



EMERGENCY and Pollution Incident Response
Management Plan (PIRMP) For:

SUGAR AUSTRALIA GLEBE ISLAND TERMINAL

LOT 1 SOMMERVILLE ROAD,
ROZELLE NSW 2039

Revised by Systems Manager-NSW & Depots
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EMERGENCY PHONE NUMBERS (EXTERNAL)

EMERGENCY SERVICES

Fire Brigade	000
Police	
Ambulance	
State Emergency Service	132 500
Poisons Information Service	13 11 26

SITE SECURITY

Site Security Monitoring (NSS Security)	1300 133 343
Site Security (Swipe Card Gate System) (Kings Security)	1800 188 811
Glebe Island White Bay Security Patrols (ACG)	0427 042 333
White Bay Gatehouse (ACG)	0437 252 191
Sydney Ports Harbour Control (24 hours)	(02) 9296 4000

UTILITIES

Gas (Origin Energy)	13 19 09
Water (Sydney Water)	13 20 90
Electricity (Origin Energy)	1800 808 617
Boilers (Tomlinson (RCR)) (24 hr)	(02) 9681 4177
Air Compressors (Atlas Copco)	(02) 96219633
Fire Panel (Wormald)	(02) 9638 8400

MEDICAL SERVICES

Leichhardt Medical & Dental Centre	(02) 9561 3333
Balmain Hospital	(02) 9395 2111
Royal Prince Alfred Hospital (RPA) Camperdown	(02) 9515 6111

ENVIRONMENTAL

Environment Protection Authority (EPA) (NSW Department of Environment & Climate Change - DECC)	131 555
Trade Waste Removal (Grundy's Waste)	(02) 9833 9192

NEIGHBOURING BUSINESSES

Cement Australia	(02) 9555 7821 0407 754 348 (after hours)
Gypsum Resources Australia (GRA)	(02) 9555 9616
Pinpoint Pty Ltd	(02) 9352 3888

SUGAR AUSTRALIA CONTACT NUMBERS

Shift Team Leader	(02) 8572 7622	
Site Manager-Glebe	(02) 8572 7639	
Reliability Manager	(02) 8572 7637	
Systems Manager-NSW & Depots	(03) 9283 4592	
Operations Manager – NSW, Croydon & Depots	(03) 9283 4625	
Master - PIONEER		0429 138 036

1. PURPOSE

The objectives of this document are to provide quick and effective responses to potential emergencies / incidents at Glebe Island, so that injury to personnel, the environment, damage to property / infrastructure as well as disruption to business continuity is minimised.

This document has also been amended to comply with the "Protection of the Environment Legislation Amendment Act 2011 (POELA Act)".

Potential emergency scenarios or incidents which may occur on site include (*but may not be limited to*):

fire incident	industrial incident
medical emergency or incident	maritime security incident
confined space emergency	loss of power
explosion protection system activation / malfunction	intrusion or trespass
environmental incident or a loss in containment	bomb threat
traffic incident	

The site emergency response function will initiate the required response/s based on the situation at hand and will involve the required emergency agencies as needed.

The Site Manager – Glebe and Shift Team Leaders shall ensure on going compliance to the requirements set out within this document. The Systems Manager-NSW & Depots shall be responsible for the review of these procedures.

The Systems Manager-NSW & Depots shall be responsible for ensuring that all environmental incidents are immediately reported to the operations manager EPA NSW, Sydney Water, and Sydney Ports.

All employees of the Glebe Island Facility shall be responsible for understanding this procedure and for immediately notifying their direct supervisor of any safety or environmental incident on the site.

2. DEFINITIONS

Shift Team Leader is the designated Emergency Warden on the site and shall be the primary liaison with Emergency Services personnel.

Minor Emergency is an event confined to a local area and would not necessitate a partial or full evacuation of the site.

Major Emergency is an event which necessitates the need to partially or fully evacuate the site or the Glebe Island area.

External Emergency is an event which may occur beyond the boundaries of the site or Glebe Island / White Bay areas

Normal Hours refers to the weekday period when the majority of employees are present on site.

After Hours refers to when the plant is manned only by a limited number of employees.

Serious injury is an event requiring medical treatment by a physician, hospital or medical centre.

Minor injury is an event which requires First Aid treatment.

Major spill is an event whereby a loss in containment of greater than 1000 Litres (or 1000 kg) occurs and extends beyond the site or beyond the boundaries of the site, with a potential to impact the local environment.

Minor spill is an event whereby there is a loss in containment of up to 1000 Litres (or 1000 kg) and is usually localised (and can be contained) to an area on site and poses no threat to the local environment.

3. FIRST RESPONSE TO A SITE EMERGENCY

In the event of a site emergency or evacuation, the Shift Team Leader on duty shall assume the role of the Emergency Warden and perform the following tasks;

Organise and assist in the evacuation of the building, ensuring that all employees and contractors within the area vacate the building **immediately** and that additional assistance is provided in the evacuation of building occupants and visitors who are injured, disabled or have an impairment, use a wheelchair (or similar wheeled device), are easily fatigued, experience anxiety or confusion during an emergency (as required).

Notification should also extend to neighbouring businesses (as required). Liaison with Emergency Wardens from Sydney Ports Corporation (or adjoining businesses may also be required)

Attend the evacuation point to ensure all personnel on site are accounted for. It may be necessary to refer to staff time sheets / visitor logs for this purpose.

Ensure the Fire Brigade (and / or Ambulance) services has been called and to meet and direct Emergency Services once on site.

Hand over control of the emergency situation to the Chief Fire Officer of the Fire Brigade in attendance. Provide assistance as required (e.g. provide site layouts / plans).

Advise the Chief Fire Brigade Officer of special hazards that may exist in the plant, (e.g. flammable goods, LPG storage, paper stocks).

Await confirmation from the Fire Brigade Officer in charge that the building is safe to be re-occupied.

When the building is cleared for re-occupation, inform the staff of the situation.

In the event of an emergency, a First Aid Attendant present on site shall perform the following;

- Set up first aid point near the evacuation area and provide necessary first aid.
- Co-ordinate the evacuation of any casualties with the Ambulance personnel.
- Update the Shift Team Leader and advise the Site Manager (if outside of normal business hours).

4. RESPONSES TO POTENTIAL EMERGENCIES

4.1 FIRE INCIDENT

In the event of a fire, activate the alarm on the Main Fire Panel (MFP) or by pressing the break glass panels situated around the site.



If the fire alarm sounds,

1. Call the Fire Brigade on **000**.
2. The Shift Team Leader shall alert the Site Manager (if not on the site).
3. All personnel shall move promptly to the primary evacuation point.

In the warehouse and ground floor areas, a continuous ringing bell will sound. In the Workhouse, under the silos and in the front Dispatch Office, a “high pitched, intermittent beep” will sound.

