ITW Polymers & Fluids

EMERGENCY PLAN

FOR:

ITW POLYMERS & FLUIDS
100 HASSALL ST
WETHERILL PARK NSW
SITE DG NOTIFICATION NO 35/018405

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ABBREVIATIONS & GLOSSARY OF TERMS

Air Pollution	The emission into the air of any air impurity including smoke, dust, fly ash, cinders, solid particles of any kind, gases, fumes, mists, odours and radioactive substances.
BCA	Building Code of Australia.
BLEVE	**Boiling Liquid Expanding Vapour Explosion** which is characteristic of the failure of a pressure vessel containing liquefied gas.
DECC	Department of Environment, Conservation & Climate Change.
Emergency Assembly Area	This is a safe location to which all people are required to assemble in the case of an emergency.
Emergency Controller	Director of Emergency Operations or his Delegate.
EP	Emergency Plan.
ERU	Emergency Response Unit who are trained to undertake initial response activities.
ET	Emergency Team.
HAZCHEM Code	An alpha-numeric code placed on hazardous chemical placards to indicate actions to be taken by emergency services to control an incident involving

	the chemical, prior to detailed technical information being available.
Land Pollution	The placing in or on, or the introduction into or onto land of any matter, whether solid, liquid, or gaseous, that results in or is likely to result in actual or potential harm to the health or safety of human beings, animals, or other terrestrial life or ecosystems, or actual or potential loss or property damage that is not trivial.
Material Harm to the Environment	(a) Harm to the environment is material if: (i) It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or (ii) It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10000 and Loss includes the reasonable and practicable measures to prevent, mitigate or make good harm to the environment.
MSDS	Material Safety Data Sheet. A sheet giving detailed information regarding the hazardous characteristics of a substance and procedures to be followed in the event of an emergency involving the substances.
EPA	NSW Environment Protection Authority (now part of the DECC). Environment Protection Authority Victoria Queensland's Environmental Protection Agency
PG	Packing Group used to rank the hazard associated with the transport and handling of a particular dangerous goods (except for Dangerous Goods Class 1, 2 and 7).
PPE	Personal Protection Equipment.
Pollution	Either 'water pollution', 'air pollution', 'noise pollution', or 'land pollution'. It goes on to provide definitions for each of these types of pollution.
Pollution Incident	Pollution incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.
Pollution Incident Response Management Plan (PIRMP)	A plan all holders of environment protection licences (licensees) are required to prepare in accordance with section 153A of the Protection of the Environment Operations Act 1997 (POEO Act).
Site	An area of ground on which a building is constructed.
UN No	United Nations Hazardous Material Identification Number. A four-digit number used to identify a hazardous chemical.
Water Pollution	(a) The placing or introducing into or onto waters, of matter (solid, liquid, gaseous), litter, refuse, or debris in any way that changes the physical, chemical, or biological condition of the water, or makes the waters unclean, noxious, poisonous, or impure and harmful to all types of life or ecosystems, or the health, welfare, safety or property of persons: or The placing of such material in any drain, channel or gutter designed or used to receive or pass rainwater, floodwater, or unpolluted water to a receptor to which it would cause pollution.

1 INTRODUCTION

1.1 Scope and Application

This document describes the Emergency Plan (EP) for the operation of a chemical and dangerous goods processing, blending and storage facility by ITW Polymers & Fluids at this site.

The EP contains information and instructions that provide a basis for handling a variety of emergency situations, such as a fire, explosion, medical emergency, chemical spills, pollution incidents, gas-leaks, bomb threats, electrical outages, security breaches, natural disasters, significant injuries, medical events, and pandemics. These instructions should not be regarded as rigid procedures to be followed without question, but rather as guidelines which provide the flexibility to handle unanticipated situations.

This EP is applicable to all facilities, processes, equipment, employees under the control or management of ITW Polymers & Fluids on the site. It is also applicable to all contractors and visitors whilst attending the Site. All personnel, contractors and visitors to the Site must be aware of the general contents of this document and its accompanying Emergency Procedures.

All those employees with responsibilities for emergency response activities, as outlined in this Plan, must be issued with a current copy of this EP, and must receive an appropriate level of training necessary to enable them to effectively implement the emergency procedures detailed in this EP. This EP is designed to cover all emergency situations which can be reasonably anticipated for the Site, and this EP gets activated with call, messages, and/or alarm from fire system.

1.2 Facility Description

The site is located at the following address (see the table below and the site location map in Appendix B).

Description of the site			
Address	100 Hassall St Wetherill Park		
Dangerous Goods Notification Number	35/018405		
Products on site	Molybond lubricants and greases, Rocol oils, Galmet paint, Epirez epoxy coatings and cement-based grouts, Devcon repair systems, Wynn's engine additives and Applied water-based detergents for the commercial/industrial sector.		
Total Area Approx (sq. m)	20,000	Building Coverage (sq. m)	8,000
Description of site	The main building on site houses manufacturing and warehouse activities. This building consists of four compartments. An office building is connected to this building by a short-enclosed walkway. There are also two small outbuildings on the site (see site layout plan in Appendix D).		
The key processes on the site	• Manufacture of greases and lubricants. • Blending of oils, solvents, and other liquids. • Manufacture of liquid (epoxy based) construction products. • Manufacture of paints. • Aerosol filling. • Liquid filling.		
Dangerous goods storage facilities containing both raw materials and finished goods:	• Flammable liquid and solid package stores. • Above ground solvent tanks. • Above ground oil tanks. • Above ground aerosol propellant tanks. • Corrosive product package stores. • Aerosol package store.		

Table 1: Description of the site.

1.3 Fire System Description

The site is protected by fire hydrants located around its perimeter. The main buildings are protected by an automatic sprinkler installation supplied from a water tank located at the rear of the site.

Where appropriate, dangerous goods stores are individually bunded. In addition, each compartment of the main building is separately bunded to prevent liquids flowing both between compartments and to external areas of the site. Finally, the perimeter of the site is also bunded with isolation valves fitted to all stormwater drainage leaving the site. These valves may be closed manually, but also close automatically on activation of a fire alarm. Total storage capacity of the site bunding is equivalent to approximately 90 minutes of firefighting water discharge.

Fire System Devices			
Emergency Warning and Intercommunication System (EWIS)	Yes	Number	
Addressable FACP	No	Addressable Device	No
Smoke Detector	Yes	Number	
Beams Detector	Yes	Number	
Fire Alarm	Yes	Number	
Fire Doors	Yes	Number	
Emergency Lights (90 minutes)	Yes	Number	
Fire Hose Reels (water only)	Yes	Number	
Fire Hose Reels (foam only)	Yes	Number	
Extinguisher	Yes	Number	
Fire Hydrants (water only)	Yes	Number	
Fire Hydrants (foam only)	Yes	Number	
Jockey Pump	Yes	Number	
Fire Fighting Pump	Yes	Number	
Automatic Sprinkler System	Yes	Roofing	Whole building
Water Tank (for Sprinkler System)	Yes	Volume (m^3)	1,000
Compartments for Dangerous Goods	Yes	Type of Bunded	Separately bunded
Stormwater Isolation Valves	Yes	Storage capacity	
Flammable Bunker	Yes	Volume (m^3)	
PPEs	Yes	Number	
Spill Control Kits	Yes	Number	

Table 2: Fire System Devices.

1.4 Situations Covered

An ***emergency situation*** is defined as any abnormal or dangerous ***event*** that may adversely affect the safety or well-being of nearby persons, communities or the environment. Under these circumstances, the occupants of the premises are required to immediately respond to the emergency to control, correct and return the dangerous situation to a safe condition.

If there is any doubt as to the status of an ***event***, it should be treated as an ***emergency*** and the procedures detailed in this EP implemented. Note that **all** fires must be treated as emergencies. Three levels of emergency are defined:

- **LOCAL ALERT:** Any emergency that threatens human lives, property, or the environment at one location of the Site but is not likely to spread to other areas of the Site or the property.
- **SITE ALERT:** Any emergency where its effects may spread to other areas on the Site; and
- **EXTERNAL ALERT:** Any emergency where its effects may spread and impact on people, property or the environment outside the Site's site boundaries.

Each of these three levels of emergency may be further classified as follows:

- **MINOR EMERGENCY:** An emergency that can be handled entirely by the Site's emergency response personnel without the assistance of the relevant public emergency services; and

- **MAJOR EMERGENCY:** An emergency situation that requires the assistance of public emergency services i.e., ambulance, NSW Fire & Rescue or police services.

An **EXTERNAL ALERT** is automatically a **MAJOR EMERGENCY**, as action cannot be taken outside the site boundary independently of the public emergency services. The following types of emergencies are covered by this Emergency Plan.

- Fire.
- Spills.
- Pollution Incidents.
- Explosion.
- Gas leak
- Personal Injury
- Natural Events
- Other Events

2 AIMS & OBJECTIVES

2.1 Aims

The aims of this EP are as follows:

- To provide a clear understanding of how to handle and react to any emergency that may occur at the site by the provision of effective control structures, procedures, and directions.
- To prevent or minimise the impact of an emergency on human life, the community and surrounding environment; and
- To facilitate return to *normal* or *safe* operations as soon as possible.

The procedures contained in this EP have been designed to achieve these aims by utilising the safety features, systems and equipment installed at the Site to protect people from fire and other emergencies.

2.2 Objectives

The objectives of this EP are as follows:

- To protect life and facilitate the rescue or evacuation of personnel affected by the emergency.
- To control or limit any effect that an emergency may have both on and off the Site.
- To facilitate emergency response and to provide such assistance as is appropriate to the situation.
- To ensure that all vital information is quickly and effectively communicated to relevant external agencies.
- To facilitate the organisation and recovery activities so that normal operations can be resumed as soon as possible.
- To provide relevant emergency response training so that a high level of preparedness can be continually maintained.
- To provide the structure under which Emergency Procedures are revised and updated.

3 SITE HAZARDS

3.1 Overview

This facility stores and processes significant quantities of materials classified as dangerous goods. As part of risk analyses carried out to facilitate safe storage and handling of these materials, associated potential occupational and environmental hazards were identified. Safety features provided to control or minimise these hazards are described. The hazards associated with the site can be sub-divided into two categories:

(i) **Material related hazards** associated with the storage and handling of quantities of substances that are classified as Dangerous Goods in accordance with the *Australian Dangerous Goods Code 7th Edition*, relevant Australian Standards and *Work Health and Safety Regulations 2017*. The chemical and physical properties of these materials require the implementation of specific storage, handling, and operating procedures to minimise the possibility of occurrence of a serious or dangerous incident. This hazard category also covers those materials, which, although not classified as dangerous goods, have the potential to cause pollution if released into the environment.

(ii) **Process related hazards** that have the potential to cause injury to human life and adversely impact the surrounding environment if not controlled or managed in an appropriate and effective manner. Some of these hazards may be associated with the production of intermediate process substances that are hazardous to human health and the environment if an accidental emission were to occur. Others may result from process conditions such as high pressures and/or temperatures or the presence of ignition sources which have the potential for initiating an explosion or fire under abnormal process conditions.

3.2 Material Related Hazards

The Site stores and handles significant quantities of dangerous goods as part of its day-to-day operations. The classes of dangerous goods stored and handled on the Site are listed in Table 3. A list of the dangerous goods storage locations is provided in Table 4. An inventory of the major chemicals held in each of these locations is provided in Table 5. In Table 6 the principal potential pollutants which are not dangerous goods are listed.

Safety Data Sheets (SDS) for dangerous goods and hazardous substances are kept at locations that are accessible from locations where chemicals are stored or used. A full set of SDS for dangerous goods, hazardous substances and potential pollutants used on site together with a copy of this Emergency Plan is kept adjacent to and accessible from the foyer of Main Administration Office at the front of the site.
A Site Plan showing all locations where dangerous goods are stored or processed on the Site is provided in Appendix D.

Class	Description	Major Hazards
2.1	Flammable Gas	Jet fire, unconfined vapour cloud explosion, BLEVE, toxicity (under extreme concentrations).
2.1	Flammable Gas (Aerosols)	Warehouse fire fuelled by small scale BLEVE, rocketing cans
3	Flammable liquid	Flash fire, pool fire, unconfined vapour cloud explosion, potential toxic fumes (in the event of fire), potential water contamination.
C1	Combustible liquid (flash point <150°C)	Able to support combustion or further fuel a fire, although only likely to ignite under conditions of moderately excessive heat or spread of established fire.
C2	Combustible liquid (flash point >150°C)	Able to support combustion or further fuel a fire, although only likely to ignite under conditions of excessive heat or spread of established fire.
4.1	Flammable Solids	Readily ignited vigorous and persistent fire.

8	Corrosive substance	Destroy living tissues, corrode metal and other materials, may ignite flammable/combustibles substances, and react dangerously with other corrosive or incompatible substances.

Table 3: DG Classes on Site.

Storage Location	Class	Store Type	Maximum Quantity
1	3	Roofed Store	55,000 L
2A	3	Above Ground Tank	12,000 L
2B	3	Above Ground Tank	12,000 L
2C	3	Above Ground Tank	12,000 L
2D	3	Above Ground Tank	12,000 L
3	8	Roofed Store	22,400 L
4A	2.1	Above Ground Tank	7,500 L
4B	2.1	Above Ground Tank	7,500 L
4C	2.1	Above Ground Tank	7,500 L
6	3/8	Roofed Store	89,000 L
8	3/C1	Roofed Package Store	270,000 L
9	8	Roofed Package Store	5,900 L
11	3	Flammable Liquid Cabinet	250 L
12	8	Roofed Store	15,000 L
13	4.1	Roofed Store	1500 kg
14	3	Flammable Liquid Cabinet	250 L
16	2.1 & 3	Manufacturing Area	4000 L
17	3	Manufacturing Area	1000 L
AA	C2	Above Ground Tank	12,000 L
AB	C2	Above Ground Tank	12,000 L
AC	C2	Above Ground Tank	12,000 L
D	2.1	Roofed Store	150,000 L
E	8	Minor Store	250 L
H	2.1	Minor Store	250 L
L	C2	Manufacturing Area	2000 kg
M	C2	Manufacturing Area	5000 L

Table 4: DG Storage Locations.

Location	UN No	Proper Shipping Name	Class	PG	Hazchem	Typical Quantity	
1	1193	Ethyl methyl ketone	3	II	●2YE	1200	L
	1263	Paint Related Material	3	II/III	●3YE	12890	L
	1866	Resin Solution (Flammable)	3	II	●3YE	10200	L
	1993	Flammable Liquid N.O.S.	3	II/III	●3YE	16670	L
2A	1268	Petroleum Distillates NOS	3	II	●3YE	10000	L
2B	1294	Toluene	3	III	●3YE	10000	L
2C	1307	Xylene	3	II	●3YE	10000	L
2D	1268	Petroleum Distillates NOS	3	II	●3YE	10000	L
3	2259	Triethylenetetramine	8	III	2X	1200	L
	2289	Isophoronediamine	8	III	2X	2200	L
	2735	Amines Liquid Corrosive N.O.S.	8	II	3X	1000	L
	2922	Corrosive Liquid Toxic NOS	8	III	2X	180	L
4A	1033	Dimethyl Ether	2.1	-	2YE	7500	L
4B	1075	Petroleum Gases, Liquefied	2.1	-	2YE	7500	L
4C	1033	Dimethyl Ether	2.1	-	2YE	7500	L
6	1263	Paint	3	II/III	●3YE	10000	L

	1805	Phosphoric Acid Solution	8	III	2X	5000	L
	1760	Corrosive Liquid NOS	8	II	2X	6800	L
	1760	Corrosive Liquid NOS	8	III	2X	20000	L
7	1263	Paint	3	II/III	●3YE	780	L
8	1993	Flammable Liquid N.O.S.	3	II/III	●3YE	30000	L
	-	Engine Additives	C1	-	-	30000	L
	2053	Methyl Isobutyl Carbinol	3	III	●3Y	1000	L
	1090	Acetone	3	II	●2YE	800	L
9	1760	Corrosive Liquid NOS	8	III	2X	4300	L
11	1090	Acetone	3	II	●2YE	20	L
	1208	Hexanes	3	II	●3YE	20	L
	1219	Isopropanol	3	II	●2YE	20	L
	1294	Toluene	3	III	●3YE	20	L
12	1719	Caustic Alkali Liquid NOS	8	III	2R	7300	L
	1760	Corrosive Liquid NOS	8	III	2X	7400	L
	1805	Phosphoric Acid	8	III	2R	60	L
	2735	Amines Liquid Corrosive NOS	8		2X		
13	1325	Flammable Solid, Organic NOS	4.1	II	1Z	950	kg
	3089	Metal Powder, Flammable NOS	4.1	III	1Z	50	kg
14	1263	Paint & Paint Related Material	3	II/III	●3YE	173	L
16	1263	Paint & Paint Related Material	3	II/III	●3YE	2000	L
	1950	Aerosols	2.1	-	-	1300	L
17	1993	Flammable Liquid N.O.S.	3	II/III	●3YE	500	L
AA	-	Lubricating Oil	C2	-	-	10000	L
AB	-	Lubricating Oil	C2	-	-	10000	L
AC	-	Lubricating Oil	C2	-	-	10000	L
B	-	Lubricating Oil	C2	-	-	45000	L
D	1950	Aerosols	2.1	-	-	43000	L
E	1760	Corrosive Liquid NOS	8	III	2X	100	L
H	1075	Petroleum Gases Liquefied	2.1	-	2YE	215	L
L	-	Grease	C2	-	-	1000	Kg
M	-	Lubricating Oil	C2	-	-	3000	L

Table 5: DG Inventory.

Location	Material	Typical Quantity	
Warehouse 1	Sodium Tripolyphosphate	2000	kg
Warehouse 1	Cocodiethanol Amine	1000	L

Table 6: Principal Potential Non-DG Pollutants.

