

	Teys Australia Southern Safety Management System SWP Pollution Incident Response Management Plan & Emergency Action Plan		
	Version 2.5	TEYS AUSTRALIA PUBLIC DOCUMENT	
	Implemented 2002	Amended 22/10/2018	Reviewed and Approved By J Newcombe, C Hollingworth & S Bullock

TEYS AUSTRALIA JINDALEE FEEDLOT POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP) & EMERGENCY ACTION PLAN (EAP)

Teys Australia Jindalee Feedlot
 Porters Lane
 SPRINGDALE NSW 2666
 (02) 8059 7200

In hard copy this document shall be classified as
 UNCONTROLLED unless stamped in red "Controlled Copy"

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PURPOSE

This procedure documents the process for responding to accidents and emergency situations and for preventing and mitigating the work health and safety impacts, property damage and environmental impacts that may be associated with them. It has been specifically prepared to meet the requirements of a Pollution Incident Response Management Plan (PIRMP), required under the NSW POEO (Protection of the Environment Operations) Act as amended in 2011.

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SCOPE

This procedure applies to all employees, visitors and contractors within the boundaries of Jindalee Feedlot. This procedure is designed to inform everyone involved as to the procedures to undertake in the event of an emergency.

AIMS AND OBJECTIVES

The plan has been prepared to provide a system and resources to deal with emergency situations to protect people, property and the environment.

The objectives of the plan are to:

- maintain a high level of preparedness;
- to respond quickly and efficiently to limit the impacts of an emergency;
- to manage an emergency until the emergency services arrive and take control;
- to support emergency services with information, knowledge, skills and equipment;
- to protect emergency responders, personnel and the community from harm;
- ensure the correct regulatory notifications and other requirements are satisfactorily completed in the event of potential or actual environmental harm.

REFERENCES

AS4801-2000 – Occupational Health and Safety Management Systems

Australian Bomb Data Centre, Australian Federal Police Weston ACT

ISO 14001 Standard (4.4.7 Emergency Preparedness and Response)

NSW Protection of the Environment Operations (POEO) Act 1997, and as amended in 2011

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

NSW Stock Diseases Act 1923 No. 34

ABBREVIATIONS

- ALFA - Australian Lot Feeders Association
- CAR - Corrective Action Request

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CCAP	-	Corrective Action Plan
EADAP	-	Emergency Animal Disease Action Plan
EPA	-	Environment Protection Agency
EMS	-	Environmental Management System
NFAS	-	National Feedlot Accreditation Scheme
PEO	-	Plant Emergency Organisation
PPM	-	Parts Per Million (in reference to concentration)
QA	-	Quality Assurance
SWP	-	Safe Work Procedure
WH&S	-	Work Health and Safety
WH&SMS	-	Work Health and Safety Management System

DEFINITIONS

Dangerous Goods: Substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing or water reactive. If not controlled they can cause immediate injury, death and/or damage. Some substances can also have a polluting risk. If a dangerous good causes environmental harm, **immediate notification** must occur.

Emergency Controller(s): The emergency controller is responsible for any incident from the time it occurs until the senior officer in charge of the emergency services arrives and assumes control of the situation. Control of the situation will be given back to the emergency controller only by the authority of the senior officer in charge of emergency services.

Emergency Response: Actions taken by personnel outside of the immediate work area to address an environmental incident, causing or threatening environmental harm.

Emergency: A non routine incident or activity that could have serious effects on the environment, property or the health or safety of employees, contract employees, customers or the community. It may be caused on the site or by an external factor (e.g. weather) and may also occur as a knock on effect from an off-site occurrence which has impacts within the facility boundaries.

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Local Emergency: An emergency confined to a specific location within facility where no escalation is expected. Emergency services may be required.

Site Emergency: An emergency where the impacts are expected to spread to all parts of the facility but not off-site. Emergency services should be required.

External Emergency: An emergency where the impacts are expected both within the facility and beyond the boundary of the facility. Emergency services will be required.

Hazardous Substance: Substances that may have the potential to harm human health. These substances may be solids, liquids or gases (they may be pure substances or mixtures). When used, opened, consumed or spilt, these substances can generate vapours, fumes, dusts and mists.

Immediate Notification: With reference to incidents threatening or causing material environmental harm, immediate notification (without delay) must occur. Notification must include all agencies below (in listed order):

EPA: environmental hotline 131 555, and local (Griffith) office (02) 6969 0700

NSW Ministry of Health: Albury Office: (02) 6080 8900

NSW Workcover: 13 10 50; Wagga Wagga Office: (02) 6933 6500

Temora Council: 6980 1100

Fire and Rescue NSW: 1300 729 579

As appropriate, the following additional agencies should be contacted:

ALFA: (02) 9290 3700

LHPA (Temora): (02) 6977 4790

Feedlot Vet: 0428 194 287

Feedlot Nutritionist: 0408 567 977

Immediate Notification should only be conducted by the Feedlot Manager, the Operations Manager or the WHS/QA/Environmental Supervisor.

Safety Data Sheets (SDS): A document that is supplied by the manufacturer and/or supplier of substances that describes the chemical composition and provides vital information on how persons should use these substances safely and in accordance with their designated use. All chemicals held on site must have an SDS.

Notifiable Disease: A disease that must be immediately reported to agricultural authorities.

PIRMP TESTING, MAINTENANCE AND REVIEW

This PIRMP will be tested via a periodic assessment and review process. Following the

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assessment and review, any necessary changes will be adopted into this PIRMP to improve future management and responses to incidents.

PIRMP testing

The PIRMP will be tested at least annually in accordance with the PIRMP testing schedule incorporated into the site Environmental Calendar. Where practicable, the test will involve different operational conditions with consecutive tests. The test may be completed as a desktop review where this approach is determined to be able to accurately assess the content and applicability of the PIRMP.

The PIRMP will also be tested within 30 days of the commencement of any pollution event on site which triggers the PIRMP. Testing of the PIRMP in response to a pollution incident will, where possible, involve a test of an incident similar in nature to that which resulted in the pollution event.

PIRMP Review

In addition to the testing of the operational performance of the PIRMP, the document will also be reviewed for currency at least once every 12 months, as per the schedule within the site Environmental Calendar. The occurrence of any pollution event which activates the PIRMP will also trigger a review to be undertaken within 30 days of the commencement of the pollution event. The register of the PIRMP review is included below.

PIRMP Training

All employees on site are trained in the PIRMP when employees are inducted at the feedlot. The training includes what the PIRMP is and what their responsibilities are in regards to the PIRMP. Refresher training in what the PIRMP is and everyone's responsibilities will also be conducted on an annual basis.

For other training that is required within the PIRMP, refer to the PIRMP training needs matrix.

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	PIRMP/Environmental Awareness	Reporting of Pollution	Basic Fire Training	First Aid	Confined Space	Chemical Spill
Emergency Controller	Annually	Annually		Every 3 years		
Alternates	Annually	Annually		Every 3 years		
Emergency Response Team	Annually	Annually	Once only	Every 3 years	Once only, with refresher	Once only, with refresher
First Aid Personnel	Annually	Annually		Every 3 years		
Office Administrations	Annually	Annually				
Other Site Personnel	Annually	Annually			Once only, with refresher	Once only, with refresher

PIRMP Training Needs Matrix

All training is signed off by all relevant personnel, and training records are maintained in the training register spreadsheet, located on O:\HR\Training. Any hard copies of training records are kept in the training records folder in the office, or with the employees personal records.

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SITE SPECIFIC INFORMATION

Facility Description

Jindalee Feedlot is located in southern NSW on the Burley Griffin Way, approximately 3 kilometres east of the village of Springdale. It is located in the County of Bland, Parish of Dinga Dingi and Gundabindyal on Lot 19, 46 and 54 DP750597, Lot 1 DP396966 and Part Lot 1 DP572118. See **Appendix 3** for property plan.

The feedlot buildings include pens for cattle, feedmill, commodity bays, silos, drafting facilities, an office with a truck weighbridge, and cattle load out / load in facilities with a cattle weighbridge. The land surrounding the feedlot consists of farming land for cropping and grazing, effluent holding ponds, freshwater ponds, potable water storage (Turkeys Nest), native bushland and a quarry.

The site utilises some chemical products and produces large quantities of runoff which is captured by settling and holding ponds. The next section summarises any environmental hazards associated with Jindalee Feedlot. Specific details on hazards to human health and the environment associated with particular emergency conditions is included with each scenario, including the likelihood of an incident occurring.

Environmental Hazards

Table 1 summarises all of the potential hazards associated with Jindalee Feedlot, the likelihood of the hazard having an impact, and any pre-emptive action to minimise the risk of the hazard occurring.

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Risk	Likelihood (low, medium, high)	What can increase the likelihood	Control
Effluent ponds overflow into neighbouring property, and into creeks and dams.	Low	Excessive and consistent rain events that inhibit the ability to manage pond levels through irrigation and evaporation. Damage to dam walls.	Pond wall integrity is checked monthly and after any significant rain. During warm conditions water is used for irrigation. Effluent Management Plan has been developed.
Diesel / Unleaded tanks leaking or rupturing, causing diesel / ULP to spill	Low	Damage to bunding.	Tanks are bunded, spill would stay on site due to where tanks are situated. Spill kits present.
Release of natural gas	Low	Damage to lines.	Gas reading checked daily, lines checked.
Fires	Medium	Wet hay; dry and windy conditions	Fire system in place, regular checks of high risk areas.