4. An audible alarm (installed outside the Dispatch Office) may also sound during an emergency (such as a fire)



“In the interests of safety, please evacuate the building...”

5. The Shift Team Leader shall ensure that all personnel are accounted for.
6. If there are personnel unaccounted for, the Shift Team Leader shall brief Fire Brigade upon arrival. Personnel must not re-enter the building once it has been evacuated.
5. Under **NO CIRCUMSTANCES** during an alarm should the lift be used until the area is deemed to be safe by the Fire Brigade.
6. There may be two (2) types of fire event;

MINOR FIRE

- confined to a local area
- does not necessitate a site evacuation
- can be extinguished with an extinguisher or hose reel

MAJOR FIRE

- spread over one or more areas
- requires a site evacuation
- cannot be controlled with hose reels or extinguishers

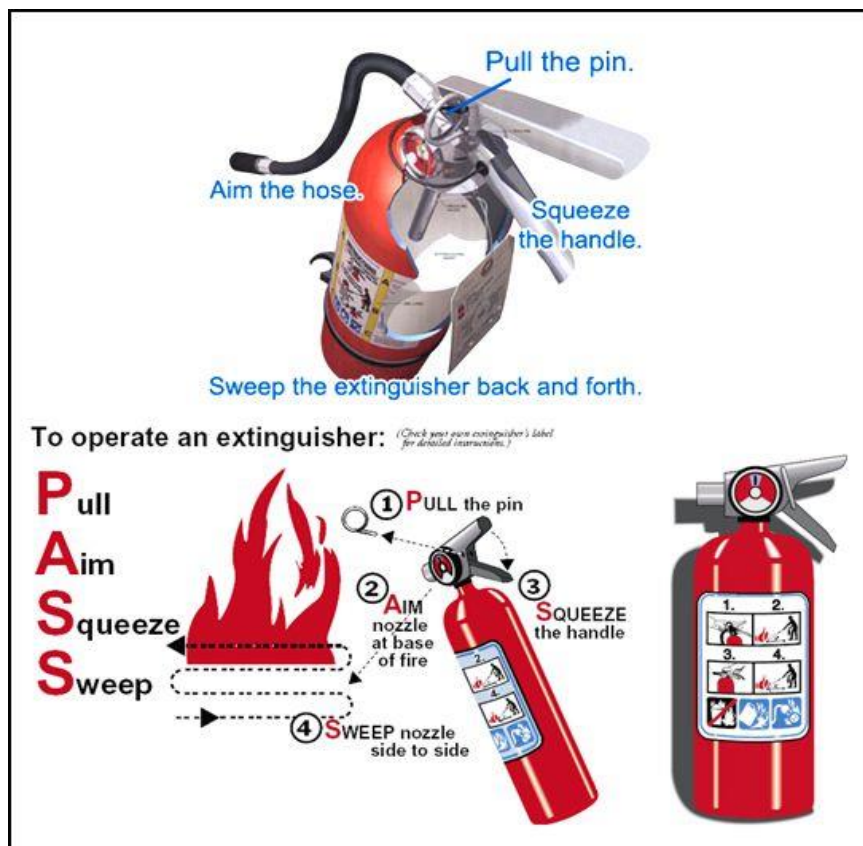
7. After the fire has been extinguished (and the area is declared safe), the Shift Team Leader and Site Manager shall be notified and briefed.

4.1.1 FIRST ATTACK FIRE FIGHTING

It may be possible to prevent danger to building occupants and damage to property during the early stages of a minor fire by suppression with a fire extinguisher or hose reels, however, these appliances shall only be operated by trained personnel, when it is safe to do so and when their use is likely to be effective.

If the fire is too large or too dangerous to attack with this equipment, site evacuation is the only safe option. Doors to the fire area shall be closed to contain the spread of the fire until the arrival of the Fire Brigade.

The “PASS” system for operating a fire extinguisher is as follows;



If the decision is made to attack the fire, ensure the correct extinguisher is selected.

TYPE OF EXTINGUISHER		WATER	FOAM	WET CHEMICAL	CARBON DIOXIDE	POWDER	VAPOURISING LIQUID
<i>Australian Colour Code is shown.</i>							
CLASS AND TYPE OF FIRE							
A	Ordinary combustibles (wood, paper etc)	✓ YES most suitable	✓ YES	✓ YES	LIMITED	AB E powders ✓ YES B E powders LIMITED	✓ YES
B	Flammable Liquids	✗ NO	✓ YES Special Foam required for alcohol-type fires	✗ NO	LIMITED	✓ YES	✓ YES
C	Flammable gases	✗ NO	✗ NO	✗ NO	LIMITED ← Leaking gas must be shut off →	✓ YES	✓ YES
D	Combustible metals	✗ NO ← Use special purpose extinguishers only →	✗ NO	✗ NO	✗ NO	✗ NO	✗ NO
E	Fire involving live electrical equipment	✗ NO	✗ NO	✗ NO	✓ YES	✓ YES	✓ YES
F	Cooking oils and fats	✗ NO	LIMITED	✓ YES	LIMITED	B E powders ✓ YES AB E powders ✗ NO	✗ NO

SHOULD PERSONNEL SAFETY BE JEOPARDISED, CALL THE FIRE BRIGADE ON 000

4.2 MEDICAL EMERGENCY OR INCIDENT

4.2.1 First Aid

- Where First Aid treatment is required, please seek a First Aid Officer on site. See the Shift Team Leader (or report to the Control Room to locate a First Aid Officer). An Incident Notification Form **MUST** be filled out.

First Aid kits are situated in the Control Room and Laboratory. A portable kit is also kept in the Control Room.

4.2.2 Medical treatment

- Where medical treatment is required, casualties can be referred to;

Leichhardt Medical & Dental Centre
30-38 Short Street, Leichhardt NSW 2040

Phone: (02) 9561 3333

Balmain Hospital
Booth St, Balmain NSW 2041

Phone: (02) 9395 2111

Royal Prince Alfred Hospital
Missenden Road, Camperdown NSW 2050

Phone: (02) 9515 6111

4.2.3 Medical emergency (requiring resuscitation)

- For emergencies requiring resuscitation, a portable Automated External Defibrillator (AED) is situated in the Control Room.
- Dial **000** and request an Ambulance.



4.3 CONFINED SPACE EMERGENCY

1. Persons with confined space training **ONLY** may enter a confined space. Should any person be unable to exit a confined space, the observer shall ring the Fire Brigade on **000** and return to the confined space entry point and await assistance.

4.4 EXPLOSION SUPPRESSION EQUIPMENT MALFUNCTION OR ACTIVATION

1. If there has been an activation or malfunction of the STUVEX Explosion Suppression System, an audible alarm will be activated.