3.3 Process Related Hazards

The operations carried out on the Site include:

- The unloading and storage of packaged goods, bulk liquids, and bulk liquefied gas.
- Manufacture of lubricating grease
- Blending and mixing of paints, resins, lubricating oils, greases, engine additives and vehicle care products.
- Filling of aerosols
- Packaging of paint, resins, lubricating oils, greases, engine additives and vehicle care products.
- Pre-treatment and spray painting of metal components
- Blending and packaging of cementitious grouts
- Loading of packaged finished goods

- Blending and packaging of cleaning agents and water-based products

Risk assessments have identified the following major potential hazards associated with process operations on the Site.

- Damage to dangerous goods and other packages during loading and unloading of transport vehicles or during transport to and from storage or processing locations, causing a spill of dangerous goods or potentially polluting product.
- Spillage of flammable or combustible liquid during transfer from tankers to storage tanks.
- Release of non-odourised and other liquefied gases during transfer from tankers to storage tanks.
- Spill of dangerous goods during blending/manufacturing because of leaking equipment or mishandling of containers.
- Release of vapours (toxic or flammable) during blending/manufacturing or because of a spill.
- Injury to employees because of direct contact with a substance classified as hazardous or as dangerous goods, or exposure to vapours originating from these products.
- A spill of dangerous goods or polluting chemical enters a stormwater drain with the potential to cause significant environmental harm, and,
- Fire or explosion caused by ignition of a spill of flammable liquid or release of flammable vapour or gas.

3.4 Site Design Features

Several safety features have been incorporated into the design and operation of the Site to minimize the risk of occurrence of the hazardous events outlined above and to minimise the impacts they may have on human life and the surrounding environment.

3.4.1 On-site Liquid Containment

All vehicles transporting liquids are loaded/unloaded inside the bunded areas isolated from storm water. Tankers are unloaded inside secondary bunded areas isolated from the general bunding. The following liquid spill control measures are provided.

- Provision of spill kits for first response action in the event of a spill.
- Individual liquid storage areas are bunded as required by Australian Standards and identified in risk assessments.
- Each compartment of the main building is bunded to isolate it from adjacent buildings and the yard area. These bunded areas have no connections to stormwater.
- The site has perimeter bunding to provide sufficient capacity to contain approximately 90 minutes of fire sprinkler discharge. All stormwater lines leaving the site are fitted with isolation valves which can be operated manually, but close automatically when a fire alarm has been activated.
- Tanker unloading points are in separately bunded areas, isolated from the stormwater system.
- Liquid tanks are fitted with overfill alarms.
- Automatic shutdown of pumps on fire alarm activation.

3.4.2 Liquefied Gas Containment

Liquefied gas storage and distribution systems are fitted with the following safety features to minimise the uncontrolled release of liquefied gases.

- Tanks and pipework fitted with emergency shutdown systems incorporating fusible links, fail shut fireproof valves, excess flow valves, non-return valves, shear points.
- Flammable vapour detection at storage and use points for all non-odorized product, to shut down supplies and activate alarms in the event of a leak.
- Automatic isolation of gas supplies at the tanks on activation of a fire alarm.

3.4.3 Dangerous Goods Storage Areas

- All dangerous good storage locations have been designed in accordance with the relevant Australian/New Zealand Standards to provide segregation of different classes of dangerous goods, minimum separation distances to on-site facilities and ignition sources, bunding and crest locus limits.
- Personal Protection Equipment (PPE) is provided in accordance with the relevant Australian Dangerous Goods Standards and as specified for individual substances in their MSDS.

3.4.4 Ignition Source Control

To control potential ignition sources in areas where flammable atmospheres may occur the site has been classified and areas designated where flameproof electrical installations are provided and restrictions apply on the use of non-flameproof equipment such as mobile telephones, radios, forklift trucks and motor vehicles.

- Areas within the main building which have been classified as hazardous areas are designated by dark blue marker strip with direction indicator, across the edge of the area, and across doorways accessing it.
- Plans showing the locations of hazardous areas across the site are provided in Appendix D.

3.4.5 Fire Fighting Equipment

External fire hydrants, hose reels and portable fire extinguishers have been provided for fighting purposes in accordance with the requirements of the Building Code of Australia (BCA) and relevant Australian Standards. The location of these services is shown on the site plan in Appendix D. The Emergency Team (ET) can be quickly contacted via the following communication methods:

- Internal telephone system; and
- Mobile telephones direct
- EWIS
- Public address system from reception

4 EMERGENCY MANAGEMENT TEAM

4.1 Emergency Team

The Emergency Team (ET) is made up of selected Site personnel who have responsibility for providing first response action to an emergency. They achieve this by organising the necessary resources and communications, to implement those corrective actions necessary to terminate the emergency. This may involve evacuation of personnel as well as requesting the assistance of external emergency service agencies.

All personnel who are members of the ET shall be trained in accordance with the procedures contained in this EP and Australian Standard AS 3745-2002 *Emergency control organisation and procedures for buildings, structures, and workplaces.* The identity and role of all ET members shall be made known to all other personnel on the Site.

The Emergency Controller is responsible for overseeing and controlling **all** emergency response actions at the Site. If the Emergency Controller is unavailable at the time of the emergency, control will be delegated to the Deputy Emergency Controller. The ET is made up of the following members:

Emergency Team Constitution	No of Positions
Emergency Controller	2
Deputy Emergency Controller	2
Emergency Response Unit Leader	2
Switchboard Operator	2
Traffic Controller	2

First Aid Team Leader	2
First Aiders	5
Emergency Wardens	12
Fire Pump/Control Valve Operator	4
Media Liaison Officer	1

Table 7: Emergency Team Constitution.

Note: The names of current members together with their contact details are provided in Appendix A.

All Emergency Response Unit members clearly understand that they provide the first line of attack in an emergency, such as a fire. However, on the instruction to EVACUATE they are to implement their responsibilities as a member of the Emergency Team. The functions of the Emergency Team are discussed later in this section.

4.2 Functions of Emergency Team

4.2.1 Damage Control

Selected members of the Emergency Team shall be organised and trained to form a functioning Emergency Response Unit. These selected members shall be trained in the use of elementary fire-fighting techniques.
and the firefighting equipment available on the site, including the use of fire hose reels (both water and foam), and fire extinguishers, with the aim of being able to adequately handle most, if not all, Local and Site Alerts involving fires without the need for assistance from the local NSW Fire & Rescue Service. They shall also be trained in techniques of spill containment and the use of spill control equipment. Members of the ERU shall be trained in the isolation of fuel sources on site including reticulated oil, solvent, aerosol propellant, and town gas. They shall also be trained to operate the stormwater isolation valves.

5.4.2 Rescue & First Aid

The Emergency Team contains members nominated as First Aid Officers who are holders of First Aid qualifications. Their prime duties are to render assistance in removing any injured personnel from the emergency area and to provide effective management of injuries until the State Ambulance Service arrives on-site.

5.4.3 Communications

The Emergency Controller will also act as Communications Officer. It will be his/her task to monitor communication and facilitate the effective exchange of information between the Site and the relevant State Emergency Services.

The Media Liaison Officer will be responsible for relaying information to the media and other public bodies. All staff will be instructed to **not** discuss such issues with any external bodies, as this is the role of the Media Liaison Officer in consultation with the Emergency Controller and ITW legal team.

5.4.4 Evacuation

The Emergency Controller will determine and control the evacuation of the Site. The Emergency Controller will direct staff to evacuate the Site should an emergency grow beyond manageable proportions. To aid in the evacuation, an employee checklist and the visitor/contractor register will be used by the Emergency Controller to mark names and ensure all personnel in the affected area have been safely evacuated.

The evacuation of persons from neighbouring properties is the responsibility of the NSW Police Service, however, depending on the severity and type of incident, other emergency service organisations may initiate the evacuation of adjoining sites.

At his discretion, the Emergency Controller may decide that neighbouring properties should be advised of the emergency so that they can make the decision to implement their own responses to the situation.

5.4.5 Traffic Control

The Traffic Controller is responsible for ensuring the free flow of traffic around the Site. This task may also involve the removal of any vehicle that may obstruct the free flow of emergency vehicles in and out of the Site.

No vehicles shall be removed from any car park area during an emergency requiring evacuation of the premises, unless authorised by the State Emergency Services Commander. This is to avoid a local traffic jam, and to protect employees in vehicles against possible injury.

The Traffic Controller will also control unauthorised access to the site and direct media enquiries to the Media Liaison Officer.

5.4.6 Emergency Control Centre

In the event of an emergency, the Emergency Controller will co-ordinate the emergency response activities from the Emergency Control Centre, which is located at the Fire Panel in the reception area of the administration building (if appropriate to the particular emergency). The Emergency Controller may nominate an alternate location to suit the circumstances of the particular emergency.

5 TYPES OF EMERGENCIES

The following types of emergencies listed in Table 8 are covered by this EP.

Emergency Event	Locations where Emergency may occur
Fire	External Class 3 Package Store – Location 1 Class 3 Tank Farm – Location 2 Class 2.1 Tank Farm – Location 4 Class C2 Tank Farm – Location A Manufacturing Compartment – Factory 3 all locations Finished Goods Warehouse – Factory 2 all locations Packaging and Raw Materials Warehouse – Factory 1 all locations
Explosion	External Class 3 Package Store – Location 1 Class 3 Tank Farm – Location 2 Class 2.1 Tank Farm – Location 4 Manufacturing Compartment – Factory 3 Location 16 Finished Goods Warehouse – Factory 2 Locations 8 & D
Gas Leaks	Class 2.1 Tank Farm – Location 4 Manufacturing Compartment – Factory 3 Location 16
Spills	Factories 1, 2, 3 – All locations External Class 3 Package Store – Location 1 Class 3 Tank Farm – Location 2 Class C2 Tank Farm – Location A Trafficable yard areas
Personal Injury	Work accident, e.g., heart attack, serious fall, severe injury
Natural Events	Earthquake Wind and Electrical Storms Localised Flooding
Miscellaneous	Bomb Threat Vandalism and Civil Disturbance Site Evacuation

Table 8: Types of Emergencies.

Note: Location numbers refer to those used on the Site Layout Plan in Appendix D, and emergency procedures are detailed in Appendix H.

6 INITIAL RESPONSE

6.1 Principles of Emergency Control and Response

The principles of emergency response used on the site are based on Prevention, Containment, Rescue and First Aid. These are summarised below:

Prevention:

- Inspection of all Site and dangerous goods storage facilities.
- Regular emergency response drills to ensure site readiness.

Containment:

- Strict compliance with the Emergency Controller's instructions.
- Immediate isolation of fuel sources to the affected area
- Immediate isolation of all electrical power to the affected area.
- Minimise any secondary damage.
- Only trained emergency personnel are to use emergency equipment where an emergency situation requires particular precautions (i.e., Spill Kits, Fire Fighting Equipment) or the use of specialised Personal Protection Equipment (PPE).
- Approved safety clothing to be worn. All emergency equipment shall be located to be readily accessible for areas considered to be most at risk.
- Emergency equipment operations must never endanger the safety of personnel.

Rescue:

- All people on site (including visitors and contractors) must be accounted for.
- If someone cannot be accounted for after an exhaustive check, a rescue search must be commenced immediately.
- The rescue team must have adequate personal protection to carry out the search safely.
- Rescue operations must never endanger the safety of the rescuers.

First Aid:

- Aim to do the greatest good for the greatest number of people.
- Any injured personnel who can be moved safely must be taken to a safe treatment area.
- Personnel who are trapped or unable to be moved must be given first aid on the spot.
- Safe treatment areas must have adequate vehicle access.

7 ACTIVATION

7.1 Raising the Alarm

The principal method of detecting an emergency on site is by the vigilance of the staff at the facility. As part of their day to day activities they are positioned to notice abnormal occurrences which have the potential to develop into full emergencies and are in a position to initiate first response action to prevent such development. Staff who notice such abnormal occurrences must raise the alarm as detailed in Work Instruction SWI-12.

Additional automated systems are in place on the site to raise the alarm in cases where the incident has gone un-noticed. These systems include:

- Smoke detectors connected 'back to base' through the Fire Panel. This alarm panel will raise a Site alarm and steps as detailed in Work Instruction SWI-12 shall be followed.
- Flammable Gas Alarm activates both visible and audible local alarms in the area of the gas storage tanks and inside Factory 1. In the event of this alarm activating Work Instruction SWI-14, shall be followed.

If the fire alarm sounds, the switchboard operator is to contact the emergency controller and confirm that there is an emergency and once this is confirmed they are to call the emergency services by dialling (000).

The switchboard operator is then to print out the evacuation list from the terminal at the sign in desk and proceed to the evacuation area.

7.2 Notification of Authorities and Adjacent Facilities

If it is determined that an incident constitutes a Major Emergency, the assistance of the public Emergency Services is to be requested by contacting the 000 - emergency telephone number. To ensure that the relevant emergency service is contacted the following information must be given at the initial contact.

- Location of the site.
- The type of emergency (fire, explosion, spill, armed hold up, medical emergency etc).
- Any casualties or injuries.
- What assistance is required.
- Any hazards that may be encountered.
- Name and telephone number of the contact person, usually the Emergency Controller.

Work Instruction SWI-12 shall be followed.

Once assistance of Emergency Services has been requested, if the incident is classified as an External Alert, measures should be taken to advise neighbouring sites of the event. Depending on the circumstances surrounding the incident, this should be done by such means (telephone, runner or alternatives) that main channels of communication between the site and Emergency Services remain open. This is detailed in Work Instruction SWI-12.

After the emergency services have been contacted the insurer FM Global shall be contacted via the contact details on the FM Global website.

7.3 Pollution Incidents

Notification is required if a pollution incident causes or threatens to cause 'material harm to the environment'. Material harm is defined in section 147 of the POEO Act as:

a) harm to the environment is material if:
   i. it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
   ii. it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000 (or such other amount as is prescribed by the regulations), and
b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.'

Notification is required even where 'harm to the environment is caused only in the premises where the pollution incident occurs', as specified in section 147(2). Section 148 of the POEO Act sets out additional pollution incident notification requirements.

The POEO Act requires licensees to:

- implement their PIRMP if, in the course of an activity, a pollution incident occurs that causes or threatens to cause material harm (as defined above in this item)
- notify any 'material harm' pollution incidents, in accordance with the requirements set out in the Act.

In the event of a pollution incident, once the Emergency Controller becomes aware of it, he must immediately, i.e., promptly and without delay, notify the following authorities.

a) Environment Protection Authority.
b) The Ministry of Health (via the appropriate Local Health District Public Health Unit)
c) SafeWork NSW
d) Fairfield City Council.
e) Fire and Rescue NSW (if not already notified).

Contact details for these authorities are provided in Appendix A.

8 TERMINATING THE EMERGENCY

Once the Emergency Services have declared their role complete, they will hand control of the site back to the Emergency Controller. He will be briefed by the Officer in Charge as to any ongoing risk reduction measures to be implemented after their departure, and any other actions which should be taken. The Emergency Controller is responsible for the implementation of these measures and actions.

In conjunction with the Emergency Team, the Emergency Controller will implement appropriate clean-up or completion action in accordance with the Work Instruction relevant to that emergency. Particular emphasis must be placed on the control of any contamination, (spilt chemicals, firefighting water etc) which has the potential to migrate off site and result in a pollution incident. In these cases, Work Instruction EWI-3 Site Spill Control shall be implemented as a priority.

Where the emergency has involved a Pollution Incident, the Emergency Controller shall verify that the appropriate authorities have been notified (see Section 6.3) and that any follow up information required by any authority has been provided to them. The Emergency Controller shall be responsible for convening site management to initiate appropriate reorganisation and reconstruction activities so that normal operations can be resumed.

9 COMPATIBILITY WITH EMERGENCY SERVICES INCIDENT MANAGEMENT PLANS

In requesting the assistance of an external Emergency Service Agency, the request should be directed in the first instance to the agency listed in Table 9. In some instances, it may be necessary that the incident be directed to more than one agency, in particular if personal injury is involved.

Emergency Event	Responsible Emergency Service Agency
Fire	NSW Fire & Rescue
Explosion	NSW Fire & Rescue
Gas Leaks	NSW Fire & Rescue

Spills	NSW Fire & Rescue
Personal Injury	NSW Ambulance Service
Natural Events	State Emergency Service
Bomb Threat Vandalism, Civil Disturbance Site Evacuation	NSW Police
Product Emergency	Chemwatch

Table 9: Responsible Emergency Services.

When the first units of the agency arrive at the site, the Emergency Controller shall advise the Officer in Charge as to the nature and extent of the emergency. The Officer in Charge will then make any decision as to the involvement of other agencies in accordance with the relevant Incident Management Plan.

10 ADMINISTRATION

10.1 Public Relations and Debriefing

It is important that communications to the news media during an emergency are well planned, recognising that the media can be very helpful during an emergency.

Proper drafting of news releases is essential. News releases may only be issued by the Media Relations Officer following clearance by other senior management / ITW legal team.

In providing a Company spokesperson for radio & television, it is recognised that they may require training to adequately discharge this function so as not to destroy public confidence and exacerbate the emergency. Contingency plans should be put in place to engage professional assistance at the earliest possible stage of an emergency. Any media release should include:

- The cause of the emergency.
- Action taken.
- Effectiveness of corrective action.
- Expected time when emergency will be terminated.
- Co-operation needed from the media.

A press release should only state facts.

10.2 Statutory Investigation

Government authorities such as the Coroner, Police Service, WorkCover Authority, Environment Protection Authority or other statutory authorities may request a formal investigation or Coronial Inquiry to be carried out on certain types of emergencies, particularly in the case of fatalities. Full co-operation should be given to such a request.

During emergency operations the Emergency Controller should attempt to ensure that the area is only disturbed as much as is necessary to control the incident, until investigations are completed. Actions taken during the emergency and any noteworthy features of the incident should be advised to the investigator. There must be no interference with the scene of the accident or evidence contained therein which may be used in the inquiry.