Table 1: Summary of environmental risks and control

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Occupant Warning Systems

The occupant warning systems and alarms installed at the feedlot is the evacuation siren system.

- a. The fire alarm system activation controls are located in the Feedlot Office, on the wall at the front, and the mill control room.
- b. In the event that a feedlot evacuation is required, the evacuation sirens will sound continuously for a period of time
- c. The 'all-clear' will be communicated by radio communication, on UHF channel 13.

Hazardous Materials – Manufactured, Stored or Used on Site

The chemical register includes details of dangerous goods stored, or used in quantities, which could conceivably be a subject of concern in an emergency and which may have the potential to act as a pollutant causing environmental harm under certain circumstances. The chemicals and substances used at the facility, approximate quantities of these substances and their locations on site, is included in the Chemical and Potential Pollutant summary table in **Appendix 1**.

Electronic copies of the chemical register are stored in the Teys company server. In the event of a power or computer system failure, a hard copy of the chemical register is kept at the weighbridge office.

Fire System

The fire system present onsite incorporates:

- 1 water storage tank;
- 2 diesel pumps located at the tank;
- Smoke or thermal detection in the weighbridge office and mill room;
- Control Panels in the weighbridge office, mill room and pumps;
- Gas suppression systems at the mill;
- 5 hydrants situated at the office and mill;
- Portable fire extinguishers, located around the site;
- A mobile water truck, which is maintained full at all times.

Spill Containment Equipment

All chemicals stored on site is kept in bunded areas or stored on transportable bunded pallets. This includes machinery chemical, fuel and water treatment products.

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All effluent and runoff from the feedlot pens are diverted into settling ponds, and then onto holding ponds. The effluent storage on site has been designed to handle 30,000 head at any given time.

Emergency Response Equipment

The following emergency response equipment is kept on site to protect human health and to limit any potential environmental impacts which may arise from an incident:

- Breathing Apparatus
- Respirators
- Gas Detectors
- Spill Kits (chemical and other liquid spills)
- Fire Extinguishers (inspected and maintained by *Chubb*)

A register of all equipment on site is kept in the Teys company server.

Protection of Critical IT Processes and Information

1. Data Backup for Jindalee Server

Feedlot production data are backed up on a rotation of 10 daily backup tapes, one for each working day in 2 week intervals. In addition, a rotation of 2 monthly backup tapes are run on the 15th of each month, and 1 annual backup tape run at the end of the financial year.

When the tapes are not in use they are stored in a fire proof safe in the storeroom situated in the boardroom.

The safe is accessible by use of the boardroom and storeroom keys, which are held by administration staff, and knowing the combination.

2. Feedlot PC Stations

Feedlot PCs store the data as well as sending the live data to the Server in the Server Room and if the connection has failed will hold the data and send the stored data after the connection to the Server Room is restored.

Spare Feedlot PCs: located in the server room.

3. Equipment and Procedures to maintain power supply and temperature in the Server Room

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The Server Room equipment power supply is protected by the back-up office generator that starts up automatically in the event of a power outage. The generator is able to run for 14 hours before needing to be re-filled. Additionally, the power supply is protected by UPS (Uninterruptible Power Supply) that can maintain power for approximately 1 hour in the event the generator fails. There is one air conditioner unit controlling the temperature. The air conditioner runs on main power and back-up office generator in the event of a power outage.

The Server Room is also connected to the site's fire detection system.

EVACUATION

A full or partial evacuation may be instigated as a result of any of the following:

- Fire or explosion
- Gas leak
- Fuel spills or major
- Bomb threat
- Civil disorder
- Structural fault
- Natural disaster
- Confined space incident
- Chemical spills
- Process upsets

Procedure to Account for Feedlot Employees, Contractors and Visitors

In the event of an evacuation all persons should proceed to the evacuation assembly point situated on the eastern side of the weighbridge office and remain there until the "all clear" is communicated. Evacuation is signalled by a voice over specifying to please 'evacuate the feedlot', on UHF Channel 1, and in the event of a fire, a siren in the weighbridge office.

- Supervisors will account for all employees in their department.
- Contractors and visitors should make their presence known to the Emergency Coordinator.
- The Supervisors will communicate to the Communications Warden the status of the area, including the presence of any persons, such as visitors, contractors or other employees not normally in that department and any persons unaccounted for.
- The Communications Warden shall refer to the sign in books at the Feedlot office to account for all contractors or visitors onsite.
- The Communications Warden shall direct Supervisors in searching for any unaccounted for persons.

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- The Communications Warden shall communicate the status of the evacuation to the Senior Officer in Charge of the Emergency Services, including any unaccounted for persons.

Where a full site evacuation is required, this will be advised by the Senior Officer in charge of the Emergency Services and will be coordinated by the Communications Warden.

Persons Refusing to Comply with Supervisors' Directions

Should a person refuse to comply with the directions given by a supervisor;

- Ensure the person has been clearly advised that they are required to evacuate the building, because of an emergency situation.
- Notify the Communications Warden who will advise the Officer-In-Charge of the Emergency Service who, at his/her discretion, may take the appropriate action under law to remove the person.
- No person is to endanger themselves.

Emergency Exit Signs

In Australia all emergency EXITS must be identified by the green illuminated sign. These exits lead people to safety and eventually to a door that exits the building. Most emergency EXIT signs have a battery backup power supply system to keep them illuminated after the power has failed. The battery back power supply will not last all day but they will be on long enough for all building occupants to evacuate safely.

Emergency Control Point

The Emergency Control Point is at the Feedlot office car park.

INTERNAL AND COMMUNITY RESPONSIBILITIES AND EXTERNAL AGENCIES

Internal Roles, Responsibilities, Functions and Needs

Specific responsibilities in relation to responding to accidents and emergency situations and for preventing and mitigating the impacts are discussed below. For more general responsibilities refer to General Plant Emergency Organisation (PEO) Responsibilities document.

Emergency Coordinator or their Alternate

- Activate the use of this plan and take control of the emergency until the arrival of the emergency services and then assist the Emergency Services until the emergency is terminated.

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- Mobilise the Plant Emergency Response Team to combat the emergency situation if required.
- Coordinate the incident from the weighbridge office as the incident command centre, including any responses required to a pollution or other incident
- Ensure that any incident or situation threatening or causing material environmental harm is reported following the procedures for **immediate notification** and is responsible for liaising with the relevant authorities during the course of any incidents which occur.
- Ensure that nearby owners and occupiers of premises are immediately notified for any incident which has the potential to impact on nearby owners and occupiers of premises. Refer to the Emergency Contact Information section for contact details.
- Coordinate any communications required to update nearby owners and occupiers of premises of actions taken to combat any pollution that may have occurred.
- Arrange for specialist advice and assistance from company resources to assist the Emergency Services.
- Keep management informed of situation.
- Retains ultimate responsibility for the emergency response, but may delegate tasks.
- Notify and liaise with emergency services and other external agencies (including any direction from the EPA), if required;
- Coordinate health and safety functions such as roll call and search and rescue; and,
- Terminating the emergency.

The Emergency Coordinator and Alternates, and their 24 hour contact details, for Jindalee Feedlot are:

Emergency Coordinator:	Shane Bullock (Feedlot Manager)	0429 774 004
Alternates:	Mark Walton (Operations Manager)	0408 975 303
	Jayne Newcombe (WHS/QA/Environmental Supervisor)	0400 359 112

The Alternates are the understudy of the Emergency Coordinator and carries out these duties in the Emergency Coordinator's absence and assists the Emergency Coordinator during an incident.

Needs for the Emergency Coordinator:

- 2 way radio;
- Mobile phone;
- Copy of the plan;
- Copy of the emergency evacuation handbook; and
- Training in **immediate notification** procedures, identification of environmental impacts and site environmental license/permit conditions

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Communications Person

The communications person maintains a written log of events during an emergency situation (eg evacuation times, arrival of emergency services). This person is:

Jayne Newcombe (WHS/QA/Environmental Supervisor)
 Alternates: Wendy Denning (Administration Supervisor)
 Lucy McGlynn (Administration Officer).

The communications person needs to maintain close contact with the emergency coordinator. The Alternates are the understudy of the Communications Person and carries out these duties in the Emergency Coordinator's absence and assists the Emergency Coordinator during an incident.

Needs for the Communication Person:

- 2 way radio;
- Mobile phone;
- Copy of the plan;
- Copy of the Plant Emergency Organisation (PEO);
- Training in **immediate notification** procedures, identification of environmental impacts and site environmental license/permit conditions.

