make sure that all staff involved in the emergency wears the designated PPE.
4. Bund area to contain the spill and recover the product.
5. If spill cannot be contained, **close storm water gates immediately** . The Engineering Supervisor/Mgr will notify the Authorities as required
6. After the emergency the Warehouse Manager to arrange for waste to be treated or for the waste disposal contractor (liquid salvage) to collect and dispose of the waste

Liquid Spill

1. Supervisor/leading hand, working in the area, to make sure all people in the vicinity are safe, close the gates and keep all people away and upwind.
2. Inform Engineering Supervisor/Mgr

3. Production Supervisor to take control and make sure that all staff involved in the emergency wears the designated PPE.
4. Bund area to contain the spill and recover the product.
5. If spill cannot be contained, **close storm water gates immediately** . The Engineering Supervisor/Mgr will notify the Authorities as required
6. After the emergency the Warehouse Manager to arrange for waste to be treated or for the waste disposal contractor (liquid salvage) to collect and dispose of the waste

Complete WHSE Incident Report Form for follow-up action.

NOTE: In the event of a major spill, **the storm water isolation valves must be closed first.** All storm water drains and sumps are individually fitted with a valve. Any liquid in the storm water drains and sumps is to have a sample analysed and determined as acceptable before discharge. The valves and the main storm water valve are only to be opened when authorised to do so by the Engineering Supervisor/Mgr.

4.9 CHEMICAL SPILLS

Appendix 2 lists the extensive number of materials classified as Hazardous and or Dangerous on this site. However all materials stored on site need to be regarded as potential pollutants if it were to escape the confines of our site and enter the storm water or sewerage systems.

All chemical spills are to be treated with CAUTION until identified. DO NOT breath vapours or allow skin contact. Immediately contact the area Supervisor and Engineering Supervisor/Mgr.

4.9.1 Small Localised Spills

Minor spills of any chemicals must be cleaned up immediately by the person(s) responsible for the spill, using the Spill-Kit provided. Cleaned up material is to be disposed of at the designated bin/container for removal by contract external waste manager.

Record spillage in logbook.

4.9.2 Major Spills

1. Supervisor/leading hand, working in the area, to make sure all people in the vicinity are safe, close the gates and keep all people away and upwind.
2. Inform Engineering Supervisor/Mgr
3. Production Supervisor to take control and make sure that all staff involved in the emergency wears the designated PPE.
4. Bund area to contain the spill and recover the product.
5. If spill cannot be contained, **close storm water gates immediately** . The Engineering Supervisor/Mgr will notify the Authorities as required
6. After the emergency the Warehouse Manager to arrange for waste to be treated or for the waste disposal contractor (liquid salvage) to collect and dispose of the waste

Complete WHSE Incident Report Form for follow-up action.

NOTE: In the event of a major spill, **the storm water isolation valves must be closed first.** All storm water drains and sumps are individually fitted with a valve. Any liquid in the storm water drains and sumps is to have a sample analysed and determined as acceptable before discharge. The valves and the main storm water valve are only to be opened when authorised to do so by the Engineering Supervisor/Mgr.

4.10 FIRE (Class 2.1 and 3 on the site)

Classes 2.1 and 3 are dangerous goods that can exacerbate a fire, if an incident were to occur.

- Class 2.1 are flammable gases
- Class 3 are flammable liquid.

4.10.1 Small Fire

If safe to do so, put out the fire using portable Drychem or CO₂ fire extinguisher.

Complete WHSE Incident Report Form for follow-up action.

4.10.2 Major Fire

If small fire cannot be contained or a major fire occurs, the emergency should be handled as follows:

1. Refer to points 4.4 – 4.6 of this document
2. Notify the Engineering Supervisor/Mgr who, upon confirming the situation, will immediately initiate the evacuation procedure. This is especially so, when the fire is out of control or the fire involves dangerous goods which requires assessment for evacuation as highlighted in the Dangerous Good Register in Appendix 1, e.g. toxic Class 6.1.
3. The Engineering Supervisor/Mgr to make sure all people in the vicinity are safe, close the gates and keep all people away and upwind.
4. The Production Supervisor to take control and make sure all staff involved in the emergency wear protective clothing. Note: some of the flammable dangerous goods have toxic properties
5. Follow the 4.2 EMERGENCY CONTACT NUMBERS.
6. Contact Police for traffic and crowd control.
7. Notify immediate neighbours (see 4.3) of the fire and keep them advised of the incident. Assess the situation for potential off-site impact. If confirmed, notify neighbours to commence their evacuation procedure. The decision to evacuate may be necessary and should be the decision of the neighbours unless advised otherwise.
8. After the emergency, the Warehouse Manager is to arrange for treatment and disposal of the waste with the contracted external party.

NOTE: *In the event of a major water run off event, the storm water isolation valves must be closed. All storm water drains and sumps are individually fitted with a valve. Any liquid in the storm water drains and sumps is to have a sample analysed and determined as acceptable BEFORE DISCHARGE. The valves and main storm water valve are only to be opened when authorised to do so by the Engineering Supervisor/Mgr.*

4.11 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 off's 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

4.11.1 Internally Generated Waste for On Site Treatment or Disposal

Waste from this site is collected through a designated clean or for treatment waste system to an on-site DAF unit registered with Sydney Water license Consent to Discharge No. 34973. The system is tested in accordance with the Sydney Water sampling Plan.

Untreated waste is stored in a bunded DAF treatment area in an underground tank. The likelihood of this material entering the storm water system untreated is low, as the bunded area is 200% the size of the storage facility. Any overflows could be contained by closing the site stormwater system and containing the overflow on site.