10.3 Written Report on the Emergency, and Review of the Plan Post Incident

After any emergency, the General Manager in conjunction with the Emergency Controller shall prepare a detailed incident report as soon as possible, in a reasonable time frame of the incident occurring outlining the following information:

- Reason and cause of incident.
- Review of the emergency response performance.
- Recommendations on preventative strategies or additional safety systems that may be considered essential to avoid a recurrence of the incident, and
- Recommendations on methods or ways to improve the emergency response performance so that any future incidents can be dealt with in a more effective manner.

The Incident Reporting Procedure WSI-00 and relevant documentation to be submitted in conjunction with the report are included in Appendix H. This EP should be reviewed:

- Following any emergency or training exercise that exposes shortcomings.
- Following any significant changes to the layout or operations on site. or
- Once per year.

Whenever the Plan is amended, changes shall be indicated in this document. All copies, including those held by external organizations, shall be updated with the amendments each time changes are made.

11 TRAINING AND EVALUATION

An overview of the training requirements for personnel is discussed in the following sections.

11.1 General Personnel and Contractors

All personnel working at the Site and who are not directly involved in the ET shall be trained in the basic emergency response procedures as part of its Safety Induction Training Program, which **all** personnel must attend at the commencement of their employment at the Site and at yearly intervals thereafter. Any contractors who work at the Site will attend a similar Safety Induction Training Program. Competency will be recorded following the completion of the training program to ensure that the employee or contractor has acquired a minimum level of knowledge.

11.2 Emergency Team Personnel

All ET personnel shall be trained in the use of fire extinguishers with the aim of being able to respond to Local Alerts within their own work areas. They shall also receive additional training in specific Emergency Procedures necessary for them to fulfill their nominated role in the ET.

All ERU personnel shall be trained in the use of elementary fire-fighting techniques and the firefighting equipment available on the site, including the use of fire hose reels (both water and foam), and fire extinguishers, with the aim of being able to adequately handle most, if not all, Local and Site Alerts involving fires without the need for assistance from the local NSW Fire & Rescue Service. They shall also be trained in techniques of spill containment and the use of spill control equipment. Members of the ERU shall be trained in the isolation of fuel sources on site including reticulated oil, solvent, aerosol propellant, and town gas. They shall also be trained to operate the stormwater isolation valves. Further training involving the correct emergency procedures to be used when dealing with emergency incidents that include major quantities of dangerous goods, such as those found in

the Site, would also be included as part of the intensive training program that is designed to ensure that the ERU is ready for any emergency at the Site.

Personnel designated as First-Aid Officers shall be trained to the standard required in the *Work health and Safety Regulations 2017*. Retraining shall be conducted at the intervals recommended by the relevant authority.

11.3 Evacuation Exercises

It is essential that all personnel on site are familiar with the Evacuation Plan. A site evacuation exercise involving all personnel on site shall be undertaken at least once every 12 months. Each evacuation exercise shall be attended by observers with check lists based on that provided in AS3745.

Immediately after an exercise, wardens and other key participants shall attend a debriefing session conducted by the Emergency Controller. Observers check lists should provide the basis for discussion.

11.4 Testing of Pollution Incident Response

At least annually and additionally within 1 month of any pollution incident the Emergency Controller shall ensure that the provisions for response to a Pollution Incident are tested. This should be by means of a practical exercise or drill. This Emergency Plan shall be amended to rectify any deficiencies identified in this test. Any deficiencies that relate to adequacy of preparedness or training shall be rectified but appropriate means.
The Safety Officer shall file a record of each test and the staff members involved in it.

12 APPENDICE

Appendix A Emergency Contact Details

1 EMERGENCY CONTACTS

Contact	Name	Phone number	Notes
Fire	Fire and Rescue NSW	000	TTY: 106 · if you are hearing/speech impaired.
Ambulance	NSW Ambulance	000	TTY: 106 · if you are hearing/speech impaired.
Police	Fairfield Police Station	000 / (02) 9728 8399	TTY: 106 · if you are hearing/speech impaired.
Water	Sydney Water Corporation	1300 143 734	
Electricity and Gas	AGL	131 245	
Internet	AGL	131 245	
State Emergency Service (SES)	NSW Reconstruction Authority	132 500	For flood and storm assistance.
General Hospital	Fairfield Hospital	(02) 9616 8111	Fainting, bleeding, cut, fall, burn, and so forth.
Infectious diseases (COVID-19 information lines)	Camperdown Public Health Unit (Sydney LHD)	(02) 9515 9420 AH: (02) 9515 6111	Ask for Public Health Officer on call.
Poison information hotline	NSW Poisons Information Centre	131 126	Pollution Incidents / Poisoning
Environment	Environment Protection Authority	131 555	Pollution Incidents
Council	Fairfield City Council	(02) 9725 0222	
Workers' compensation	WorkCover NSW	13 10 50	
Fire Warden	Eldon		
First Aid Officer	Glenn		
WHS Officer	Carla Bandeira		
Security Office	Eldon (company)		
Nearby businesses	Joinery Depot	(02) 9725 3584	96 Hassall St, Wetherill Park 2164
Nearby businesses	San Remo Macaroni Co Pty Ltd	(02) 9757 7800	102 Hassall St, Wetherill Park 2164
Nearby businesses	Zaffarelli Foods	(08) 8334 8264	102 Hassal St, Wetherill Park 2164
Nearby businesses	Pace Pallet Services	(02) 9604 2700	4 Blackstone St, Wetherill Park 2164
Nearby businesses	Galaxy Rooflite	(02) 9609 5100	6 Blackstone St, Wetherill Park 2164
Nearby businesses	Cyklop Pakacking systems	1300 295 567	8 Blackstone St, Wetherill Park 2164
Nearby businesses	Import & Export Logistics	(02) 9756 5667	5 Verrell St, Wetherill Park 2164
Nearby businesses	Palram Australia	(02) 8788 6100	Unit 2, 26 Redfern St, Wetherill Park, NSW 2764

2 EMERGENCY TEAM CONTACTS

Position	Name	Ext.	A/H	Mobile	Back Up	Ext	A/H	Mobile
Emergency Controller	Kylie Jones		0410686513	0410686513				
Deputy Emergency Controller	Chris Edmonds	8840	0439598483	0439598483	Shareena Nazeer	8815	0418163190	0418163190
Emergency Response Unit Leader	Bruno Dias	8856	0408 447 869	0408 447 869	Gary Finch	8849	0474098 317	0474 098 317
Switchboard Operator	J. Le Frank	8863			Sashi Pratap			
Traffic Controller	Daniel Hazelton	8857			J. Le Frank	8863		
First Aid Team Leader	Glenn McInnes	8834	0408645739	0408645739	Shareena Nazeer	8815	0418163190	0418163190
First Aiders	Michael Bosilkovski	8844	0407669714	0407669714	Rogelio Neri			
	Binh Le				Chan Sae-lam		0421009 955	0421 009 955
	Kim Somarchand	8812	0405181058	0405181058				
Emergency Wardens								
Front Office	Glenn McInnes	8834	0408645739	0408645739	Frances Micallef	8813		
Factory 1	Steve Xuereb				Binh Le			
Factory 2	Daved Rosolen	8817			Karen		0408228 873	0408 228 873
Factory 3	Chan Sae-lam		0421 009 955	0421 009 955	Greg S.			
	Albert Hussey-Smith				Minh (Tuan) Nguyen			
Technical	Chris Edmonds	8840	0439598483	0439598483	Michael Bosilkovski	8844	0407669714	0407669714
Fire Pump/Control Valve Operator								
	Chan Sae-lam		0421 009 955	0421 009 955	Greg S.			
	Gary Finch	8849	0474 098 317	0474 098 317	Michael Bosilkovski	8844	0407669714	0407669714
Media Liaison Officer	Kelly Monardo							

3 EMERGENCY RESPONSE UNIT

Position	Name	Ext.	A/H	Mobile	Back Up	Ext	A/H	Mobile
Emergency Response Unit Leader	Bruno Dias	8856	0408 447 869	0408 447 869				
Member	Shareena Nazeer	8815	0418163190	0418163190				
Member	Binh Chi Le							
Member	G South							
Member	Chanchai Sae-lam		0421 009 955	0421 009 955				
Member	Elizabeth Reid							
Product Emergency Responder	Chemwatch		1800 951 288					

4 CALL OUT LIST

Name	Ext	A/H	Mobile
Kylie Jones		0410686513	0410686513
Abby Phillips			0438 243 331
Garry Finch	8849	0474 098 317	0474 098 317
Kelly Monardo			
Chris Edmonds	8840	0439598483	0439598483
Sanita van Dyk			
Shareena Nazeer		0418 163 190	0418 163 190
NSW Fire & Rescue (Local)	000	(02) 9609 2343	
FM Global (Insurer)		(02) 8273 1400	

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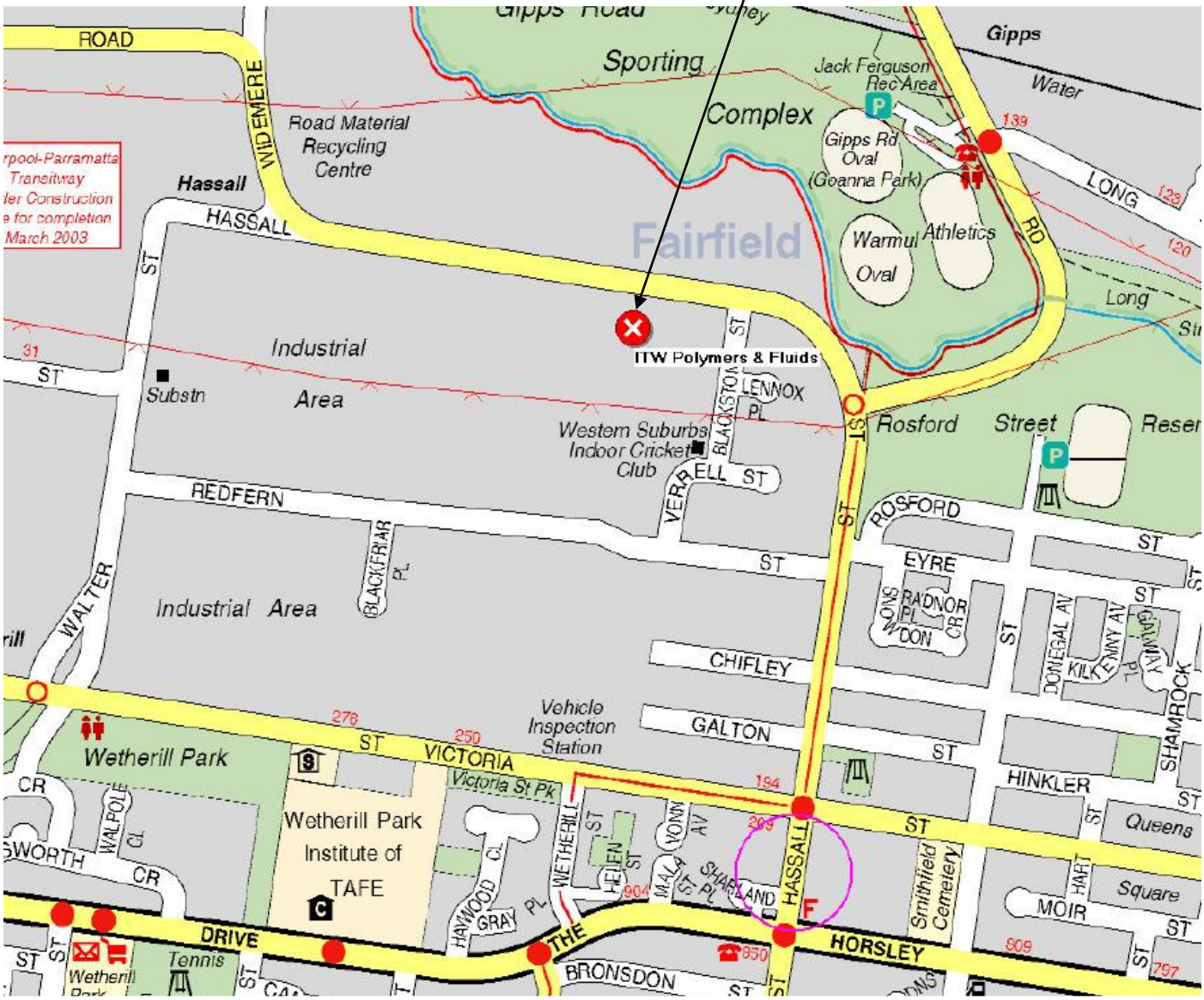
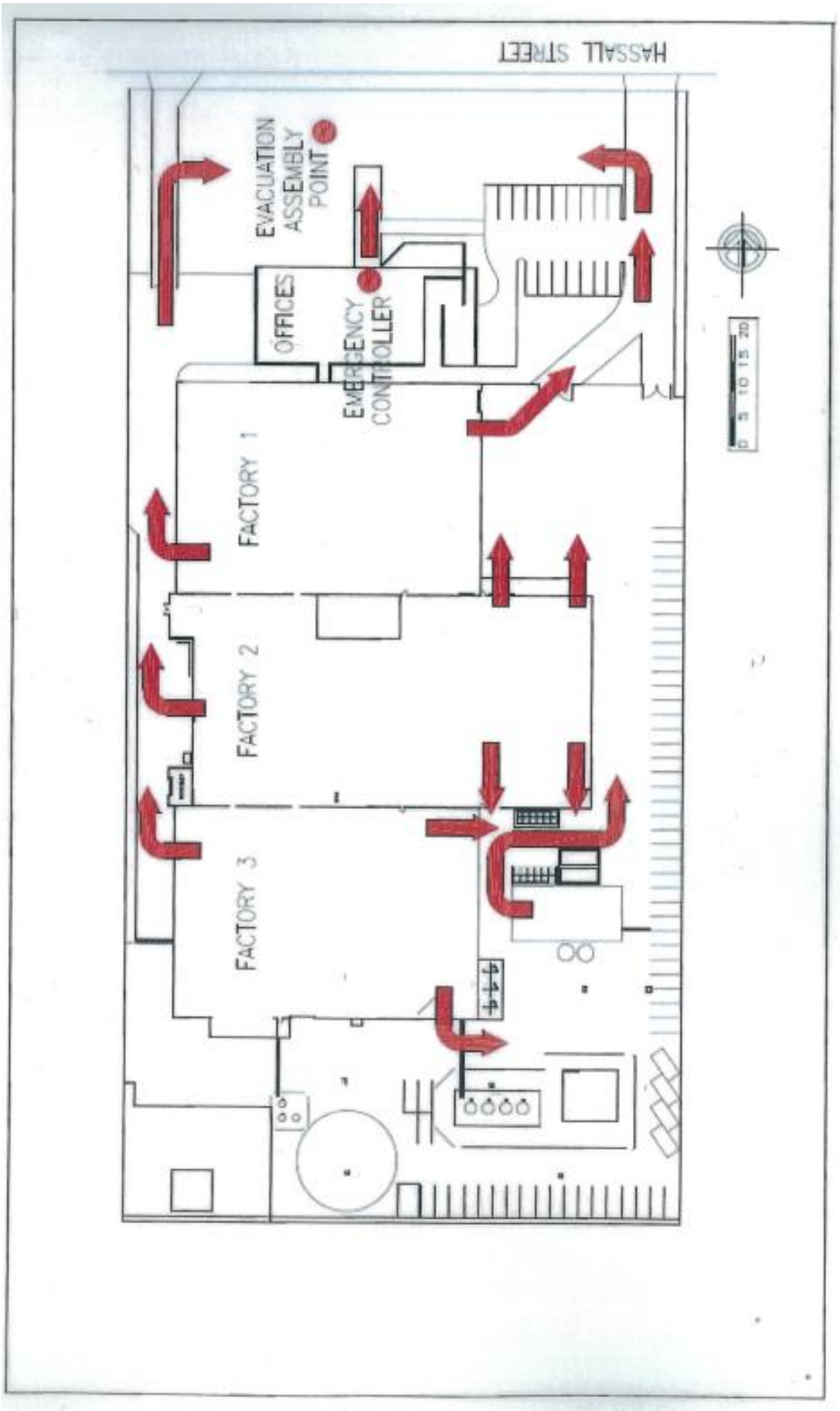
Appendix B Location Map