Plant Emergency Response Team (control)

The site emergency response team consists of the following:

Shane Morrissey (Livestock Supervisor)
 Patrick Robinson (Feed/Mill Supervisor)
 Trent Carnie (Maintenance Supervisor)

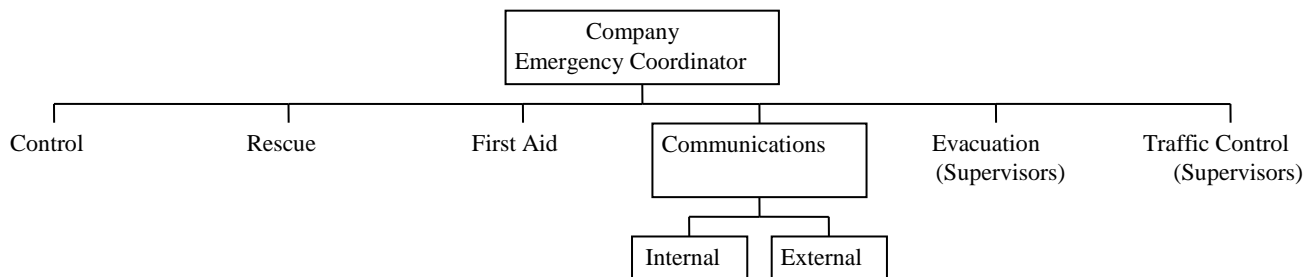
The role of the site emergency response team is to take immediate action to minimise the effect of the emergency on life and property, prior to the arrival of the Emergency Services.

- On becoming aware of an emergency, notify the Emergency Coordinator.
- Take charge of the incident under the direction of the Emergency Coordinator or Alternates and provide feedback to the Emergency controller on any anticipated pollution or offsite impacts from the incident.
- Operation of first attack firefighting equipment if trained to do so, **and if safe to do so.**
- Shutdown of plant and equipment in close proximity to the incident.
- Ensure that employees under their direction leave their work area in an orderly manner and make their way to the Emergency Assembly Area (east of the weighbridge office).

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- Provide assistance to injured or handicapped persons.
- Ensure management is kept informed of the progress of the emergency.
- Conduct a 'role call' of their employees to ensure all employees are accounted for.
- In the event of any unaccounted employee/s or contractors, the Supervisor will notify the Emergency Coordinator as soon as practicable and wait further direction.
- Be familiar with plant layout, shut down procedures, exit routes and location of firefighting equipment, including breathing apparatus.
- Meeting and guiding the Emergency Services to the location of the incident.
- Provide assistance to the Emergency Services if requested.
- Upon the 'all-clear' signal being sounded, ensure the orderly return of employees back to work.
- Carry out salvage operations after the incident to prevent secondary damage.

Site Emergency Response Teams



Needs of the plant emergency response team:

- Understand evacuation areas for individual areas within the plant;
- 2 way radio and mobile phone communication;
- Knowledge of the plan and layout of the facility;
- First Aid Training
- Confined Space Training;
- SCBA (Self Contained Breathing Apparatus) Training;
- Basic Fire Fighting Training.
- Chemical spill training, including response and clean up procedures
- General Environmental Awareness training, reporting of pollution incidents.
- Training in the implementation of this PIRMP and familiarisation with the warnings, actions and responses needed to any incident to limit the risk or harm to human health or the environment.

First Aid Personnel

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- Direct treatment of injured employees.
- Guide team members' efforts of care.
- Set up station of care at weighbridge office.

Needs of first aid trained personnel:

- 2 way radio and mobile phone communication;
- Knowledge of the health impacts related to the processes used on site;
- Basic treatment equipment for injuries or illnesses which may arise during an emergency
- Training in evacuation procedures and awareness of the existence and basic procedures required under this PIRMP

Office Administration

- In case of bomb threat, follow bomb threat procedure.
- Undertake steps to protect all IT equipment and confidential information during an evacuation.

Needs of the office administration:

- 2 way radio and mobile phone communication;
- An understanding of the PIRMP.

Other site personnel

- Obey all instructions from emergency coordinator, supervisors, and emergency services (senior officer)
- Undertake steps to protect all IT equipment and confidential information during an evacuation.
- Need training in evacuation procedures and awareness of the existence and basic procedures required under this PIRMP.

Community Roles, Responsibilities, Functions and Needs

Neighbours/ surrounding businesses

Neighbours and surrounding businesses have the same role and responsibilities in an emergency situation.

- In the case of an offsite emergency, to notify Teys of the details relating to people, property and environment of the emergency immediately;
- Responds to any advice received from Teys relating to an on-site emergency;

Community needs:

- To be advised immediately in the event of an emergency or pollution incident as outlined in the definitions within this plan (refer to **Appendix 5** of this plan for all

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neighbouring contact information, as well as the PEO list – **Appendix 4** - situated throughout the feedlot);

- To advise Teys of any emergency outside the facility which may potentially impact on Teys people, environment or property.
- To receive any relevant updates on the progress or closure of any incident that occurs on site.

External Roles, Responsibilities, Functions and Needs

Senior Officer in Charge of the Emergency Services

If any of the Emergency Services or any other agency notified during the procedure for **immediate notification** have responded to the emergency the Senior Officer will assume control of the situation upon arrival to the facility and will coordinate any responses from the relevant services.

During an emergency, the directions of the Senior Officer in Charge shall be observed in all respects, by all persons on the premises and to the extent of any such directions are inconsistent with those given by management of the premises or the feedlot Emergency Coordinator, the directions of the Senior Officer in Charge shall prevail.

The Senior Officer in Charge will also coordinate any communications to external contacts or owners/occupiers of nearby premises, following the initial notification by the emergency controller, based on information received from the emergency services team. This will include notification of any actions taken to combat any pollution which may have occurred.

The senior Officer in charge needs:

- An understanding of this plan to assist in responding to an emergency;
- Communication with site personnel including supervisors and Emergency Coordinator

Emergency Services

The Emergency services will assume control of the situation upon arrival to the facility.

During an emergency, the directions of the Senior Officer in Charge of the emergency services shall be observed in all respects, by all persons on the premises and to the extent of any such directions are inconsistent with those given by management of the premises or the plant Emergency Controller, the directions of the Senior Officer in Charge shall prevail

Needs of the Emergency services;

- A six monthly site familiarization of the site and systems to allow any incidents to be responded to;

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- To be informed of any major changes to the operation of the site which are to be included in this plan when revised. A copy is to be submitted to the emergency service following review of this plan.

FIRE

Procedure

A fire at the feedlot is an emergency that causes the greatest concern for staff and employees. If all employees accept that fire prevention is their responsibility, the potential for fires can be greatly reduced and the severity of any fire that does start will be minimised. Fire has the potential to burn, cause asphyxiation, create poisonous gases, and impact on the environment by releasing noxious gases, releases chemicals, or allowing additional compounds to be formed by the exposure to heat. Where any fire or related impacts threatens actual or potential environmental harm, the procedures for **immediate notification** should be followed by the Feedlot Manager, the Operations Manager or the WHS/QA/Environmental Supervisor.

The following areas are at the highest risk of fires:

- Hay shed;
- All buildings that have electricity supplied to them;
- Mill and boiler area (where grain dust is present);

Any person discovering a fire should:

- Report it to the nearest supervisor. The supervisor will then notify the emergency coordinator and if need be, notify the fire brigade on 000.
- Rescue any person in immediate danger, if it is safe to do so.
- If indoor, isolate the area (close doors and windows), alert other people in the immediate area.
- Raise the alarm to notify the External Emergency Services. The format of the emergency telephone report should be:
 - Location (City or Town Suburb, street, nearest intersecting street to relevant site entry)
 - Extent of fire (or nature of incident, including the type of substance burning and potential fumes generated/other environmental impacts)
 - Are there any injured persons (e.g. is an ambulance or medical assistance require)
 - Hazards or dangerous goods involved.
 - Name of person reporting the fire or incident.

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- Fight the fire if trained and safe to do so. This will also limit the potential for environmental harm to occur. The procedure for immediate notification should be followed if actual or potential environmental harm is threatened.
- Take direction from supervisors

Note: Do not endanger yourself whilst fighting a fire.

The risk of fire is reduced by ensuring all plant and equipment is correctly maintained, housekeeping in all areas are completed and hot work procedures are followed.

Classes of Fires

These pictographs are used to represent different classes of fire. There are six different classes represented by the letters A, B, C, D, E and F. These pictographs can be found on all modern fire extinguishers and indicate which classes of fires the extinguisher will work for, or should not be used for.

Pictograph Description



Class A - Ordinary Combustible Solids

Wood, paper, cloth, plastics, rubber, coal, carbon based compounds etc.



Class B - Flammable & Combustible Liquids

Petrol, oil, paint, thinners, kerosene, alcohol, etc...



Class C - Flammable Gases

L.P.G., Butane, Acetylene, Hydrogen, natural gas and Methane etc ...



Class D - Combustible Metals

Magnesium, aluminium, sodium or potassium etc...



Class E - Electrical Fires

Computers, switchboards, power-boards, etc.

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Class F - Cooking Oils and Fats

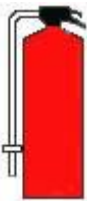
Cooking oils and fats usually found in industrial kitchens etc.

Fire Extinguishers

Portable firefighting equipment is designed to provide the user with an appliance to attend a small fire during its initial stage. When deciding to attack a fire, always designate another person to raise the alarm and obtain a back-up fire extinguisher. Portable fire extinguishers are provided in all buildings and company vehicles.

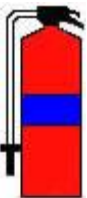
There are several types of fire extinguishers.

