

ENVIRONMENTAL INCIDENT RESPONSE

PURPOSE

Coastal Quarry Products Pty Ltd have systems in place to ensure all environmental/pollution incidents and hazards are controlled and monitored in line with the relevant state legislation.

SCOPE

This element applies to all Coastal Quarry employees, contractors, sub-contractors and visitors to ensure that all individuals are aware of requirements with regards to environmental incident issues.

PROCEDURE

All hazards relating to human health or the environment will be described in the Mine Safety Management (**Appendix 8G**). The details of the pre-emptive action to be taken to minimize or prevent any risk of harm to human health or the environment arising out of the relevant activity will be recorded in a JHA (**Appendix 7C**) and/or a Risk Assessment (**Appendix 7D**). Risks will be minimised using the Risk Management Process (**Appendix 7K**).

An inventory of potential pollutants on the premises will be recorded in a Hazardous Substance Register (**Appendix 17B**). This register will also include the quantity and location of the pollutant.

A description of the safety equipment or other devices that are used to minimize the risks to human health or the environment and to contain or control a pollution incident are listed in the PPE Equipment Matrix (**Appendix 19B**) and Hazard Register (**Appendix 7F**).

The names, positions and contact details of key individuals at the quarry are kept in the Management Structure Register (**Appendix 4B**).

The contact details of each relevant authority are required to be available and displayed. Examples of required authorities are below:

- (a) EPA/OEH
- (b) Local Council
- (c) Local DPI office
- (d) WorkCover
- (e) Fire and Rescue
- (f) Water Catchment Authority

Constant communication such as UHF CH9, mobile phones and Business Communication (Toolbox) Meetings etc. (**Appendix 6B**) will be used as early warnings mechanisms. An Environmental Incident Response Flow Chart (**Appendix 21A**) has been produced for guidance on the process of dealing with a pollution incident.

The mine plan will show the location of the premises with the property boundary and any other relevant detail.

The qualifications and training competencies of all employees will be recorded in the Training Register (**Appendix 11F**).

The plan will be controlled and reviewed in accordance with Element 5. Any changes will be recorded along with the date in the MSMP Amendment Sheet ([Appendix 1A](#)).

The plan is tested and recorded on the Emergency Drill Report Template ([Appendix 11E](#)).

21.2 REFERENCES

- [Environmental Protection Act 1994](#)
- [Protection of the Environment Operations Act 1997](#)
- [Protection of the Environment Operations \(General\) Amendment \(Pollution Incident Response Management Plans\) Regulation 2012](#)

21.3 ATTACHMENTS

- Appendix 1A – Mine Safety Management Plan Amendment Record Sheet
- Appendix 4B – Management Structure Register
- Appendix 6B – Business Communication (Toolbox) Meeting Minutes
- Appendix 7C – Job Hazard Analysis (JHA)
- Appendix 7D – Risk Assessment
- Appendix 7F – Hazard Register
- Appendix 7K – Risk Management Process
- Appendix 8G – Environmental Hazard Management Matrix
- Appendix 11E – Emergency Drill Report Template
- Appendix 11F – Training Register
- Appendix 17B – Hazardous Substances Register
- Appendix 19B – PPE Equipment Matrix
- Appendix 21A - Environmental Incident Response Flow Chart

Status: APPROVED	Doc: CPQ-EIR	Rev: 2.0	Issued: 23 May 2016	Page 2 of 22
------------------	--------------	----------	---------------------	--------------

Appendix 8G

Environmental Hazard Management Matrix

HAZARD	SOURCE	HEALTH EFFECTS	INFO	MEASUREMENT	ASSESS RISK	CONTROLS	REVIEW	RESPONSIBLE
Dust	Traffic							
	Plant							
	Crushing							
Heat	Sun							
Noise	Traffic							
	Plant							
	Crushing							
Hazardous Substances	Chemicals							
Waste Materials	Ground Water							
Waste Oil	Operating Plant							
Explosives	Contractor							







A large, faint, light blue watermark reading "SAMPLE" is oriented diagonally from the bottom-left to the top-right, spanning across the center of the page. The letters are bold and sans-serif.