Untreated or poorly treated waste could enter the sewerage system if the monitoring of the DAF system's effectiveness was not maintained. Only staff trained in the operation of the DAF system are allowed to process waste. Regular and random samples are taken for testing to meet Sydney Water requirements every 60 Days, as per Trade Waste agreement.

4.11.2 Storm Water – Contaminated Run Off Containment

Storm water from the driveway areas is by default directed to the stormwater drains on site.

All external stormwater drains on site are painted in blue for easy identification. A copy of the Stormwater Drainage System Diagram is attached to this document (Appendix 7)

Each outlet to the external storm water system has an automatic and manual closure system in the event of a spill or contaminated storm water. The Engineering staff members are trained in the operation of these closure systems and the requirement for waste checking prior to opening. Contaminated stormwater is to be collected and put into the DAF water tank for treatment as waste water.

4.11.3 On Site Waste Removal Containment

During the transfer of liquid and solid waste to the contractor's tanks, there is a potential for spills. These activities take place in the front driveway area and as a result spills can be contained by the closing of the storm water activation controls and by the use of local bunding.

4.11.4 Fire Deluge System – Run Off Containment

In the event of the automatic activation of the Fire Deluge System, large quantities of fire fighting water will be released and contained by the internal storage system. It is important that at this time the storm water isolation valves are closed.

NOTE: In the event of a major water run off event, the storm water isolation valves must be closed. All storm water drains and sumps are individually fitted with a valve. Any liquid in the storm water drains and sumps is to have a sample analysed and determined as acceptable BEFORE DISCHARGE. The valves and main storm water valve are only to be opened when authorised to do so by the Engineering Supervisor/Mgr.

4.12 GAS RELEASES (Class 2.1 and 2.2)

As this site is an aerosol filling facility, there are a number of flammable and non flammable pressurised gasses on site that present a significant risk if uncontrolled releases occur.

The LPG underground B45 gas is protected by gas detection systems with multiple automatic shutoffs in the event that gas sensors within the building (and at the tank sites) detect gas quantities that meet the LEL (Lower Explosive Limit) detection level. This is accompanied by an urgent beeping from the gas detection unit. Extraction fans operate in the gassing rooms, but persistent alarm activation outside will require immediate investigation.

Adjacent to L1 is the Site SCADA information Panel, that is interlocked with the Gas Detection Panels throughout the plant eg A2 (West wall), Goods Receiving (rear of office), A5 (North wall).

This screen shows the value (in %LEL) of each Gas detector on site.

Where the Executive action requires the Site Evacuation, the Fire Warden's responsibility is to identify the location and validity of the threat and if necessary manually activate the alarm and initiate the Site Evacuation. The Fire Warden may also need to alert the Fire Brigade to alert them of the nature of the threat.

If alarms cannot be RESET, this indicates significant gas escaping and the potential for fire and or explosion. The site should be EVACUATED until the alarm activation issue is resolved.

On very hot Summer days, the Gas Sieves may vent from the top – this is an in built safety feature.

CAUTION: Any gas releases pose a SERIOUS risk to staff for the following:

1. Flammable fire and / or explosion
2. Asphyxiation in confined spaces, particularly Carbon Dioxide
3. Extreme chilling burn potential for skin contact

GAS TYPES & DG Classification

- | | |
|---|-----------------------------------|
| • Unodorised LPG B45 Underground Tank | Class 2.1 (Flammable) |
| • Dimethyl Ether (DME) Above ground tanks | Class 2.1 (Flammable) |
| • Carbon Dioxide (CO ₂) cylinders | Class 2.2 (Non Flammable) |
| • Nitrogen (N) cylinders | Class 2.2 (Non Flammable) |

4.13 POWER OUTAGE/FAILURE

As Pascoe's business is primarily Aerosols at Fairfield (*an enclosed metal cylinder containing propellents at High pressure*), if an Aerosol can remained at high temperature, the chances of an explosions is almost certain, that expands at a rate of 270x the can volume.

For this reason, if Power were to go down, an Aerosol can either remain submerged at 55-60°C in Hot Waterbath water or located in front of a Shrink Labelling Heat Gun, at any given time, both of which can cause can/s to rupture if not removed.

Therefore, if the early / pre-evacuation warning Alarm sounds, any Aerosol either in the Hot waterbath or in front of a Hot Air Gun, are to be removed from the heat source, prior to the 2nd Alarm sounding ie the Evacuation Siren.

If there is little time to manually remove the cans, esp when in a Hot Waterbath, the Aerosol cans in a Peg Bath (A3) can be hydraulically gang lifted out of the hot water & out of danger.

For Aerosol Lines A1, the Emergency Hot Water Dump can be activated, leaving the cans high & dry, while still stationed on the magnetic conveyers.

For Aerosol Lines A2 & A5, the conveyers progress until all submerged cans in the Hot Waterbath emerge, leaving the cans high & dry, while still stationed on the magnetic conveyers.

When the power is re-instated, the Temperature of the new/refilled water in the Hot Waterbaths must be re-equilibrated to between 55-60°C, before the production line can commence running.

Those cans removed from the Heat Gun shrink labeller, can be inspected visually for label integrity before either placing in front or behind the heat gun, depending upon the label's status.

4.15 MALICIOUS THREAT

Malicious threat includes bomb or chemical/biological threat. If located in dangerous goods storage area, it could cause the incident to escalate to a more serious situation.

Malicious threat is likely to be received over the phone.

If you received a threat (e.g. bomb or other malicious type):

DO NOT HANG UP, even after the call is terminated, as this will allow the call to be traced.

1. Stay calm and talk normally with the caller.
2. Take down as much information as you can
 - What is it?
 - Where is it?
 - When will it go off?
 - What does it look like?
 - Voice (man/woman, accent, slurring, etc)
 - Background noise (music, traffic, etc)
 - Date and time of call
3. Report call to the Engineering Supervisor/Mgr immediately, who will
 - order a site evacuation as necessary &
 - Notify the Police.