**“Attention!
Attention!
extinguishing
system has
discharged. Do not
enter...”**

2. All personnel must leave the site via the nearest exit and assemble at the evacuation point.
3. If there are personnel unaccounted for, the Shift Team Leader shall brief Fire Brigade upon arrival (if Fire Brigade has been dispatched). Personnel must not re-enter the building once it has been evacuated.
4. If the Fire Brigade has not been dispatched, the Shift Team Leader and a member of the Maintenance Team (or nominated person) shall attempt to locate missing personnel (without putting themselves at risk). Radio contact shall be maintained with a nominated person at the evacuation point
5. To confirm if a STUVEX malfunction (or activation) has occurred, the Shift Team Leader and a member of the Reliability Team (or nominated person) shall check the CITECT alarm page before investigating the area of activation (without putting themselves at risk). Radio contact shall be maintained with personnel at the evacuation point.
4. If there is a fire, all personnel must leave the building by the nearest emergency exit (**DO NOT USE THE LIFT**) and assemble at the evacuation point.
5. Dial **000** and request and request the Fire Brigade.

4.5 ENVIRONMENTAL INCIDENT

An 'environmental incident' refers to any activity performed on site, whose consequences may adversely affect the surrounds in which the site operates (e.g. air quality, water, land, natural resources, flora, fauna, humans and their interrelation). Environmental incidents may include (but are not limited to):

- sugar spillages and leaks into waterways
- chemical spills
- particulate emissions (sugar dust)
- loss in containment

An environmental incident with a potential to impact on local environment (i.e. waterways) may require a response on behalf of the Sydney Ports Corporation.

The Sydney Ports Incident Controller is the person appointed by Sydney Ports Corporation to direct the overall response operation and to co-ordinate the activities involved in the incident response or clean up. The Incident Controller has overall operational decision making responsibility and is supported by other operational and advisory personnel.

Unless delegated otherwise by the Chief Executive Officer of Sydney Ports Corporation this role is filled by the Senior Manager, Marine Operations or Manager, Marine Services.

4.5.1 Sugar spillages

Sugar (or sugar residues) spilled into the harbour in significant quantities may adversely impact on marine life.

1. If sugar (or sugar residues) have spilled into the harbour during ship unloading operations, notify the ship's Master to stop the ship discharge.
2. Notify Harbour Control (Sydney Ports Corporation) and await further instructions.
3. Notify the Environment Protection Authority (EPA). Depending on the severity of the event, other agencies (not limited to) NSW Roads and Maritime, NSW Fire and Rescue and Leichardt Council may also need to be contacted.
4. If sugar (or sugar residues) have spilled onto the wharf, the spillages shall be promptly contained to minimise its spread. Residues shall be disposed of in accordance with local government legislation.

4.5.2 Chemical spills

Chemical spills (e.g. diesel and other oil residues) into the harbour during shipping activity may adversely impact marine life, aquatic flora and fauna as well as impact on the quality of local waterways.

1. If chemicals (e.g. oil residues, diesel fuel) have leaked or spilled into the harbour during shipping operations, advise the ship's Master. The ship has spill response equipment such as dri-sorb, mats and pumps on board, which may be deployed during a spillage.

The ship also has a Shipboard Oil Pollution Emergency Plan (SOPEP) Manual to assist personnel in dealing with unexpected discharge of oil or noxious liquid.

2. Notify Harbour Control (Sydney Ports Corporation) and await further instructions.
3. Notify the Environment Protection Authority (EPA). Agencies (not limited to) NSW Roads and Maritime, NSW Fire and Rescue and Leichardt Council may also need to be advised depending on the severity of the event.

4.5.3 Particulate emissions

Particulate sugar dust emissions into the atmosphere from a dust collector (or related plant failure) may have short term impacts on the air quality in the immediate area. Dust collectors and filters shall be maintained regularly (as part of a preventative maintenance and inspection program) to minimise the risk of a failure and potential discharge into the atmosphere.

1. If sugar dust is emitted into the atmosphere, minimise the spread of the emission.
2. Shut down the plant.
3. Notify Harbour Control (Sydney Ports Corporation) and await further instructions. Contact the Environment Protection Authority (EPA).
4. Clean up residual dust spilled in the area. Arrange for the repair of the damaged dust collection equipment.

4.5.4 Loss in containment

A loss in containment on site (from liquid sugar waste or other residues) may have adverse effects on the local environment if allowed to escape into local waterways.

1. If a **minor spill** has occurred, (and it is safe and practicable to do so), contain the spill using the spill kits on site or by directing the source of the spillage into a bunded area (i.e. bulk weighbridges or pallet bunds).
2. Once the spill has been contained, commence a controlled clean up of the area and removal of the material, (ensuring any residues **DO NOT** enter drains or connecting waterways) in accordance with Material Safety Data Sheets.
3. Where required, arrange for the removal of waste material, using a licensed Trade Waste Contractor only.
4. If a **major spill** has occurred (and it is safe and practicable to do so), attempt to contain the spill within an area on site, (using bunding or spill kits provided). Commence a clean up of the area and arrange for the removal of material as soon as possible.
5. Where a spill cannot be contained, minimise its impacts by preventing the spill from spreading into neighbouring areas, drains or adjoining waterways by using spill booms, absorbents (e.g. mats, dri-sorb).
6. **The Environment Protection Authority (EPA) and / or Sydney Water, MUST BE NOTIFIED if spillage is suspected to have impacted on the local environment (i.e. the spill has directly / indirectly entered surrounding waterways). The role responsible for co-ordinating reporting activities is the Systems Manager.**
7. Where hazardous substances are involved in significant quantities, alert the Fire Brigade and advise of the situation. Notify the Site Manager and if required, prepare the site for evacuation.
8. Once the spill has been contained, commence a controlled clean up of the area and removal of the material, (ensuring any residues **DO NOT** enter drains or connecting waterways) in accordance with Material Data Sheets.

4.6 TRAFFIC INCIDENT

1. In the case of traffic incident where persons have been injured, dial **000** and request an Ambulance.
2. If there is a risk of a fire or possibility of a spillage (e.g. fuel), dial **000** and request the Fire Brigade. Notify Harbour Control (Sydney Ports).
3. Where property has been damaged (and only if safe to do so), ensure the threat to personal safety or the potential for further plant or infrastructure damage is minimised.
4. If required, prepare to evacuate personnel from the area.

4.7 INDUSTRIAL INCIDENT

1. In the case of an industrial incident where persons have been injured, dial **000** and request an Ambulance.
2. If there is a risk of a fire or possibility of a spillage (e.g. fuel), dial **000** and request the Fire Brigade. Notify Harbour Control (Sydney Ports Corporation).
3. Where property has been damaged (and only if safe to do so), ensure the threat to personal safety or the potential for further plant, equipment and infrastructure damage is minimised.
4. If required, prepare to evacuate all personnel from the area.