Extinguisher Description



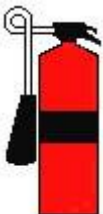
Water

Red in colour, it contains nine litres of water under pressure and is to be used in an upright position. It is designed for use on carbonaceous solids such as wood, paper, rubbish or textiles, and has a discharge period of 60 - 100 seconds. Water extinguishers are unsuitable for flammable liquid fires. This extinguisher must never be used on fires involving live electrical equipment.



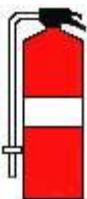
Foam

Blue in colour, it contains nine litres of an aqueous film-forming foam additive, and is to be used in an upright position. It is designed for use on flammable liquid fires such as petrol, oils and paint and has a discharge period of 40 - 90 seconds. This extinguisher must never be used on fires involving live electrical equipment.



Carbon Dioxide

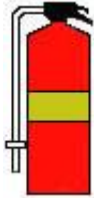
Red in colour with a black band, it is designed for use on fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher.



Dry Chemical

Red in colour with a white band, it contains a bi-carbonate based powder and is suitable for fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher.

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Wet Chemical

Gold in colour, it has a liquid alkaline extinguishing agent, and is specifically designed for use in kitchens on deep fryer fires involving fat and cooking oil. This extinguisher must never be used on fires involving live electrical equipment.

INTERNAL EMERGENCY

This section deals with emergency situations that can arise due to certain system failures, structural concerns and/or services failures. Such incidents can cause major disruption and inconvenience to the plant, which in turn can lead to greater risk to the welfare of employees and also have the potential for an unplanned environmental release or situation. There are various factors which could influence the likelihood of an internal emergency, these include: inclement or severe weather conditions, change to operating systems, unplanned site access, changes to working hours, or during major projects underway.

The risk of these situations is reduced through regular maintenance of equipment, completion of risk assessments prior to major works and taking appropriate action if severe weather systems are approaching for the site.

Emergency Action

- Quickly assess the situation
- Raise the alarm, notify your supervisor, including any instances of potential or actual environmental harm, which need to be reported as per the procedure for **immediate notification**
- Evacuate (if necessary)
- Assist and guide other people
- Take care not to move people from safety to danger!
- Administer first aid if needed
- Liaise with emergency services and maintenance staff to control any environmental impacts including potential release of contaminants to the environment. This may include the containment and capture of spilled liquids, or isolation of leaking gases.

POWER FAILURE

There will be times when the power goes off. There are two basic causes - faults and overloads. In either case, protection equipment operates to switch off supply to limit any damage and prevent further problems. Power failure can cause the failure of electrical processes impacting on employee wellbeing.

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Faults are mainly caused by accidents or weather conditions, and therefore have an increased likelihood of occurrence during storms, severe rain, extreme winds or hail.

Overloads occur when the demand for electricity exceeds the capacity of the distribution system to supply it. Faults and overloads can also occur inside particular buildings and subsystems.

Emergency Action:

- Contact maintenance to determine the cause of failure
- Instruct employees to remain still and calm.
- Secure equipment after eyesight adjusts to lack of light.
- Assess situation and evacuate if necessary.

WATER LEAKS OR FLOODING

Floods caused by domestic systems usually do not endanger people but can cause extensive damage to buildings and equipment and may cause or threaten environmental harm through the overflow of effluent ponds or mixing of chemicals into flood waters (requires **immediate notification** in this instance). Floods caused by the extreme weather are extremely dangerous and may require the evacuation of buildings. Flooding is caused by extreme rainfall (locally or upstream in the catchment) or failure of pressurized water systems, or water storage on site and is therefore more likely during wet seasons, or a rapid change in weather conditions which may cause ground movement. Floods may also cause the release of contaminated water, or the mixing of clean and contaminated water streams.

Safety and environmental issues to consider:

- What is in the water? Has it mixed with dangerous chemicals, sewerage, etc.?
- Where will the water drain or flow to? Is there a risk of pollution or contaminant release? If so, the procedure for immediate notification will need to be followed.
- What is floating in the water that you cannot see?
- How deep is the water? You might not be able to see the large hole or basement stairs covered in water. Access pit lids usually float off in flooded water.
- Is the water live with electricity? For floods inside buildings, this is especially dangerous with most power points and power boards close to the floor.

Emergency Action:

- Notify maintenance, including any potential risks to the environment.
- Turn off water at source if possible. Follow the procedure for immediate notification if required,
- If possible, isolate electrical sources at the switchboard or call maintenance.
- If available and considered useful, local spill kits or bags of sand could be used to restrict the flow of water.

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- Isolate area by closing doors, using temporary bunding, or blocking off storm water drains of exit points where the water quality may have been impacted.
- Mobilisation of earthmoving equipment located on site may assist where fill is available to contain water.

Consider evacuation:

- Partial evacuation of affected area by word of mouth
- Building evacuation
- Don't move people from safety to danger! Floodwaters are unsafe and evacuees should not walk through water.

UNCONTROLLED HAZARDOUS MATERIAL REACTIONS

Hazardous substances may have the potential to harm human health or to release contaminants to the environment. These substances may be solids, liquids or gases (they may be pure substances or mixtures). When used, opened, consumed or spilt, these substances can generate vapours, fumes, dusts and mists. Uncontrolled reactions may be more likely to occur when new chemicals are being used, new employees are handling chemicals, or temporary chemical/substance storage is occurring due to planned maintenance or other project work.

Emergency Services (Hazmat) should be notified for any emergency involving uncontrolled hazardous material reactions. **Immediate notification** procedures should be followed for any circumstances which threaten or cause environmental harm.

Onsite this may include:

- Reactions between acids and alkalis
- Uncontrolled spread of fire involving polystyrene insulating panel

NATURAL GAS

The properties of natural gas are that it is lighter than air and will dissipate into the atmosphere in the unlikely event of a leak outside. If the leak is within the building the situation is much more serious.

Natural gas in its natural state is non-toxic and odourless. As a safety precaution, an odorant is added to ensure quick detection in case of a gas leak. If you can smell gas do not smoke, induce a spark, light flames, or use a mobile phone in the vicinity. Whilst environmental impacts are limited from a release, there is a high risk of injury if the release is ignited. There are limited factors which can predict the occurrence of a natural gas leak on site. However this likelihood can be reduced through monitoring of the gas meter to

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determine if excessive gas is being used (and therefore a possible leak), and regular checks of all plant and equipment associated with the natural gas.

Emergency Action:

- Notify maintenance and management immediately and follow the procedure for **immediate notification** if material environmental harm is threatened or caused.
- Rescue any person in immediate danger if safe to do so. Use of self-contained breathing apparatus is only appropriate for trained persons working in pairs.
- Turn off gas at source if possible. One isolation valve is situated at the far end of the boiler, with a red handle. Three isolation valves are also situated at the main gas line situated outside the boiler room, one with a red handle, one with a yellow handle, and one with a green handle.
- The green handle will isolate gas on the supply side of the meter and the red will isolate the Jindalee side of the meter. Depending on where the gas leak may be, will determine which valve is to be turned off. The yellow handle is generally used for maintenance situations. The isolation of the gas will limit any further potential for uncontrolled release to the environment.
- If flammable vapours are released do not operate any electrical switches. Where fitted, activate emergency shut-off or isolate possible ignition sources at switchboard.

Consider evacuation:

- Partial evacuation of affected area by word of mouth.
- Do not re-enter area until advised by an emergency team member or other emergency professional that it is safe to do so.

EXPLOSIONS

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage. Thus, explosions impact both personnel safety and have significant potential to impact the environment. A leak of any flammable material such as natural gas, would increase the likelihood of an explosion on site.

Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Emergency Action:

- Get out of the building as quickly and calmly as possible.
- Contact First Aid and Emergency Services on 000 if people have been injured.
- If there is a fire, stay low to the floor and exit the building as quickly as possible

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- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to the designated assembly areas.
- Be on the alert for any burning chemicals, ruptured gas or water lines or spilt/uncontained hazardous substances which have the potential to cause pollution. If any of these events are observed, follow the procedure for **immediate notification**.
- Keep roadways and walkways clear for emergency vehicles and crews.

STORM OR STORM DAMAGE

Natural hazards, which affect communities most often, and cause the most damage, are severe storms. They can occur at any time but are more numerous in spring and summer. Severe storms may be land gales (continuous winds of 62km/h or more) or thunderstorms with damaging winds, intense rain, large hail or even tropical low pressure systems (uncommon in Southern Australia).

Don't leave loose objects lying around, they could become missiles. Listen for storm warnings on radio and television. They will warn of what's coming, usually with enough time to prepare for the storm's arrival. Keep under cover (not a tree) and avoid using telephones during violent electrical storms.

Be alert during the storm:

- Stay inside and shelter clear of windows
- Listen to a portable radio for storm updates
- If outdoors, find emergency shelter

Remain vigilant after the storm:

- Check buildings for damage.
- Keep listening to the local radio station for official warnings/advice.
- Beware of fallen power lines, damaged buildings, trees and flooded drains.
- Check trees near buildings for damage and stability.

CONFINED SPACE EMERGENCY

All details relating to confined space personnel, training, emergency and rescue, refer to the WHS Management System "Confined Space Policy".