4.16 EARTHQUAKE/TREMOR

In the unlikely event of an earthquake/tremor, care must be taken to ensure the stored dangerous goods have not been affected. Spillage and fire associated with the dangerous goods are to be treated in accordance with the above procedures.

4.17 EMERGENCY EVACUATION PROCEDURE

The Engineering Supervisor/Mgr shall assess the emergency and if necessary order an evacuation, particularly if staff or public safety is at risk. This shall be done by sounding the fire alarm.

Fire Brigade or other responsible agency may also order an evacuation.

Upon being advised to evacuate, site personnel shall move to the assembly area (see Appendix 3a: Site Map) via the safest route.

The normal assembly area is just inside the site exit gate, (NW corner of site).

An alternate area which is a safe distance is upwind on Fairfield Street, or Knights Park, if safe to do so.

Those personnel responsible for the site Entry/Exit Gates, shall close the gates & remain there for further instruction from the Chief or Deputy Warden.

Team Leaders shall bring the First Aid Kit, to be set up at the assembly area, if needed.

The Visitor's book shall be collected on the way out & those visitors/contractors still on site, are to be escorted safely to the Assembly Area by their overseer.

A head count shall be conducted at the assembly area, by the Area Wardens, that is reported to the Deputy Warden for assessment, before passing the final numbers to the Chief Warden.

All site personell are to remain in their groups.

No Smoking or Mobile Phone use is permitted.

NB: Mobile Phone use is permitted, by only those Authorised during the emergency evacuation.

Once the situation, that caused the evacuation, has been fully assessed by the Chief Warden (*Engineering Supervisor/Mgr*) and is deemed safe, a debrief shall be given to the staff before they're permitted to return to their work stations.

4.18 NOTIFICATION OF AUTHORITIES

The Engineering Supervisor/Mgr 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.

5.0 TERMINATION OF EMERGENCY & DEBRIEF

To be conducted by the Engineering Supervisor/Mgr 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
6. Inform the relevant bodies listed at point 4.2 and submit an incident report, if requested.

6.0 INCIDENT REPORTING & INVESTIGATION

All incidents must be reported to the Engineering Supervisor/Mgr or his delegate who shall conduct an incident investigation. Outcome of the investigation shall be communicated to the workforce, WHSE Advisor, as well as PACT Group Management.

For major incidents or action relating to the spill, the Engineering Supervisor/Mgr or his delegate shall inform the duty officer of EPA, who may request a written report.

7.0 EXERCISES, TRAINING AND REVIEW

7.1 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 and portable fire extinguishers.
3. Staff using Dangerous or Hazardous goods will receive training in this area re the products, their use and safe handling and storage practices

4. Wardens will participate in 12 monthly externally arranged fire & hazards training
5. To participate in scheduled Evacuation Alarm drills initiated by actuating any of the siren triggers on the Control panel at the foyer.
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. Hard Copy training records to be kept by the WHSE Advisor (Sydney) 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

7.2 EXERCISES

Documented training exercises to be carried out as decided by the WHSE Advisor (Sydney) at MINIMUM annually, with records of the event kept for compliance purposes, for a minimum of 7 years.

7.3 REVIEW OF EMERGENCY PLAN

Once a year, or when requested due to change in circumstances.

8.0 REFERENCES

- Planning for Emergencies in Facilities – Australian Standard (AS 3745-2020)
- WH&S Regulation Division 4 – Emergency Plans
- Code of Practice – Managing the work environment and facilities
- Storage and Handling of Dangerous Goods Code of Practice NSW
- Australian Dangerous Goods Code Edition 7.5
- Guidance on the Classification of Hazardous Chemicals under the WHS Regulations
- Safework Australia's Hazardous Chemical Information System
- Chemwatch Australia
- PACT – Emergency Response Procedure (PACT WHSE PRO 003.02)
- PACT – Hazardous Chemical Storage Procedure (PACT WHSE PRO 004.02)
- ERS Call Hierarchy Document
- Pascoes EPA Licence – in accordance with Protection of the Environment Legislation Amendment Act 2011
- Protection of the Environment Operations Act 1997
- Environmental Guidelines – Preparation of Pollution Incident Response Management Plans

APPENDIX 1: DANGEROUS GOODS MANIFEST (Refer to SDS for specific risks associated with the dangerous goods)

Storage ID	Storage Type	UN Number	Proper Shipping Name	Class/Division	Packing Group	Maximum Storage Capacity (Kg/L)
1A	Underground Tank	1075	PETROLEUM GASES LIQUIFIED	2.1	~	58000
1B	Underground Tank	1075	PETROLEUM GASES LIQUIFIED	2.1	~	58000
2A	Underground Tank	1170	ETHANOL (ETHYL ALCOHOL)	3	II	24000
2B	Underground Tank	1170	ETHANOL (ETHYL ALCOHOL)	3	II	24000
2C	Underground Tank	1268	PETROLEUM DISTILATES N.O.S	3	III	24000
2D	Underground Tank	1268	PETROLEUM DISTILATES N.O.S	3	III	24000
5	Roof Storage	1950	AEROSOLS	2	~	190,000
6	Roof Storage	1219	ISOPROPANOL (ISOPROPYL ALCOHOL)	3	II	28,800
6	Roof Storage	1170	ETHANOL (ETHYL ALCOHOL)	3	II	28,800
6	Roof Storage	2052	DIPENTENE	3	III	28,800
6	Roof Storage	1268	PETROLEUM DISTILATES N.O.S	3	III	28,800
7A	Roof Storage	1805	PHOSPHORIC ACID	8	III	25,000
7A	Roof Storage	3265	CORROSIVE LIQUID, Acidic, Organic NOS	8	III	25,000