4.8 MARITIME SECURITY INCIDENT

Under the Commonwealth *Maritime Transport and Offshore Facilities Security Act*, a **‘maritime security incident’** refers to any unlawful interference to maritime transport. ‘Unlawful interference’ can imply any act/s which causes interference, damage to, or compromises the safe operation of maritime personnel, facilities or property.

There are currently three (3) maritime security levels in place;

Maritime Security (MARSEC) Level	Description
1	Default level – no specific threat, but heightened level of awareness required.
2	Non specific threat against critical infrastructure.
3	Specific threat. A terrorist incident is imminent or has occurred.

All Port Security related incidents (e.g. trespass) should be referred to Harbour Control (Sydney Ports) in the first instance. Harbour Control (Sydney Ports Corporation) shall contact the Water Police (in the case of a “waterside” incident).

In the case of a major maritime security incident (e.g. a known terrorist threat)

1. Await instructions from Sydney Ports Corporation (SPC), (either via the Security Manager (SPC) or Port Facilities Security Officer (PFSO)).
2. Prepare to evacuate all personnel on the site by activating the alarm in the fire alarm panel.
3. Shift Team Leader (Fire Warden) shall ensure that all persons are accounted for.

4. In the case of unauthorised or unlawful access into a “secure port area”, notify the White Bay / Glebe Island Security patrol.

4.9 LOSS OF POWER

1. If there is a loss of power to the site, personnel shall assemble at the primary evacuation point and await further instructions.
2. The Shift Team Leader shall ensure all personnel on the site are accounted for.
3. If there are personnel unaccounted for, the Shift Team Leader and a nominated person shall take a radio and investigate (without putting themselves at risk). Radio contact shall be maintained with personnel at the evacuation point at all times.
4. If there are personnel trapped in the lift, contact emergency services and the lift service company.
5. The Shift Team Leader shall alert and update the Site Manager (if the Site Manager is not present on site).
6. A site electrician and the Shift Team Leader (or delegate) may confirm the nature of the power loss (only if safe to do so).
7. Contact the electricity supplier and attempt to determine the nature of the power loss.

4.10 BOMB THREAT

1. If there is a bomb treat received, use the bomb threat procedures in **Appendix (A)** whilst talking on the phone. Remain calm at all times.
2. Arrange for all personnel on site to be evacuated by activating the alarm located in the fire alarm panel, pressing a “break glass” panel or notifying staff via two way radio.
3. Call the Fire Brigade on **000**.
4. The Fire Warden (Shift Team Leader) shall ensure all persons are accounted for. Alert the Site Manager (if the Site Manager is not present on site).

4.11 INTRUSION OR TRESPASS

1. Assess the situation. Call the Police on **000** (only if safe to do so).
2. Determine the location (and the nature of the intruder). **DO NOT APPROACH OR ENGAGE THE INTRUDER**
3. If the intruder is outside, remain inside the building and lock the doors.
4. If the intruder is inside the building, move promptly away from the area (to a muster point) and await assistance.

5. INITIATION OF THE EVACUATION ALARM

1. An evacuation will be ordered either;
 - By activating the alarm on the Main Fire Panel (MFP),
 - By pressing a “break glass” alarm or
 - Verbally advising personnel.

2. Sydney Ports Corporation (Harbour Control) shall be alerted of the emergency situation.
3. Adjoining business shall also be advised accordingly (as required).

6. POWER SHUTDOWN

1. Only if it is safe to do so, ensure nearby plant and equipment is shut down prior to leaving the factory. All electrical power should be isolated.

UNDER NO CIRCUMSTANCES SHALL THE SAFETY OF ANY PERSON/S TO BE JEOPARDISED DURING AN EVACUATION BY ATTEMPTING TO SECURE PLANT OR MACHINERY. SUCH ACTION MUST ONLY BE TAKEN IF CIRCUMSTANCES ALLOW.

7. EVACUATION POINT

1. In an evacuation, all personnel must leave their work area **immediately** by the nearest exit, move directly to the primary evacuation point and remain there until further instructions are issued.
2. It is the responsibility of the Shift Team Leader on duty to ensure that all personnel on site are accounted for and to report status to the Site Manager. **Personnel MUST NOT leave the evacuation point during an emergency until declared safe to do so.**
3. All personnel must remain at the evacuation point until advised otherwise. If there is a need for personnel to move to an alternate muster point, the Shift Team Leader shall ensure all personnel do so as a single group.

In the confusion of a major emergency, doubts may arise as to whereabouts of particular personnel. For this reason, it is essential that all employees remain at the designated evacuation point/s.

8. SITE SECURITY

1. Only site Management and emergency services personnel shall be permitted onto the site following a significant emergency or incident. Variations to this rule shall be referred to the Site Manager.
2. The site may wish to utilise external security services personnel to prevent unauthorised access to the site either during (or following) an emergency situation.

9. LIAISON WITH THE FIRE BRIGADE

1. On arrival at a fire emergency, the Chief Fire Officer of the NSW Fire Brigade has the authority (under State legislation), to deal with the building and the fire in a manner deemed fit. However, assistance may be sought from the site in dealing with specific hazards relevant to a certain area. In this regard, the Chief Fire Officer may request;
 - A brief rundown of situation.
 - The location and nature of all flammable materials and dangerous goods, (e.g. LPG)
 - Layout information of building, plant and hydrant systems.
 - Advice on any safety considerations and persons not accounted for.
2. The primary responsibility for liaising with the Fire Brigade rests with the Shift Team Leader on duty at the time of the emergency.

10. COMMUNICATION WITH THE MEDIA

False or misleading stories can cause considerable concern to employee's families in the event of even a minor fire or similar incident. News coverage of a fire can have serious implications for the company's relationships with its suppliers, customers, the general public and even the company's own employees.