Appendix 7C/7E

JHA/Safe Work Method Statement Template

JHA/SWMS Title:		Revision No:		Date Developed:	
JHA/SWMS No:		Revision Date:		Review Date:	

Company Name:	Coastal Quarry Products Pty Ltd	Quarry Name & Address:	Coastal Quarry Products Pty Ltd 129 Milligan's Rd, Wauchope NSW 2446								
Equipment Required:		This JHA/SWMS has been developed in consultation with those involved in doing the work. QM/QPM to complete below: Name _____ Position _____ Signature _____ Date ____/____/____ Any SITE SPECIFIC issues must be assessed and added to this JHA/SWMS prior to the commencement of the work activity on the site.									
Job/Task Details:		JHA/SWMS Developed by:	<table border="1"> <thead> <tr> <th>Name</th> <th>Position</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Position						
Name	Position										

Personal Protection Equipment	On Site Requirements	Licenses, Certificates etc.
 HEAD PROTECTION MUST BE WORN  FOOT PROTECTION MUST BE WORN  SAFETY VEST MUST BE WORN  SAFETY GOGGLES MUST BE WORN  HEARING PROTECTION MUST BE WORN  PROTECTIVE CLOTHING MUST BE WORN <p>"Or as recommended by PPE matrix"</p>	<p>All employees and contractors to receive Coastal Quarry Products induction and site specific induction before commencing any work activities</p> <p>A quarry site specific traffic management plan will be provided to all contractors.</p> <p>If required the quarry site will provide Barricades or Witches Hats to control traffic hazards.</p>	<p>All employees and contractors MUST have a Construction Induction card.</p> <p>All employees and contractors must possess relevant/valid licences or competencies pertinent to their specific tasks.</p> <p>All operators to conduct Prestart checks of vehicles and plant before commencing their daily activities. All faults to be reported to Coastal Quarry Products, Quarry Manager.</p>

"Uncontrolled Copy When Printed"

Step NO.	JOB STEP	JOB STEP HAZARDS	Risk	HAZARD CONTROL MEASURES	Risk	PERSON RESPONSIBL
	List the steps required to perform the task in the order they are carried out	List the potential hazards against each step that could cause injury when the tasks are performed	25	For each hazard identified, list the control measures required to eliminate or minimise the risk of injury	1	Name of the person responsible to implement the control measures.
1.						
2.						
3.						

Step NO.	JOB STEP	JOB STEP HAZARDS	Risk	HAZARD CONTROL MEASURES	Risk	PERSON RESPONSIBL
	List the steps required to perform the task in the order they are carried out	List the potential hazards against each step that could cause injury when the tasks are performed	25	For each hazard identified, list the control measures required to eliminate or minimise the risk of injury	1	Name of the person responsible to implement the control measures.
4.						
5.						
6.						
7.						

Step NO.	JOB STEP	JOB STEP HAZARDS	Risk	HAZARD CONTROL MEASURES	Risk	PERSON RESPONSIBL
	List the steps required to perform the task in the order they are carried out	List the potential hazards against each step that could cause injury when the tasks are performed	25	For each hazard identified, list the control measures required to eliminate or minimise the risk of injury	1	Name of the person responsible to implement the control measures.

Name	Signature	Name	Signature

All working party members must certify that they understand the details of the JHA/SWMS and their responsibility in following the hazard control measures included prior to commencing work.

CONSEQUENCE	LIKELIHOOD				
	Rare	Unlikely	Possible	Probable	Very Likely
Negligible	1	2	4	7	11
Minor	3	5	8	12	16
Serious	6	9	13	17	20
Significant	10	14	18	21	23
Catastrophic	15	19	22	24	25

Please refer to [Risk Assessment Process](#) for full guidelines on Risk Assessment process.