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7A	Roof Storage	2586	ALKYLSULPHONIC ACIDS, Liquid	8	iii	25,000
7B	Roof Storage	1824	SODIUM HYDROXIDE, Solution	8	II	8,000
7B	Roof Storage	1823	SODIUM HYDROXIDE, Solid	8	II	8,000
8	Above Ground Portable Tank	1033	DIMETHYL ETHER	2.1	~	2,700
9	Roof Storage	2014	HYDROGEN PEROXIDE, Aqueous Solution	5.1	II	2,000
11	Roof Processing	1300	TURPENTINE SUBSTITUTE	3	III	20,000
11	Roof Processing	1268	NAPTHA (Petroleum), Hydrotreated Light	4	III	20,000
11	Roof Processing	1170	ETHANOL (ETHYL ALCOHOL)	3	II	20,000
11	Roof Processing	1268	PETROLEUM DISTILATES N.O.S	3	III	20,000
12	Roofed IBC Production Filling	1300, 1268, 1170	From Storage 1D 11	3	III	2,000

APPENDIX 2: INVENTORY OF POLLUTANTS (Hazardous and Dangerous Goods)

Item Code/s	Raw Material	DG Class	SCHEDULE POISON
85500	Acticide DB 20	8	
85766 3061436 3095484	Acticide MBS AG 6206	NDG NDG	
85048 3095132	Aminomethyl Propanol (AMP)	NDG	
85374 3095323 3095487 3095343	Ammonia 25% AOS93 LIQUID 35% APG 325N (GLUCOPON 325N)	8 NDG NDG	
85983 3095448	Barquat MB-80	8	
85641 , 3062242	Berol 226	NDG	
85966 , 3095477	Berol 260	NDG	
85973 , 3095476	Berol 266	NDG	
85440 , 3095156	BHT (Butylated Hydroxy Toluene)	9	
3099789 , 3099789 85902 ,	BLACK PIGMENT LC989 Briquest ADPA-60A	NDG 8	
85561 , 3095380	Butyl Diglysol (Diethylene Glycol Monobutyl ether)	C1	S5
85389 , 3095240	Butyl Glysol / Ethylene Glycol Monobutyl Ether	NDG	S6
3095262 , 3095262 470231 ,	CAPSTONE FS-60 Carbon Dioxide gas	3 2.2	
85612 , 3095440	Carbopol 934 Polymer	NDG	
85753 , 3095456	Carbopol Ultrez 21	NDG	
85169 , 3095332	Caustic Soda (Sodium Hydroxide)	8	S6
85097 , 3095249 85170 ,	Citric Acid Anhydrous Cocodiethanolamide 80%	NDG NDG	
3095322 , 3095322 85951 ,	CRODACOR BE-LQ-(AP) / MONACOR BE Cypermethrin 90%	NDG 6.1	

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3095523 , 3095523	DIACETONE ALCOHOL	3	
500049 , 3095130	Di Methyl Stearamine	8	
85484 , 3095175	Diethyltoluamide 98% (DEET)	C2	S5
85179 , 3095422	Dipentene	3	
85476 ,	Disodium EDTA	NDG	
85315 , 3064281	d-Limonene	3	
85418 ,	Dowicil 75	9	
3095451 , 3095451	DOWFAX 2A1	9	
85955 , 3095705	ECO BOR	NDG	S5
3095283 , 3095283	EDTA ACID (TRILON BS)	NDG	
85977 , 3095185	Esbiothrin 93%	9	S6
85535 , 3095453	Esi - Terge P-304	8	
85047/85046 ,	Ethyl Alcohols - All	3	S5
85797 , 3065275	Eucalyptus Oil 80/85	3	S6
85608 , 3095435	Exsol D110	NDG	S5
85368 ,	Exsol D60	NDG	S5
3095424	FLUORESCINE LT ACID YELLOW 73	NDG	
3095394	FRAGRANCE BEAR HUGS 187193D	9	
3095426	FRAGRANCE CAR LIMONINE AAP 8584	3	
3095431	FRAGRANCE CAR SPARKLE AAP 4454	NDG	
3095444	FRAGRANCE COCONUT AAP 2497	NDG	
3096599	FRAGRANCE ENCHANTED 10028	9	
3095274	FRAGRANCE FRESH PEEL 8407	9	
3095452	FRAGRANCE GREEN LEMON AAP 5888	NDG	
3095335	FRAGRANCE LAVENDER FIELDS ON 963133	9	
3095275	FRAGRANCE LAVENDER ICE	NDG	
3095250	FRAGRANCE LAVENDER SPRINGS 10251	NDG	
3095247	FRAGRANCE LEMON GRAPEFRUIT Q-9563	9	
3095383	FRAGRANCE MAGNOLIA & CHERRY ON	9	
3096600	FRAGRANCE MUSK PURITY 10639	9	