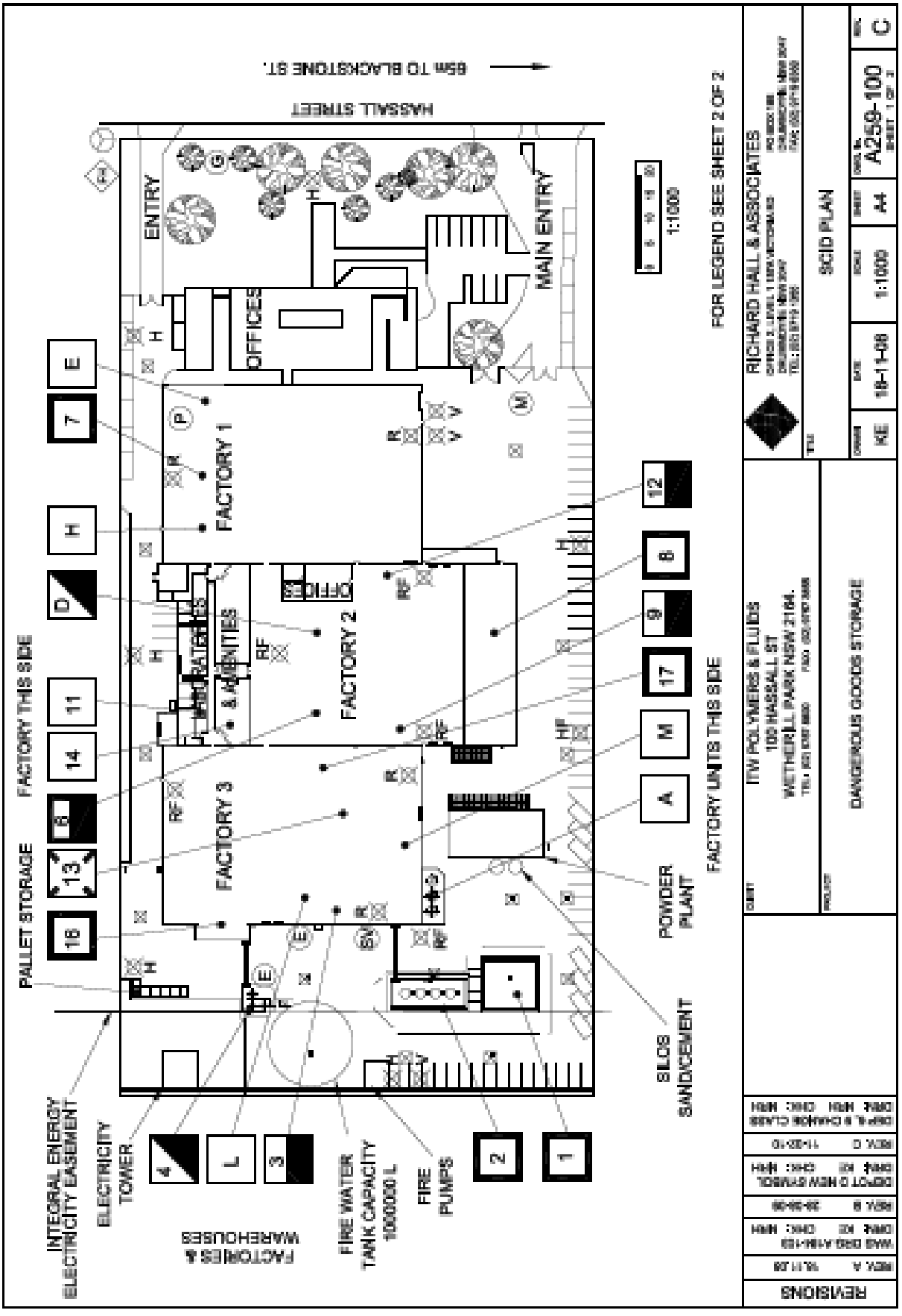

ITW Polymers & Fluids
100 Hassall St
Wetherill Park
ITW Polymers & Fluids
Hassall
HASSALL ST
WIDEMERE
Road Material Recycling Centre
Sporting Complex
Jack Ferguson Rec Area
Gipps Rd Oval (Goanna Park)
Warmul Oval
Athletics
Fairfield
Gipps
Water
LONG RD
Long
Industrial Area
Substn
Western Suburbs Indoor Cricket Club
LENNOX PL
BLACKSTOCK ST
VERRELL ST
Rosford Street
ROSFORD ST
REDFERN ST
BLACKFRIAR PL
WALTER
Industrial Area
EYRE
RADNOR PL
WINDSOR CR
DONEGAL AV
KILKENNY AV
CHIFLEY
GALTON
Vehicle Inspection Station
VICTORIA ST
Victoria St Pk
Wetherill Park
Wetherill Park Institute of TAFE
WALPOLE CL
HAYWOOD CL
GRAY PL
WETHERILL ST
HELEN ST
KONNY AV
MAKLA ST
SHARLAND PL
HASSALL ST
Smithfield Cemetery
HINKLER ST
SHAMROCK
Queens Square
MOIR ST
HART
HORSLEY DRIVE
THE BRONSDON
Tennis
Wetherill Park
Liverpool-Parramatta Transitway
Under Construction
Due for completion March 2003

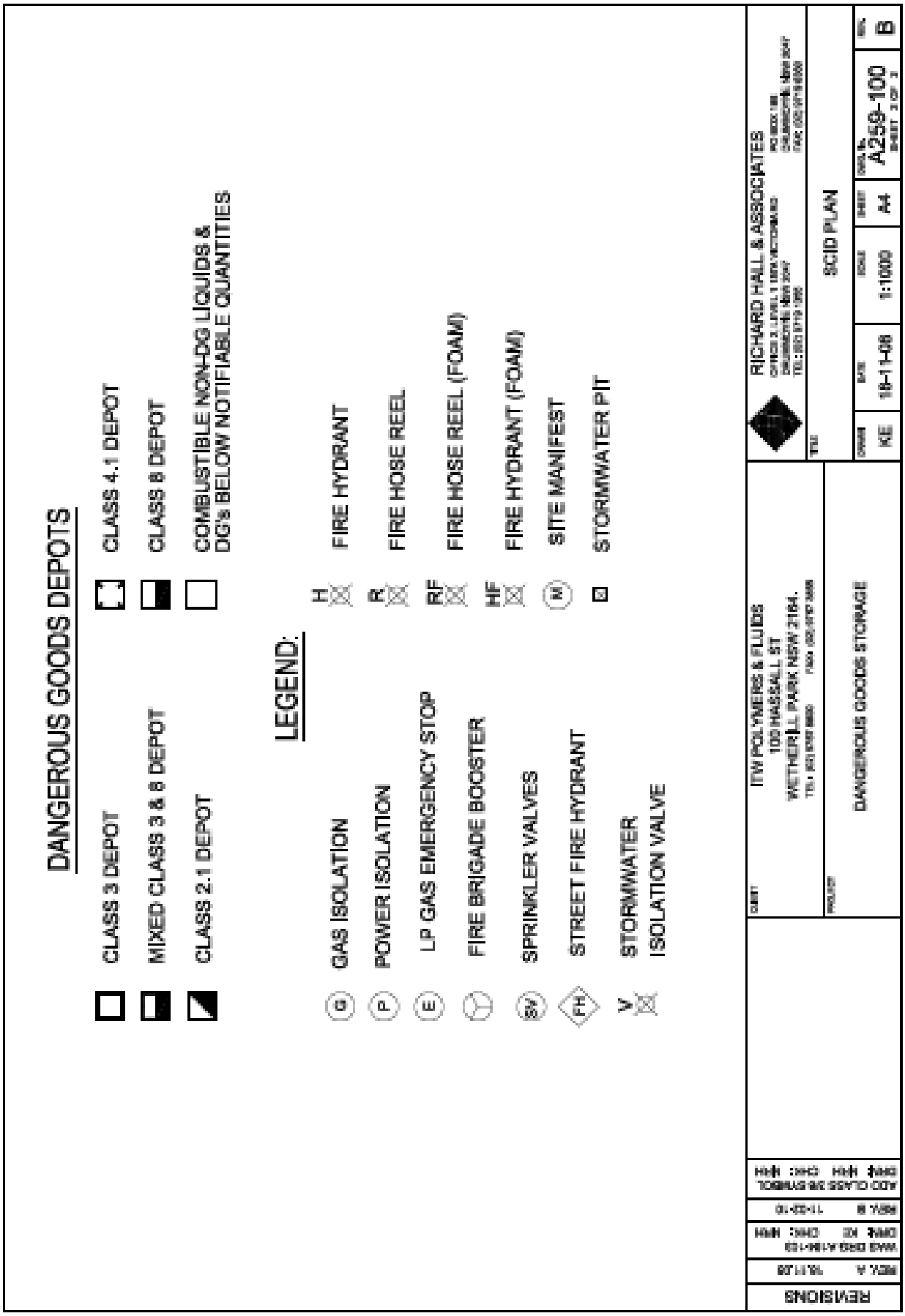
.