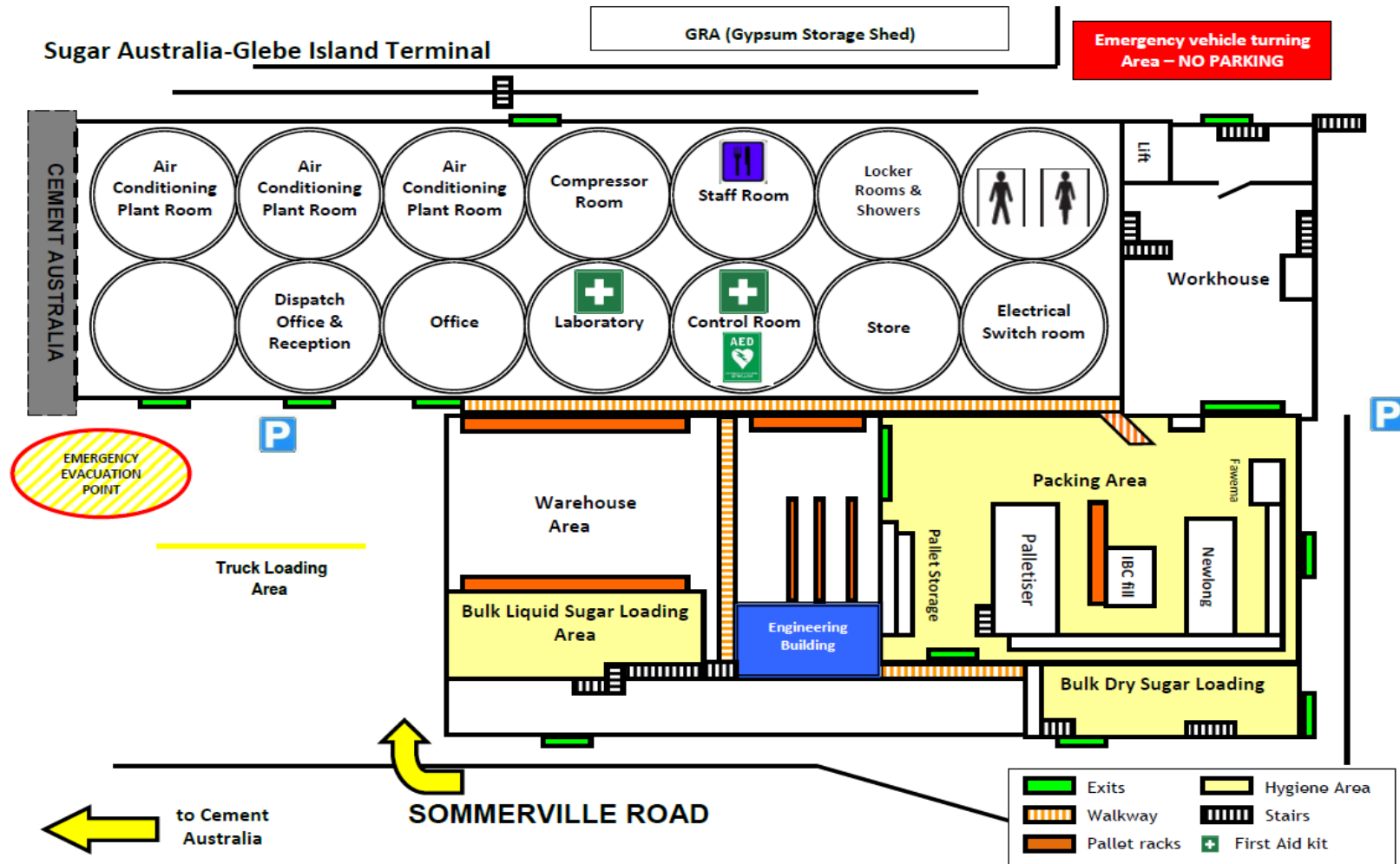
1. Only the **Chief Executive Officer (CEO) or Personal Assistant of the Chief Executive Officer (CEO)** has the authority to make statements about (or on behalf of) the Company in emergency situations. This is particularly the case in the event of a major incident. It is the responsibility of the Site Manager, Shift Team Leaders, and site Departmental Managers to ensure that all direct reports are fully aware of this requirement.
2. Members of the media, like members of the general public, shall not be allowed to enter the site in an emergency, (otherwise, the company may be held responsible for any damage to the equipment brought on site or injuries that may occur to persons entering the site).

11. SALVAGE

1. The Site Manager and Reliability personnel shall be available on site to advise the Fire Brigade on any matters impacting the salvage of company property and assets.