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3095259	FRAGRANCE ORANGE PARADISE 9463	3	
3095460	FRAGRANCE ORANGESPLASH 6712HBK	3	
3095455	FRAGRANCE OXYGEN R191948	9	
3095330	FRAGRANCE PINE PE0700	3	
3095418	FRAGRANCE SANIFRESH MOC 13218	9	
3095384	FRAGRANCE SATIN & LILY ON 965165	9	
3095499	FRAGRANCE SPARKLING FIREWORK 401790	NDG	
3095241	FRAGRANCE SPARKLING VIOLET	9	
3095488	FRAGRANCE SUNRISE SURPRISE 401789	9	
3095413	FRAGRANCE VANILLA NX997467	NDG	
3095449	FRAGRANCE WHITE LILLY AAP 1418	NDG	
3095178	FRAGRANCE WILD WATER 896661	3	
3096598	FRAGRANCE XTC 10496	9	
85705 , 3095237	Fungitrol 430S	9	
85172 , 3095236	Gardilene SSA/S (Labs Acid)	8	
85531 , 3095264	Gardilene SX40 (SXS)/Kemmat	NDG	
85553 , 3095276	Gardiquat BS/AU (CAB)	NDG	
3095392 , 3095392	GERMALL PLUS / ACNIBIO AS	NDG	
85635 , 3095280	Glycolic Acid 70%	8	
85752 , 3095480	Glydant Plus Liquid	9	
85579 , 3095462	Heptane	3	
3095486 , 3095486	HEPTANE (SHELL)	3	S5
85570 ,	Hostapur SAS 60	NDG	
3095393 , 3095393	HV495 DC EMULSION	NDG	
85460 , 3095246	Hydrogen Peroxide 50%CG	5.1	
85950 ,	Imiprothrin 50%	9	
85514 , 3095219	Isopar G	3	S5
85345 , 3095188	Isopar H	3	S5
85478 , 3095434	Isopar L	3	S5
85475 , 3095195	Isopropyl Alcohol (IPA)	3	

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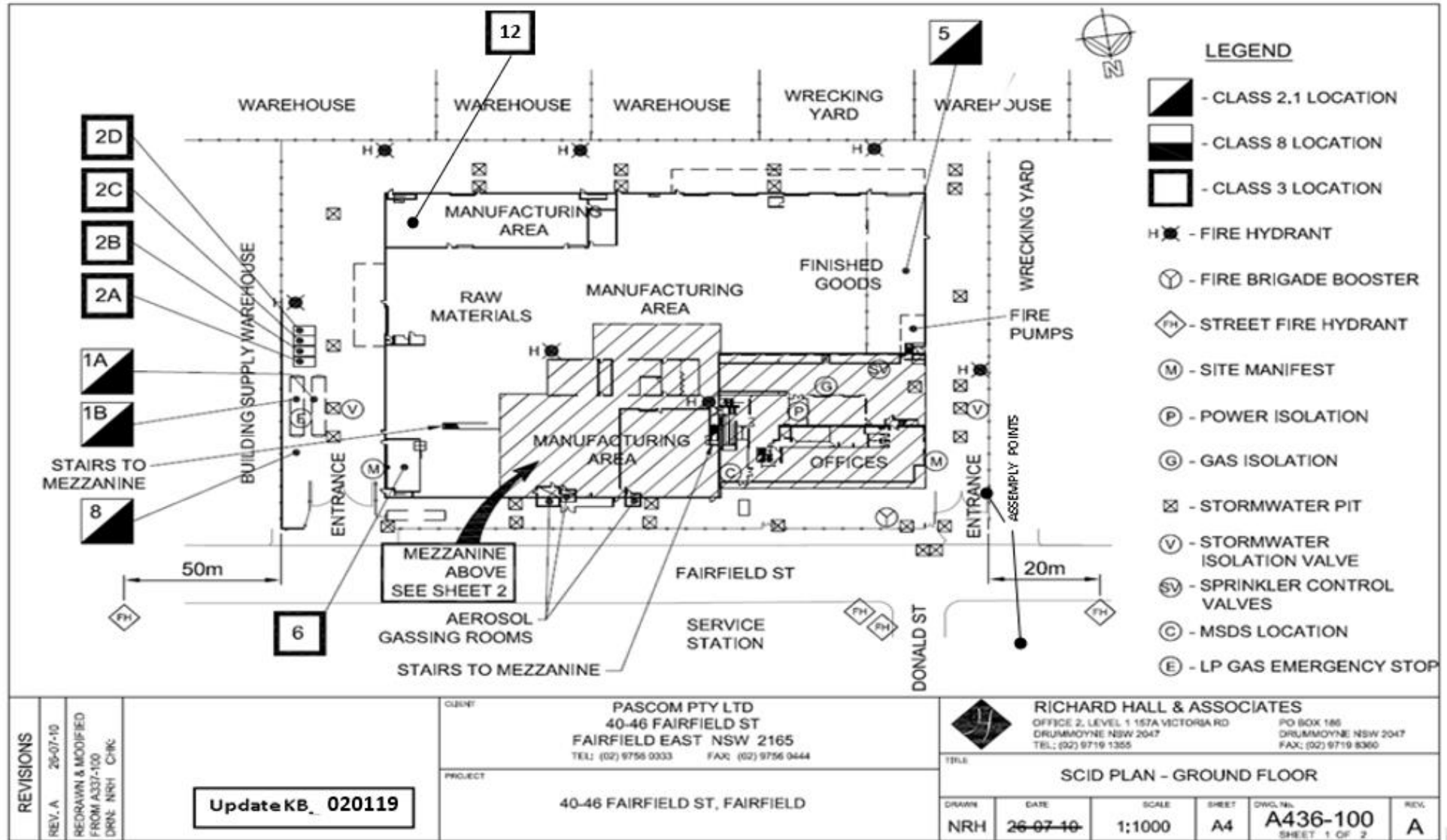
3095439 , 3095439	KAYARAUS SUPRA BROWN GTL	NDG	
85353 ,	MEK (Methyl Ethyl Ketone)	3	S5
85863 , 3095464	Methanol	3	S6
85307 , 3095176	MGK 264	9	
85498 , 3095234	Monoethanolamine	8	
85080 , 3095318	Morpholine	8	
85539 ,	Neodol 25-3 (Polyoxethylene Lauryl ether)	9	
85538 , 3069585	Neodol 91-8 (Alcohol Ethoxylate)	C2	
85653 , 3095423	Nipagard DMDMH	NDG	S6
85014 ,	Nitrogen	2.2	
3095501 , 3095501	PEARL 2 (STEPAN)	NDG	
85552 , 3095180	Permethrin Tech 25:75	6.1	
85432 , 3095238	Petro 22	NDG	
85676 , 3095267	Phosphoric Acid	8	
85314, 500095 ,	Piperonyl Butoxide	9	
85040 ,	Propellant B45	2.1	
3095450 , 3095450	PROP.GLYCOL N BUTYL ETHER(PNB)	NDG	
85344 ,	Propellant DME Cylinders	2.1	
3095336 , 3095336	PROXEL GXL / ACTICIDE B20	8	
85481 ,	Pyrethrum 50% Natural	9	
85924 ,	Septic Aid Spore 20X	NDG	
3095461 , 3095461	SILLITIN N85	NDG	
85532, 85508 ,	SLES 70%	NDG	
85537 , 3073794	Soda Ash (Sodium Carbonate)	NDG	
85242 , 3095270	Sodium Hydroxide 50%	8	
85371 , 3095347	Sodium Metasilicate Anhydrous	8	S5
85590 , 3095254	Sodium Metasilicate Pentahydrate	8	S5
85066 , 3095218	Sodium Nitrite	5.1/6.1	S7
85931 , 3095290	Sodium Silicate O	NDG	S5
85587 , 3095351	Solvesso R100	3	S5

