



**PIRMP**  
**POLLUTION INCIDENT RESPONSE**  
**MANAGEMENT PLAN**  
**DGL LOGISTICS PTY LTD**  
**WASTE TRANSPORT**  
**LICENCE No: 21392**

**Approved by:** Sean Read

**Signature:** 

**Position/Title:** Operations Support Manager

**Date:** 19-02-2020

**PURPOSE:**

**DGL Logistics Pty Ltd** holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the transport of trackable waste. As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying on the activity must **immediately** implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A written copy of this plan must be kept where the activity takes place and be made available on request by an authorised NSW EPA Officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2009.

NOTE: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997*, the Protection of the Environment Operations (General) Regulation 2009 and the Protection of the Environment (Waste) Regulation 2014.

Licensees should also refer to the NSW EPA's *Guideline: Pollution incident response management plans*.

## Environment Protection Licence (EPL) Details

**Name of licensee:** DGL Logistics Pty Ltd  
(including ABN) 46 625 569 922

**EPL number:** 21392

**Licensee address:** Building B, 28-54 Percival Street, Smithfield, NSW 2164

**Does the company have multiple sites for garaging waste transporter vehicles?**

Yes  No

If yes, how many? 2

**Company or business contact details**

**Name:** Sean Read  
**Position or title:** Operations Support Manager  
**Business hours contact number/s:** 07 3548 7905  
**After hours contact number/s:** 0436 348 589  
**Email:** sean.read@dglogistics.com.au

**Website address:** [www.dglogistics.com.au](http://www.dglogistics.com.au)

## Pollution incident – Person/s responsible

Include 24-hour contact details for all persons responsible and alternative person/s should the primary contact be unavailable.

**PIRMP activation**

**Name of person responsible:** Shane Willuweit  
**Position or title:** Warehouse and Distribution Manager  
**Business hours contact number/s:** 0436 615 643  
**After hours contact number/s:** 0436 615 643  
**Email:** Shane.Willuweit@dglogistics.com.au

**Notifying relevant authorities**

Notification should be made by a person with an appropriate level of authority within the company.

**Name of person responsible:** Shane Willuweit

**Position or title:** Warehouse and Distribution Manager

**Business hours contact number/s:** 0436 615 643

**After hours contact number/s:** 0436 615 643

**Email:** Shane.Willuweit@dglogistics.com.au

**Managing response to pollution incident**

Consideration should be given to who is responsible on site during a pollution incident, as well as a 24-hour contact within the office.

**Name of person responsible:** Shane Willuweit

**Position or title:**

Warehouse and Distribution Manager

**Business hours contact number/s:**

0436 615 643

**After hours contact number/s:**

0436 615 643

**Email:**

Shane.Willuweit@dglogistics.com.au

**Notification of relevant authorities**

Identify any persons or authorities required to be notified as per Part 5.7A of the POEO Act in case of a pollution incident that causes or threatens to cause material harm to the environment.

Relevant authorities include:

1. Fire & Rescue NSW and/or Rural Fire Service as applicable – 000 (first notification)
  2. Environment Protection Authority – 131 555
  3. Health NSW (nearest public health unit)
- See [www.health.nsw.gov.au/Infectious/Pages/phus.aspx](http://www.health.nsw.gov.au/Infectious/Pages/phus.aspx) for local contact details.
4. SafeWork NSW – 131 050
  5. Local authority (usually the local council) where the incident has occurred

Note: The local council and public health unit will vary depending on the location of the pollution incident.

You need to identify the local authority for the area in which the transportation of waste takes place and any area affected, or potentially affected, by the pollution.

For a listing of council contact details (business hours) see [www.olg.nsw.gov.au/local-government-directory](http://www.olg.nsw.gov.au/local-government-directory). To identify which council a location falls into see [www.olg.nsw.gov.au/find-my-council](http://www.olg.nsw.gov.au/find-my-council).

**Fire & Rescue NSW / Rural Fire Service**

**Contact number/s:** 000 or 112

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**Environment Protection Authority**

**Contact number/s:** 131 555

**Health NSW**

**Relevant Area Health Service:** Wollongong Public Health Unit  
Wollongong, Shellharbour, Kiama, Shoalhaven, Eurobodalla, Bega Valley

**Contact number/s:** 1300 066 055

**SafeWork NSW**

**Contact number/s:** 131 050

**Local authority/s**

**Contact number/s:** 02 4221 6700

## Local community and neighbour notification and communication procedures

### **Detail the community engagement protocol, setting out procedures for identifying and notifying people living or working in the vicinity of a pollution incident and keeping them informed:**

Where community notification is required following an incident involving trackable waste, this may be led by the incident controller from emergency services (NSW Police Force or Fire & Rescue NSW/ Rural Fire Service).