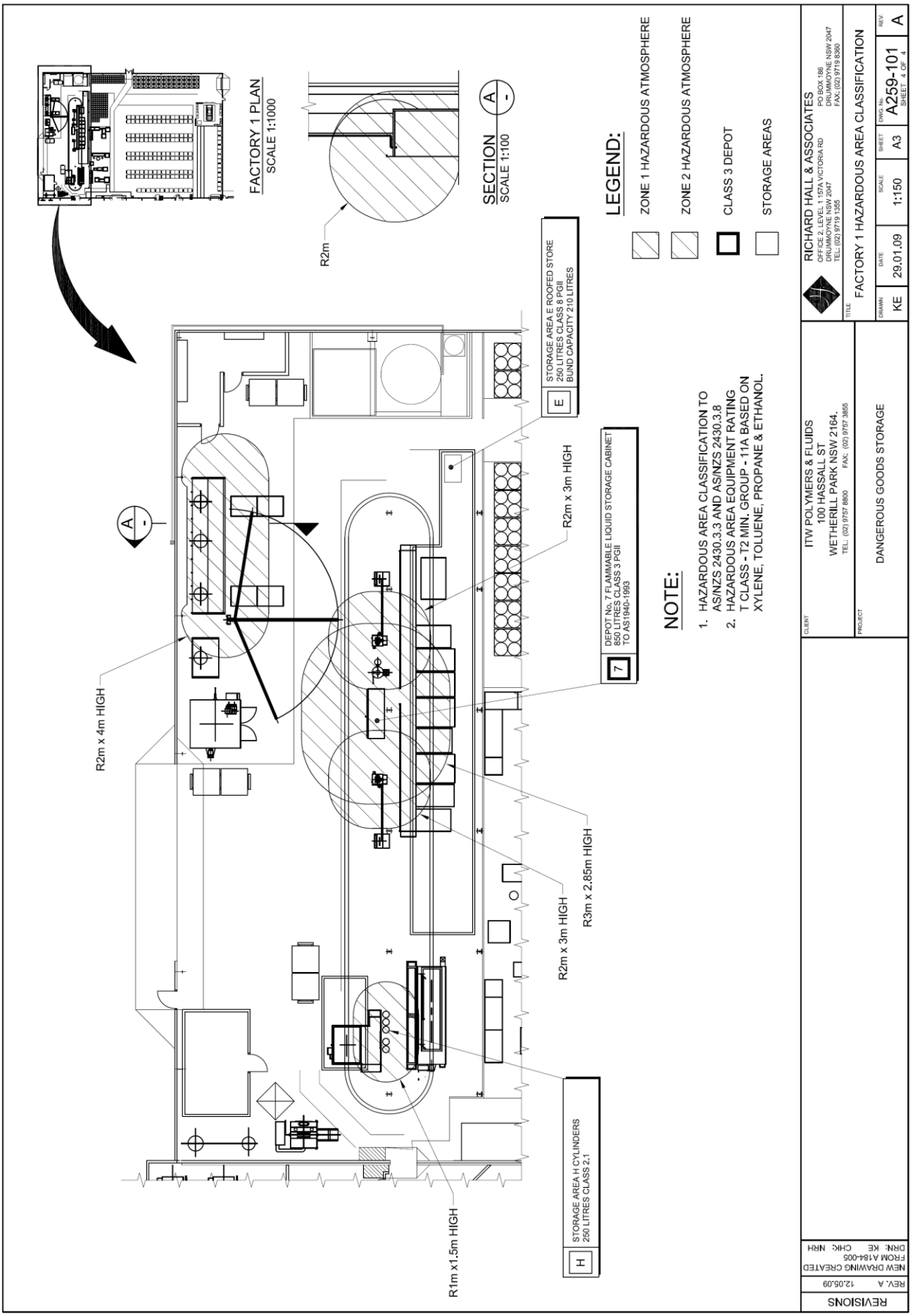
Appendix C Evacuation Plan

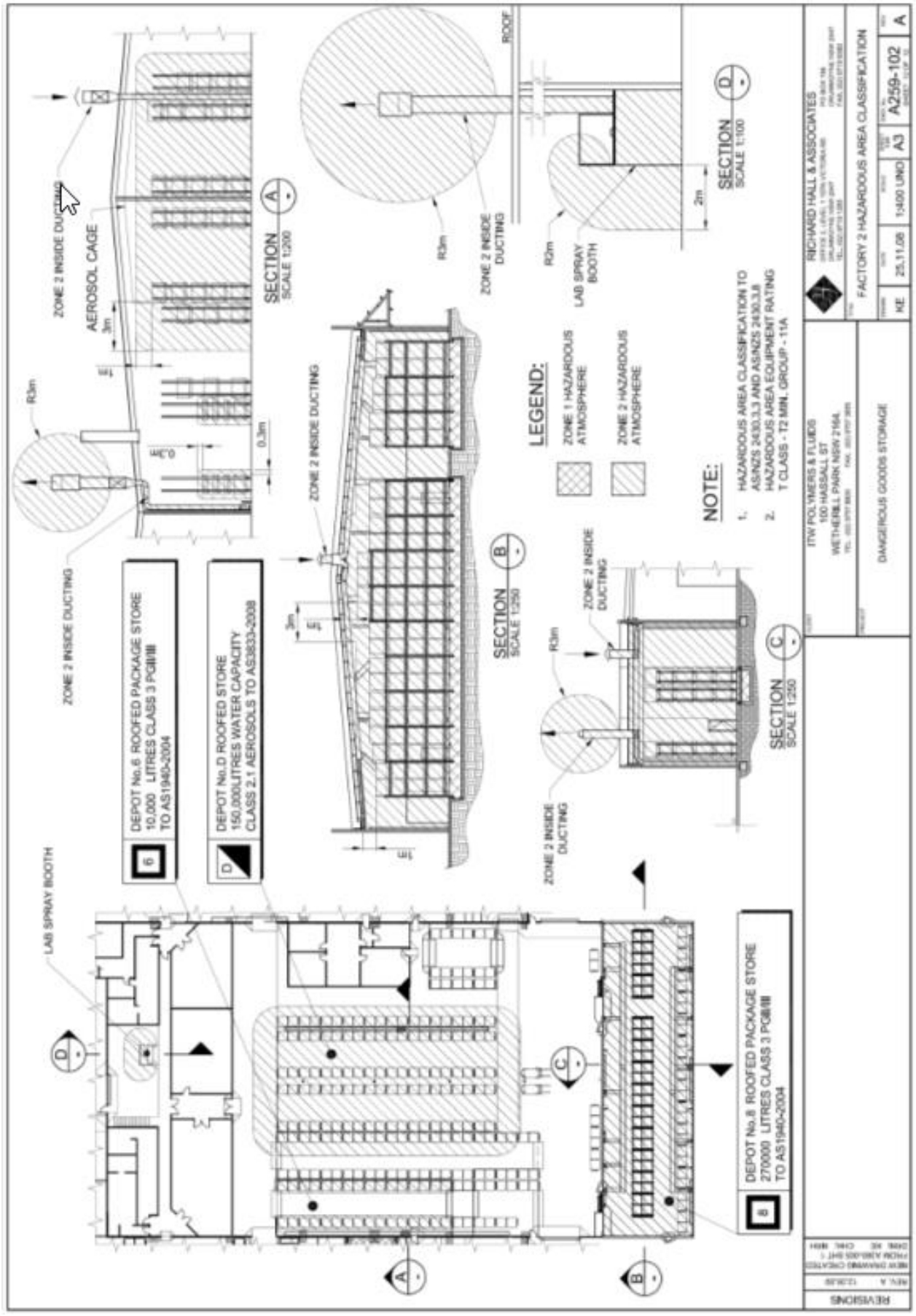

HASSALL STREET
EVACUATION ASSEMBLY POINT
OFFICES
EMERGENCY CONTROLLER
FACTORY 1
FACTORY 2
FACTORY 3
0 5 10 15 20

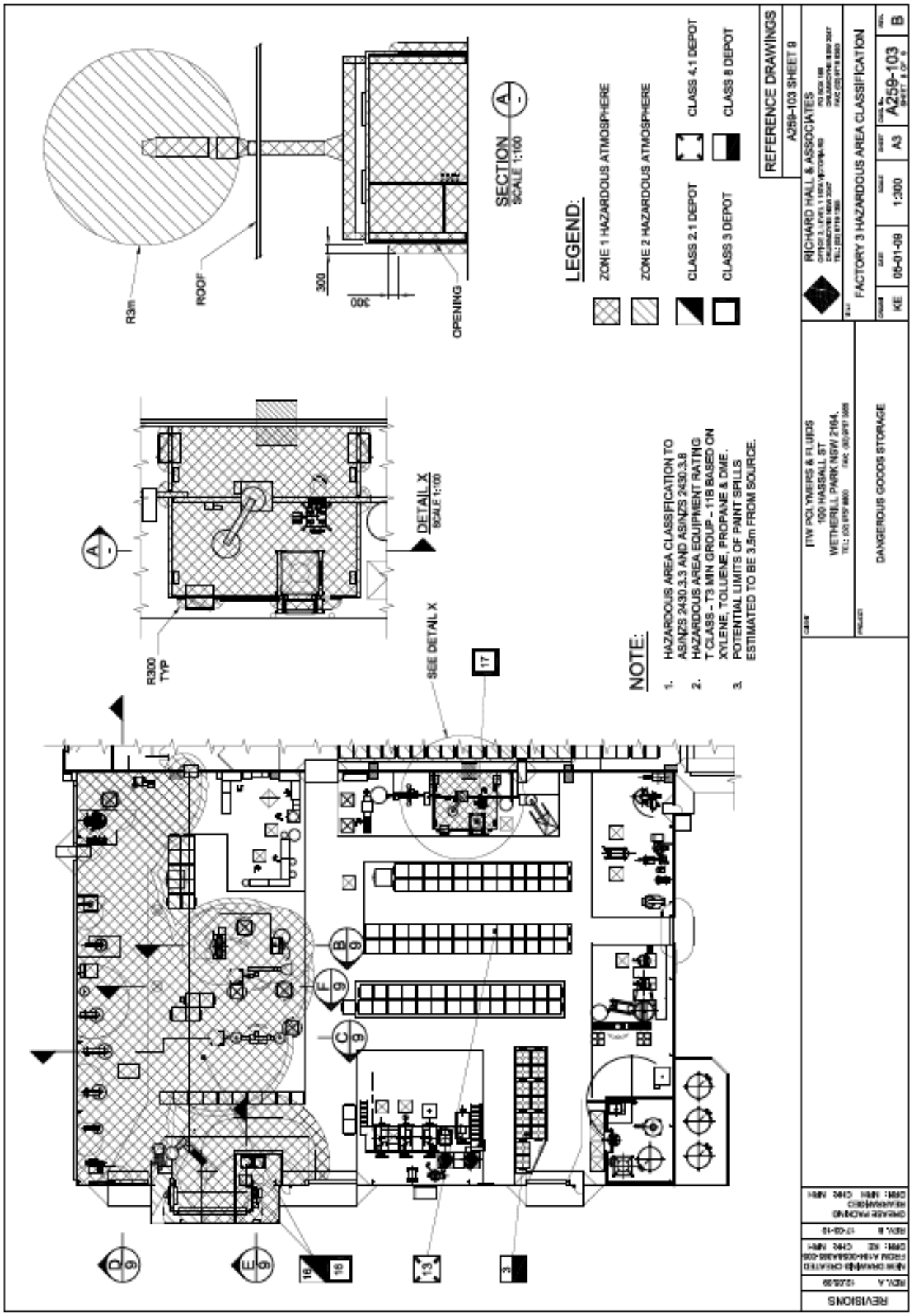
Appendix D Site Layout Plan

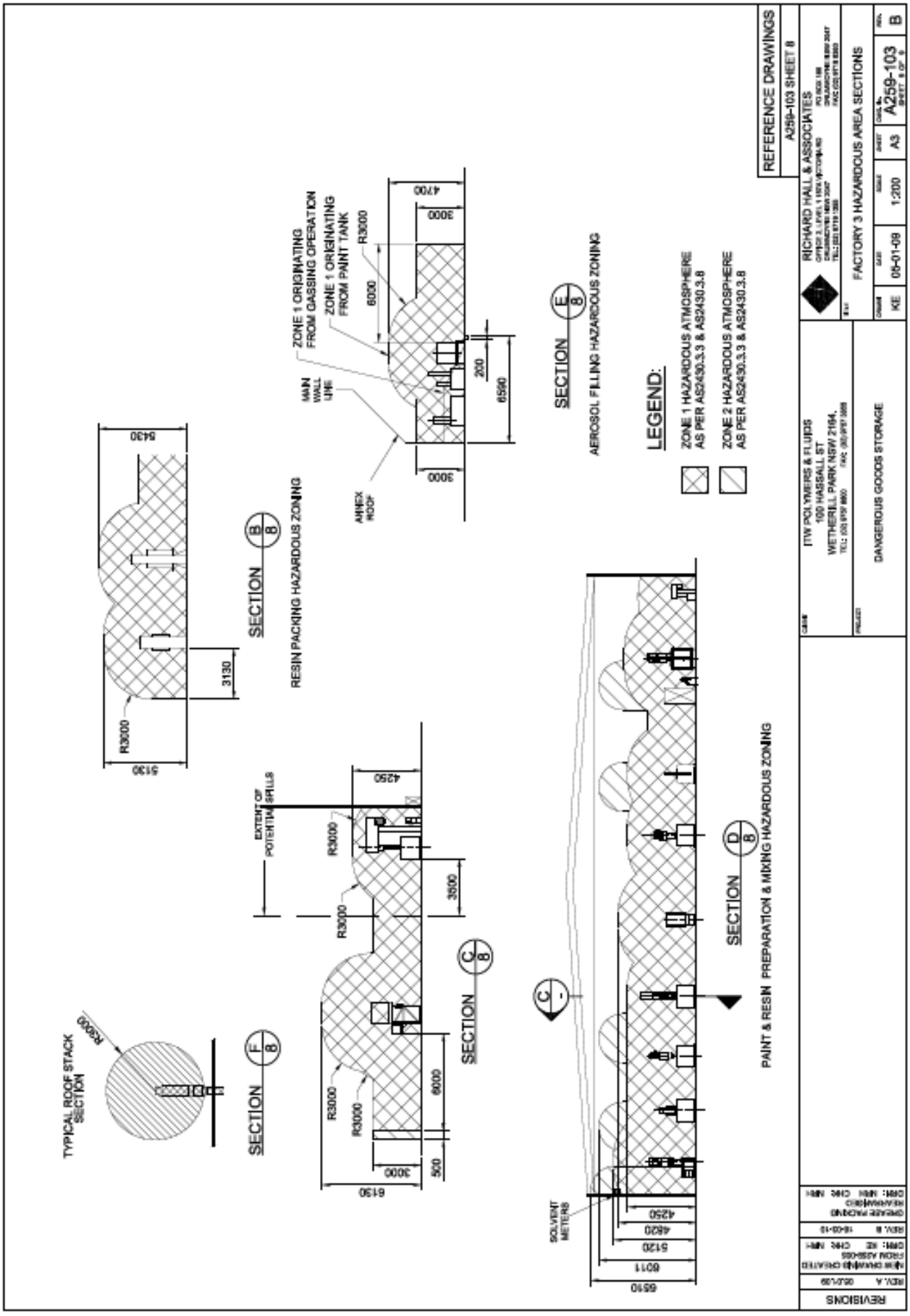

HASSALL STREET
65m TO BLACKSTONE ST.
ENTRY
MAIN ENTRY
OFFICES
FACTORY 1
FACTORY 2
FACTORY 3
AMENITIES
FACTORY UNITS THIS SIDE
FACTORY THIS SIDE
PALLET STORAGE
POWDER PLANT
SILOS
SANDCEMENT
ELECTRICITY TOWER
INTEGRAL ENERGY ELECTRICITY EASEMENT
FACTORIES & WAREHOUSES
FIRE WATER TANK CAPACITY 1000000 L
FIRE PUMPS
FOR LEGEND SEE SHEET 2 OF 2
1:1000
RICHARD HALL & ASSOCIATES
SCID PLAN
ITW POLYMERS & FLUIDS
100 HASSALL ST
WETHERILL PARK NSW 2164.
DANGEROUS GOODS STORAGE
A259-100
A4
1:1000
18-11-08
KE
REVISIONS

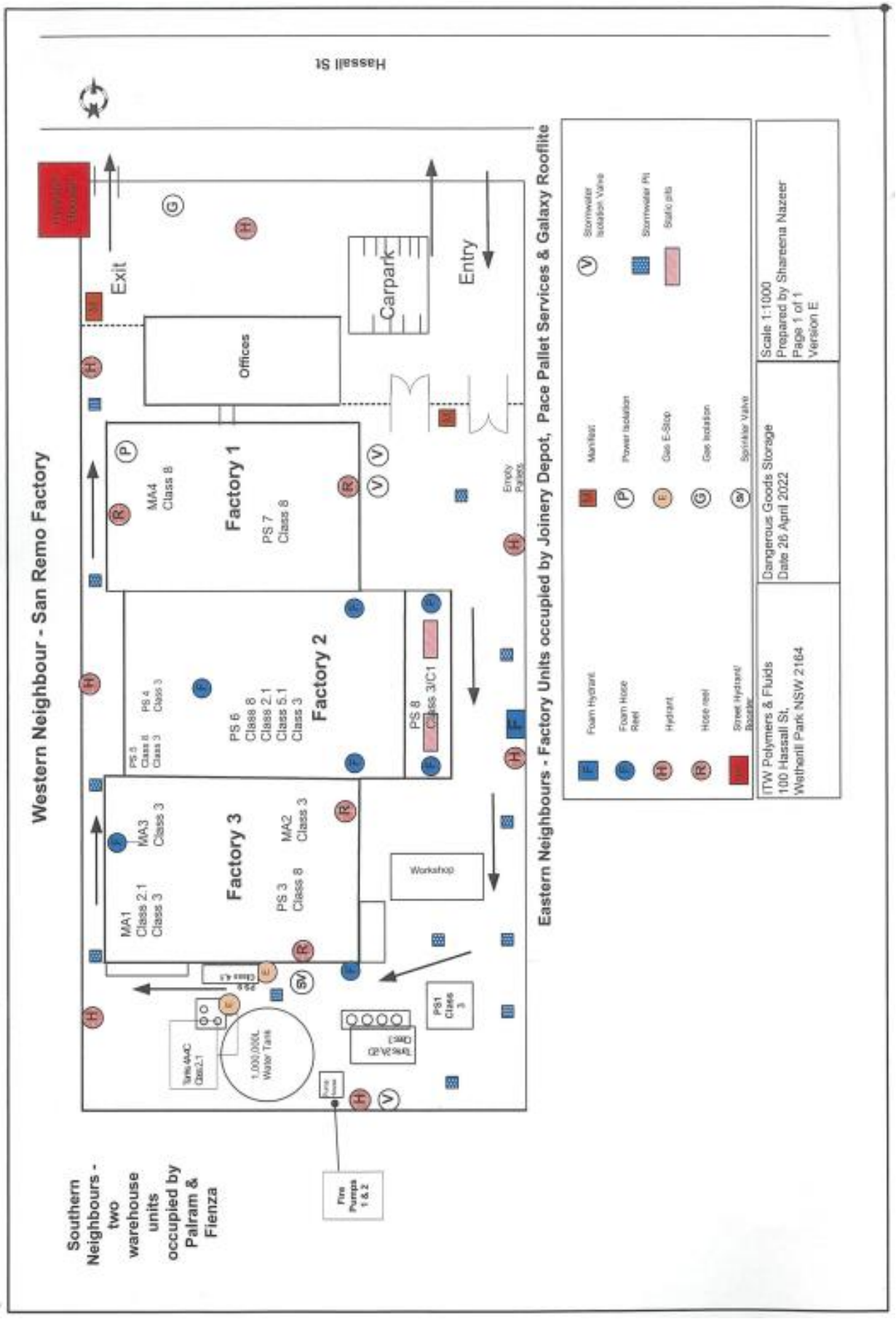

DANGEROUS GOODS DEPOTS
CLASS 3 DEPOT
MIXED CLASS 3 & 8 DEPOT
CLASS 2.1 DEPOT
CLASS 4.1 DEPOT
CLASS 8 DEPOT
COMBUSTIBLE NON-DG LIQUIDS & DG's BELOW NOTIFIABLE QUANTITIES
LEGEND:
GAS ISOLATION
POWER ISOLATION
LP GAS EMERGENCY STOP
FIRE BRIGADE BOOSTER
SPRINKLER VALVES
STREET FIRE HYDRANT
STORMWATER ISOLATION VALVE
FIRE HYDRANT
FIRE HOSE REEL
FIRE HOSE REEL (FOAM)
FIRE HYDRANT (FOAM)
SITE MANIFEST
STORMWATER PIT
REVISIONS
ITW POLYMERS & FLUIDS
100 HASSALL ST
WETHERILL PARK NSW 2164.
DANGEROUS GOODS STORAGE
RICHARD HALL & ASSOCIATES
SCID PLAN
1:1000
A4
A259-100
B


FACTORY 1 PLAN
SCALE 1:1000
SECTION A -
SCALE 1:100
R2m
LEGEND:
ZONE 1 HAZARDOUS ATMOSPHERE
ZONE 2 HAZARDOUS ATMOSPHERE
CLASS 3 DEPOT
STORAGE AREAS
NOTE:
1. HAZARDOUS AREA CLASSIFICATION TO AS/NZS 2430.3.3 AND AS/NZS 2430.3.8
2. HAZARDOUS AREA EQUIPMENT RATING T CLASS - T2 MIN. GROUP - 11A BASED ON XYLENE, TOLUENE, PROPANE & ETHANOL.
E STORAGE AREA E ROOFED STORE 250 LITRES CLASS 8 PGII BUND CAPACITY 210 LITRES
7 DEPOT No. 7 FLAMMABLE LIQUID STORAGE CABINET 850 LITRES CLASS 3 PGII TO AS1940-1993
H STORAGE AREA H CYLINDERS 250 LITRES CLASS 2.1
R2m x 4m HIGH
R2m x 3m HIGH
R3m x 2.85m HIGH
R2m x 3m HIGH
R1m x1.5m HIGH
A -
A -
REVISIONS
REV. A 12.05.09
NEW DRAWING CREATED FROM A184-005
DRN: KE CHK: NRH
CLIENT
ITW POLYMERS & FLUIDS
100 HASSALL ST
WETHERILL PARK NSW 2164.
TEL: (02) 9757 8800 FAX: (02) 9757 3855
PROJECT
DANGEROUS GOODS STORAGE
RICHARD HALL & ASSOCIATES
OFFICE 2, LEVEL 1 157A VICTORIA RD
DRUMMOYNE NSW 2047
TEL: (02) 9719 1355
PO BOX 186
DRUMMOYNE NSW 2047
FAX: (02) 9719 8360
TITLE
FACTORY 1 HAZARDOUS AREA CLASSIFICATION
DRAWN KE
DATE 29.01.09
SCALE 1:150
SHEET A3
DWG. No. A259-101
SHEET 4 OF 4
REV. A


SECTION A SCALE 1:200
SECTION B SCALE 1:250
SECTION C SCALE 1:250
SECTION D SCALE 1:100
ZONE 2 INSIDE DUCTING
AEROSOL CAGE
LAB SPRAY BOOTH
ROOF
R3m
R2m
2m
3m
0.3m
LEGEND:
ZONE 1 HAZARDOUS ATMOSPHERE
ZONE 2 HAZARDOUS ATMOSPHERE
NOTE:
1. HAZARDOUS AREA CLASSIFICATION TO AS/NZS 2430.3.3 AND AS/NZS 2430.3.8
2. HAZARDOUS AREA EQUIPMENT RATING T CLASS - T2 MIN. GROUP - 11A
DEPOT No.6 ROOFED PACKAGE STORE 10,000 LITRES CLASS 3 PGII/III TO AS1940-2004
DEPOT No.D ROOFED STORE 150,000LITRES WATER CAPACITY CLASS 2.1 AEROSOLS TO AS3833-2008
DEPOT No.8 ROOFED PACKAGE STORE 270000 LITRES CLASS 3 PGII/III TO AS1940-2004
RICHARD HALL & ASSOCIATES
ITW POLYMERS & FLUIDS
100 HASSALL ST
WETHERILL PARK NSW 2164
FACTORY 2 HAZARDOUS AREA CLASSIFICATION
DANGEROUS GOODS STORAGE
A259-102
A3
1:400 UNO
25.11.05
KE
REVISIONS


SECTION
SCALE 1:100
R3m
ROOF
300
300
OPENING
LEGEND:
ZONE 1 HAZARDOUS ATMOSPHERE
ZONE 2 HAZARDOUS ATMOSPHERE
CLASS 2.1 DEPOT
CLASS 3 DEPOT
CLASS 4.1 DEPOT
CLASS 8 DEPOT
REFERENCE DRAWINGS
A259-103 SHEET 8
RICHARD HALL & ASSOCIATES
FACTORY 3 HAZARDOUS AREA CLASSIFICATION
A259-103
B
08-01-09
1:200
A3
KE
ITW POLYMERS & FLUIDS
100 HASSALL ST
WETHERILL PARK NSW 2164.
DANGEROUS GOODS STORAGE
DETAIL X
SCALE 1:100
R300
TYP
SEE DETAIL X
NOTE:
1. HAZARDOUS AREA CLASSIFICATION TO AS/NZS 2430.3.3 AND AS/NZS 2430.3.8
2. HAZARDOUS AREA EQUIPMENT RATING T CLASS - T3 MIN GROUP - 11B BASED ON XYLENE, TOLUENE, PROPANE & DME.
3. POTENTIAL LIMITS OF PAINT SPILLS ESTIMATED TO BE 3.5m FROM SOURCE.
REVISIONS


REFERENCE DRAWINGS
A259-103 SHEET 8
RICHARD HALL & ASSOCIATES
FACTORY 3 HAZARDOUS AREA SECTIONS
A259-103
B
1:200
A3
06-01-09
KE
ITW POLYMERS & FLUIDS
100 HASSALL ST
WETHERILL PARK NSW 2164.
DANGEROUS GOODS STORAGE
REVISIONS
LEGEND:
ZONE 1 HAZARDOUS ATMOSPHERE AS PER AS2430.3.3 & AS2430.3.8
ZONE 2 HAZARDOUS ATMOSPHERE AS PER AS2430.3.3 & AS2430.3.8
SECTION E 8
AEROSOL FILLING HAZARDOUS ZONING
ZONE 1 ORIGINATING FROM GASSING OPERATION
ZONE 1 ORIGINATING FROM PAINT TANK
R3000
6000
4700
3000
200
6590
MAIN WALL LINE
ANNEX ROOF
SECTION B 8
RESIN PACKING HAZARDOUS ZONING
5430
3130
R3000
5130
SECTION C 8
EXTENT OF POTENTIAL SPILLS
4250
R3000
3500
R3000
R3000
6000
500
3000
6130
SECTION F 8
TYPICAL ROOF STACK SECTION
R3000
SECTION D 8
PAINT & RESIN PREPARATION & MIXING HAZARDOUS ZONING
SOLVENT METERS
4250
4820
5120
6011
6590


Hassall St
Western Neighbour - San Remo Factory
Eastern Neighbours - Factory Units occupied by Joinery Depot, Pace Pallet Services & Galaxy Rooflite
Southern Neighbours - two warehouse units occupied by Palram & Fienza
Exit
Entry
Carpark
Offices
Factory 1
MA4 Class 8
PS 7 Class 8
Factory 2
PS 6 Class 8 Class 2.1 Class 5.1 Class 3
PS 8 Class 3/C1
PS 5 Class 8 Class 3
PS 4 Class 3
Factory 3
MA1 Class 2.1 Class 3
MA3 Class 3
MA2 Class 3
PS 3 Class 8
Workshop
PS1 Class 3
1,000,000L Water Tank
Fire Pumps 1 & 2
Empty Pallets
Foam Hydrant
Foam Hose Reel
Hydrant
Hose reel
Street Hydrant/ Booster
Manifold
Power Isolation
Gas E-Stop
Gas Isolation
Sprinkler Valve
Stormwater Isolation Valve
Stormwater Pit
Static pits
Scale 1:1000
Prepared by Shareena Nazeer
Page 1 of 1
Version E
Dangerous Goods Storage
Date 26 April 2022
ITW Polymers & Fluids
100 Hassall St,
Wetherill Park NSW 2164