RISK ASSESSMENT TOOL

Appendix 7D



Personnel involved in the risk assessment team must understand the risk assessment process.
 If anyone in the risk assessment team is unsure of the Risk Assessment process then please read "HSE Risk Assessment Process" before completing this risk assessment.

For guidance on completion of specialised risk assessments refer to:

Plant Risk assessment – Mobile plant & equipment
 Hazardous Substance – Hazardous Substances & Dangerous Goods
 Manual Handling Manual Handling and Ergonomics

MANAGER RESPONSIBLE:

RISK ASSESSMENT TEAM:

THIS RISK ASSESSMENT WAS COMPLETED FOR THE FOLLOWING SCENARIO:



OVERALL LEVEL OF CURRENT RISK (RESIDUAL RISK WITH CURRENT CONTROLS IN PLACE)

Complete the table on the next page (Part 2) and use the risk matrix to determine the overall current (or residual) risk rating. Enter the score between 1-25 here: _____

RISK ACCEPTABILITY

D **High (20-25)** Not Acceptable
 D **Moderate (10-19)** Acceptable if all reasonably practical controls have been implemented to reduce risk to ALARP
 D **Low (1-9)** Acceptable to continue

ADDITIONAL CONTROLS REQUIRED TO REDUCE RISK TO ACCEPTABLE LEVEL:

ACTION REQUIRED TO REDUCE RISK

RESPONSIBILITY

OVERALL LEVEL OF FUTURE RISK

Use the risk matrix to determine the future risk rating (score 1-25) if all actions are implemented: _____

RISK APPROVAL:

D Risk Assessment Approved - Authorised to continue work while implementing additional controls

D Risk Assessment Not Approved - Not Authorised to continue work until additional controls are determined or implemented

COMMENTS:

Current Risk Level	Risk Assessment Approval	Signature
High	General Manager	
Moderate	Operations Manager	
Low	Manager Supervisor	

Note: Findings of this risk assessment are to be documented on the Site Hazard Risk Register.