Communication should be coordinated with emergency services personnel responsible for the managing the incident.

Contact details of the company representative who is responsible for public communication during an incident are below.

**Name of person responsible:** Shane Willuweit

**Position or title:** Warehouse and Distribution Manager

**Business hours contact number/s:** 0436 615 643

**After hours contact number/s:** 0436 615 643

**Email:** [Shane.Willuweit@dglogistics.com.au](mailto:Shane.Willuweit@dglogistics.com.au)

## Actions to be taken during or immediately after a pollution incident

### **Pollution control action**

Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution:

### **Situation Evaluation**

In the event of an accident or incident involving dangerous or hazardous goods, drivers are required to evaluate the situation and report by telephone.

The response will be in accordance with, and appropriate to, the nature and severity of the incident. The following definitions are given as a guide for assessing the 'severity' of an emergency and the subsequent internal and external contact and response protocols. The type of incident which we may be required to respond to include:

### **The objectives of the Emergency Response Plan are:**

- minimise any adverse effects on people, property or the environment in the event of a transport emergency
- facilitate a prompt and effective emergency response and recovery
- aid emergency and security services
- communicate vital information to all relevant people involved in the emergency (both internal and external)

### **1. Plan Activation**

#### **1.1 Internal Alert Mechanism**

DGL site contacts are contacted in the first instance. Depending on severity of incident, escalation is then made as follows:

1. Site Contact
2. DGL Senior Management
3. DGL Health and Safety Representative

**Minor Emergency** – could be handled by company staff and emergency response provider, does not harm or threaten other parties.

- Minor Motor vehicle accident – minor damage, requiring simple transfer of dangerous goods to an alternate vehicle designed for transporting dangerous goods
- Load move or shift in transit - not resulting in dangerous situation or occurring in unsafe location
- Minor spill – not impacting environment or traffic
- Minor injury – not requiring immediate medical attention or ambulance
- Vehicle breakdown – not occurring in unsafe location

**Major Emergency** – generally would involve assistance of police, fire, ambulance and other government bodies.

- Motor vehicle accident resulting in injuries
- Collision resulting in a major spill or leak on/ around the road
- A significant spill / leak involving dangerous goods or hazardous substances
- Motor vehicle accident with a threat to health or waterways

### **Serious Emergency**

- A fire and or explosion that results in serious damage, injuries or fatalities
- Motor vehicle accident resulting in damage to public or private infrastructure
- Motor vehicle accident which poses a serious threat to multiple person's health or waterways.

A major spill or leak presenting serious harm to environment or persons

### **Authority and resource mobilisation**

#### **Plan Activation and resource mobilisation**

#### **On-Scene Attendance**

Once notification of an emergency has been received, Transport Manager has been briefed on the circumstances; The Transport Manager will ensure a call has been made to the DGL Senior Management and any others that may be appropriate. These people will assist in collecting the necessary safety and other appropriate equipment, such as additional packaging, safety marks (placards and labels), blank shipping documents, to ensure the dangerous goods can be safely recovered and repackaged; assemble at a place designated by Transport Manager; then proceed to the accident site. Transportation to the scene will be by company or alternative vehicle, arranged by the Transport Manager.

#### **Telephone Advice**

Should the incident be considered relatively minor and not requiring the attendance of company personnel, whoever is the designated contact at the time of the emergency, will provide to the first responders on scene information in response to their concerns. When responding to telephone inquiries, it is vitally important to bear the safety of the public and those at the scene in mind. If in doubt, consult with other individuals from the suppliers of the dangerous goods.

#### **Communications**

If any company vehicle is dispatched, either a radio or mobile phone must go with the vehicle for use on the way to and at the scene. The On-Scene Coordinator will establish an hourly scheduled call to the DGL Senior Management Representative, at the office or his home, to ensure accurate updates are provided regarding the situation at the scene.

**Note:** This portion of the plan is for the information/data needed for the products for which the plan applies. These are generic in nature and can be enhanced by including the safety data sheets for the dangerous goods carried. The data sheets are valuable by making available to those at the scene, including regulatory agencies or local emergency services such as the fire department, specific information on the product composition and related hazards.

## 2. Response tasks

### 2.1 External alert notification

If a serious or major incident has occurred, the driver is responsible for making the initial notification to the emergency services.

If the government environmental agencies are required to be notified of the event, the responsible Transport Manager will ensure this occurs.

