D0092

ERARING SITE
POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN



Next Review Date: 30 September 2028

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN INDEX - ERARING SITE

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POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN NOTIFICATION PROCEDURE - ERARING SITE

Purpose

To define the Flyash Australia (**FAA**) incident notification procedure for pollution incidents at the FAA Eraring depot

Procedure

External Authorities to Notify:

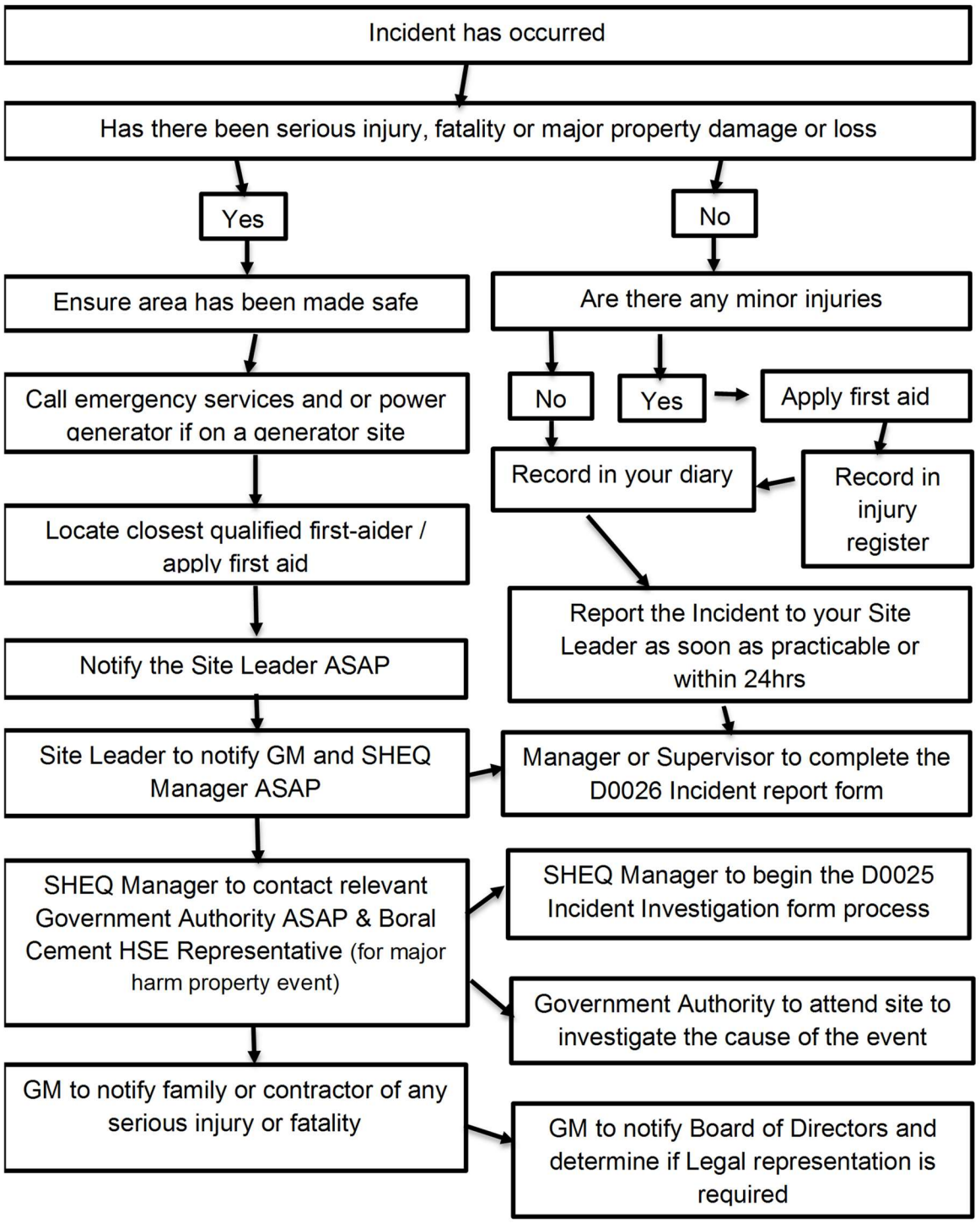
External Authorities	Contact Number
EPA	131 555
Fire & Rescue NSW	000
NSW Ministry of Health (PHU)	9391 9000
SafeWork NSW	131 050
Local Council	4921 0333
Origin Energy Emergency Response	4973 0555 (5555 internal)

This procedure is mandatory and must be adhered to even if you believe it's not required as they will decide on what action to take if any.

A written report must be sent to the EPA as follow up. The report must also be available to the public on request.