UNPLANNED RELEASES, LEAKS OR SPILLS

This can refer to:

- Overflow of site containment ponds or dams

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- Discharges to air including odour
- Discharges onto soil
- Discharges to stormwater drains, creeks, channels and dams
- Contaminated stormwater as a result of another emergency such as fire, storm or flood
- Overflow or rupture of settling or holding ponds, causing an uncontrolled discharge on or off-site.

Any unplanned leak or spill that threatens or causes material harm should be immediately reported following the **immediate notification** (refer to page 8 of the PIRMP under the heading definitions) procedure. The Feedlot Manager, Operations Manager or the WHS/ QA/ Environmental Supervisor should be the first point of contact. It is their responsibility to instigate the immediate notification procedure. All contact numbers can be found within the Emergency Contact Information section on page 59. In the event of an offensive odour release as the result of failure of plant or process, or in the event of a complaint being received, **immediate notification procedures** should be followed.

Any unplanned release can potentially result in asphyxiation, infection or severe personal injury. Site personnel should remain clear of any unplanned release until proper protection equipment is available.

The likelihood of unplanned releases, leaks or spills is increased during severe weather conditions (such as extreme winds and extreme rainfall) and failure of equipment. This likelihood is reduced through regular inspections of bunding, integrity of any tanks that contain chemicals (such as the fuel tanks), and regular inspections of all ponds (particularly after a rain event). The Effluent Management Plan outlines specific details in the management of effluent ponds to ensure the likelihood of environmental harm is minimised.

Overflow of settling or holding ponds into neighbouring property

In the event the holding or settling ponds overflow and breach neighbouring property:

- The overflow is to be controlled as best as possible, **and if safe to do so**.
- The first point of contact is to be the Feedlot Manager, the Operations Manager or the WHS/QA/Environmental Supervisor.
- The EPA is to be contacted **immediately**, following the procedure for immediate notification, with a summary of the current situation provided. Any instruction suggested by the EPA should be followed. Contact to EPA should only be done by the Feedlot Manager, the Operations Manager or the WHS/QA/Environmental Supervisor.
- The EPA should be asked if all other agencies in the **immediate notification** procedure are to be notified. Instruction provided by EPA should be followed.

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- Any neighbours that are affected by the overflow are to be contacted to provide detail on the impact the situation has had. Refer to the Emergency Contact Information section for contact details.
- The local council is to be contacted and a summary of the current situation provided
- Samples of the overflow are to be collected, in particular, samples should be collected at the point of overflow, the point of the breach, and any water courses that has the potential to be affected by the overflow.
- A report written about the situation, including a summary of the event, any actions that have been taken, any long term actions to be completed, and sample results. This report is to be submitted to EPA, and to council if requested.

In the event of an overflow, the following possible response measures are recommended to be made when practicable with consultation of those effected:

Overflow onto neighbouring property:

- Assess soil for adverse effects

Overflow into neighbouring dams:

- Transfer effluent from dam to a Holding Pond with reasonable freehold
- Irrigation
- Remove sediment from dam for spreading
- Replace with clean, palatable water

Containment and Clean Up Of Chemicals

Proper task procedures must be followed when handling chemicals. Always read the labels attached to the chemical container and know what you are using before handling or using the chemical.

Knowledgeable and experienced personnel should only do the clean-up of a chemical spill, as soon as is practicable to limit the pollution for further environmental impact. Spill kits with instructions, absorbents, reactants, and protective equipment are available to clean up minor spills. A minor chemical spill is one that laboratory/maintenance/safety staff are capable of handling safely without the assistance of emergency personnel. All other chemical spills are considered major.

In the event of a chemical spill or hazardous material release which poses a serious danger to personnel:

Immediate Actions:

- Clear the area
- Check for any persons involved

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- Isolate the spill (if safe to do so) to limit and avoid further environmental impact
- Stop the source of the release (if safe to do so)
- Contact the area supervisor, WHS/QA/Environmental supervisor and Operations Manager.
- The primary concern is to protect health and safety. No action should be taken during an emergency response that directly or indirectly violates this principle.
- The secondary concern is the protection of the environment and avoidance of environmental impacts or pollution.

Considerations for Containment:

- Utilise spill kits from either two different locations: at the fuel bowzers or at the chemical shed
- Utilise the front end loader to dig a containment trench
- Prevent discharge from entering stormwater drains, gutters, creeks, channels and dams.
- The holding ponds ensure contaminated water is not discharged offsite.

Considerations for Evacuation:

- Uncontrolled open flame
- Uncontrolled compressed gas release
- Any situation which poses imminent threat to human health or safety
- Elimination of potential sources of ignition should only be done if it can be accomplished without personal risk.

High Risk Spills:

- Contact the emergency services by calling 000 and maintenance and explain the situation, and follow the procedure for **immediate notification**, where environmental harm is threatened.
- Determine who will take responsibility for the spill, i.e. Contractor, Fire Brigade, and other Emergency Service.
- Follow any advice or information provided by the Emergency Response Team.

Low Risk Spills

- Have at least two trained workers to handle the spill
- Use the proper protective equipment
- Ensure fire protection is available for flammable spills
- Control the source
- Contain free liquids by damming, absorbing if appropriate
- Place all spill residues in an appropriate container

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- Decontaminate the affected area using an appropriate material
- Decontaminate the salvage equipment
- Analyse the area to ensure proper decontamination has taken place
- Examine walkways, floors, stairs equipment etc for other hazards or damage

Debriefing

- All personnel involved in the spill response should be debriefed after the spill has been resolved. This should include a review of the events for any written reports which are required to be submitted following the incident.
- All spill control supplies should be restocked.
- All damaged or used equipment should be repaired or refilled.
- When the area is deemed clear, it can be re-opened for operations.

Reporting Requirements

All leaks, spills or unauthorised releases must be immediately verbally reported to the WHS/QA/Environmental Supervisor or the General Manager, whether or not the spill, leak or release stayed on site or went off site.

The WHS/QA/Environmental Supervisor and the General Manager will discuss as to whether the incident is reportable to the EPA. In deciding whether it is reportable, they will consider whether the incident:

- Involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- Results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000.

Noise and odour incidents are not necessarily reportable. Where potential or actual environmental harm is caused or threatened, the incident or event must be immediately reported using the procedure for **immediate notification**.

VEHICLE ACCIDENT

Road safety is the responsibility of not only drivers, but cyclists, pedestrians and all other road users.

- Slow down and be aware of pedestrian movement around the plant and pedestrian areas - never assume a pedestrian has seen you.
- Never assume that a driver has seen you and will stop for you. Before crossing the road, think about whether the approaching driver can see you.
- At night wear something light in colour or wear reflective clothing

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- The chance of an accident increases with increasing driver fatigue (late and night, end of working week), during darkness or with the onset of inclement weather.

Emergency Action:

- Contact emergency services on 000, as required.
- Assist any injured people, until arrival of Ambulance Paramedics.
- Prevent unauthorised persons from causing congestion at the accident scene.
- Assist and liaise with authorities at scene.
- Move the vehicle from the roadway and secure if possible. Be alert of hazards such as other traffic and potential fuel leaks.
- At scene of accident seek full details of any other vehicle(s) including registration numbers, names and address of both drivers and/or owners.
- Remain at scene until completely clear of people, animals, vehicle and debris.
- Admission of liability must not be made if Teys employees are involved.
- Report all damage immediately to the Safety Department.
- In the case of damage to hire car (eg. if you hit a duck) complete corporate reporting form available from Head Office and consult with finance team regarding insurance.

STRUCTURAL DAMAGE

During construction works, renovations, and general maintenance or through accidents, buildings and infrastructure may be damaged. In some cases the damage may be substantial and occupants may find themselves in a similar situation to those who have experienced an earthquake. In other cases it may be caused by severe storm damage or an explosion.

In minor situations the building may need to be inspected by engineers and maintenance staff to ensure it is safe to continue working in or around it.

Emergency Action:

- Watch for hazards
- Contact Maintenance and WHS/QA/Environmental Supervisor. Explain what has happened.
- Turn off electricity, gas, water and steam. Do not light matches until checks for gas, steam or fuel leaks have been completed.
- Check for injuries. Apply first aid. Do not move the seriously injured unless in immediate danger.
- Check for broken water, sewerage or electrical mains.
- Check for cracks/damage, in roof, walls, gantries etc.
- Evacuate if badly damaged.

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- Stay calm and help others if possible.

PERSONAL THREAT

Personal threat encompasses a number of areas all of which will display numerous variables and characteristics:

- Confrontation with an armed person
- Confrontation with an unarmed person
- Armed Hold-Up
- Assault / Physical Injury
- Threatening the life of others or oneself
- Hostage / Kidnap scenarios

Due to the inherent nature of personal threat type emergencies, i.e. dealing with people, it is always difficult to expect or plan for certain outcomes. It is the volatility of human nature and emotion that ultimately dictates the way in which this type of emergency will play out. This also limits the extent to which these circumstances can be predicted.