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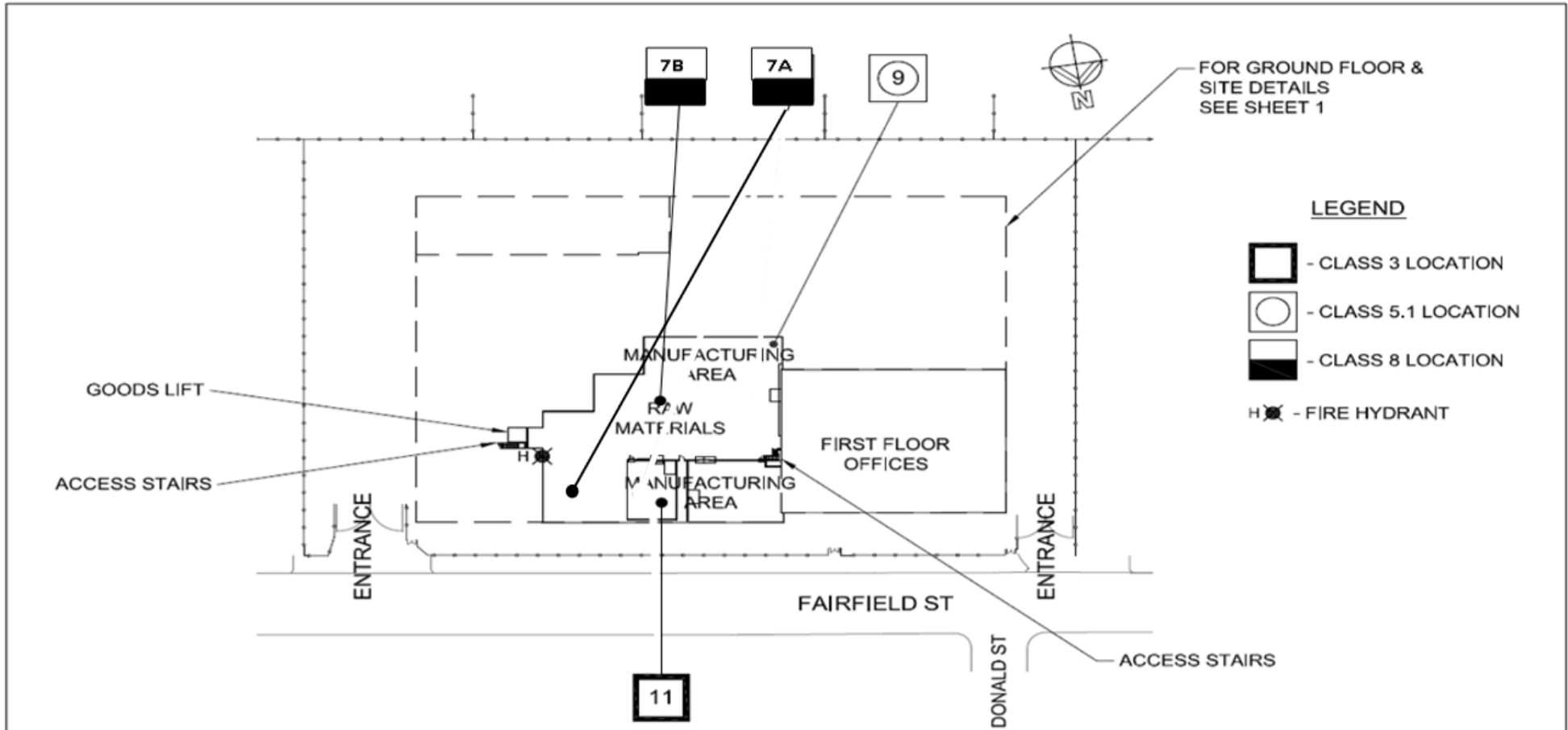
Issue/Revision Date: Revision 517. 014 Oct. 2020