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN
INCIDENT RESPONSE FLOWCHARTS - ERARING SITE

The flow chart shown is an indication as to the steps to follow in the event of an Incident.



POLLUTION INCIDENT RESPONSE EMERGENCY PLAN
EVACUATION DIAGRAM - ERARING SITE

FAA Media Liaison	
• FAA General Manager	0448 060 892
Flyash Australia Contact Details	
• SHEQ Manager	0427 733 600
• Depot Leader – Eraring	0427 733 600
• Maintenance Manager	0456 290 773
Origin Emergency Services	
• Origin Emergency Response Team	02 49 730 555
• Origin Shift Manager	02 49 730 402
• Origin Security	02 49 730 531
Emergency Services	
• Fire Brigade/Police/Ambulance/Police	000
NSW Fire Brigade	
• Morisset	02 4973 3466
• Toronto	02 4959 1265
• Wangi	02 4975 1107
Police	
• Morisset	02 4973 9999
• Toronto	02 4088 1099
Ministry of Health	02 9391 9000
State Emergency Services NSW	13 25 00
Ausgrid (Emergency Services)	13 13 88
External Agencies	
• NSW EPA	131 555
• Lake Macquarie City Council (LMCC)	02 4921 0333
• Poisons Information Centre	13 11 26

POLLUTION INCIDENT RESPONSE EMERGENCY CONTACT NUMBERS - ERARING SITE

Origin Energy Incident Contact Procedure

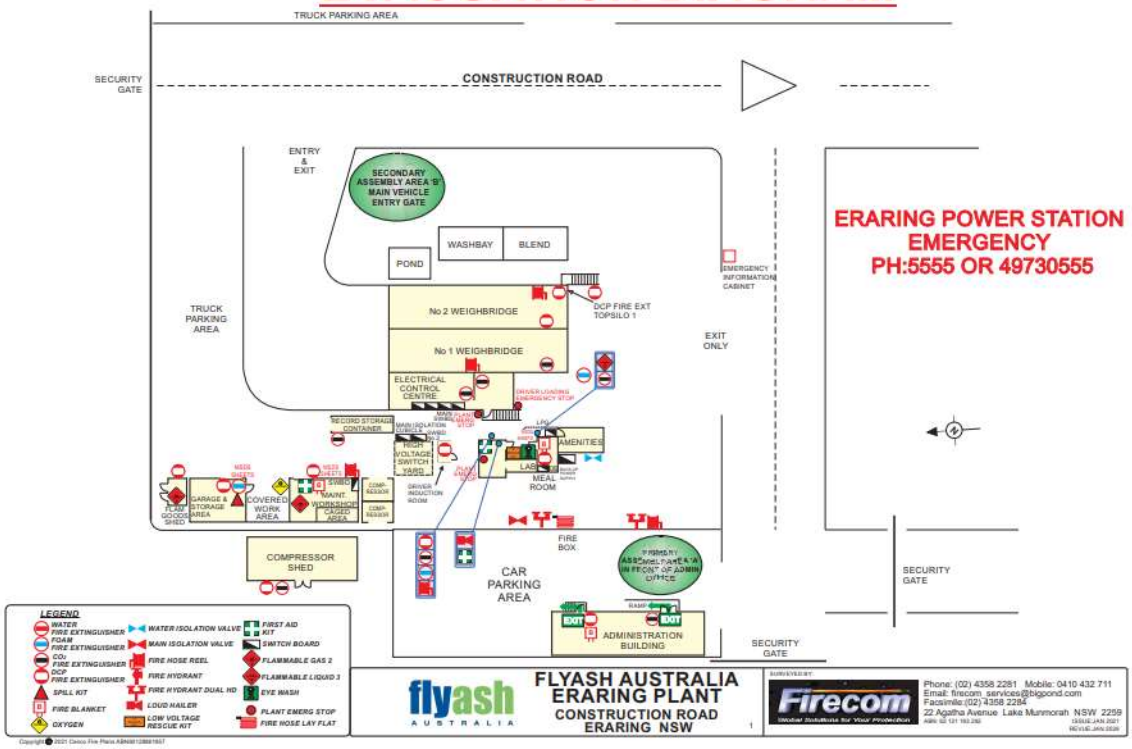
Flyash Australia's contact procedure for informing Origin Energy (**OE**) of environmental problems shall be as follows:

1. Any spillage of Flyash, oil etc shall be reported immediately to Origin Energy's Shift Manager.
2. Origin Energy's standard Incident report form shall be filled in as soon as possible and sent to the Environmental Officer.
3. FAA will also supply an incident report using the FAA standard template, this will be distributed internally and to OE