To cater for these characteristics, personal threat emergency procedures must be clear and concise and allow for built in improvisation and flexibility when the situation requires. Common sense and clear thinking are paramount considerations and such factors must always be considered when following the guidelines during this type of response. It is imperative to remember that the welfare and safety of all could be seriously breached during such an incident. Do not act in such a manner that may exacerbate the threat or cause it become a catalyst for life threatening outcomes. Be responsible and understanding whilst never compromising the safety to yourself and the others around you.

Any employee witnessing a personal threat situation should always alert the nearest supervisor.

Emergency Action:

- Try to remain calm.
- Alert a supervisor.
- Be firm but polite with the person and let them know that their behaviour is not acceptable.
- If the behaviour of the person is such that outside intervention is required, contact or arrange to have contacted the Police.
- You should not feel obliged to rectify the situation on your own.
- Abusive phone calls: hang up the phone and notify your supervisor.

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BOMB OR SUBSTANCE THREAT

The procedures have been developed on the assumption that all threats will be treated as genuine until investigation proves otherwise.

The aim of these procedures is twofold:

- To take all practical steps to safeguard life,
- To ensure that unnecessary actions are not taken which may put employees at risk.

Although in most instances the threat made will be a hoax, usually by telephone, there is always the very real possibility that it may not be. Hoax calls are generally made by a person who remains anonymous and is making such calls for personal gain and satisfaction knowing that such calls can cause major disruption and inconvenience.

The person who notifies of a real threat will generally provide much more detail, possibly including identification to ensure that the threat is taken seriously.

Procedures listed in this section are general rules but because of the potential harm to the plant and its occupants, all threats must be taken very seriously and the procedures strictly adhered to.

Built into such procedures will be the minimisation of media publicity, as this type of exposure to such threats tends to increase their frequency.

Bomb threats may be in one of the following forms:

- Written threat
- Telephone threat
- Doubtful or Suspect Article

Written Bomb or Substance Threats

If a bomb threat is received in writing it should be kept including any envelope or container. Once a message is recognised as a bomb threat further unnecessary handling should be avoided. Every possible effort should be made to retain evidence for possible fingerprints, handwriting or typing, paper and postmarks. Such evidence should be protected by placing it in an envelope, preferably plastic.

Immediately report the bomb threat to Security and also to your supervisor. Do NOT activate the fire alarm or emergency evacuation system unless instructed to by the Police.

Such threats will undergo a basic validation criterion in order to rank their potentiality and the Police will be in the best position to judge this. As a general rule of thumb, the more detail contained in the threat wording combined with a willingness to mention names and

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reasons will be deemed to be a more "genuine" threat than one that provides only the slightest of details.

Doubtful or Suspicious Articles

Carefully analyse the item for a combination of any of the factors listed below. Ensure you do not touch or move the item at any time.

Suspicious Article:

- Is it hidden?
- Is it obviously suspicious?
- Is it typical of your work area?
- Has there been unauthorised access?
- Has there been a perimeter breach?

Hazardous or Suspicious Mail:

- Excessive securing material?
- Excessive weight?
- Protruding wires or foil?
- Lopsided or unevenly weighted?
- Oily stains or visible powder and crystals?
- Stiff or rigid envelope?
- Is the package or mail expected?
- Visual distractions on the packaging?
- Excessive postage?
- Proper names and titles not used?
- Address handwritten or poorly typed?
- Restrictive markings e.g.: "Confidential"?
- Common words miss-spelt?
- External or foreign mail?
- Lacks sender address?

Emergency Action:

A suspicious letter or parcel that has not been opened:

- DO NOT open it, or shake it.
- Place the parcel/letter into a plastic bag and seal it. Place this bag into another plastic bag and seal it.
- Stay in your immediate environment and prevent others from entering the area.
- DO turn off any personal fans in the immediate area.

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- DO tell you immediate supervisor.
- DO wash your hands if you are able to access facilities in your immediate area.
- DO NOT touch your face with your hands or any part of your body that has open wounds.

A suspicious letter or parcel that has been opened and contains suspicious powder:

- DO cover the object without touching or disturbing it further by upending your garbage bin and placing it over the top.
- If any material has spilt from the item, DO NOT attempt to clean it up.
- DO NOT brush powder off your clothing or off any other surface.
- DO turn off any personal fans in the immediate area.
- Stay in your immediate environment and prevent others from entering the area.
- Ensure that co-workers in the same room also stay put.
- DO wash your hands if you are able to access facilities in your immediate area.
- DO NOT touch your face with your hands or any part of your body that has open wounds.
- DO call for help. Contact your supervisor.

A mail item may contain an explosive device:

- DO NOT touch it, or move it.
- Contact your supervisor.
- Evacuate the area if the device indicates it may detonate soon, otherwise, stay nearby behind a solid barrier and prevent others from entering the area.
- Wait for Police to arrive to tell them where the device is.

Phone Threats

Reception or anyone answering outside calls, on receiving a bomb threat should observe the following:

- Remain calm.
- Keep the caller on the line as long as possible – **DO NOT HANG UP AT ALL - EVEN AFTER THE CALLER HAS HUNG UP. THE POLICE MAY BE ABLE TO TRACE THE OPEN LINE.**
- Use the bomb threat checklist provided.
- Obtain as much detail as possible about the bomb and its location.
- Listen carefully for any background noises, speech mannerisms, accents, etc that might give a clue to the age, sex and location of the caller.
- Do not discuss the caller with other occupants.

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- Immediately after the bomb threat, contact the Emergency Controller and the Manager who shall notify the Police.
- Complete the bomb threat report form and hand the bomb threat checklist and report form to the Emergency Controller or, in absence, the Police on their arrival.

Bomb Threat Checklist (copy)

THIS IS A COPY OF THE BOMB THREAT CARD TEYS AUSTRALIA PTY LTD	BOMB THREAT REPORT CALLER'S VOICE
BOMB THREAT CHECKLIST QUESTIONS TO ASK	Accent (specify): _____ Any impediment (specify): _____ Voice (loud, soft, etc): _____ Speech (fast, slow, etc): _____ Diction (clear, muffled): _____ Manner (calm, emotion, etc): _____ Did you recognise the voice? _____ If so, who do you think it was? _____ Was the caller familiar with the area? _____
1 When is the Bomb going to explode?	
2 Where did you put the Bomb?	
3 When did you put it there?	
4 What does the Bomb look like?	
5 What kind of Bomb is it?	
6 What will make the Bomb explode?	THREAT LANGUAGE
7 Did you place the Bomb?	Well spoken: _____
8 Why did you place the Bomb?	Incoherent: _____
9 What is your name?	Irrational: _____
10 Where are you?	Taped: _____
11 What is your address?	Message read by caller: _____
EXACT WORDING OF THREAT:	Abusive: _____
	Other: _____
	BACKGROUND NOISES
	Street noises: _____ House noises: _____
	Aircraft: _____
	Voices: _____ Local call: _____
	Music: _____ Long distance: _____
	Machinery: _____ STD: _____
	Other: _____
ACTION	OTHER
Report call immediately to Police (000) & your Emergency Coordinator	Sex of caller: _____
Phone Number: _____	Estimated age: _____
REMEMBER KEEP CALM - DO NOT HANG UP	CALL TAKEN
	Date _____ Time: _____
	Duration of call: _____
	Number called: _____
	RECIPIENT
	Name (print) _____
	Telephone number _____
	Signature _____

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Evaluating the Threat

Such threats will undergo a basic validation criterion in order to rank their potentiality and the Police will be in the best position to judge this. As a general rule of thumb, the more detail contained in the threat language combined with a willingness to mention names and reasons will be deemed to be a more "genuine" threat than one that provides only the slightest of details.

Following the receipt of the threat, if time permits, the management of the company and the Police must consider the threat and other relevant factors before making a decision to carry out one of the following options.

- Immediate evacuation;
- Partial evacuation and search;
- Search the area and if required, evacuation
- Disregard the threat.

Conducting a Search

Area Supervisors could be asked to search a designated area. The following information is provided for general guidance of Supervisors:

- The Emergency Controller will brief the Area Supervisors.
- Keep your internal phone manned at all times.
- Begin the search in those areas that are accessible to the public, i.e. meeting rooms, reception area, rest rooms, lunchroom, etc, then search within remaining areas.
- Search assembly areas.

Remember you are looking for something that doesn't belong where it is and does not fit into the surroundings. If you find anything that arouses your suspicion:

DO NOT TOUCH IT! DO NOT MOVE IT!

Warning: Hand held radio transceivers and mobile phones should not be used during a bomb emergency as under certain conditions radio waves can fire an electrically detonated or radio activated bomb.

Report any suspicious object immediately to the Emergency Controller/Police and immediately evacuate personnel from the floor.

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Evacuation Due to Bomb Threat

If a floor evacuation or general evacuation is ordered the procedures are similar to an evacuation for a fire:

- Direct staff, contractors, and visitors to the nearest exit and guide them to the assembly area, away from the building.
- Conduct a final check of the area to ascertain all areas are clear.
- Advise the communications Warden the area has been evacuated. Ensure doors are left open if possible and occupants do not re-enter the building.
- Proceed to the nominated assembly area taking personal items with you and remain in charge of occupants until directed to return to the building.
- On receipt of a bomb threat notification, Supervisors should ascertain the location of any mobility-impaired persons on their floor. If a decision is made to evacuate the building the Emergency Controller should arrange for mobility-impaired persons to be removed from the floor prior to the sounding of the Evacuation Alarm.
- Supervisors should be ready to appoint additional or replacement Wardens, from staff members, if insufficient Wardens are available during the emergency.