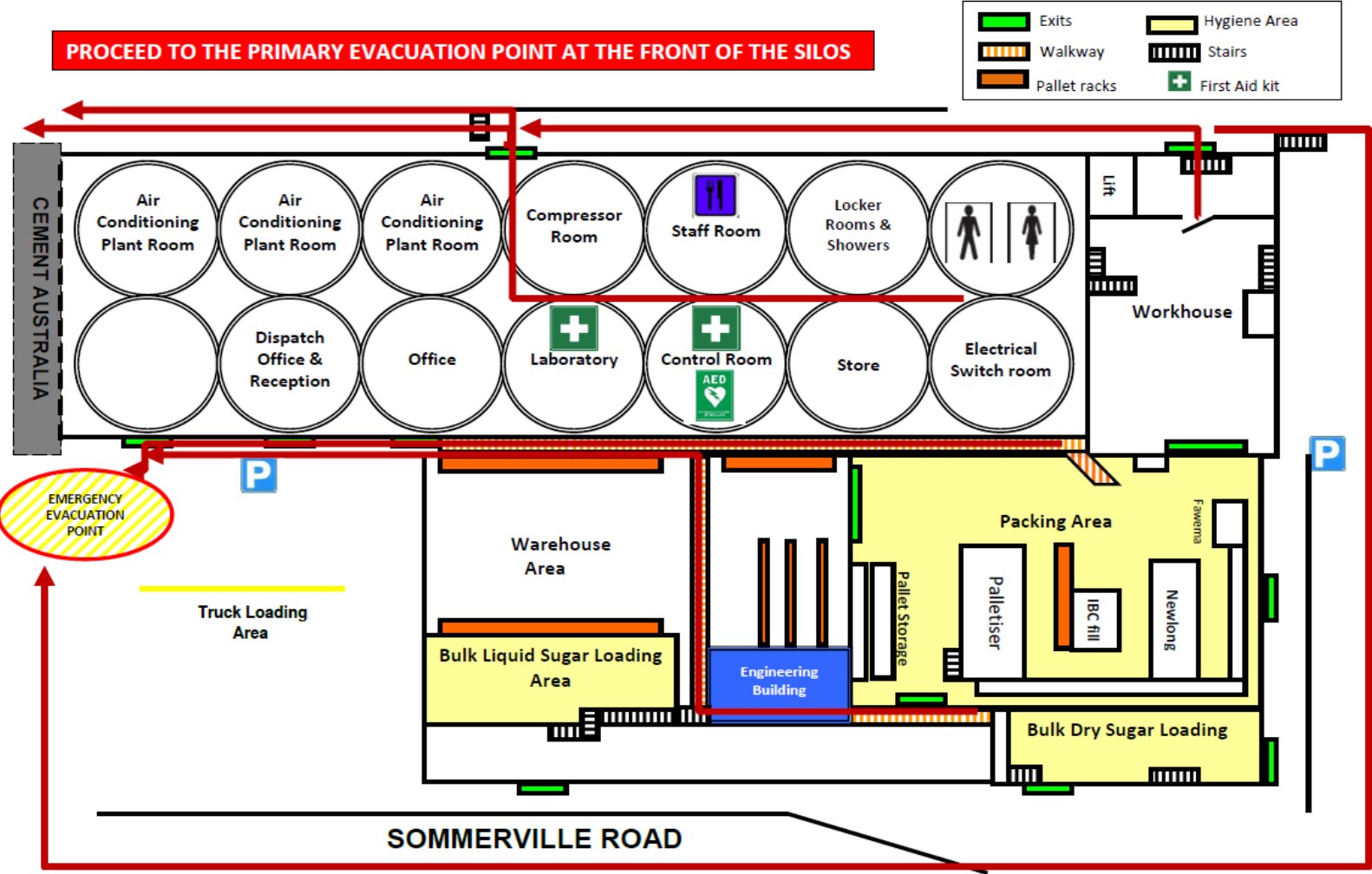
12. SITE MAPS & PHOTOS

Appendix A – Precinct Map (not to scale)

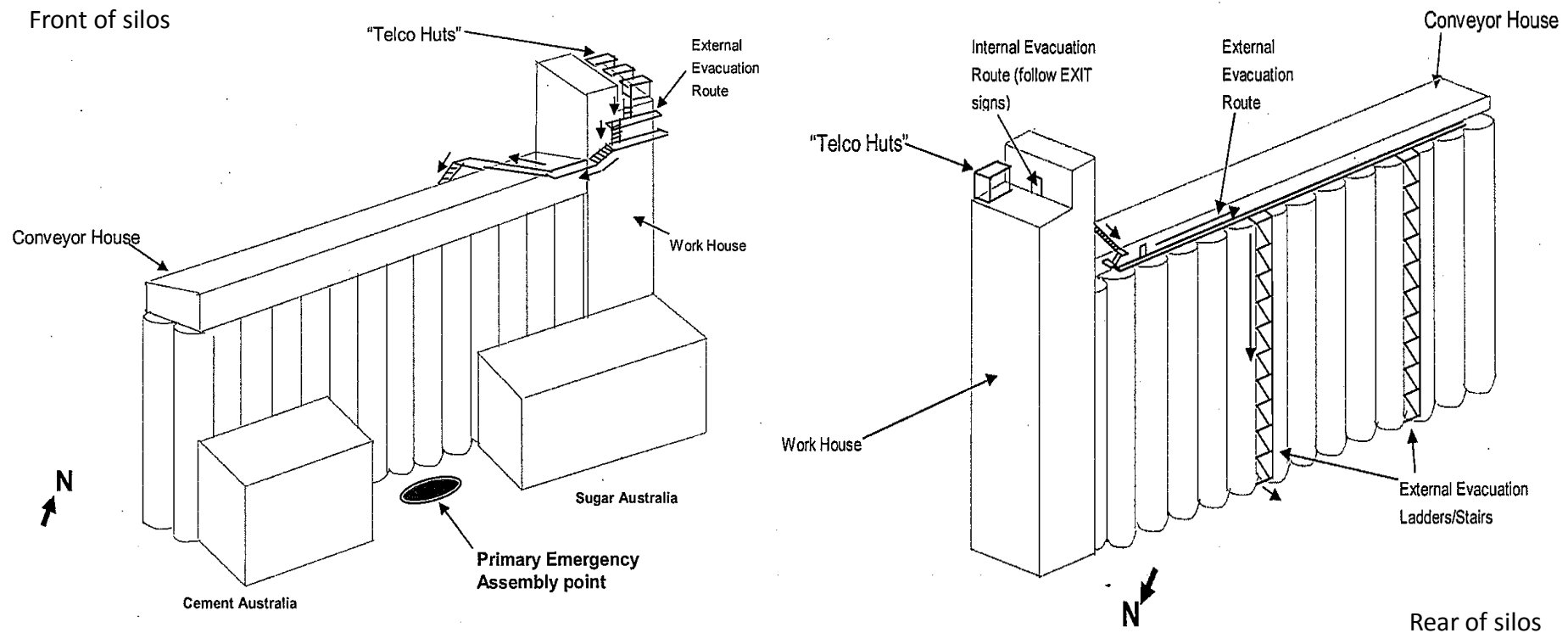


November 2012

Appendix B – Evacuation routes – Ground Floor (not to scale)