Contact List	Contact Number
Peter Waddingham (Environmental Officer)	Mobile: 0460 010 155
Origin - Shift Manager	Phone: 02 4973 0402 Mobile: 0409 917 391 Or Pax Phone 6402
Jack Wilkinson (Ash Commercial Manager)	Mobile: 0473 660573
Origin Energy Emergency Response	4973 0555 (5555 internal)

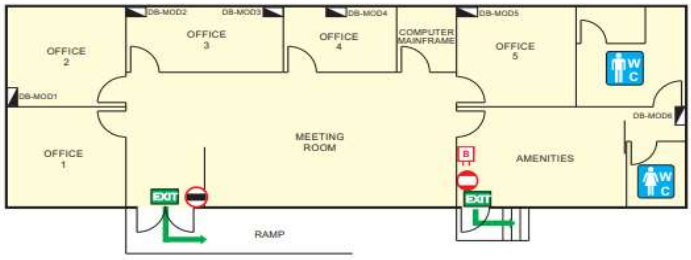
POLLUTION INCIDENT RESPONSE EMERGENCY PLAN
EVACUATION DIAGRAM - ERARING SITE

EVACUATION DIAGRAM



EVACUATION DIAGRAM

ADMINISTRATION BUILDING



PRIMARY ASSEMBLY AREA 'A' INSIDE GATE TO CAR PARK

ERARING POWER STATION EMERGENCY PH:5555 OR 49730555

LEGEND

FLYASH AUSTRALIA ERARING PLANT CONSTRUCTION ROAD ERARING NSW

Firecom

POLLUTION INCIDENT CONTROL & MINIMISATION PROCEDURE - ERARING SITE

Purpose

To define the FAA procedure for control & minimisation of pollution incidents at the FAA Eraring depot

Procedure

- As soon as possible after an incident has been identified, shutdown plant & equipment causing the environmental issue, and or shutdown the entire production plant
- Evacuate the site to one of the two Emergency evacuation areas as soon as possible and ensure you have identified all people who were on the FAA footprint at the time of the incident. If you cannot find all people who were on the FAA footprint, and it is not safe to enter effected area, do not do so
- Call Origin Emergency Response Team if the situation requires emergency services support
- Remove bulk tankers from weighbridges if it is safe to do so, if this area is affected, or likely to be affected
- Inform FAA Site Leader as soon as possible, to ensure appropriate action is taken to manage, control, and minimise the pollution incident impact
- Inform Origin Energy Shift Manager, FAA General Manager, & Shareholder companies as soon as possible
- Call appropriate Regulatory Authorities as soon as possible, as per Notification Procedure
- Clean up hazard and return plant to a safe and controlled condition
- Inform Origin Energy Shift Manager, FAA General Manager, & Shareholder companies when cleanup is complete
- Return plant to operational status, test and prove safe prior to plant being returned to normal production status
- Prepare & distribute incident reports as soon as possible
- Carry out Root Cause Analysis to identify the cause of the incident, and put appropriate measures in place to ensure a similar incident cannot take place

This procedure is mandatory and must be adhered to even if you believe it’s not required, to ensure we meet our EPA licence obligations.

POLLUTION INCIDENT RESPONSE PLAN TESTING & FREQUENCY PROCEDURE - ERARING SITE

Purpose

To define the context of the Eraring Emergency Response Plan Testing & Frequency

Procedure

- The plan will be tested as part of the existing Emergency Evacuation & Warden training for Eraring depot. An environmental incident scenario is played out during the evacuation to ensure the plan is working effectively.
- The plan will be tested at least once in every 12-month period

This procedure is mandatory and must be adhered to, to ensure FAA meet our EPA licence obligations.

FAA SAFETY, HEALTH & ENVIRONMENTAL POLICY- ERARING SITE

FAA SAFETY, HEALTH & ENVIRONMENTAL POLICY

Purpose

The health and safety of all Flyash Australia (**FAA**) employees, contractors, visitors, customers and other stakeholders, as well as minimising impacts on the natural environment, is a priority for FAA.

FAA will comply with all applicable Acts, Regulations and other relevant instruments, as well as take all reasonable steps to ensure that our workplaces are safe and that our processes do not adversely impact on the ~~natural~~ environment.

Responsibilities of FAA Leaders & Managers

FAA Leaders & Managers – and leaders at all levels - must ensure that all reasonably practicable steps are taken to provide, maintain and continuously improve a safe, healthy and environmentally sustainable working environment, including:

- providing & maintaining safe plant & equipment.
- promotion of a positive safety culture;
- providing systems and tools to support safe outcomes;
- providing ~~& arranging~~ ongoing training, instruction & supervision of employees and contractors (as applicable);
- recording & investigating incidents, and where necessary implementing effective and timely ~~corrective~~ mitigating actions;
- consulting with employees & contractors and ensuring ongoing monitoring of their health & safety; and
- establishing measurable objectives and targets to ensure continued improvement in safety and environmental performance with the aim of ~~eliminating~~ minimising work-related injuriesy, illnesses and uncontrolled environmental ~~pollution~~emissions.