85985 ,	Sumi Alpha Insecticide Conc.	9	S6
85558 , 3095364	Surfadone LP-100	8	
85768 , 3095458	Tegotop 210	3	
85625 , 3095245	Tergitol 15-S-9	NDG	
3096816 , 3096816	TERIC 12A4	9	
3095338 , 3095338	TERIC 12A8	9	
85427 , 3095266	Teric LA8N	9	
85883 , 3074175	Tinosan HP100	9	
85372 ,	TKPP (Tetrapotassium Pyrophosphate)	NDG	
85062 ,	Triclosan	6.1	
85043 , 3095239	Triethanolamine 85%	C2	S5
85978 , 3095479	Triethanolamine 99 LFG 85%	C1	S5
85430 ,	Trilon B (BASF)	NDG	
85864 ,	Turco White Solv. EC	6.1	S6
86009 ,	Tyzor IBAY	3	
85366 , 3095404	White Spirits	3	
3095398 , 3095398	XIAMETER 0347G EMULSION	NDG	
3095498 , 3095498	XIAMETER OFX-5211 FLUID/DC-Q2-5211	9	
85602 ,	Xylene	3	S6

APPENDIX 3a: SITE MAP



APPENDIX 3b SITE MAP



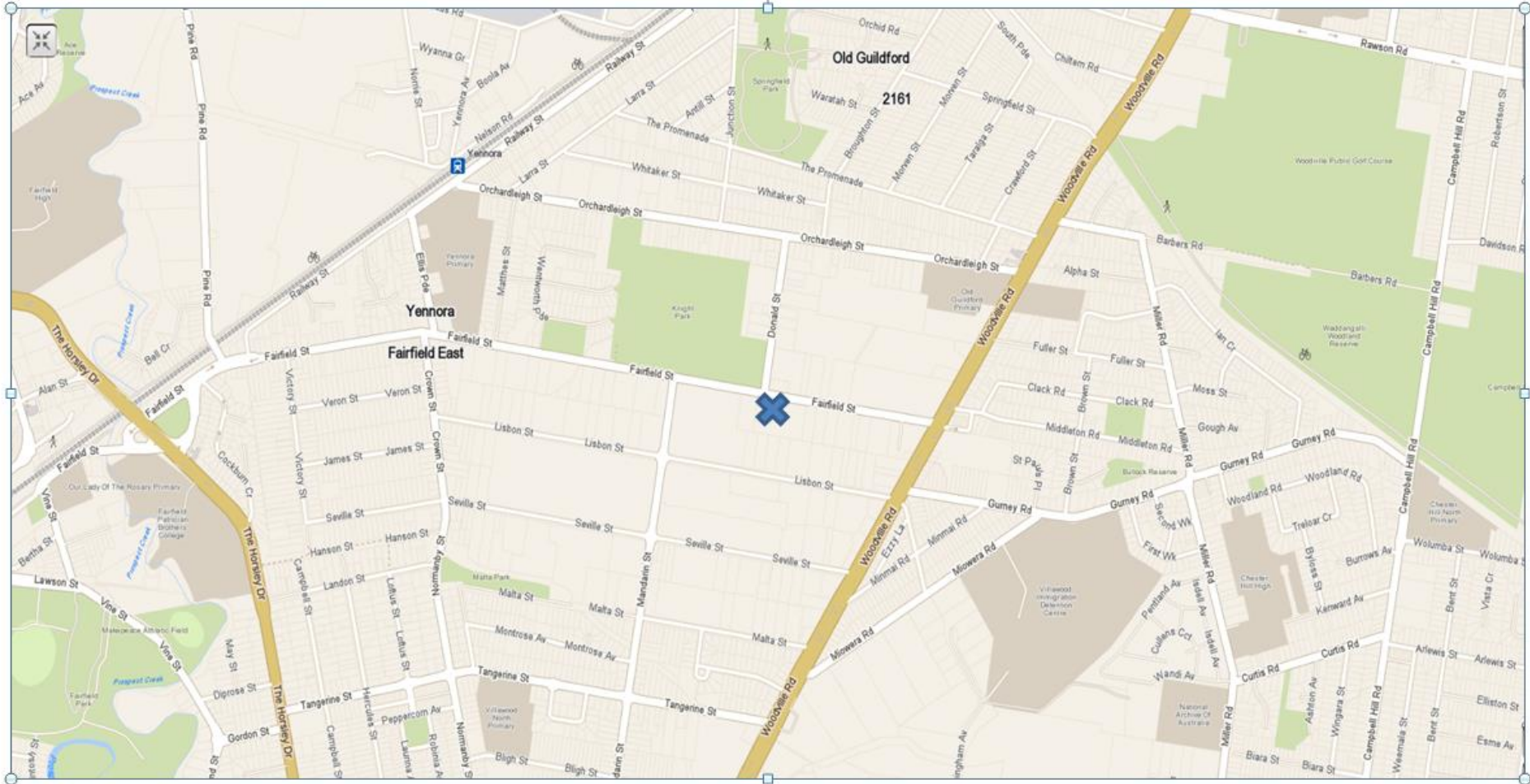
REVISIONS REV. A 26-07-10 REDRAWN & MODIFIED FROM A337-100 DRN: NRH CHK	UpdateKB_ 090119	CLIENT PASCOM PTY LTD 40-46 FAIRFIELD ST EAST FAIRFIELD NSW 2165 TEL: (02) 9756 0333 FAX: (02) 9756 0444	RICHARD HALL & ASSOCIATES OFFICE 2, LEVEL 1 157A VICTORIA RD DRUMMOYNE NSW 2047 TEL: (02) 9719 1355 PO BOX 186 DRUMMOYNE NSW 2047 FAX: (02) 9719 8360				
	PROJECT 40-46 FAIRFIELD ST, FAIRFIELD	TITLE SCID PLAN - MEZZANINE FLOOR					
		DRAWN NRH	DATE 26-07-10	SCALE 1:1000	SHEET A4	DWG. No. A436-100 SHEET 2 OF 2	REV. A