If emergency clean or containment is required, the Transport Manager will ensure that the DGL provider is contacted.

If the event is deemed a notifiable incident to the relevant Workcover Authorities, the Senior DGL Management Representative will ensure this occurs.

NAME	CONTACT
Ambulance, Fire, Police	000
Ambulance, Fire, Police (alternate Number that may work when there is no service on a mobile phone)	112
Toxfree (Part of the Cleanaway Group)	1800 429 628
Poisons Information Centre	131 126
State Emergency Service	132 500
<b>Incident and Dangerous Goods Reporting</b> Safe Work NSW	131 050
Environmental Protection Agency	131 555

### 2.2 Emergency Response Equipment

All DGL vehicles are fitted with Spill Kits; however, the kits are only enough for clean-up of minor spills.

The Transport Manager shall have access to further spill containment equipment, in the event further equipment is required the assistance of Toxfree services would be engaged to contain the spill and ensure disposal as per the regulatory requirements.

## 3. Resources

### 3.1 Contact List

The front page of this manual has the contact list required for reporting and escalation of on road incidents.

Section 2.1 of this manual contains the contact list for external parties that may be required to assist in management of the incident or where required for reporting of such incident.



**Customer contacts** – if there is a requirement to report any on-road incident to the customer whose product is affected, it is the responsibility of DGL Senior Management to ensure this occurs.

### 3.2 Communications

All DGL vehicles are fitted with 2-way radios – in the first instance of reporting a minor incident, the driver should contact the relevant Transport Office by this method.

In the event emergencies services are to be notified the driver must contact by mobile phone.

All contractors working on behalf of DGL must have vehicles fitted with mobile phones to ensure that appropriate contact is made.

Mobile telephones are not to be used by personnel in the close vicinity of an event that involves Flammable Gases, liquids or solids

### 3.3 Logistics Support

The Transport Manager is responsible for the management of the incident including the responsibility to ensure the management and coordination of the logistics for all required services.

### 3.4 Equipment & Materials

The Transport Manager will liaise with DGL Senior management representative to ensure the required external contractors are used in the event of an incident, this may include

- Heavy haulage or towing services
- Transport contractors to remove goods
- Environmental consultants
- Toxfree will be engaged for all clean-up, decanting activities at the scene.

### 3.5 Personnel

DGL employees will be trained to ensure that they understand their responsibilities contained within this plan. Key responsibilities are defined by position as below:

#### DGL Drivers & contractors

- If a driver is involved in an incident, they must immediately report to **Police on 000**, and in addition initiate internal contact within DGL organisations as per the contact list.
- remains with vehicle if safe to do so, and if able, assists local emergency services until relieved by other company personnel
- Under the direction of the Transport Manager assist with clean-up actions at the site such as removing dangerous goods, repackaging and packing for further transport.
- Create exclusion zone around incident scene (if possible)
- Once incident under control, complete DGL incident report and co-operate with any investigations.

### **Customer Service Officers**

- receives emergency calls in the office
- Contacts emergency services if driver had not yet done so.
- completes Emergency Report form to collect relevant information about the incident
- alerts Transport Manager verbally face to face or by phone about the incident

### **Transport Manager – Transport Manager or State Manager**

- is ultimate authority in charge and decision maker for overall operations
- alerts General Manager and or Health and Safety Manager
- Alerts Toxfree for dispatch to incident site if necessary
- Consults with Technical Advisors if necessary and provides telephone advice to those first on the scene regarding hazards and appropriate steps which should be taken at the accident site to preserve public safety (e.g. advises on evacuation distances if necessary)
- Arranges for whatever additional assistance or equipment and materials are requested from the accident scene.
- Post incident completes written report of incident occurrence
- If the government environmental agencies are required to be notified of the event, the responsible Transport Manager will ensure this occurs.
- If Emergency clean or containment is required, the transport Manager will ensure that the DGL provider is contacted.
- informs employees of the contents of the plan to ensure all are aware of their roles and responsibilities and addresses emergency planning topics during regular safety meetings
- Is responsible for ensuring all transport Contractors engaged are issued a copy and trained on the Plan prior to scheduling of any tasks.

### **On-Site Co-ordinator – Transport Manager or State Manager**

is the company's authority in charge of all company actions at the scene?