Appendix E Dangerous Goods Manifest

1 DANGEROUS GOODS & COMBUSTIBLE LIQUIDS MANIFEST

1.1 General Information

Occupier: ITW Australia Pty Ltd

Address: 100 Hassall St, Wetherill Park 2164

1.2 Emergency Contacts

Name	Position	Telephone
Kylie Jones	Production Manager Emergency Controller	B/H: 0410 686 513 A/H: 0410 686 513
Bruno Dias	Warehouse Supervisor Emergency Response Unit Leader	B/H: (02) 9757 8856 A/H: (040 447 869

1.3 Summary Information About Classes Of Dangerous Goods

Class	Packing Group	Maximum Quantity
2.1	-	22,750 L
2.1	Aerosols	150,000 L
3	II/III	384,850 L
C2	-	86,000 L
4.1	II/III	1500 kg
8	II/III	122300 L

1.4 Bulk Storage

Tank ID No.	Dangerous Goods					Tank	
	Name	Class	Sub Risk	UN No	PG	Type	Capacity
2A	Petroleum Distillates NOS	3	-	1268	II	A/G	12,000 L
2B	Toluene	3	-	1294	III	A/G	12,000 L
2C	Xylene	3	-	1307	II	A/G	12,000 L
2D	Petroleum Distillates NOS	3	-	1268	II	A/G	12,000 L
4A	Dimethyl Ether	2.1	-	1033	-	A/G	7,500 L
4B	Petroleum Gases, Liquified	2.1	-	1075	-	A/G	7,500 L
4C	Dimethyl Ether	2.1	-	1033	-	A/G	7,500 L
AA	Lubricating Oil	C2	-	-	-	A/G	12,000 L
AB	Lubricating Oil	C2	-	-	-	A/G	12,000 L
AC	Lubricating Oil	C2	-	-	-	A/G	12,000 L

1.5 Package Storage Locations PG I or Class 2.3

Storage Location	Dangerous Goods					Quantity	
	Name	Class	Sub Risk	UN No	PG	Average	Maximum
	None						

1.6 Other Package Storage Locations

Storage Location	Class	Sub Risk/s	Packing Group	Average Quantity	Maximum Quantity
1	3	-	II/III	46,760 L	55,000 L
3	8	-	II/III	4,580 L	22,400 L
6	3 8	- -	II/III II/III	10000 L 31800 L	10,000 L 79000 L
7	3	-	II/III	780 L	850 L
8	3/C1	-	II/III	60,000 L	270,000 L
9	8	-	III	4300 L	5900 L
11	3	-	II	80 L	250 L
12	8	-	III	14,760 L	15,000 L
13	4.1	-	II/III	1000 kg	1500 kg
14	3	-	II/III	175 L	250 L
D	2.1	-	Aerosols	43,000 L	150,000 L
E	8	-	III	80 L	250 L
H	2.1	-	-	215 L	250 L

1.7 Manufacturing Locations

Location	Class	Sub Risk/s	Packing Group	Average Quantity	Maximum Quantity
16	2.1 3	- -	Aerosols II/III	1300 L 2000 L	4000 L
17	3	-	II/III	500L	1050L
L	C2	-	-	1000 kg	2000 kg
M	C2	-	-	3000 L	5000 L

1.8 Bulk Dangerous Goods Loaded Onto Vehicles

Location ID No.	Dangerous Goods					Tank	
	Name	Class	Sub Risk	UN No	PG	Type	Capacity
	None						

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Appendix F Material Safety Data Sheets

The Dangerous Goods and Hazardous Substances Register together with a complete set of Material Safety Data for all chemicals are stored in ITW SharePoint and Drives.

There are secondary copies of the in the Factory 3 access way from the main services corridor.

1 REVISION HISTORY

Revision	Date	Description	Prepared by	Checked	Approved
A	30-11-07	DG Notification No added	RHA		
B	14-03-08	Updated to include Wynn's	RHA		
C	24-07-08	Change Control Valve Operator Duties	RHA		
D	29-05- 09	General Update	RHA		
E	11-04-11	General Update	RHA		
F	22-08-12	Update Pollution Incident Response provisions	RHA		
G	26-04-15	General Update	AMS		
H	20-08-18	General Update	JB	RB	
I	18-1-2019	Revised after January Fire Drill	JB	BC	RB
J	28-09-2020	General update	SN	FK	BC
K	15-02-2021	Updated distribution list and Emergency team list. Updated SWI-18 and SWI-19 General update	SN		
L	26-04-2022	Updated distribution list and Emergency team list. MSDS location details General update	SN		
M	23-06-2023	General update			

Appendix G Pollution Incident Response Management Plan (PIRMP)

1 GENERAL

This Plan is followed by ITW Polymers and Fluids to notify people on the premises, people within the vicinity of the premises, the local authority for the area and all other relevant authorities as required under the legislation in the event of a pollution incident:

- detailed descriptions of the actions are taken by the ITW Polymers and Fluids immediately after the pollution incident to reduce or control any pollution.
- the procedures to be followed to coordinate, along with authorities and other notified persons, the actions to be taken to address the pollution caused by the incident.
- the persons who will be responsible for all communications in the event of a pollution incident.

If a pollution incident occurs at the premises so 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 any PIRMP that was developed to meet the requirements of the POEO Act.

A copy of the full PIRMP must be maintained at the premises to which the licence relates, or where the relevant activity takes place, so it is readily available to the person/s responsible for implementing the PIRMP and to an authorised officer on request.

Parts of the PIRMP must be made publicly available within 14 days after it has been prepared by:

- placing the PIRMP in a prominent position on a publicly accessible website of the ITW Polymers and Fluids
- or if the ITW Polymers and Fluids does not have a website, by providing a copy of the PIRMP, without charge, to any person who makes a written request for one.

The following information must be made publicly available:

- procedures for contacting the relevant authorities including the EPA, the local council, NSW Health, SafeWork NSW, Fire and Rescue NSW and their contact details.
- procedures for contacting the owners or occupiers of premises in the vicinity.
- the procedures for communicating with the community.
- mechanisms for providing early warnings and regular updates to premises in the vicinity.
- for trackable waste transport ITW Polymers and Fluidss – the community engagement protocol for notifying people living or working within the vicinity of a pollution incident and keeping them informed of relevant matters.

PIRMPs must be tested at least once every 12 months. They must be tested within one month of any pollution incident occurring which caused or threatened material harm to the environment (as defined in the Act).

PIRMPs for all ITW Polymers and Fluidss must include details of:

- how the PIRMP is to be tested and maintained.
- the dates on which the PIRMP has been tested and the names of the staff members who carried out the testing.

For premises-based and mobile plant licence holders, the PIRMP must include the dates on which the PIRMP is updated.

The two usual methods of testing are a desktop exercise or scenario, and practical exercises or drills. Testing must cover all components of the PIRMP, including the effectiveness of training. ITW Polymers and Fluidss should identify the best testing regime for the premises. Only reviewing and updating the contact details in a PIRMP does not constitute testing the PIRMP. Any desktop exercise would include working through an incident scenario to ensure the PIRMP is effective.

For premises-based and mobile waste plants the type of testing should reflect the:

- nature of activities undertaken at the premises or by the mobile plant
- risk level determined for the licence under the EPA's risk-based licensing system
- environmental context – location, sensitive/protected waterways (water catchment), air quality, land habitat, sensitive receivers who are close by.

Licensed activities deemed to be of higher-risk under the EPA's risk-based licensing system, major hazardous facilities and those with hazardous waste, should undertake more intensive PIRMP testing on a regular basis, specifically practical exercises or drills. For example, holders of level 3 licences (under the risk-based licensing system) should undertake practical exercises at least once every two years and holders of level 2 licences should undertake practical exercises at least once every three years.

ITW Polymers and Fluidss are encouraged to contact their local fire station in advance of testing to provide the opportunity for Fire and Rescue NSW to participate in or observe the testing of the PIRMP. This would assist Fire and Rescue NSW to raise their awareness of the site, provide feedback and update their Pre Incident Plans.

When testing your PIRMP it is strongly recommended you debrief with personnel who participated in the test. A debrief involves asking the following questions:

- What worked?
- What would we do the same next time?
- What would we do differently next time?
- What needs did we identify? (e.g., staff training, safety procedures, additional equipment).

In addition to scheduled testing, the PIRMP must be tested within one month of a pollution incident which caused or threatened material harm to the environment (as defined in Box 1.3). Activation of the PIRMP in response to a pollution incident is not considered a test of the PIRMP for the purposes of this requirement. Testing may take the form of a post-incident debrief to assess whether:

- the PIRMP was implemented efficiently during the activation.
- there were areas of the PIRMP that did not work or could be improved.
- all contact details were correct and up-to-date.
- maps were accurate and sufficiently detailed.
- any other details in the PIRMP need to be updated.

The results of all testing of the PIRMP should be recorded, and the PIRMP must include:

a) a description of the hazards to human health or the environment associated with the activity to which the licence relates (the relevant activity),
b) the likelihood of the hazards occurring, including details of conditions or events that could, or would, increase the likelihood,
c) details of the pre-emptive action to be taken to minimise or prevent a risk of harm to human health or the environment arising out of the relevant activity,

d) an inventory of potential pollutants on the premises or used in carrying out the relevant activity,
e) the maximum quantity of a pollutant likely to be stored or held at particular locations, including underground tanks, at or on the premises to which the licence relates,
f) a description of the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident,
g) the names, positions and 24-hour contact details of individuals who:
    i. are responsible for activating the PIRM plan, and
    ii. are authorised to notify relevant authorities under the Act, section 148, and
    iii. are responsible for managing the response to a pollution incident,
h) the contact details of each relevant authority referred to in the Act, section 148,
i) details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises near the premises to which the licence relates or where the scheduled activity is carried on,
j) the arrangements for minimising the risk of harm to persons who are on the premises or who are present where the scheduled activity is being carried on,
k) a detailed map, or set of maps, showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises,
l) a detailed description of how an identified risk of harm to human health will be reduced, including, as a minimum, by early warnings, updates, and the action to be taken during or immediately after a pollution incident to reduce that risk,
m) the nature and objectives of a staff training program in relation to the PIRM plan,
n) the dates on which the PIRM plan has been tested and the name of the person who carried out the test,
o) the dates on which the PIRM plan is updated,
p) the way in which the PIRM plan must be tested and maintained.

The PIRMP must provide:

- a description of the hazards to human health and/or the environment associated with the activity being undertaken at the premises or where the activity takes place,
- the likelihood of any such hazards occurring, including details of any circumstances or events that could, or would, increase that likelihood.

The PIRMP must include detailed descriptions of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises.

Pre-emptive actions that could be taken to reduce the risk include:

- developing a procedure for loading and unloading tankers and filling tanks,
- ensuring operators follow the procedures,
- ensuring high-level alarms are maintained, tested regularly and operational.

The PIRMP must include:

- an inventory of potential pollutants stored on the premises or used in carrying out activities at the premises
- the maximum quantity of any potential pollutant likely to be stored or held at the premises, including those stored in underground tanks.

The PIRMP must include a description of the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident.

All safety equipment and other devices on the premises must be listed in the PIRMP. The PIRMP should include:

- specific safety equipment needed for specific types of incidents, for example.
    - protective gloves for certain types of corrosive chemicals.
    - other personal protective equipment required for the handling of hazardous chemicals and radioactive substances.
    - gas monitoring meters used to monitor gas leaks from tanks.
    - gauges on tanks.
    - alarms for when there are issues with processes.
    - firefighting equipment.
    - safety data sheets.
    - hard hats for designated 'emergency controllers'.
    - eye-wash stations and showers.
    - emergency back-up generators.
- the location where the safety equipment and other devices are stored/located.
- the up-to-date safety data sheets for any chemicals or fuels used or stored at the premises.
- containment and control options for the identified hazards, e.g. floating booms used to contain spills on water bodies or specific spill containment equipment, stormwater drain guards or spill kits.

When considering the safety equipment needed, the ITW Polymers and Fluids should consider all possible types of incidents that could occur at the premises.The PIRMP must include the:

- names, position titles and 24-hour contact details of those key individuals who are:
    a) responsible for activating the PIRMP.
    b) authorised to notify relevant authorities, including all relevant authorities under section 148 of the POEO Act.
    c) responsible for managing the response to a pollution incident.
- relevant authorities under section 148 of the POEO Act, including:
    a) the EPA.
    b) Fire and Rescue NSW and/or Rural Fire Service.
    c) NSW Health.
    d) SafeWork NSW.
    e) the local council.

The PIRMP must clearly identify the people who will be responsible for ensuring it is activated and for managing the response should a pollution incident occur. The PIRMP should clearly specify the person (or people) responsible for contacting each of the relevant individuals and authorities and should list alternative individuals who would be responsible should the specified person(s) be unavailable. Twenty-four-hour contact details should be provided for each person identified in the PIRMP.

The PIRMP must include details of the approaches and systems to be used to provide early warnings and regular updates to the owners and occupiers of premises near the ITW Polymers and Fluids's premises (i.e. neighbours) who may potentially be impacted by an incident occurring on the premises.

The EPA recommends ITW Polymers and Fluidss meet with all the relevant parties involved in providing information to the community in the event of an incident (e.g. emergency services, local council) to discuss and

agree on a communication strategy before finalising their PIRMP. This is strongly advised for level 3 licences (under the risk-based licensing system). The communication strategy must include details about providing early warnings or immediate notification to nearby properties that an incident is occurring or is imminent.

ITW Polymers and Fluidss should consider including a map in the PIRMP showing different 'communication zones' within the surrounding areas, based on the risk posed to the area and the requirements for communication. Those within higher-risk zones may need to be notified immediately in certain circumstances, before emergency services can arrive. For those in other, less affected areas, it may be appropriate for communication to occur after emergency services arrive. Communication should be fit-for-purpose and tailored to the:

- nature of the incident
- phase of response (e.g. initial community notifications, update communications, cleanup/recovery)
- types of neighbours who need to receive information.

As appropriate to the circumstances, communication can make use of:

- incident notifications on the ITW Polymers and Fluids's website.
- social media.
- telephone calls, SMS or other messaging systems.
- emails to community representatives (as agreed through a community consultation process).
- letterbox drops.
- doorknocking of affected community members.

If there is a discharge to the stormwater system or a watercourse, the ITW Polymers and Fluids must notify premises next to the stormwater system or watercourse and consider whether to notify any downstream users such as stock and domestic users, holders of water irrigation licences, recreational water facilities or oyster growers.

When deciding the extent of community notification for potential air emissions, the ITW Polymers and Fluids should consider the:

- type of pollutant.
- prevailing winds.
- height and magnitude of the emission.
- location of any onsite fallout or offsite impacts.
- likelihood of the pollutant reaching ground level.
- possible impacts on any sensitive receptors.

While this information will be incident-specific, the communication strategy should include the types of information to be provided (once available).

Do not rely solely on emergency services to communicate with neighbours

The PIRMP must include any actions or arrangements that will be in place to minimise the risk of harm to any people who will be on the premises or who are likely to be on the premises should an incident occur.

The PIRMP must include a detailed map, or set of maps, showing the:

- location of the premises

- surrounding area likely to be affected by a pollution incident
- location of potential pollutants on the premises, including underground tanks
- location of any stormwater drains on the premises.

Actions to be taken during or immediately after a pollution incident

The PIRMP must include:

- a detailed description of how any identified risk of harm to human health will be reduced including, as a minimum, early warnings, updates, and actions to be taken, during or immediately after a pollution incident to reduce that risk.
- the procedures to be followed for coordinating with authorities or other persons who have been notified, any action to be taken in combating the pollution caused by the incident, including the person through whom all communications are to be made.

The PIRMP must include:

- a detailed description of how any identified risk of harm to human health will be reduced including, as a minimum, early warnings, updates and actions to be taken, during or immediately after a pollution incident to reduce that risk.
- the procedures to be followed for coordinating with authorities or other persons who have been notified, any action to be taken in combating the pollution caused by the incident, including the person through whom all communications are to be made.

If the response time is likely to be over 30 minutes, ITW Polymers and Fluidss (especially facilities that store hazardous chemicals) should consider establishing their own limited first response capability, to manage the incident until emergency services arrive onsite.

The PIRMP must include details on the nature and objectives of any staff training program in relation to the implementation of the PIRMP.

The PIRMP must include:

- dates when the PIRMP was tested and the name of the person(s) who carried out the test.
- dates when the PIRMP was updated.
- a description of how, when and by whom the PIRMP is to be tested and maintained over the next testing period.

Demonstrating compliance with PIRMP requirements

It is recommended ITW Polymers and Fluidss keep records of the following to allow them to demonstrate they have complied with their PIRMP obligations:

- the details of PIRMP tests.
    - the date, names and positions of personnel involved in the test, along with the dates these names are recorded in the PIRMP.
    - whether others assisted with the testing (e.g. response agencies).
    - the nature of the test (ideally a copy of any test plan).
    - the specific sections of the PIRMP tested in detail.
    - the findings of the tests.

    - a copy of the test report.
- the nature of changes made to the PIRMP to address issues identified when the PIRMP was activated or tested.
- the version of the PIRMP (version number and/or date) changes were reflected in and the issues they address if it is not evident in the changes themselves.
- dates when the PIRMP (or parts of it) has been made available and the name of the recipient, for example.
    - to an EPA authorised officer (e.g., during a site inspection on [date]).
    - to response agencies during an incident.
    - to members of the public on request.

The PIRMP templates at Appendix B (for premises-based and mobile plant licences) can be used to record this information.