Responsibilities of FAA Employees, Contractors & Visitors

All employees, contractors & visitors are required to cooperate with all FAA policies, ~~and~~ procedures and directions relating to safety, health and the environment. Further, all employees, contractors and visitors must:

- take all reasonable steps to ensure that all activities are undertaken in a safe and environmentally responsible manner;
- not misuse or interfere with anything provided in the interest of health, safety and environmental protection;
- cooperate with FAA ~~management~~ personnel in the implementation of health, safety and environmental initiatives, including without limitation training and health monitoring;
- comply with all directions given by FAA; and
- report workplace safety and environmental hazards and incidents immediately.

FAA SAFETY, HEALTH & ENVIRONMENTAL POLICY- ERARING SITE

Safety, Health & Environment Program

FAA policies and procedures are continually updated. This update program will relate to all aspects of safety, health & environment including:

- as a minimum, comply with all legal requirements, including without limitation in relation to Chain of Responsibility obligations and going beyond these requirements where necessary to meet and exceed FAA's goals;
- provide a safe and healthy workplace for employees, contractors and visitors;
- assess the potential safety, health & environmental effects of our activities and integrate these assessments into our planning, operational decisions and processes ~~as a primary consideration~~;
- design, develop and operate our facilities with a view to reducing the environmental ~~performance~~ impact through the development of objectives and targets, and the monitoring and review of that performance;
- promote the well-being of employees ~~and the responsible care of the environment~~; and
- advise and train our employees and contractors as necessary to meet our safety, health & environmental obligations.

John Matthews
General Manager

HAZARDOUS SUBSTANCES REGISTER - ERARING SITE

The Eraring Site Hazardous Substances Register is Document D0043. An annual review is undertaken to cross check that the register is current. A Safety Data Sheet (SDS) outlining health and safety information is required for each product and is kept current & updated every 5 years.

POLLUTION INCIDENT RESPONSE
STORAGE SILOS - ERARING SITE

Storage Silos

Flyash Australia has 7 storage silos on site, description of these as per the Flyash Australia's Manuals of Work Instructions.

Storage silos would be one of the hazards onsite and could be considered a major hazard in some circumstances. FAA do not consider silos to be a major hazard for the following reasons

- Silos are very well designed and constructed
- Silos are well maintained and repainted periodically
- Silos are part of the FAA Preventative Maintenance plan, and are inspected on a frequent basis

For storage silos to be a major hazard an unusual event such as a major earthquake would have to occur, which impacted on the silo footings and support structure.

Silo's 1, 4, 5 are the only silo's that are used to fill bulk tankers. This is done through 2 Mecal Unloaders and is virtually dust free. Silo 6 can be transferred to silo 1 when stock levels start to deplete.

Silo levels are controlled by a dual system for safety; these are Calibrated and tested as per Section 25 of Manual of Work Instructions. All storage silos are controlled by the PLC, and is managed by the SCADA control system, which continually monitors the whole plant.

A system of 3 Isolation valves is present on all silos, 2 acting as isolation valves and the 3rd as a controlled loading valve. All valves are controlled by the PLC, also all 3 valves close in the event of loss of power or compressed air.

Silos and Distribution Plant is also protected by other safety features, these are designed to stop the Interim Plant transferring Flyash, and to stop loading Bulk Tankers if we have problems, refer to Work Instructions.

Silos are fully sealed, so they are dust free, all silos are physically checked on a daily, and weekly basis, as per our Plant Operators daily inspections. Also checked as part of our Preventative Maintenance program.

All silos are within Bunded area, this ensures any spillages are cleaned up in a safe, environmentally responsible and proper manner, and are contained by our settlement pond.

Silo dust emissions are kept to a minimum with our 3 Filter Bag Houses, inspection and maintenance.

POLLUTION INCIDENT RESPONSE
MANAGEMENT & DISPOSAL OF RUBISH - ERARING SITE

Management & Disposal of Rubbish

Distribution Plant

Rubbish is the result of either amenities or because of Maintenance works.

Rubbish from our Maintenance Workshop, is disposed of in our Cleanaway Waste Bin, and everything possible is recycled.

Distribution Plant area is where all Flyash Australia amenities are, this involves Offices, Lunchroom, Shower and Locker Room.

Rubbish would be mostly Bottles, Cans, Paper Towel and Food Scraps. Recycling is done where possible; all other waste is in rubbish bags and disposed of in our Cleanaway Waste Bin.