APPENDIX 3c LOCATION MAP – Pascoes

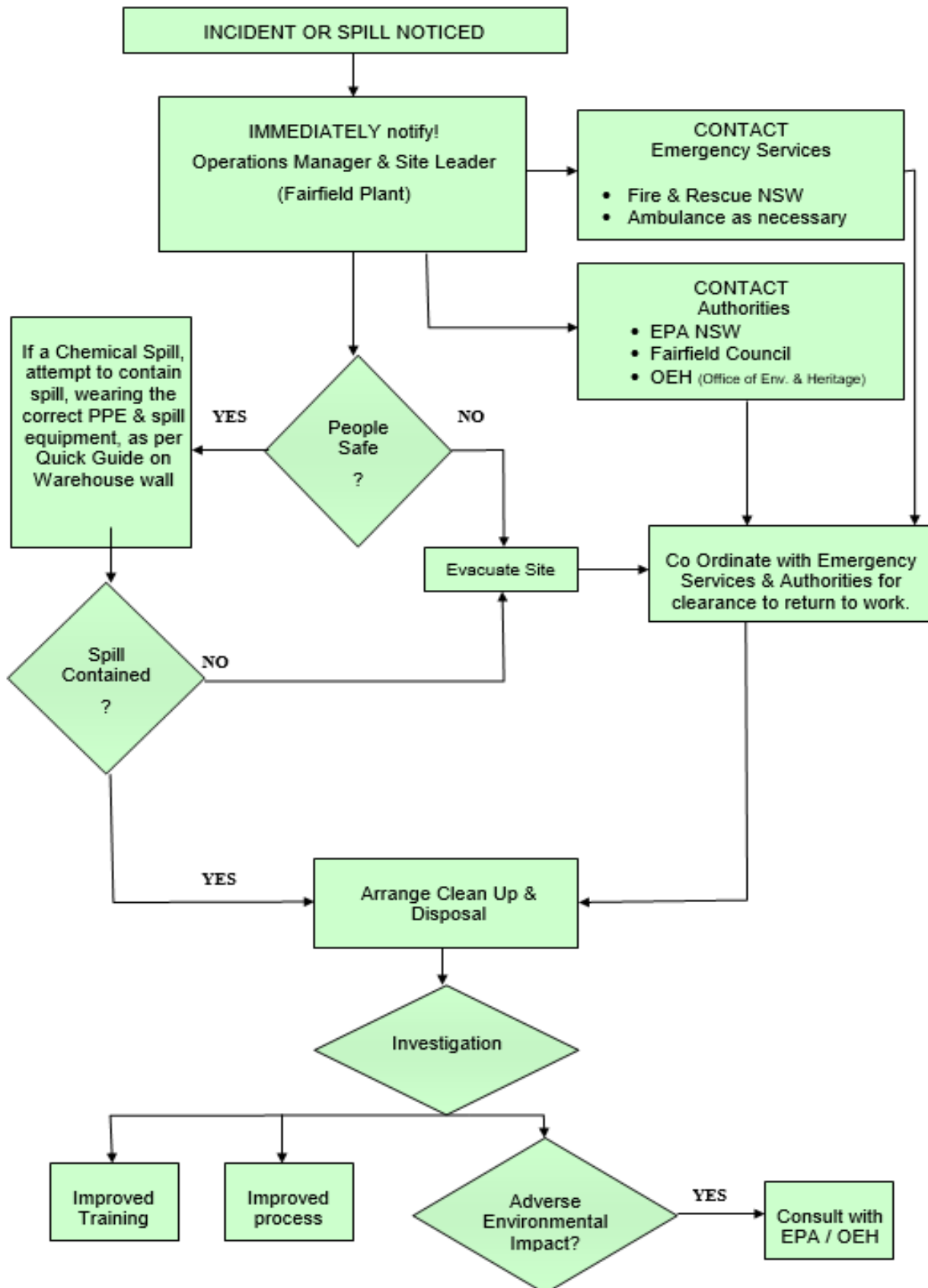
Address: 40-46 Fairfield Street, FAIRFIELD EAST NSW 2165

Marked as X in map centre

Storm Water Discharge Location: Prospect Creek and Mandarin Street Drainage



APPENDIX 4: FLOW CHART: RESPONSE TO SPILL



APPENDIX 5: PASCOE'S SAFETY EQUIPMENT LIST

Equipment Description	Location
Main Evacuation & Fire Fighting Panel	Front Lower Foyer
Water Booster Controls	Underground Driveway – South Top
Brigade Tank Suction x 4 outlets	Underground Driveway – South Top
Fire Extinguishers	Numerous visible locations about the site
Wall Mounted Hose Reels	Numerous visible locations as per MDL list below
Fire Hydrants on Site	Numerous visible locations as per MDL list below
Fire Blankets	Upstairs & Downstairs Kitchen +Downstairs office
Town Gas On/Off - Boiler	Underground Driveway – North Top
Town Gas Meter - On/Off	Underground Driveway – South Top
Fire Doors	Numbered throughout the site
Ceiling Sprinklers	ESFR over Aerosols, normal roof deluge for the remainder
Emergency Information Container	Driveway In - East
Integrated Full Site Bunding	Carpark under Building is the site's Spill Containment
LPG & Gas Detection Safety System with Full LEL listing	<ul style="list-style-type: none"> • L1 SCADA panel – South Wall • Appendix 6
Fire Water Tanks (under dispatch)	Control is at the Top of Underground Driveway
Storm Water Isolation Controls x 2	East & West Sides of the Site
Spill Kits	Colour coded about the Site

MDL 6 Month Fire & Safety services listing ATTACHED:

APPENDIX 6: PASCOE'S LEL'S *(C&E Master Rev.5 ATTACHED)*