2.6. Reporting on compliance with PIRMP requirements

Holders of premises-based and mobile plant licences are required to report on their compliance with PIRMP obligations in their Annual Return. The Annual Return asks ITW Polymers and Fluidss to confirm if their PIRMP:

- has been prepared as required under the legislation.
- is available at the premises.
- is available on a publicly accessible website, and if so, the details of the website.
- has been tested in the last 12 months, and if so, the date it was last tested.
- has been updated, and if so, the date it was last updated.

The Annual Return asks ITW Polymers and Fluidss:

- how many times the PIRMP has been activated during the reporting period.
- the dates when the PIRMP was activated.

The Annual Return is a major part of the reporting requirements under the provisions of the POEO Act, and it is essential it be correctly completed. ITW Polymers and Fluidss are required to certify the information they have provided in the Annual Return is correct. It is an offence to provide false and misleading statements in the certified Annual Return, with maximum penalties of $250,000 for corporations and $120,000 for individuals.

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Appendix H Emergency Procedures

1 EMERGENCY PROCEDURE SCHEDULE

ID	Procedure
SWI-12	Initiating an Alert
SWI-13	Fire/Explosion
SWI-14	Gas Release
EWI-3	Spill Control
SWI-15	Dangerous Goods Emergency
SWI-16	Medical Emergency
SWI-17	Bomb Threat/Suspect Package
SWI-18	Hold Up/Lockdown Procedure
SWI-19	Severe Storms/Bushfire
SWI-20	Earthquake
SWI-21	Evacuation
SWI-00	Incident Reporting

These procedures form part of this plan but are maintained separately within ITW's Safe Work Management System.

1.0 REPORTING AN EMERGENCY

1.1 Day Shift

Whoever sees any emergency, such as fire, explosion, major chemical spill, external threat, etc, must do the following:

1. Advise others nearby, as well as the nearest, leading hand, warden, other supervisor, or the emergency controller (EC).

2. The leading hand, warden, or other supervisor rings the switchboard on Extension 9 and states the location of the emergency and its details including;

   - The type of emergency (fire, explosion, spill, armed hold up, medical emergency etc)
   - Any casualties or injuries
   - What assistance is required
   - Any hazards that may be encountered

   If the emergency occurs outside normal office hours, ring 000 direct, stating the Company name, the exact location, details of the emergency and then contact the Emergency Controller (EC).

3. The switchboard operator contacts the Emergency Controller. If the phone is engaged, use the PA system. He will review the situation and if he sees fit, direct the switchboard operator to contact 000 to seek outside help. The switchboard operator shall provide the following information:

   - Name and address of the site.
   - The type of emergency (fire, explosion, spill, armed hold up, medical emergency etc)
   - Any casualties or injuries
   - What assistance is required
   - Any hazards that may be encountered
   - Name and telephone number of the contact person, usually the Emergency Controller.

4. Follow the Emergency Procedure for the type of emergency occurring.

1.2 Afternoon Shift

Whoever sees any emergency, such as fire, explosion, major chemical spill, external threat, etc, must do the following:

1. Advise others nearby, and the afternoon shift warden

2. The warden rings 000 direct, stating:

   - Name and address of the site

- Any casualties or injuries
- The type of emergency (fire, explosion, spill, armed hold up, medical emergency etc)
- What assistance is required
- Any hazards that may be encountered
- Name and telephone number of the contact person, usually the Emergency Controller.

3. The warden then rings the Emergency Controller or Deputy Emergency Controller and Security.

4. If the emergency alarm has sounded, evacuate the site following procedure SWI-21.

1.3 Emergency Alarm

The fire protection installations are monitored by an external agency. In the event of a fire system operating, the NSW Fire & Rescue will be automatically notified of the occurrence and will attend the site, even if it is a false alarm. At the same time, the site emergency alarm is activated and sounds. The response to this signal is to undertake a total site evacuation following Procedure SWI-21

2.0 EMERGENCY CALL-OUT LIST

In the event of an emergency occurring at the site after normal working hours, a call-out list procedure must take place. A copy of the call-out list should be kept near your telephone at home

1. If you receive a call concerning an emergency at ITW Polymers & Fluids Wetherill Park Plant, acknowledge the call.

2. Before leaving your home to return to the plant, ask your spouse or some responsible person (not young children) to telephone the next name down the list and transmit the following message:

   "THIS IS ITW POLYMERS & FLUIDS. THERE IS AN EMERGENCY AT WETHERILL PARK. YOU ARE REQUIRED THERE URGENTLY."

3. If the person next on the list is not at home that name is skipped over and the next person called, and so on.

4. If you are called and have no-one at home to make your call, ask the person who telephoned you to make the next call as well.

5. Remember speed is essential. Do not protract the telephone calls.

3.0 SWITCHBOARD OPERATOR

When you are advised of an emergency:

1. Ring the Emergency Controller on his mobile phone. If there is not an immediate response, call over the **PA system twice and ask the Emergency Controller to come to the fire control panel at the front office. If he cannot be contacted ring the Deputy Emergency Controller.**
2. Ascertain the exact location and details of the emergency, and if directed by the Emergency Controller, dial 000, giving the operator the Company name, the address and the type of emergency.
3. Stay at the switchboard until you are relieved by another trained operator or released by the Emergency Controller. Ignore normal arrangements such as lunch, finishing time, etc.
4. Print out the Emergency Evacuation list for both staff and visitors
   a) Staff – Type //wpattendance/ into any terminal on site. Select the printer to print out the list.
   b) Visitors – Press the Evacuation List on the Visitor Terminal, then press print on the screen.
5. Hand the Emergency Evacuation Lists to the Office Warden.

4.0 FIRST AIDERS

When the emergency is announced:

1. First Aiders will be advised of the location of the emergency and will proceed to the site and gather at a safe distance to await instructions from the Emergency Controller.
2. First Aiders not immediately required are to remain on standby or take part in the emergency evacuation.
3. When the emergency alarm sounds, evacuate the site following procedure SWI-21.

5.0 EMERGENCY RESPONSE UNIT MEMBERS

When the emergency is announced:

1. Members of the Emergency Response Unit will be advised of the location of the emergency and assemble at the site of the emergency as advised by the Emergency Controller.
2. The Emergency Response Unit Leader takes charge and decides the team action in consultation with the Emergency Controller.
3. When the outside services arrive and take over combating the emergency, team members are to stand by in a safe area designated by the Emergency Response unit Leader until the Emergency Controller and outside services declare the area safe or advise Unit members to take part in the emergency.
4. When the emergency alarm sounds, evacuate the site following procedure SWI-21.

6.0 EMERGENCY RESPONSE UNIT LEADER

In the event of an emergency:

1. You will be advised of the location of the fire / emergency.
2. Proceed to the emergency site immediately and, in consultation with the Emergency Controller, isolate plant services to the emergency area.
3. Await further instructions from the Emergency Controller at the emergency site.
4. When the emergency alarm sounds, evacuate the site following procedure SWI-21.

7.0 WARDENS

When the emergency alarm sounds, or you are advised of an emergency:

1. If the alarm has not sounded and areas under your control are not directly involved, check your own area and brief Supervisors / Leading Hands on the current status of the emergency. Ensure that employees are standing by, ready to evacuate the area immediately.
2. If the alarm has sounded, or the Emergency Controller has advised that an evacuation is to take place, give clear instructions to employees to proceed quickly to the area in front of the main building fronting 100 Hassall Street. Designate the Assistant Warden as leader for each group, and direct employees to maintain visual contact with one another in the event of smoke, and to avoid any incoming traffic.
3. Arrange for a quick search of the area.
4. Leave the area, go to the assembly point, make a roll call or check attendance with the Group Leaders / Assistant Wardens and await further directions.

8.0 TRAFFIC CONTROLLERS

When the emergency alarm sounds, or you are advised of an emergency:

Take up your positions in safe locations at the two entrances to the site.

Movement of any vehicle (including from the car park) at the time of an emergency of the site is strictly forbidden unless directed by the Traffic Controller, Emergency Controller or delegate or members of the State Emergency Services.

Consult with the Emergency Controller or his delegate to establish if alternate traffic control arrangements may be more appropriate for the type of emergency being handled.

When safe to do so, Traffic Controllers may direct that vehicles be positioned so that they do not limit free access around the site for State Emergency Services.

9.0 FIRE PUMP/CONTROL VALVE OPERATOR

When the emergency alarm sounds:

1. Go to the main sprinkler valves on the southern walls of warehouse 3 and check that the valves are in the open position.
2. Go to the pump house and make sure that the fire pumps have started. If not, manually start them.
3. Leave the area and go to the assembly point.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

1.0 GENERAL

A fire or explosion at the Site can result in severe injury, loss of life and property damage. The Site has been equipped with automatic fire sprinklers as well as manual firefighting systems in the form of fire hydrants, hose reels and fire extinguishers.

All employees, as part of the Employee Safety Induction Programme that they must undergo when starting work at the Site, will undertake a minimum level of emergency response training that includes basic firefighting skills using fire extinguishers.

2.0 FIRST-RESPONSE ACTION ON DISCOVERY OF FIRE OR SMOKE (GENERAL)

1) Assist and remove any person from the danger area, only if safe to do so;
2) Advise the nearest Leading Hand, Supervisor, ET Member, or Warden
3) Follow the directions of the person to whom you reported the fire/smoke;
4) The Leading Hand, Supervisor, ET Member, or Warden will contact the Switchboard in accordance with Procedure SWI-12.
5) Activate the nearest emergency stops or shutdown systems relevant to the affected area;
6) If safe to do so, isolate all electrical equipment in the affected area;
7) If safe to do so, use the nearest fire extinguisher to smother the fire;
8) Move to the designated Emergency Assembly Area, if instructed to do so by the Warden responsible for the affected area.

3.0 EMERGENCY CONTROLLER/DEPUTY EMERGENCY CONTROLLER

When informed of the emergency:

1) Proceed to the emergency and establish its nature and exact location.
2) Decide whether it is necessary to call NSW Fire & Rescue and if necessary, advise the Switchboard to call 000 in accordance with Procedure SWI-12
3) Mobilise and co-ordinate the Emergency Response Unit to take immediate action if safe to do so.
4) Ensure that the correct Personal Protection Equipment is available to fire-fighting personnel.
5) Alert the ET to the fire/smoke incident and co-ordinate those members directly implicated in the incident.
6) Co-ordinate Traffic Controllers and First Aiders.
7) Ensure that personnel are safe.
8) Ensure that no vehicles other than emergency services vehicles enter the Site.
9) Implement a partial or total site evacuation as necessary and appropriate.
10) Notify Management and Production Supervisors of the status of emergency.
11) Brief the State Emergency Services upon their arrival.

4.0 EMERGENCY RESPONSE UNIT

When informed of emergency:

1) Proceed to the Emergency Control Centre for immediate preparation and activation of the fire-fighting equipment.
2) Report to the Emergency Controller or delegate on location for further instructions.
3) Under the instruction of the Emergency Controller, carry out the most appropriate fire-fighting response action.
4) Ensure that personnel are safe.
5) If instructed to do so by the Emergency Controller, leave emergency location and proceed to Emergency Assembly Area.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

1.0 GENERAL

This section applies to a major release of gas into the atmosphere or work environment from either storage tanks or reticulation pipework.

The gases that can potentially be released at the Site are the following:

- Dimethyl Ether (DME)
- Unodorized LPG
- Natural Gas (Methane)

All are flammable gases. Methane is lighter than air. DME and LPG are stored in liquefied form and are heavier than air.

All employees, as part of the Employee Safety Induction Programme that they must undergo when starting work at the Site, will undertake a minimum level of emergency response training that includes the use of personal protection equipment and instruction in the hazards of the gases used on site.

2.0 FIRST-RESPONSE ACTION ON DISCOVERY OF MAJOR GAS RELEASE (GENERAL)

1) Assist and remove any person from the danger area, only if safe to do so;
2) Advise the nearest Leading Hand, Supervisor, ET Member, or Warden
3) Follow the directions of the person to whom you reported the gas release;
4) The Leading Hand, Supervisor, ET Member, or Warden will contact the Switchboard in accordance with Procedure SWI-12.
5) Activate the nearest emergency stops or shutdown systems relevant to the affected area including gas isolation emergency systems;
6) If safe to do so, isolate all electrical equipment in the affected area;
7) Move to the designated Emergency Assembly Area, if instructed to do so by the Warden responsible for the affected area.

3.0 EMERGENCY CONTROLLER/DEPUTY EMERGENCY CONTROLLER

When informed of the emergency:

1) Proceed to the emergency and establish its nature and exact location.
2) Decide whether it is necessary to call NSW Fire & Rescue and if necessary, advise the Switchboard to call 000 in accordance with Procedure SWI-12
3) Determine appropriate action to take, taking into account the Material Safety Data Sheet information
4) Implement a partial or total site evacuation as necessary and appropriate.
5) Mobilise and co-ordinate the Emergency Response Unit to take immediate action if safe to do so.
6) Ensure that the correct Personal Protection Equipment is available to fire-fighting personnel.
7) In the case that the personnel are believed to be trapped, or overcome by gas, identify numbers of personnel and inform State Emergency Services.
8) Alert the ET to the gas release incident and co-ordinate those members directly implicated in the incident.
9) Co-ordinate Traffic Controllers and First Aiders.

10) Ensure that personnel are safe.
11) Ensure that no vehicles other than emergency services vehicles enter the Site.
12) Consideration must be given to the notification of neighbouring buildings, particularly those down-wind of the incident.
13) Notify Management and Production Supervisors of the status of emergency.
14) Brief the State Emergency Services upon their arrival.

4.0 EMERGENCY RESPONSE UNIT

When informed of the emergency:

1) Proceed to the Emergency Control Centre for immediate preparation and activation of emergency response equipment.
2) Report to the Emergency Controller for further instructions.
3) Ensure that personnel are safe.
4) If instructed to do so by the Emergency Controller, leave emergency location and proceed to Emergency Assembly Area.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

1.0 PURPOSE

The purpose of this work instruction is

- To ensure the containment of all spills on the site
- To prevent the entry of spilled material/debris into stormwater systems and public waterways
- To reduce the risk of environmental pollution and
- To prevent exposure to breaches and penalties under the Environmental Offences and Penalties Act.

2.0 DEFINITIONS

Environment: Air, soil, groundwater, surface water, stormwater, and waste effluent systems on and in the vicinity of the site.

Environmental Incident/Release: Any spillage, release, upset, out of limits operation, procedural violation, which has the potential to:

- Harm human health.
- Cause harm to the environment.
- Result in non-compliance with regulations
- Require the intervention of environmental authorities or result in penalties or fines.

Release: Any spillage of material that has the potential to enter the stormwater system and thus reach nearby waterways

Internal Release: Any spillage inside a building

External Release: Any spillage outside of or onto the roof of a building.

Minor Spillage: A spill that can be contained quickly and effectively using the spill kits located at various points on the site.

Major Spillage: A spill that has the potential to leave the site. Spills larger than 205 litres are considered major spills.

3.0 ESSENTIAL SPILL CONTROL INFORMATION

When a spill occurs, access to the following information will be essential for effective and safe control:

Name of material – Shipping and/or common name.

Type of material - Solid, liquid or granulated.

Dangerous Goods Class - This information is usually displayed using diamond symbols on the packaging label. eg Class 3 –Flammable Liquid, Class 4.1 - Flammable Solid, Class 8 – Corrosive Liquid.

Material Safety Data Sheet (MSDS) - Copies are kept at or are available from the Technical Department, Production Supervisor, or in the foyer of the Main Office. The MSDS will

provide information on:

- Ingredients of the spilled substance.
- Harmful properties of the substance and its ingredients eg evolution of toxic fumes, miscibility with water, effects on the skin and internal bodily systems etc.
- Requirements for personal protective equipment for the safe handling of the spill, eg Impervious gloves, respiratory protection etc.
- Recommended method for containing the spill and preventing environmental damage. NB Emphasis is required on the necessity of containment of the spill rather than dispersal of it.
- The safest means of disposing of the spilled materials eg Use of approved/authorised waste disposal authorities.

Control Equipment Locations – All personnel should be aware of the location of spill kits and stormwater valves.

4.0 FIRST RESPONSE ACTION – MINOR SPILLS

Typically, minor spills will include:

- Drum/Container Rupture <205 L
- Drum/Container Overflow < 205 L

When a minor spill occurs:

1) Assess safety. Make sure that people are kept clear of the spill and that you have the training and equipment to deal with the spill.
2) Stop the spill at its source if it is safe to do so. This may involve righting an overturned container or providing additional containment for a leaking container.
3) Contain the spill using the spill kits available around the site to minimise the spread of material.
4) Electrically isolate equipment operating in the vicinity of the spill.
5) Advise the nearest Leading Hand or Supervisor.
6) The Leading Hand or Supervisor will consult the MSDS to identify the recommended clean-up procedure, and if necessary, contact the Emergency Response Unit.
7) Under the direction of the Leading Hand or Supervisor, and with the assistance, if required, of the emergency response crews, clean up the spill.
8) Dispose of the spilt material and all contaminated absorbents etc. as per the MSDS.
9) The Leading Hand or Supervisor will report the spill using the attached Spill Notification Report

5.0 FIRST RESPONSE ACTION - MAJOR SPILLS:

Typically, major spills will include:

- Tanker Spills
- Tank Overflow
- Tank Rupture
- IBC Spill or Rupture
- Multiple Drum/Container Spill or Rupture
- Contaminated fire water after a fire incident.

When a major spill occurs:

1) Take any necessary emergency measures to protect against immediate danger to human life and health.
2) Assess safety. Make sure that people are kept clear of the spill and that you have the training and equipment to deal with the spill.
3) Take action to stop or reduce the source of the spill.
4) Advise the nearest Leading Hand or Supervisor.
5) If safe to do so, isolate all electrical equipment in the vicinity of the spill.
5) Close the stormwater isolation valves.
6) The Leading Hand or Supervisor will contact the ERU Leader or a member of the ERU.
7) The Leading Hand or Supervisor will contact the Switchboard in accordance with Procedure SWI-12.
8) The ERU Leader, Leading Hand, or Supervisor will consult the MSDS to identify the recommended clean-up procedure.
9) Members of the ERU will, if necessary, put on gloves and goggles, masks, and aprons, and attempt to contain the spill using available spill kits and other resources, if it safe to do so.
10) Await directions from the Emergency Controller.