POLLUTION INCIDENT RESPONSE
WEIGHBRIDGES - ERARING SITE

Distribution Plant - Weighbridges

Flyash Australia has 2 Weighbridges on site, No. 1 Weighbridge has a capacity to weigh 60 Tonnes, and No 2 Weighbridge has the capacity to weigh 80 Tonnes and is long enough to load B Doubles Trailers.

Weighbridges are calibrated every 12 months, as required by the Trade Measurement Act. Calibrations are carried out by Newcastle Weighing Services, who are a Quality Assured Company.

Copies of Weighbridge Certification Details are kept on file and copy to Origin Energy if required. They are also spot checked by the Department of Fair Trading as they see fit.

All bulk tankers that load on site are loaded on Weighbridges and are loaded as per the legal requirements for individual tanker configurations, mass management. Weighbridges are kept and maintained in excellent condition.

Tankers are loaded using the FAA Automatic touch screen loading system, this system controls the physical loading of tankers and is more than adequate to ensure loading is carried out safely, in a controlled manner, and with the environment in mind always.

As all bulk tankers are loaded through our Mecal Unloaders the amount of dust and spillages is very minor, and Flyash that is spilt onto weighbridges is swept up and put back through our Settlement Pond.

Weighbridges also have a Concrete Bund around them; the purpose of this is to stop rainwater or water used to wash down the yard from entering clean water drains.

POLLUTION INCIDENT RESPONSE
SILO FILTERS & COMPRESSORS - ERARING SITE

Silo Filters

Flyash Australia has 5 Silo Fabric Filters on site.

All Filters are monitored 24 hours per day by Busted Bag Detector Systems, and a Cleaning System Controller & in accordance with Work Instructions, and Manufacturers Manuals.

All Filters are maintained as per Work Instructions and checked as part of our daily Plant Operators checks.

The FAA PLC monitors the filters onsite, and this information is saved to a database.

All Fabric Filter records are inspected and checked periodically by the EPA and audited as part of our Quality System.

Compressors

Flyash Australia operate and maintain 4 air compressors and 2 Hori Blowers onsite

All air compressors on site are checked when in service every shift as per our daily operators reports. Any problems are reported to the maintenance team via electronic maintenance alert and logged in the operator's diary.

All air compressors are serviced and maintained under service contracts with all service records kept.

All air compressors are setup within a bunded area to ensure that in the unlikely event of an oil spillage the environment is protected and the spill is contained. A fully stocked spill kit is located in the workshop near the location of the compressors.

Discharge of moisture from compressor auto drains are directed to an Oil & Water Separator Unit. Oil discharge is virtually nil. Any problems are reported to the maintenance team via electronic maintenance alert and logged in the operator's diary.

POLLUTION INCIDENT RESPONSE
TRANSPORT LINES - ERARING SITE

Transport Lines

Flyash Australia has a number of flyash transport lines which convey fly ash from the Power Station to our processing plant and then to our storage silos.

All transport lines on site are checked when in service every shift, as per our daily operators reports, any problems are reported via electronic maintenance alert to the maintenance team and logged in the operator's daily handover report.

All transport lines are maintained as per Work Instructions

Transport lines are a very low risk, this low risk is due in part to our dense phase transportation methods, partly due to plant design.

Our control system has built in safety features to allow the PLC to stop our collection plant. These include low plant air, full silos and fabric filter fans not functioning. Collection plant can also be turned off by operators as required.

Emergency Stop buttons are located at various parts of the processing plant to ensure that ash transfer systems can be stopped immediately if required. All Emergency Stops are tested on a regular basis and records of testing kept on file.

POLLUTION INCIDENT RESPONSE
BULK TANKERS LOADING SYSTEM - ERARING SITE

Bulk Tanker Loading System

All Bulk Tankers loaded on site are loaded through Mecal unloader truck filling chutes which provide for virtually dust free loading.

Loading of Bulk Tankers is controlled by a dedicated PLC, which ensures for dust free, and problem free loading. System has been set up to ensure tanker drivers cannot unintentionally cause any environmental issues.

The automatic driver self-loading system has inbuilt safety systems to ensure loading /unloading valves cannot open unless the tanker is positioned under the silo and Mecal unloader spout is positioned inside the tanker hatch. Dual isolation valves are also positioned above the unloading valve which automatically close if plant air pressure drops below 650 kPa. Low air pressure has an audible alarm to alert the Operators of the problem. Loading / unloading valves will also close if there is a loss of power.

The Mecal chute is also fitted with extremely sensitive high level probes which will close the loading valve instantaneously if probe is covered. This system is designed to prevent large spills from bulk tankers due to overfilling. If for any reason the high level probe fails, each weighbridge unloader is fitted with an emergency stop button, which can also be used in the case of fugitive airborne dust, or other emergency situations.