Responsible for ongoing communication with Toxfree for requesting equipment or materials needed to reduce hazards through site clean-up, etc.

travels to the scene and acts as the contact point to work with all individuals and organizations outside of the company at the scene

ensures any further transport of dangerous goods from the accident site is done in a safe and legal manner

### **DGL Senior Management Representative**

- Advises of specific hazards and actions needed to safely reduce hazard to the public at the scene such as collection and repackaging of dangerous goods
- directs specific actions by other Technical Advisor or Emergency services during clean-up and continuously supervise them
- ensures that planning has been done to arrange for packaging materials and alternative transportation for dangerous goods involved in accident
- maintains inventory of packaging materials, safety equipment, dangerous goods placards and appropriate shipping documents for use in an emergency
- is contact for all government and media inquiries
- organises intermittent exercises (twice per year) to test the alerting system and desk-top
- Notify any customer that has been impacted by the incident inclusive of damaged stock, service failure or contaminated product issues.

## Health and Safety Senior Management Representative

- keeps emergency plan up to date, informs authorities of any significant changes, such as company name or activating telephone number,
- ensures copies of plan are available to employees
- tests the telephone number and how emergency calls are processed occasionally
- Provides guidance and support
- If the event is deemed as a notifiable incident to the relevant Workcover Authorities, the Health and Safety Senior Management Representative will ensure this occurs

### 3.6 Media

The press will often be present at an emergency. A designated media contact will serve to assist in relaying important information between the organisation and the media.

Employees **are not to speak to media in any circumstances** and must refer all media requests to DGL Senior Management.

## 4. Preparedness

### 4.1 Hazard Analysis and Risk Assessment

EPG's give advice on the most appropriate emergency actions to the Driver and anyone on site at a vehicle accident or other dangerous goods transport incident. Single page EPG's appropriate to the load being carried or **HB76 2010 Dangerous Goods – Initial Emergency Response Guide** (book) published by Standards Australia should be referred to during all stages of the incident management.

### 4.2 Training and Exercises

Training in emergency procedures will take place during the monthly toolbox safety meetings on at least a minimum annual basis.

All new employees will be required to read and sign off the attached record as an indication of having understood the contents of the emergency plan.

All Transport subcontractors will be provided a copy on a minimum annual basis, and after any amendment or version changes are made to this plan.

On a yearly basis, each employee will be required to review the emergency plan and again sign off. The following topics will be included as agenda items during the safety meeting and the topics will be cycled through on a continuous basis over time to ensure a state of preparedness always exists:

- General overview of contents of the plan; who is to do what when an emergency arises; sources of assistance within and outside company
- Desk-top exercises to discuss specific scenarios of accidents (hazard analysis) and how the company should handle them
- Use of company fire extinguisher and how to fight different types of fires.

### 4.3 Investigation of Incidents

All incidents will undergo an investigation process once all aspects of the incident have been actioned. Incident Investigation levels will be based of the severity of the incident.

For all major and sever incidents the DGL Health and Safety representative will complete a full investigation using the ICAM methodology.

#### 4.4 Document Control of Plan

DGL Health and Safety representative is responsible for ensuring this plan remains current and relevant  
The Plan is to be reviewed on an annual basis, post incident or when regulatory changes occur.

#### 4.5 Plan Availability and Distribution

A copy of the PIRMP will be available on the DGL Intranet which is accessible at all DGL sites. All DGL heavy vehicle operators will be issued a copy of this Manual.

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#### Coordinating with the authorities or persons notified

Identify the procedures to be followed for coordinating with the authorities or persons who have been notified, any action taken to combat the pollution caused by the incident: Identify the person/s through whom all communications are to be made:

**Name of person responsible:** Shane Willuweit

**Position or title:** Warehouse and Distribution Manager

**Business hours contact number/s:** 0436 615 643

**After hours contact number/s:** 0436 615 643

**Email:** [Shane.Willuweit@dglogistics.com.au](mailto:Shane.Willuweit@dglogistics.com.au)

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## Testing and updating of the PIRMP

It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident.

Detail the manner in which the plan is to be tested and maintained to ensure the information included in the plan is accurate and up-to-date and the plan is capable of being implemented in a workable and effective manner:

Detail how the testing is documented and recorded (this must include the testing dates and the names of all staff members who carried out the testing):

Detail the dates on which the plan was updated:19-02-2020

This will be incorporated in conjunction with the yearly Environment Protection Licence No 20863 PRIMP requirements.

All drivers are trained and licenced to carry Dangerous Goods

### Example: PIRMP testing details

Date tested	Tested by (to include the names of all people involved in testing)	Details of test (e.g. nature of the test, involvement of other agencies) Note: Testing must cover all components of the plan.	Finding of test including issues identified	Next scheduled testing date (must be within 12 months from current test)
e.g. 24.02.18	John Smith, Environment Manager	Desktop simulation – chemical spill	Contact details out of date	23.02.19