If the facility has been evacuated, do not re-enter until advised by Police if is safe to do so.

Vehicle Movement During a Bomb Threat Emergency

The removal of vehicles from the car parks could be dangerous if the car park or the passage of vehicles is close to the reported suspicious object. If there is doubt of the safety of movement of vehicles, the car park should be closed and vehicle movement halted.

Bomb Threat (after hours)

Should a bomb threat be received outside normal working hours, the recipient should report the matter to the General Manager. The General Manager will inform the Police.

If the facility has been evacuated, do not re-enter until advised by Police if is safe to do so.

SHUT DOWN PROCEDURES

In the event of an emergency requiring shut down of utilities, persons should contact the Maintenance Department immediately.

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Water

There is one fresh (potable) water line entering the feedlot from Temora (town water supply). The water enters into 2 holding tanks before going to the Turkey's Nest. The procedure for the shutdown of water is contained in the full version of the Jindalee Feedlot PIRMP.

Electricity

Electricity supply enters from the western side of the feedlot. The procedure for the shutdown of electricity is contained in the full version of the Jindalee Feedlot PIRMP.

Gas

Natural gas is supplied from town through a gas line. The procedure for the shutdown of gas is contained in the full version of the Jindalee Feedlot PIRMP.

Steam

Steam is generated from the boiler. The procedure for the shutdown of steam is contained in the full version of the Jindalee Feedlot PIRMP.

EXTERNAL EMERGENCY

Very similar to an internal emergency but located off site. An external emergency may/will impact the site in some way.

Examples of an external emergency include:

- Aircraft crash
- Truck crashing into a building
- Fire and smoke (car fires, bushfires etc)
- Dangerous gas clouds
- Terrorism incident
- Dangerous or aggressive people
- Earthquake
- Hazardous material release from neighbouring facilities
- Efforts to demonstrate at, blockade, or deface the location

Emergency Action:

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- Assess the situation
- Raise the alarm
- Explain what sort of emergency it is and how it will affect the plant
- Follow instructions given by Supervisors or Managers.

Protestors/Demonstrators

Industrial unrest, emotional international situations or unpopular political decisions may lead to public demonstrations which could threaten the security of the plant. Management should co-ordinate the response to an incident until the arrival of the police to whom they should provide as much assistance as required.

As soon as the Emergency Controller is aware of civil disorder occurring in, or in the vicinity of the building, the following action should be taken:

- Notify the Police and request assistance (dial 000 and ask for the Police Operator)
- Notify Supervisors/Managers.
- Restrict entry to the area.
- Confine presence of demonstrators to the car park, or office area.
- Restrict contact between demonstrators and employees.
- Alert other members of the feedlot.
- Offices should be locked, cash, valuables and files secured.
- Windows, blinds and curtains should be closed and staff directed not to agitate the demonstrators.
- Management should promote an air of confidence and calm.

MEDICAL EMERGENCIES

The range of medical emergencies can be vast and diverse and can include heart attack and failure, airway blockage, epileptic fits or seizures, falls from heights and other types of serious injury. Each type of incident will present varying conditions and behaviours.

For all medical emergencies call,

- General Manager; or
- Operations Manager; or
- WHS/QA/Environmental Supervisor; or
- Direct by messenger;
- Summon the Ambulance direct by obtaining an outside line and then dialling **000**.

Ambulance will require exact site location, nature of problem, number of persons involved, approximate age, sex of person/s, is person/s conscious and breathing, bleeding involved.

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Staff should be assigned to assist, i.e., to meet ambulance and give directions, act as stretcher bearers etc.

In the event that the injured person/s are able to be moved, a decision will be made in consultation with the emergency services operator to transport the person/s in a company vehicle to the hospital or ambulance.

Emergency Action:

- Move injured person away from danger if safe to do so.
- Administer first aid to the level of competency and training until help arrives.
- Control the environment where possible to prevent further injuries or loss, secure area and maintain calm.

All injuries must be reported to the Safety Department / First Aid.

In addition, Teys is required by the NSW Work Health and Safety Act 2011 to report serious injuries, and incidents with the potential for serious injury to NSW Work Cover immediately by phone, and then in writing within 48 hours. This will be undertaken by the WHS/QA/Environmental Supervisor.

RESUME NORMAL OPERATIONS

During and after an emergency can be a confusing and frantic time. This can present hazards when attempting to resume normal operations. It is the emergency controller that signifies the end of any emergency.

Returning to Work After an Emergency

Actions taken during an incident or emergency are frequently different to those that occur during normal operations.

It is possible that:

- Equipment was left running or was shut down incorrectly
- Hazards are present in the workspace that were not there when you left, i.e. fallen equipment, poor lighting
- Utility supplies have been interrupted or come back on unexpectedly, i.e. electricity, steam, hot water etc.

Emergency Action:

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- Assess the situation
- Assume equipment and supplies were not shut down correctly, so do so when returning
- Complete a thorough inspection of the immediate area and equipment for correct operation.
- Consider having maintenance complete a full start up check prior to employees entering the area in the event of a major emergency.
- Report any concerns to your supervisor immediately.
- Do not start or operate suspect or damaged equipment.
- Follow instructions given by Safety or your supervisor.
- Remain calm

Reducing the Effects of Exposure to Critical Incidents

Traumatic incidents are often outside the usual range of experiences and are so powerful and sudden that they can overwhelm a person's ability to cope. Different people have different reactions. The degree to which they are affected, and for how long will depend on many factors. The greater the significance of the incident to a person, the more likely the person is to suffer some effects.

Common reactions are the inability to dismiss the incident during quiet times or when resting or sleeping and disturbed or restless sleep. Thoughts turn to the incident despite trying to concentrate on other things. Anger with oneself or the 'system' may tend to overwhelm a person who perceives other actions may have averted the incident. Others may become sullen or moody. Any reaction that is outside the usual behaviour of the individual should be referred, preferably by the individual, alternatively by peers or management.

Early professional assistance and counselling can assist by speeding up the usual healing and coping process most people have. Some people have limited reactions that last only a few days. Others may take weeks or even months to again feel comfortable. Healing can be significantly assisted by sharing feelings about the incident with others and by timely referral to professional support when necessary.

Suggestions:

- Alternate periods of rest with physical exercise.
- Don't drink alcohol for a few days after the critical incident.
- Reduce caffeine intake.
- Structure your time – keep busy.
- Talk to people – let your family or friends know what is going on.
- Keep your life as normal as possible in the days following the incident.
- Eat well (regular meals).

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- Don't expect memories to just go away. They will take time to dissipate.

EMERGENCY COMMUNICATION

The methods of communication within the site are:

- 2-Way Radio – channel 13
- Telephone
- Runners
- Mobile phones

A combination of the above will be used to communicate emergency information to plant employees during an emergency. The site has the following UHF FM 2-way radio system in place:

- Base Stations x 8
- Hand Held Sets

Base stations are located at.

- Office weighbridge
- Lunch room
- Cattle weighbridge shack
- Workshop
- Mill control room
- Stables
- Hospital
- Processing shed

Mobile handsets are issued to the following personnel.

- Livestock employees

Emergency communication checklist

1. Have all federal, state, local or other reporting requirements been met, including **immediate notification** of actual or potential environmental harm as per the **immediate notification** procedure?
2. Internal Contacts:
 - Business Unit Management
 - Environment, Health and Safety
 - Loss control (legal if required)

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- Public Relations
 - Insurance
 - Food Safety
3. Have provisions been made for advising the following?
 - Employees and families (if appropriate)
 - Public officials
 - Neighbouring residents or businesses
 - Customers and suppliers
 4. Have all employees been reminded to direct all inquiries from the media or general public to the designated spokesperson?
 5. Have all relevant facts been gathered, noting what can as well as what cannot be verified to begin developing talking points or a public statement? Are the appropriate background materials readily available?
 6. Have you made provisions for monitoring media coverage to follow up on erroneous reports?
 7. Have you made provisions for follow-up information to employees, media, customers, suppliers, public officials, local residents and business leaders or others who may have been affected by the emergency?
 8. The following information needs to be provided where available:
 - Name and location of the facility (suburb, street, nearest cross street to relevant site entry);
 - Number of injured persons or casualties and the nature of injuries;
 - Type and scale of emergency including a brief description;
 - The hazards involved, including details of substances, names and quantities;
 - Telephone contact number for return messages;
 - Name of person making the call; and,
- Any other useful information such as wind speed and direction.

EMERGENCY CONTACT INFORMATION

During a major incident Management shall appoint a media release officer who will act as the point of contact for media and to provide media releases on behalf of the company. All contact with media should be through the media release officer only. Communications/Public Relations will compile a list of missing and injured people. They will coordinate the communication with the company (on and offsite) and outside officials.