Tanker drivers are required to close loading hatches before moving off weighbridge to avoid spillages.

In the event of a spillage, flyash is swept up and placed in our Settlement Pond. The remainder is hosed up which is also directed to the Settlement Pond.

Due to environmental considerations, bulk tankers are not to leave our site with any flyash on top of the vehicle or tank. Any flyash remaining is hosed off in our dedicated truck wash down area, which is fully bunded and designed to run back into our Settlement Pond.

POLLUTION INCIDENT RESPONSE SURFACE WATER, HOUSEKEEPING & SPILLAGES - ERARING SITE

Surface Water / Housekeeping / Spillages

Spillages

- All spillages are reported to Origin Energy and the EPA as per our Licence Conditions and instruction from Flyash Australia General Manager.
- Spillages at Flyash Australia's Distribution Plant are confined to Flyash Only.
- Spillages are contained within confines of Weighbridge, within Weighbridge Bunding, or on top of Bulk Tankers.

Distribution Plant safety systems ensure loading/unloading valves cannot open unless Tanker is under silo and Mecal Unloader spout is in tanker.

Spillages on weighbridges are swept up and put back through our Settlement Pond system, the small amount of Flyash that cannot be swept up is cleaned up by hosing to our settlement pond.

Control of Spillages

Spill kits are available on site. Spillages are controlled in the following manner

1. Contain spillage.
2. Erecting safety barriers to keep people at a safe distance.
3. Cleaning up immediately.
4. In built plant safety systems.
5. Operator training.
6. Driver training.
7. Concrete Bunding.

Main Collection Drain

Yard Surface Water

Due to the slope on the distribution Plant yard all water ends up in the Northwest corner of the yard.

In order to divide surface of yard into sections that are fresh water only, and areas that have to be contained and Bunded, we have put in place the following;

- a large kerbed Bund has been installed above Weighbridges; this collects all clean water above weighbridges and directs it to a drain.
- Kerbed Bund has been installed below Weighbridges, this collects all water, wash down water, Flyash etc, and directs them to a First Flush containment pit, and settlement Pond.

Effectively areas under storage silos are contained this means that there is no environmental risk from any of our Plant and equipment

POLLUTION INCIDENT RESPONSE SURFACE WATER, HOUSEKEEPING & SPILLAGES - ERARING SITE

Fresh Water Drains

No Flyash is hosed down freshwater drains, all drains within the confines of our Distribution Plant have a galvanized mesh screen to stop leaves, debris, and foreign matter from entering them.

Tanker Wash Down

Due to environmental considerations bulk tankers cannot leave our site with flyash blowing off top of vehicle. Excess flyash is swept up, and any fly ash remaining is hosed off in our dedicated truck wash down area. The small amount of fly ash that is hosed off Tankers is cleaned up by hosing to our settlement pond.

Yard Housekeeping / Wash Down

Due to the nature of our industry, trees, Bulk Tankers dragging stones etc into yard on their tires, and our efforts to maintain good housekeeping it is necessary to hose our Distribution Plant yard, on a regular basis.
Due to slope of yard and Bunding, all water goes through our First Flush Containment Pit, before collecting in the settlement pond.

Settlement Pond and Sediment Control

Flyash Australia has developed a management plan for our Distribution Plant; we have an approved design that was developed by.

1. Bruce Fletcher & Associates, Geotechnical, Civil, and Earth Building Engineers.
2. Huntercon Pty Ltd, who has experience in this area designing and constructing similar for Concrete Plants and the Mining Industry.
3. Flyash Australia.
4. Origin Energy.

Our approach has been to divide our yard into 2 distinct areas by using Fibrectete Bunding.

1. Area 1 is above and below Bunding; this is effectively a clean water only area and is mainly rain water, yard run off.
2. Area 2 consists of Silos 1 to 5, Blend Plant, Slurry System, Bulk Tanker wash down area; this effectively contains all plant that is used for processing or storage.

POLLUTION INCIDENT RESPONSE
HIGH LEVEL ALARM SYSTEM - ERARING SITE

Silo High Level Alarm System

Silo Level Controls

All silos on site are equipped with continuous silo level systems and high level probes. The continuous silo level systems displays how much ash is in our silos where the high level probes detect when the silo is at capacity.

Each silo has

- Early warning probe which informs our operators of a silo that is almost at capacity
- High level probe which indicates the silo is at capacity and will complete an auto shutdown of ash transfer to that silo
- High High level probe which indicates that the silo is above its capacity and will complete an auto shutdown of ash transfer to all silos

Level probes are fitted to ensure we minimise the risk of over filling silos. Silo levels are also controlled by the PLC to ensure the status of all silos are monitored at all times.