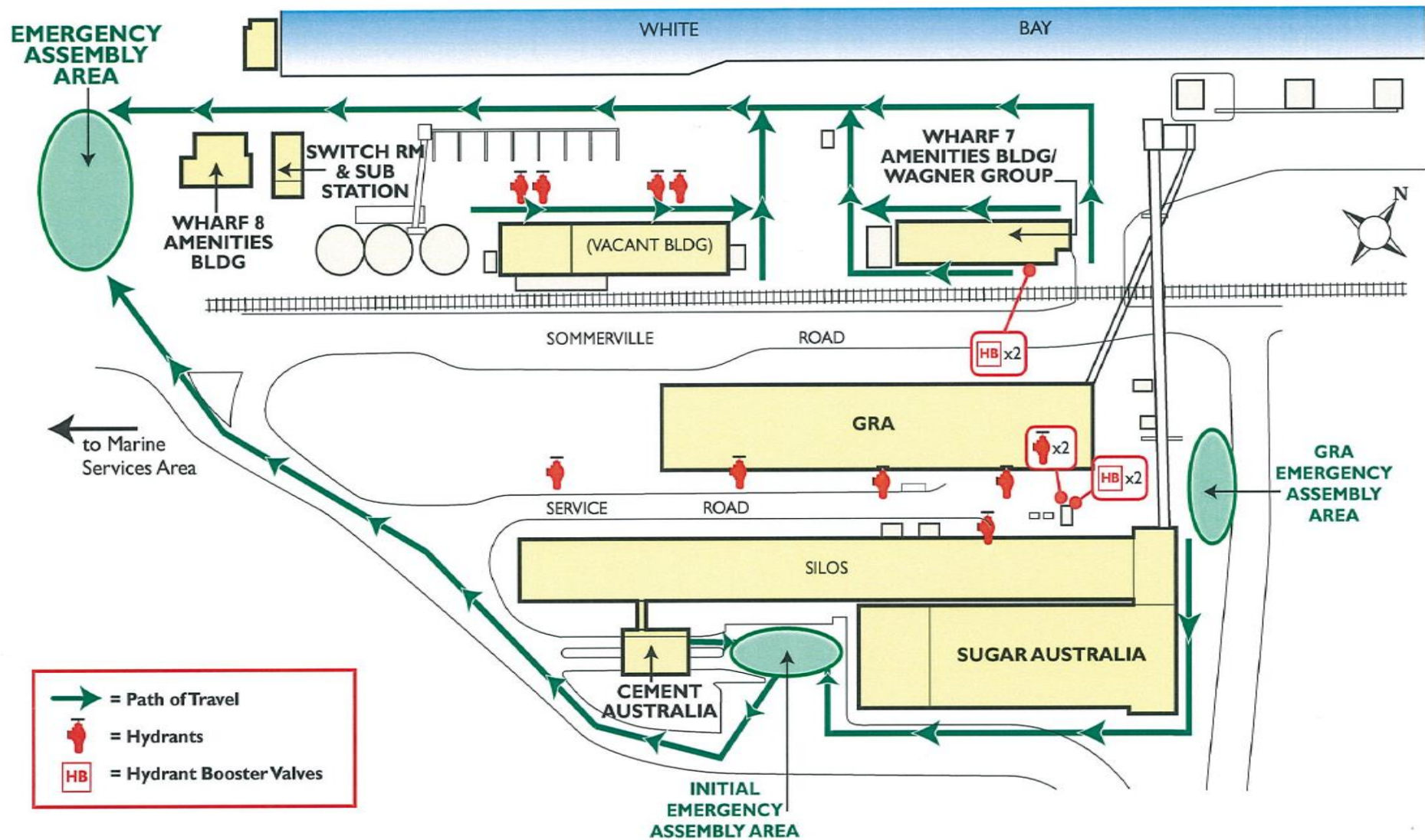


Appendix C – Evacuation Routes (Roof to Ground)

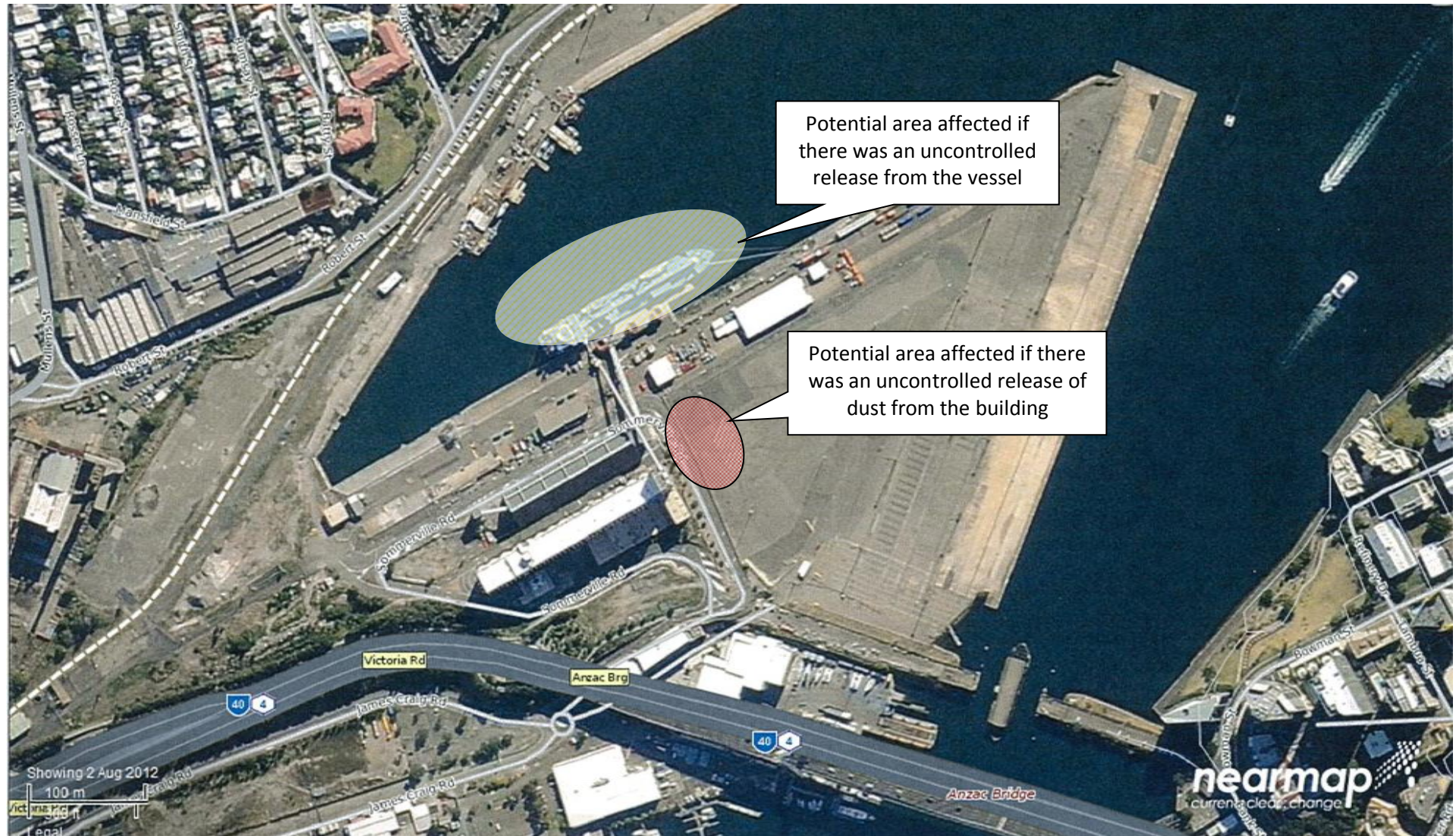


- Use the escape routes indicated in an emergency - **DO NOT RE-ENTER THE BUILDING**
- Proceed to the Primary Evacuation point once you have reached ground level.
- Always maintain three points of contact when climbing down access ladders.

Appendix D Precinct Map showing Evacuation Muster Points



Appendix E – Aerial View of Glebe Island Precinct



Appendix F – Environmental Risk Assessment And Management Plan.