Status: FINAL

Doc: CQP-EIR

Rev: 2

Issued: 15 Nov 2016

Page 1 of 3

RISK ASSESSMENT TOOL – PART 2

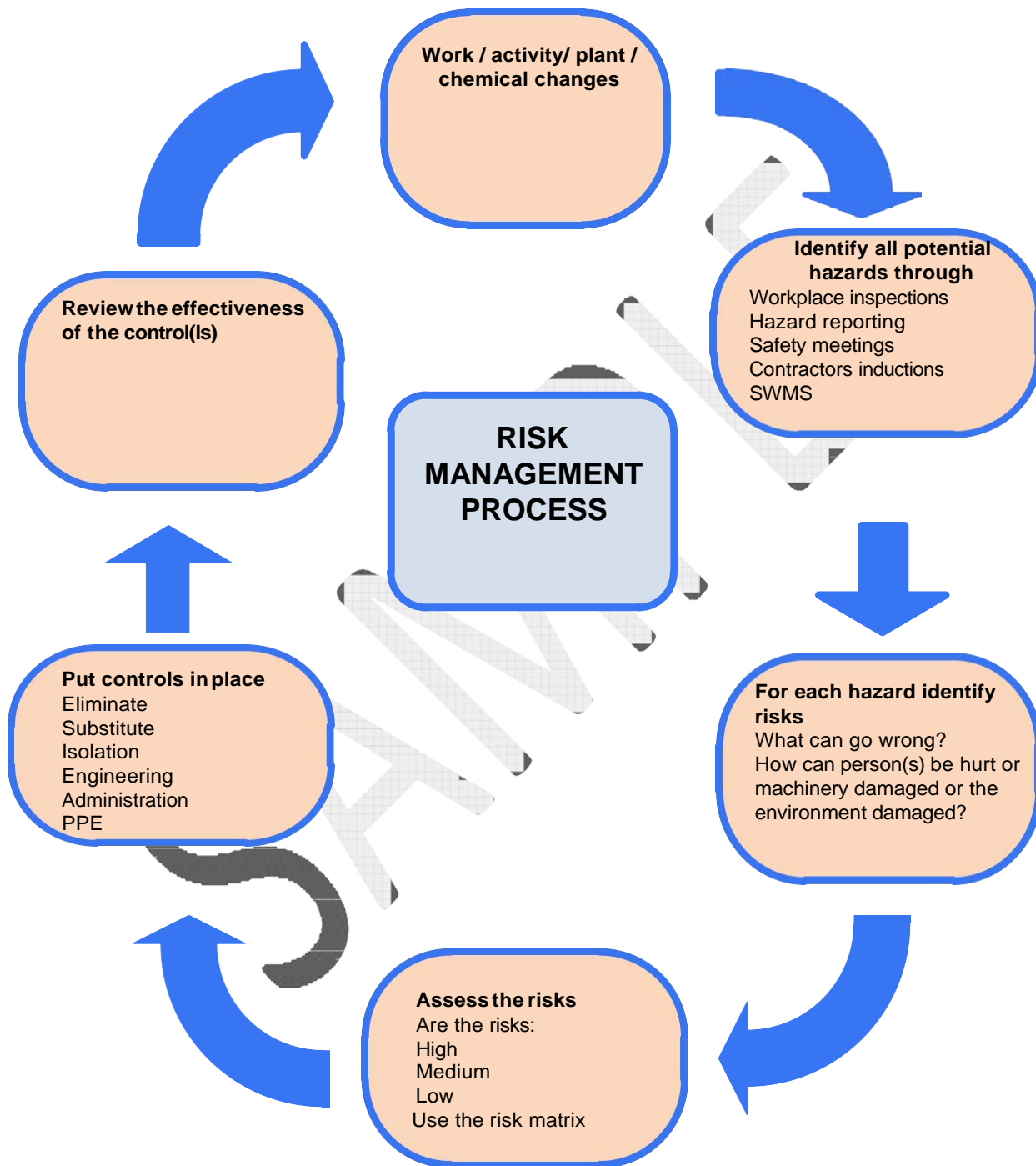
[illegible]

RISK ASSESSMENT TOOL

Risk Assessment Guidance

Refer to consequence table in Risk Assessment Process. Only Safety examples are provided below.

CONSEQUENCE (the extent of the harm or damage with current controls in place)					
Negligible	- Minor Injuries requiring First aid Treatment.				
Minor	- Single or multiple injuries requiring medical treatment.				
Serious	- Single or multiple injuries requiring hospitalisation and incurred a loss of more than one full shift.				
Significant	- Single severe injury causing irreversible permanent disability or impairment or single fatality.				
Catastrophic	- Incident with short or long term effects causing multiple fatalities.				
LIKELIHOOD (the chance of the situation occurring with current controls in place)					
Rare	- The consequence may only occur in exceptional circumstances or ‘the probability is close to zero’.				
Unlikely	- The consequence is not likely to occur. There is confidence that it will not occur although it is conceivable.				
Possible	- The consequence could occur sometime or ‘I’ve heard of it happening’.				
Probable times.	- The consequence is likely to occur. It is known to occur, or not surprised as it has happened’ several times.				
Very Likely	- It is almost certain that the consequence will occur. Common or frequent occurrence.				
LIKELIHOOD					
CONSEQUENCE	Rare	Unlikely	Possible	Probable	Very Likely
Negligible	1	2	4	7	11
Minor	3	5	8	12	16
Serious	6	9	13	17	20
Significant	10	14	18	21	23
Catastrophic	15	19	22	24	25



Appendix 17B

Hazardous Substance Register

[illegible]

Appendix 19B



PPE Matrix

PERSONAL PROTECTIVE EQUIPMENT

Note: PPE use is a “minimum” risk control measure, however it can be used in conjunction with other safety controls.