As fly ash is constantly being turned over in silos, the Level Indicators are activating on a frequent basis which allows us to know on a daily basis that indicators are working.

All level Indicators are connected to audible alarms to ensure that operator's are aware of the plant status at all times.

POLLUTION INCIDENT RESPONSE
SDS SHEETS - ERARING SITE

SDA Sheets

Dangerous Goods Storage

All Dangerous goods Petrol, Chemicals, paints, Oils etc are stored in a separate shed that is Locked fully bunded, and ventilated. All are stored on shelves above the ground.

Safety Data Sheets - SDS

An inventory of all workplace substances is kept on site.
A complete set of SDS sheets for all Substances on site are kept in weatherproof container outside of Workshop / Storage Shed. SDS for Fly Ash product is available in our SHEQ Management System.

Flyash Australia recognises the duty of care and responsibility in this area, and this is stressed to all employees.

Further information is available in our SHEQ System.

POLLUTION INCIDENT RESPONSE CLASSIFIERS - ERARING SITE

Buell Classifier

Flyash Australia's Classifier is not an environmental risk. The Classifier is a GE Buell Centrifugal Classifier. The system is a closed system which recirculates the air stream within a sealed duct.

Fly ash is introduced into the system from Silo 2 or Silo 8, through a V Port valve and drops into the stream of recirculating air.

All flanges and access doors are sealed; these must be 100% watertight as our system has negative pressure and would otherwise draw in moisture.

Classifier is very low maintenance and is checked as part of our Daily Operators Reports, and Work Instructions.

POLLUTION INCIDENT RESPONSE
INTERIM PLANT - ERARING SITE

Interim Plant

Flyash Australia has a transfer system which is called the Interim Plant.
This plant consists of 4 Depacs and uses 2 ash transport lines, from Units 1 & 2 to transfer ash to the FAA Distribution plant. Ash is transferred over approx. 900 metres.

Compressed air for this plant is supplied by Origin Energy system.

The Interim plant is fully bunded and sits within the Origin Energy bunds for the Fabric Filter. In the case of a dust leak from a Depac, fly ash is hosed up into the Origin sluice drains, and to the ash dam when Origin Energy have a unit wash down.

All pipe gaskets have been replaced to avoid the possibility of one leaking and causing an environmental problem.

Transport Lines are inspected daily, as per our Daily Operating Reports, problems are reported to our Maintenance Team for immediate action.

Transport lines are a very low risk due in part to our dense phase transportation methods, plant design, daily inspection process, and our six-monthly maintenance inspections which include thickness testing of transport lines.

If our system experiences problems, we have built in safety features to tell our PLC to stop our Collection plant. These include things like, Low Plant air, Full Silos, (we have a dual Level Indication system for added safety), Fabric Filter Fans off.

We also have the added ability to turn off the Interim Plant from the Control Room.

POLLUTION INCIDENT RESPONSE
SITE SAFETY - ERARING SITE

Site Safety

Commitment

Flyash Australia is 100% committed to safety with a Zero Harm approach. Flyash Australia recently celebrated 6 consecutive years of Zero Harm across the business and remain on track for another year.

The General Manager of Flyash Australia is very focused and committed to Safety on site and his commitment to ensuring adequate resources, support and systems to ensure a safe workplace.

We have in place a dedicated Safety Health Environment and Quality Manager, who is always available to attend any of our sites.

This is visible in the minutes of our safety meetings; these are held monthly with action taken accordingly to close out any issues or concerns. Toolbox meetings are also held prior any work being carried out on site and a shift handover to cover off on daily issues of importance.

Regular site inspections are conducted to ensure we maintain a safe working environment with any hazards raised during the inspections listed on our hazard log. Flyash Australia also conduct regular Safety, Health and Environment walks looking for any hazards or environmental issues which are then listed on the SHE Walk register.

POLLUTION INCIDENT RESPONSE
EPA LICENCE & POLICY - SITE

EPA Licence #3780

EPA Policy

Flyash Australia is a company who is committed to a responsible approach to our Environmental responsibilities on site.

This is reflected in the attitude of Flyash Australia's General Manager who has made it very clear what is expected on site.

Our EPA licence No is 3780.
Copy of this licence is part of this environmental management plan, and Flyash Australia abides by all the conditions of such.

All company employees are aware of company policies regarding the environment, Training has been given to all employees, and this is reinforced as part of our Workplace Health and Safety System.

Maintenance and Housekeeping is very high on the list of priorities, Plant and Equipment that is the most significant risk are focused on to ensure we have no problems. Routine daily monitoring is part of our plant operator's daily inspections, as per our Daily Operators Reports.