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Immediate Notification

With reference to incidents threatening or causing material environmental harm, immediate notification (without delay) must occur. Notification must include all agencies below (in listed order):

EPA: environmental hotline 131 555, and local (Griffith) office (02) 6969 0700

NSW Ministry of Health: Albury Office: (02) 6080 8900

NSW Workcover: 13 10 50; Wagga Wagga Office: (02) 6933 6500

Temora Council: 6980 1100

Fire and Rescue NSW: 1300 729 579

Emergency Services

National Emergency Number 000
On most mobile phones you can dial 112 or 000 to access the Fire, Police or ambulance services.

Fire & Rescue NSW (FRNSW) (for pollution notification) 1300 729 579

State Emergency Service (SES) 132 500
For Storm or flood emergencies

Poisons Information Centre 131 126

Utilities Suppliers

Electrical Supply – *Essential Energy* 132 080

Natural Gas Supply – *Australian Gas Networks* 1800 427 532

Government Agencies

WorkCover 131 050
Regional Office – Wagga Wagga NSW 02 6933 6500

Environmental Protection Agency 131 555
Regional Office – Griffith NSW 02 6969 0700

Temora Council 02 6980 1100

Business Hours
Rural Lands Protection Board 02 6923 0900



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After Hours

Feedlot Vet (Kev Sullivan)

0428 194 287

District Vet (Cootamundra)

02 6942 2033

Feedlot Nutritionist (John Doyle)

0408 567 977

NSW Department of Primary Industries

02 6938 1999

NSW Department of Planning

02 9228 6413

Livestock Health and Pest Authority (Head Office)

02 6391 3242

Livestock Health and Pest Authority (Temora Office)

02 6977 4790

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Appendix 1: Location Maps





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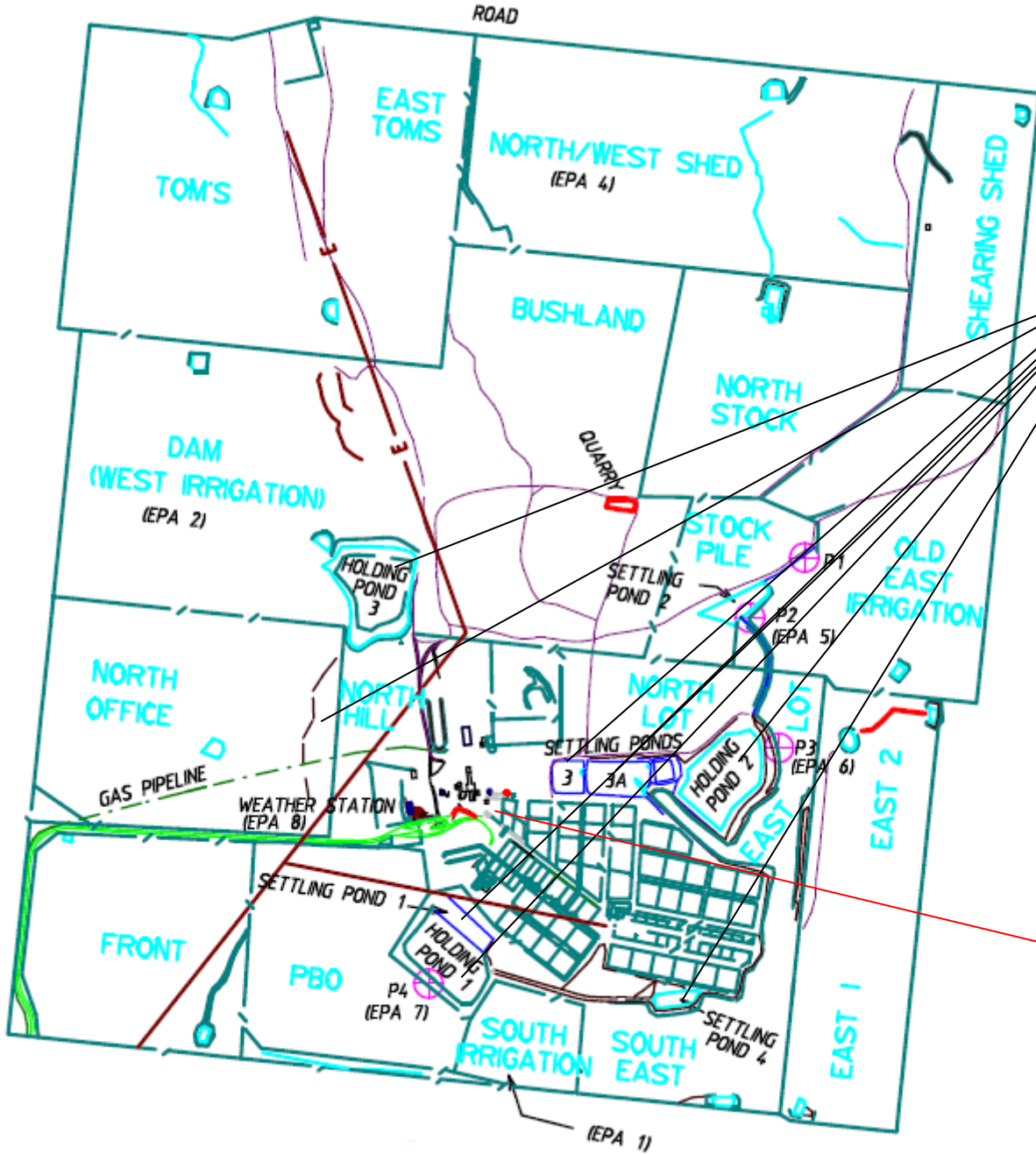
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6 Settling Ponds and 3 Holding Ponds

ULP & Diesel Tanks



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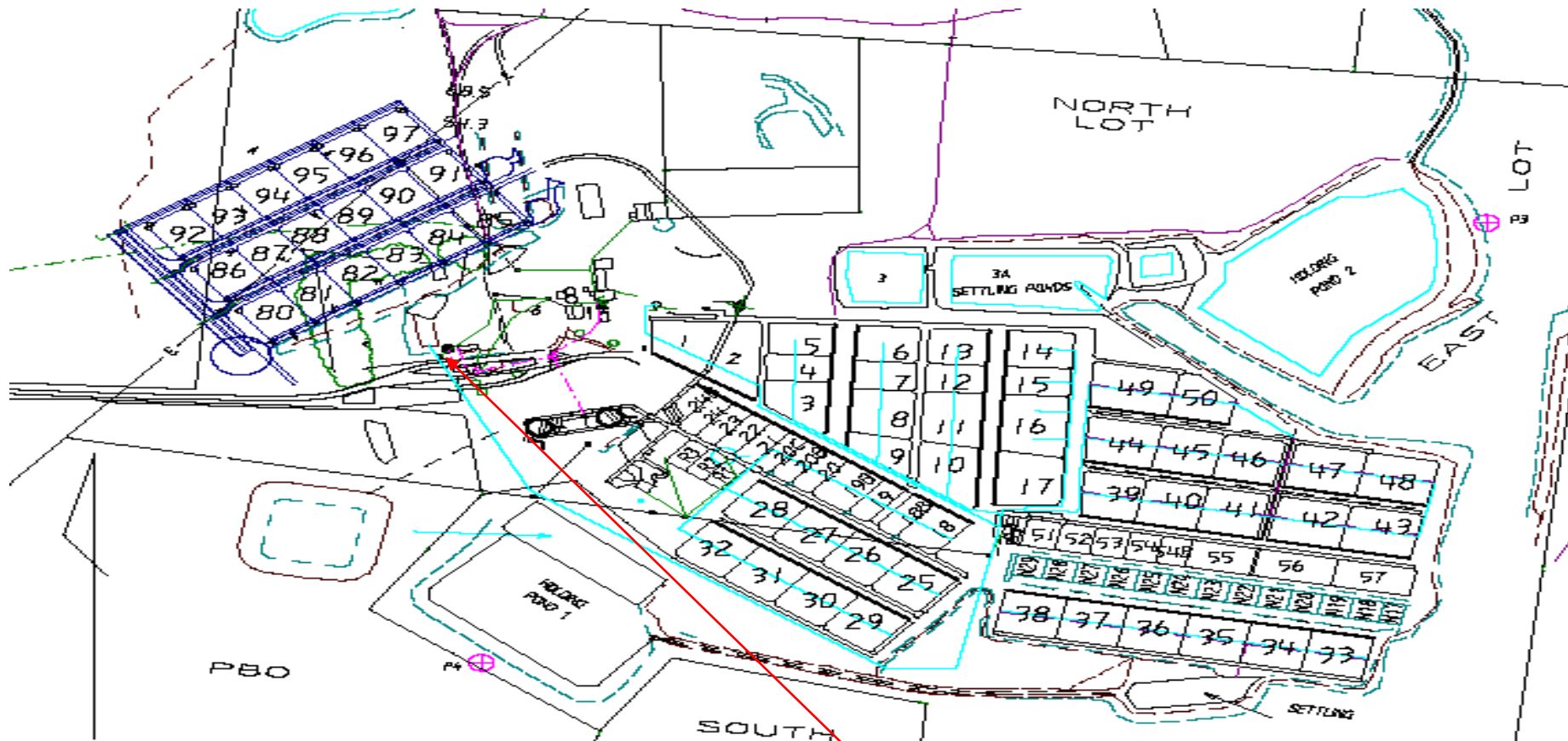
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Appendix 2: Site Plan



EVACUATION MEETING POINT



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