LEGEND– M= Mandatory R = Recommended if required

SITE SPECIFIC RULES WILL DETERMINE WHAT PERSONAL PROTECTIVE EQUIPMENT (PPE) MUST BE WORN

PPE Type	 HEAD PROTECTION MUST BE WORN									 WELDING MASK MUST BE WORN	 SAFETY HARNESS MUST BE WORN	
Hazard/Activity	Safety Helmet	Hearing Protection	Eye Protection	Safety Boots	Long Clothing	Hand Protection	Hi-Vis Clothing	Respiratory Equipment	Face Shield	Welding Mask	Safety Harness	
Employees/visitors	M	R	M	M	R		M					
Plant Operation	M	M	M	M	R	R	M	R	R			
Mechanical Maintenance	M	R	M	M	R	R	M	R	R		R	
Fabrication Work	M	M	M	M	M	M	M	R	R	R	R	
Hazardous Substances	M	R	M	M	M	M	M	R	R			
Workshop Activities	M	M	M	M	R	R	M	R	R	R		
Office Work				M	R		M					
Working at Heights	M	R	M	M	R	R	M	R	R	R	M	
Confined Spaces	M	M	M	M	M	R	M	R	R	R	R	
Cleaning Activities	M	R	M	M	R	R	M	R	R		R	

Appendix 7F

Author: Melanie Everingham

Date: 24/05/2012

Revised:24/05/2016

Work Activity	Hazards (with outcomes) relating to key steps in the activity	Prescribed Hazards	Inherent Consequence	Inherent Likelihood	Inherent Risk (before controls)	Control Description	Control Type	Control Implementation	Control Effectiveness	Residual consequence (after implementing Controls)	Residual Likelihood (after implementing Controls)	Residual Risk (after implementing Controls)	Action Required to achieve Desired Residual Risk
Driving to and from delivery site.	Motor Vehicle Accident - driving to and from work locations/delivery sites		Catastrophic	Possible	22	Employees driver's licenses checked	Administration	100% Everywhere,	Effective	Catastrophic	Unlikely	19	
						Drivers to have undertaken CQP driver assessment and training programme	Administration	0% Control not yet in place	Ineffective				Driver training program to be finalised and run out throughout the business
						100km/hr. speed limit	Administration	75% Most times, most employees, most things	Partially Effective				Instruct employees of maximum speed requirements
						Employee to ensure seat position is suitable to operate all necessary controls before commencing work tasks.	Administration	100% Everywhere, everyone, everything	Effective				
	Injury/damage while driving on delivery sites		Catastrophic	Possible	22	Driver to be CQP inducted and instructed on the Quarry Traffic Management plan	Administration	100% Everywhere, everyone, everything	Effective	Catastrophic	Unlikely	19	
						Driver must be inducted for specific site before delivery	Administration	100% Everywhere, everyone, everything	Effective				
						Inspection conducted to ensure route of travel (whilst on site) is suitable, stable and free of obstructions	Administration	100% Everywhere, everyone, everything	Effective				
						Driver must obey all site rules whilst within the site boundary (speed limits,	Administration	100% Everywhere, everyone, everything	Effective				
						Drivers to have undertaken CQP driver assessment and training programme	Administration	0% Control not yet in place	Ineffective				Driver training program to be finalised and run out throughout the business
	Heat Stress and sun affected skin conditions whilst in quarry or on site.		Significant	Possible	18	Educate personnel on the dangers of heat stress and methods to combat the problem	Administration	100% Everywhere, everyone, everything	Effective	Significant	Unlikely	14	
						Fluid outlets and sunscreen readily available.	Redesign Engineering	100% Everywhere, everyone, everything	Effective				
						Ensure long sleeves and long trousers and a hat are worn during work activities	Personal Protection	0% Control not yet in place	Ineffective				Company to implement policy to wear long trousers and long sleeve shirts
	Accidents due to driver fatigue		Catastrophic	Possible	22	Drivers to be instructed in Fatigue Management requirements.	Administration	100% Everywhere, everyone, everything	Effective	Catastrophic	Unlikely	19	
						Ensure compliance with work/rest requirements as outlined in Fatigue Management Requirements.	Administration	100% Everywhere, everyone, everything	Effective				
	Accidents due to mobile phone use.		Catastrophic	Possible	22	Drivers to be instructed on company policy for mobile phone use in vehicles in accordance with Transportation	Administration	100% Everywhere, everyone, everything	Effective	Catastrophic	Unlikely	19	
						Ensure compliance with policy for mobile phone use in vehicles in accordance with Transportation.	Administration	100% Everywhere, everyone, everything	Effective				
	Accidents due to driver being under the influence of alcohol or drugs		Catastrophic	Possible	22	Drivers to be instructed on company policy towards alcohol whilst using company vehicles in accordance with Transportation	Administration	100% Everywhere, everyone, everything	Effective	Catastrophic	Unlikely	19	
						Ensure compliance with company policy towards alcohol whilst using company vehicles in accordance with Transportation.	Administration	100% Everywhere, everyone, everything	Effective				
						Random alcohol and drug testing to be conducted.	Administration	100% Everywhere, everyone, everything	Effective				
Maintenance of vehicles and mobile plant	Slip, trip and fall injuries during regular maintenance procedures		Serious	Possible	13	Ensure suitable platforms or step ladders are used during maintenance procedures	Redesign Engineering	75% Most times, most employees, most things	Partially Effective	Serious	Unlikely	9	Ensure suitable platforms or step ladders are available for use
						Work area must be clean and free of obstacles/obstructions	Administration	100% Everywhere, everyone, everything	Effective				
	Cuts and grazes during manual tasks		Minor	Very Likely	16	Gloves to be used during certain manual tasks	Personal Protection	75% Most times, most employees, most things	Ineffective	Minor	Possible	8	Ensure gloves are available for use if required