Pollution Event	Consequence	Risk Score Before Control	Management plan to control risk.	Risk Score After Control
Potential for a major failure of the conveyance system from the ship to the shore to cause a spillage of sugar into the harbor.	Spillage to the harbor waterways.	M 18	Programmed Maintenance of conveyor and hopper. Designated flow rate for conveyor to avoid spillage. Communication between ship and shore based operations.	L 22
Potential for a significant quantity of sugar to be spilled at the base of the conveyor leading up to the silo. A pile of sugar could be deposited on the wharf. In rainy conditions sugar could then be washed into the harbor.	Spillage to the harbor waterways.	M 18	Programmed Maintenance of conveyor and hopper. Designated flow rate for conveyor to avoid spillage. Communication between ship and shore based operations.	L22
There is potential for a sugar dust explosion where there are large quantities of dust in a restricted space such as the conveyor housing.	Spillage to the harbor waterways.	M 8	Regular conveyor wash downs after every ship discharge. DIP Compliant electrical equipment used in this area.	L 22
Potential for leakage of sugar dust from dust extractors.	Emission of sugar dust to atmosphere	M 19	Use of dust monitoring equipment interlocked to the plant	L 26
Potential for a bulk liquid sugar tanker to either leak or be damaged and cause a spill to occur that could be washed into the waterways.	Spillage to the harbor waterways.	L 22	Fleet maintenance. One Way traffic flow. Spill kits on site	L 26
Potential for a bulk crystal sugar tanker to either leak or be damaged and cause a spill to occur that could be washed into the waterways in the event of rain.	Spillage to the harbor waterways.	L 22	Fleet maintenance. One Way traffic flow. Spill kits on site	L 26
Potential for dangerous goods that are delivered to the site to be dropped during unloading and spill into the storm water system that leads to the waterways.	Spillage to the harbor waterways.	M 13	Low order quantities, immediate transportation to designated storage area, use of bunding. Spill kits on site	L 23
Potential for incompatible dangerous goods to be stored together.	Generation of heat (possible fire) vapours and gas.	M 19	DG Segregation and use of bunding.	L 26
Potential for stored dangerous goods to be spilled within the site.	Generation of heat and gas. spillage to the harbor	M 19	DG Segregation and use of bunding. Spill kits Onsite	L 26
Potential for LPG to leak from stored fork lift gas bottles.	A sufficient concentration of spilled LPG could cause an explosion.	M 7	Storage of gas bottles in outdoor cage to allow for good ventilation	L 22

RISK MATRIX

RISK SCORE CALCULATOR		Consequence – most likely outcome					RISK SCORE LEGEND
		Minor	Important	Serious	Major	Catastrophic	
Likelihood	Almost certain	M15	M10	H6	H3	H1	1 to 6 Intolerable (High) Risk
	Likely	M20	M14	M9	H5	H2	
	Possible	L24	M19	M13	M8	H4	7 to 20 Tolerable (Medium) Risk
	Unlikely	L27	L23	M18	M12	M7	
	Rare	L29	L26	L22	M17	M11	21 to 30 Broadly tolerable (Low) Risk
	Very Rare	L30	L28	L25	L21	M16	

Consequence	Safety	Environmental	Property Damage	Quality/Food Safety
Minor	First aid treatment	Minor emission or release immediately controlled and contained and not likely to cause environmental harm. Not reportable to regulatory authority. Includes public complaints.	Low financial loss, <AUD\$10,000 Minor damage to plant/equipment	An incident that did not cause damage to plant and/or equipment but had the potential to do so. Minimal or no impact on customer. Minor Breach of food safety standards with no product contamination risk eg not wearing hairnet
Important	Medical treatment with Return to work	Emission or release controlled with minimal loss offsite with very short term environmental harm and requiring no remediation, with impacts < 1 day. Includes minor breach of licence condition or an event that may be reportable to regulatory authority.	Medium financial loss between AUD\$10,000- AUD\$50,000	Damage that results in minimal business loss. Minimal costs incurred Product contamination that could generate a customer complaint eg Sugar Lumps, small quantity of black specs
Serious	Lost Time Injury Noise induced hearing loss	Emission or release resulting in short term environmental harm (on or offsite) requiring minimal remediation and impacts < 1 month. Fine or penalty notice from regulatory body possible.	High financial loss between AUD\$50,000- AUD\$250,000	Minor business loss Plant damaged, minor repair. Minor costs incurred. Product contamination that could lead to recall of contaminated product from customers.
Major	Permanent Disability	Significant emission or release resulting in environmental harm (on or offsite), requiring remediation but unlikely to have long term impacts of > 6 months. Fine, penalty notice or prosecution from regulatory body likely.	Major financial loss between AUD\$250,000- AUD\$1,000,000	Major business loss Loss of production capability. Significant business interruption. Significant costs incurred. Significant impact on customer Product contamination risk that could cause an injury or illness eg glass, sharp metal
Catastrophic	Fatality	Significant emission or release which is toxic to humans or the ecosystem and is uncontrolled, resulting in serious long term environmental harm (on or offsite) requiring extensive remediation. Prosecution certain.	Huge Financial Loss, > AUD\$1M	Huge financial loss Prolonged business interruption. Possible permanent closure of business site Gross product contamination with toxic or harmful contaminants

Likelihood	What chance is there of it happening in a given year?
Almost Certain	The event is expected to occur in most circumstances (once to 1 in 10 times)
Likely	The event will probably occur in most circumstances (1 in 10 to 1 in 100 times)
Possible	The event should occur at some time (1 in 100 to 1 in 1,000 times)
Unlikely	The event could occur at some time (1 in 1,000 to 1 in 10,000 times)
Rare	The event may only occur in exceptional circumstances (1 in 10,000 to 1 in 100,000 times)
Very Rare	The event may only occur in extremely exceptional circumstances (1 in 100,000 to 1 in 1,000,000 times)

Appendix G List Of Potential

Pollutants On The Glebe Site.

Potential Pollutant	Maximum Quantity Held On site
Refined Sugar	28 000 Tonnes
Waste Liquid Sugar < 5% Solution	40 000 Litres
Liquid Sugar 67% Solution	120 000 Litres
Sodium Chloride	< 1 Tonne
LPG Gas	< 250 litres
Boiler Treatment Chemicals (Class 8 Corrosive)	< 100 litres
Diesel Fuel	< 200 litres
Oils and Greases	< 200 Litres

APPENDIX H - BOMB THREAT

CHECKLIST

THREATENING COMMUNICATION - TELEPHONE

CHECK LIST
(DO NOT HANG UP AFTER THE CALL)

EXACT WORDING OF THREAT

.....
.....
.....

IF BOMB THREAT

QUESTIONS TO ASK

When is the bomb going to explode?

.....

Where is the Bomb?

.....

What does the bomb look like?

.....

Why was the bomb placed?

.....

What will make the bomb explode?

.....

What is your name?

.....

What is your address?

.....

.....

CALL TAKEN

Time Date

Duration N° Called

Received By.....

Was caller familiar with details of the premises Y/N

Report call immediately to a Warden or the Chief Warden

AUTHORISATIONS & AMENDMENTS

CALLERS VOICE: MALE/FEMALE

Estimate Age.....

Accent.....

Speech Impediment.....

Voice loud/soft etc

Diction clear/muffled

Manner calm/emotional

Did you recognise the voice Yes/No?

If yes, who do you think it was?

.....

THREAT LANGUAGE

Well spoken Abusive

Incoherent Irrational

Message read by caller

Taped Other

BACKGROUND NOISES

Street Aircraft

Voices Domestic

Music Machinery

Local/STD call

Unusual noises