EPA LICENCE COMPLAINTS REGISTER – ERARING SITE

Date Complaint Received	Complaint Made By	Details of Complaint	Contact Details	Action Taken	Outcome

INCIDENT INVESTIGATION FORM

This form is designed to be used when an investigation is required [by PD0002 Incident Response, Incident & Hazard Reporting & Investigation Procedure as determined by the SHEQ Manager or General Manager at their discretion]. It follows on from the initial findings set out in an Incident Report Form D0026 and sets out all pertinent findings associated with an Incident or injury of a serious nature.

D0025 is to be completed within 2 weeks of the triggering occurrence but must not be commenced before the General Manager has provided approval (which will be considered including in relation to legal privilege).

1. Incident (Please Tick Appropriate Box)		
Critical Hazard Identified ☐ A hazard with a very high probability and consequence requiring immediate action	Injury ☐ (Ensure all details are recorded in section 3 of this report) Lost Time Injury (LTI) ☐ Medical Treatment Injury (MTI) ☐	Reportable Environmental Incident ☐ Refer to Site EPA licence conditions if applicable
Major Property Damage ☐ (Attach photos)	Significant near miss ☐	Motor Vehicle Incident ☐
Other (please specify) ☐		
Date of Incident:	Time of Incident:	Site:
Section or Area of Incident:		

2. Detailed Description of Incident:

What happened/what went wrong and include a timeline leading into and following the Incident occurrence (who did what, when – identify and attach statements from witnesses as necessary).

3. Injured Person Details

Name of Injured Person Given Name: _____Surname: _____			
(Tick appropriate box/s) Employee ☐ Contractor ☐ Visitor ☐ Other ☐			
Contact Information			
Work	Home	Mobile	Email
Date of Birth:	Sex: (Tick box) Male ☐ Female☐	Occupation:	
Injury: To be completed if LTI or MTI Injury has occurred (relating detailed report is D0044)			
Brief description of injury suffered			
Name/s of Witnesses		Witnesses Contact details	
Witness 1.	Phone	Email	
Witness 2.	Phone	Email	
Medical Treatment Required:	Yes ☐ (If YES complete details below) No ☐		
What treatment was given:			
Where did this treatment take place: (Tick appropriate box)			
On site ☐ Doctors/Medical Centre ☐ (Give details below) Hospital/Ambulance ☐ (Give details below)			
Details of Medical Centre Hospital/Ambulance			
Who was Incident Reported to:	Date:	Time: AM/PM (Circle Appropriate)	

4. Cause of Incident:

SHEQ Manager to complete in consultation with Site Leader & notifying person **(**SHEQ Manager / Clerk to fill out Action Request Register**)**

Mark Appropriate box/s and give details below.

Behaviour ☐ Procedure/ implementation of procedure ☐ Equipment ☐

Work / Weather Conditions ☐ PPE ☐ Other ☐

5. Incident Investigation to Be Conducted by SHEQ Manager

Was Procedure/ Authority to work/ Risk Assessment Provided

Yes ☐ (If YES provide details of documents below) No ☐ Not Applicable ☐

Did the Site Leader for job have knowledge of procedure/ documents

Yes ☐ (If YES provide documents) No ☐ Not Applicable ☐

Documents provided:

Was Appropriate PPE being worn

Yes ☐ No ☐ (If NO give reasons below) Not Applicable ☐

Reasons:

6. Corrective Action Plan

(Site Leader to complete in consultation with SHEQ Manager)

Immediate Action Taken at time of Incident: (What was done)

Is Follow up Action required: Yes ☐ (If YES give reasons below) No ☐ Not Applicable ☐

Has Incident been recorded in Action Request Register: Yes ☐ No ☐

7. Recommendations Of How to Prevent Incident from Happening Again:

Attach D0066 Incident Response Lessons Learnt and /or D0036 Safety Incident Alert Form (if applicable) and / or D0059 SHEQ Notification of change (if applicable)

8. Incident / Hazard Close Out

Has all documentation been received:	Yes ☐	No ☐
Have all reports been recorded in appropriate registers:	Yes ☐	No ☐
Are Corrective Actions complete:	Yes ☐	No ☐
Consultations/ Follow up with people concerned complete:	Yes ☐	No ☐

9. Sign Off		
Site Leader: Given Name	Surname:	
Signature:		
Date		
SHEQ Manager: Given Name	Surname:	
Signature:		
Date:		
FAA General Manager Notified	Yes ☐	No ☐
Name:		
Date:		

Related Documents:

Incident Report – D0026
Safety Incident Alert Form – D0036
Register Injuries/Illness – D0044
SHEQ Notification of change - D0059
Incident Response Lessons Learnt - D0066
AR Register