Appendix 4B

Register of persons occupying positions in the Management Structure

[illegible]

ENVIRONMENTAL INCIDENT RESPONSE

Appendix 6B

Business Communication (Toolbox) Meeting Minutes

Chairperson:				Venue:			
Date:			Start Time:			Finish Time:	
Attendees:							
Absent/Apologies							

1. Actions to be followed up from previous meeting:

Action	Responsible Person	Due Date	Date Completed

2. Regular items of Business:

Issue for Discussion/Action	Responsible Person	Due Date	Date Completed
Safety Issues:			

ENVIRONMENTAL INCIDENT RESPONSE

Administration Issues / Communication Issues:	Responsible Person	Due Date	Date Completed
Plant Issues			
Quality Complaints			
Other Issues			

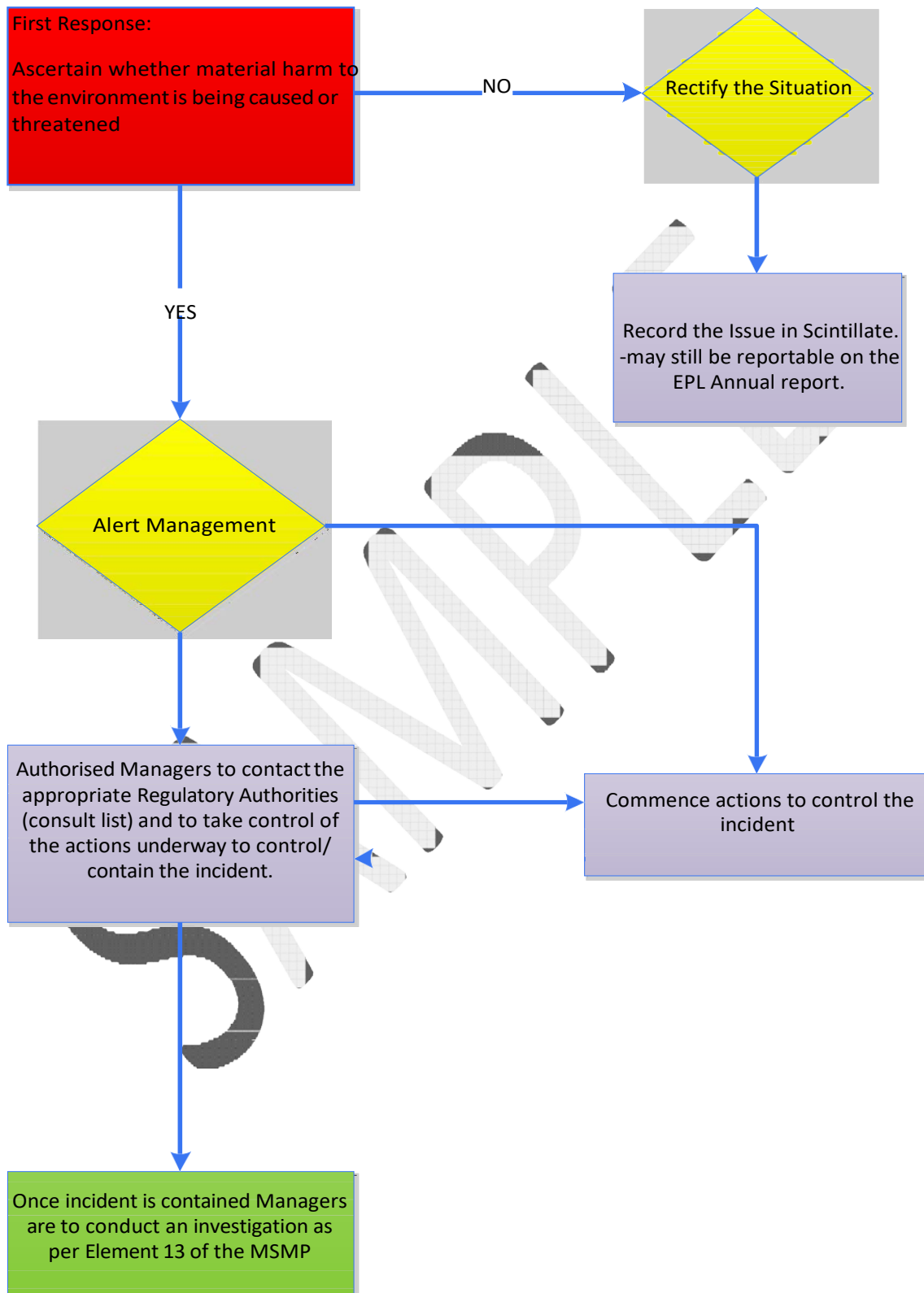
ENVIRONMENTAL INCIDENT RESPONSE

3. New Business

Issue for Discussion / Action	Responsible Person	Due Date	Date Completed

These minutes are a true reflection of the items and actions discussed at the Management meeting and will be distributed to General Manager, Quarry Manager, Production manager, HSE Manager and posted on relevant notice boards.

Chairpersons Signature: _____ Date: _____



Coastal Quarry Products

Appendix 11F

[illegible]

Appendix 1A

MSMP Amendment Record Sheet

[illegible]

EMERGENCY DRILL REPORT TEMPLATE

This report shall be completed following any evacuation exercise.

Site/Location:		Date of Drill / Emergency:	
Method Used for initiating Evacuation:			
Time of Initial Alarm:		Time When Last Person Exited Building/Area:	
Could the Alarm be heard in all locations?	Yes / No Comments:		
Were Difficulties Encountered when Conducting Area Search?	Yes / No Comments:		
Comments on the Drill / Emergency:			
Corrective actions to be adopted as a result of this Drill / Emergency		By whom	By Date
Report Compiled by			Date
Status: FINAL	Doc: CQP - EIR	Rev: 1.0	Issued: 14 June 2016
			Page 1 of 1