6.0 EMERGENCY CONTROLLER/DEPUTY EMERGENCY CONTROLLER

When informed of the spill:

1) Proceed to the spill and establish its nature, extent and exact location.
2) Decide whether it is necessary to call NSW Fire & Rescue Hazmat Unit and if so, advise the Switchboard to call 000 in accordance with Procedure SWI-12, clearly stating that this is a HAZMAT Incident. If the spill has entered the on-site stormwater system, the Hazmat Unit must be called.
3) If the spill has entered the on-site stormwater system or has potential to impact off-site, notify the DECC.
4) Mobilise and co-ordinate the Emergency Response Unit to take immediate action if safe to do so.
5) Ensure that the correct Personal Protection Equipment is available to ERU personnel.
6) Alert the ET to the spill incident and co-ordinate those members directly implicated in the incident.
7) Co-ordinate Traffic Controllers and First Aiders.
8) Ensure that personnel are safe.

9) Ensure that no vehicles other than emergency services vehicles enter the Site.
10) Implement a partial or total site evacuation as necessary and appropriate.
11) Notify Management and Production Supervisors of the status of emergency.
12) Brief the State Emergency Services upon their arrival.
13) Where liquid has accumulated in the stormwater system, obtain NSW EPA approval before releasing it.
14) On completion of the clean-up, co-ordinate the preparation of a Spill Notification Report.

7.0 EMERGENCY RESPONSE UNIT

When informed of a spill:

1) Proceed to the Emergency Control Centre for immediate preparation and activation of the spill control equipment and personal protection equipment.
2) Report to the Emergency Controller or delegate on location for further instructions.
3) Under the instruction of the Emergency Controller, carry out the most appropriate spill control action.
4) Ensure that personnel are safe.

7.0 CONTAMINATED WATER

Contaminated water may need analysis before disposal. This should be arranged by contacting a NATA registered laboratory.

8.0 SPILL CONTROL EQUIPMENT MAINTENANCE

1) If spill control equipment is used or borrowed for any purpose it must be replenished or replaced immediately.
2) Spill kits must be checked and maintained on a six-monthly basis. A maintenance record must be kept detailing the quantities of spill control material in each kit.
3) All staff on site should be aware of the importance of these kits and know the proper application methods. Otto Bins provided for holding clean and contaminated absorbent material are to be used for this purpose alone, and not as general rubbish bins.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

SPILL NOTIFICATION REPORT

COMPLETE THIS FORM FOR SPILLAGE OR LOSS OF ANY MATERIAL AND FORWARD TO:
ITW POLYMERS & FLUIDS EMVIRONMENT MANAGER FAX: 9757 9993

Date of Spill:	First Noticed: (time)
Reported by:	Tel:
Product Spilled:	
Quantity:	
Location of Spill:	
Duration of Spill Flow:	

Spill Response: (Include action taken to contain / clean up / people / groups / agencies involved):

☐ Spill Contained ☐ Spill NOT Contained

Cause of Spill:

Notification of Authorities

EPA	☐ Yes	☐ No
Camperdown SSW PHU	☐ Yes	☐ No
WorkCover NSW	☐ Yes	☐ No
Fairfield City Council	☐ Yes	☐ No
NSW Fire & Rescue	☐ Yes	☐ No

Recommendations:

Environmental Committee Follow Up:

Signed: Date:

Environmental Manager Review:

Signed: Date:

1.0 GENERAL

This section applies to a release or spill of materials classified as dangerous goods (as defined by ADG7) in an uncontrolled or unconfined space i.e. outside the confines of a designated dangerous goods storage location such as a bunded tank compound or a bunded package store.

The types of dangerous goods that are used outside designated stores and can be potentially spilt/released at the Site are the following:

- Class 2.1 Flammable Gases
- Class 3 Flammable Liquids.
- Class 4.1 Flammable Solids
- Class 8 Corrosive substances

All employees, as part of the Employee Safety Induction Programme that they must undergo when starting work at the Site, will undertake a minimum level of emergency response training that includes the use of personal protection equipment and instruction in the hazards of the dangerous goods used on site.

2.0 FIRST RESPONSE ACTION ON DISCOVERY OF AN EMERGENCY INVOLVING DANGEROUS GOODS

1) Assist and remove any person from the danger area, only if safe to do so;
2) If persons have come into contact with the dangerous goods, assist them to the nearest eye wash/safety shower to copiously rinse the affected area.
3) Advise the nearest Leading Hand, Supervisor, ET Member, or Warden
4) Follow the directions of the person to whom you reported the release of dangerous goods substances;
5) The Leading Hand, Supervisor, ET Member, or Warden will contact the Switchboard in accordance with Procedure SWI-12.
6) Activate the nearest emergency stops or shutdown systems relevant to the affected area including gas isolation emergency systems if gas is involved;
7) If safe to do so, isolate all electrical equipment in the affected area;
8) If safe to do so, use the nearest fire extinguisher to smother any fire;
9) If safe to do so, take action to stop or reduce the source of any spill.
10) Move to the designated Emergency Assembly Area, if instructed to do so by the Warden responsible for the affected area.

3.0 EMERGENCY CONTROLLER/DEPUTY EMERGENCY CONTROLLER

3.1 When informed of the emergency:

1) Proceed to the emergency and establish its nature and exact location.
2) Decide whether it is necessary to call NSW Fire & Rescue and if necessary, advise the Switchboard to call 000 in accordance with Procedure SWI-12
3) Determine appropriate action to take, taking into account the Material Safety Data Sheet information.
4) If the incident involves a fire, implement Emergency Procedure SWI-13 (Fire/Explosion)

5) If the incident involves a gas release, implement Emergency Procedure SWI-14 (Gas Release)
6) If the incident involves a spill, implement Emergency Procedure EWI-3 (Spill Control)
7) Implement a partial or total site evacuation as necessary and appropriate.
8) Mobilise and co-ordinate the Emergency Response Unit to take immediate action if safe to do so.
9) Ensure that the correct Personal Protection Equipment is available to ERU personnel.
10) Secure and barricade the area in the most suitable way.
11) Ensure that personnel are safe and clear of vapours, gases and fumes.
12) Alert the ET to the dangerous goods incident and co-ordinate those members directly implicated in the incident.
13) Co-ordinate Traffic Controllers and First Aiders.
14) Ensure that personnel are safe.
15) Ensure that no vehicles other than emergency services vehicles enter the Site.
16) Notify Management and Production Supervisors of the status of emergency.
17) Brief the State Emergency Services upon their arrival.

3.2 When assessing the situation, the following must be considered:

- Is there a fire?
- Is there a spill or leak, how large is it?
- Is containment of the dangerous goods material necessary?
- What are the weather conditions?
- What is the area like?
- What is the risk to: people, property or environment?
- How significant is the risk, based on the situation?
- The hazards of the product, Class and Sub Risk?
- The degree of danger, based on the Packing Group?
- Is public protection necessary: stay in place or evacuate?
- What resources: human and equipment, are required and how readily available are they?

3.0 EMERGENCY RESPONSE UNIT

When informed of the emergency:

1) Proceed to the Emergency Control Centre for immediate preparation and activation of emergency response equipment.
2) Report to the Emergency Controller for further instructions.
3) Ensure that personnel are safe.
4) If instructed to do so by the Emergency Controller, leave emergency location and proceed to Emergency Assembly Area.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

1.0 GENERAL

Medical emergencies are events where a person suffers an injury or illness. Examples include injuries or broken limbs resulting from falls or accidents, heart attacks, respiratory failure, and other serious illnesses.

The Emergency Team has several members who are First Aiders. These personnel have received appropriate training to be able to provide first-aid response and care in such emergencies until the Ambulance Service arrives at the location to take over the care of the patient.

2.0 ACTION ON DISCOVERY OF A MEDICAL EMERGENCY (GENERAL)

1) Check for any threatening situation and control it if safe to do so. Notify the one of the Emergency Team First Aiders via the on-site communication system.
2) Remain with the casualty (unless there is no other option) and provide appropriate support.
3) Do not remove or move any casualties unless in a life threatening situation.
4) When a First-Aider arrives, he will assess the patient. If he decides that an Ambulance is required, contact the Switchboard on Extension 9 and ask them to call the 000 service as per Procedure SWI-12.
5) Provide support to the First-Aider or Ambulance if required.
6) Should the medical emergency consist of a car accident you are involved in whilst driving a company vehicle either on or off-site then notify your immediate Supervisor and the appropriate motor vehicle insurance company.

3.0 EMERGENCY CONTROLLER/DEPUTY EMERGENCY CONTROLLER

When informed of the Medical Emergency:

1) Proceed to the site of the emergency and review the situation.
2) Determine appropriate action to be taken.
3) Ensure that personnel are safe.
4) Maintain contact with the First Aider/s.
5) If the Ambulance Service has been notified designate someone to meet them at the main gate and direct them to the incident.
6) Brief the Ambulance Service personnel upon their arrival.
7) If necessary, activate a Partial or Total Evacuation.
8) Provide support to the First-Aider or Ambulance if required

.

4.0 OH&S COORDINATOR

In some cases, the appropriate statutory authorities will need to be informed in accordance with the Occupational Health & Safety Act.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

1.0 BOMB THREAT

Action on receiving a Bomb Threat

When a threat has been received:

1) Use the **Bomb Threat Checklist** and record all details.
2) Notify the Emergency Controller by telephone, who will initiate a Total Evacuation to the relevant Emergency Assembly Area or the safest Assembly Area depending where the bomb or package may be located.
3) Contact the Police on **000** if not already done by the Emergency Controller.
4) Open as many doors and windows as possible.
5) Evacuate to the Emergency Assembly Area as directed by the Emergency Controller.

2.0 SUSPECT PACKAGE

Action when a Suspect Package such as an unidentifiable box, bag, tin or container has been found:

DO NOT TOUCH IT!

1) Clear the area and do not re-enter until instructed.
2) Notify the Emergency Controller and/or Switchboard by telephone.
3) The Emergency Controller and/or Switchboard will contact the Police on 000.
4) If you cannot contact the Emergency Controller or Switchboard, contact the Police on **000**
5) Open as many doors and windows as possible
6) The Emergency Controller will initiate a Total Evacuation to the relevant Emergency Assembly Area or the safest Assembly Area depending where the package may be located.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

BOMB THREAT CHECKLIST

DATE : _____ TIME: _____

QUESTIONS TO BE ASKED BOMB THREAT	QUESTIONS TO BE ASKED GENERAL THREAT
Where did you put the bomb?	What are you threatening to do?
When did you put it there?	Why are you making this threat?
What does the bomb look like?	When do you intend to carry it out?
What kind of bomb is it?	Do you intend to telephone again?
Did you place the bomb?	What is your name?
Why did you place the bomb?	Where are you?
Where are you?	What is your address?
What is your address?	Did you recognise the caller's voice?
EXACT WORDING OF THREAT	EXACT WORDING OF THREAT

IDENTIFYING THE CALLER

CALLERS VOICE (please tick where applicable)	BACKGROUND NOISES (please tick where applicable)
MALE	STREET NOISES
FEMALE	HOUSE NOISES
OLD	OFFICE MACHINERY
YOUNG	FACTORY MACHINERY
CALM	MUSIC
EXCITED	BACKGROUND VOICES
NORMAL	MOTORS
ANGRY	STATIC
SLOW	CLEAR
RAPID	LOCAL
LOUD	LONG DISTANCE
SOFT	OTHER:
DEEP	
STUTTER	
LISP	
ACCENT	
TYPE OF ACCENT (please describe)	
CRYING	
LAUGHING	
SLURRING	
RAGGED	
DISTINCT	
RASP	
IRRATIONAL	
WELL SPOKEN	
INCOHERENT	
FOUL	
FAMILIAR	
NASAL	
DEEP BREATHING	
CLEARING THROAT	
DISGUISED	
CRACKING VOICE	
OTHER	

1.0 GENERAL

Note and report any suspicious persons on the site. Observe continually for:

- any articles touched by intruders
- physical details and attire
- points which may aid description, including mannerisms and weapons
- direction in which intruders leave the area

Notify the Emergency Controller, Switchboard, or 000 as soon as possible thereafter.

2.0 DURING THE HOLD UP

During the incident, person/s should:

- stay calm
- if not directly involved stay out of it
- obey instructions – do not argue and agitate
- avoid sudden movement – be deliberate in your actions
- avoid direct eye contact
- try to remember everything about the holdup person, such as distinguishing features, height, mannerisms, etc.
- if a vehicle is used try to get the registration number, type of vehicle, colour

3.0 AFTER THE HOLD UP

- help any injured persons
- secure the area
- record your observations

Notify the Emergency Controller, Switchboard, or 000 as soon as possible thereafter.

4.0 EMERGENCY CONTROLLER

- ensure Police are notified as early as possible
- attend area and confirm if offenders have left and if there are any injuries.
- Secure the area for the police
- Assist the Police, keep all involved in the building, except if injuries do not permit.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

1.0 GENERAL

Severe storms produce extreme wind speeds, rainfall and atmospheric pressures. Although torrential rains produce flooding of river systems, the most severe threats of storms arise from destructive winds. During violent winds, loose sheets of galvanised iron, masonry and other debris may become lethal flying objects.

2.0 ACTION ON WARNING OF SEVERE STORMS

1. Restrain loose material that could cause injury and damage during extreme winds.
2. Move chemicals stored in drums to a safe, flood free place inside the building.

3.0 ACTION DURING SEVERE STORMS

1. Remain inside buildings for the duration of the storm.
2. Avoid using the telephone during a storm.
3. Listen to local radio for further information.
4. Await instructions from Emergency Controller.
5. If driving during a storm, remain in vehicle and stay clear of trees, power lines or streams.

4.0 EMERGENCY CONTROLLER

1. Proceed to contact the leadership team for advice.
2. Ascertain the extent of the emergency and determine an appropriate plan of action.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

1.0 GENERAL

If a major earthquake were to occur, the resulting damage is likely to be widespread. This could limit the availability of the State Emergency Services. Depending on the severity of the earthquake, normal emergency procedures may not be able to be followed. However, the role of Emergency Controller and Wardens will still be to organise the evacuation, keeping calm, and acting on their own initiative where necessary to minimise injury to staff and contractor/visitors.

2.0 ACTION BY STAFF

1. Remain calm and quickly follow the steps outlined below.
2. If indoors, stay there and ensure nobody moves about or leaves the building. Shelter under desks, benchs, or similar sheltered areas.
3. If outdoors, move quickly away from buildings, electricity lines and towers, storage tanks etc. Always avoid power lines as they may be energised.
4. If in a car, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.
5. Assist anyone in immediate danger so long as the risk to any persons is not increased.
6. After the initial shock, leave the buildings if safe to do so. Assist others to leave for as long as is practicable.
7. Move to the emergency assembly area if able to do so..
8. Be prepared for aftershocks.
9. Do not re-enter buildings.

3.0 EMERGENCY CONTROLLER/DEPUTY EMERGENCY CONTROLLER

1. Proceed to the emergency control point and or other safe place such as the Emergency Assembly Area.
2. Ascertain the extent of the emergency and determine an appropriate plan of action.
3. If possible, contact NSW Fire & Rescue, Ambulance, Police, or SES if required, either directly or through the 000 service, confirming the emergency at the site.
4. Co-ordinate the ERU and First Aiders to provide assistance where possible and safe to do so.
5. Liaise with Wardens to ensure that personnel are safe.
6. Brief the State Emergency Service personnel upon their arrival.
7. Ensure that no vehicles other than emergency services vehicles enter the site.

4.0 WARDENS

1. If possible, exercise your duties as detailed in Procedures SWI-12 and SWI-20.
2. Depending on the severity of the earthquake, these procedures may not be able to be followed. Keeping calm, and acting on your own initiative, ascertain the situation in your area. If possible, and safe to do so arrange to evacuate your area to the Emergency Assembly Area.

3. Use any available means to undertake a roll call to determine who remains on site and has not been accounted for.
4. Liaise with the Emergency Controller as to further action.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

1.0 GENERAL

The most likely emergencies requiring a total or partial evacuation of all staff on the site are:

- Fire, explosion; or
- Discovery of a bomb or similar device; or
- Failure of an internal service or other internal emergency e.g. gas leak etc; or
- External emergency.

The sounding of the emergency alarm automatically requires a total evacuation of the site.

In other emergencies, a total evacuation may not the appropriate response and such an action should only be undertaken in severe emergencies at the decision of the Emergency Controller.

2.0 STAGES OF EVACUATION

There are three stages of evacuation for the Site:

Stage 1 - The affected area

Stage 2 - Certain other areas

Stage 3 - Total evacuation of the site.

Stage 1: Partial Evacuation

The most likely response to an emergency is the partial evacuation of an area in response to an incident.

The evacuation may be short term until: the emergency has been rectified, medium term, overnight, or long term if damage has been extensive and reconstruction is required.

Stage 2: Certain other areas

In addition to the affected building, adjacent buildings may need to be evacuated.

Stage 3: Total Site Evacuation

In the event of the whole site being untenable, even temporarily, total evacuation must be considered. When the emergency alarm sounds, total evacuation of the site is mandatory.

3.0 EMERGENCY ASSEMBLY AREA

The Emergency Assembly Area is located on the grassed section between the main office and Hassall St. This Emergency Assembly Areas will change in the following situations:

1. The emergency situation or threat exists in this area.
2. During a bomb threat/suspect package incident, if the danger area is located close to the Emergency Assembly Area

3. At the discretion of the Emergency Controller.
4. During a severe storm if the current Emergency Assembly Area puts the lives or safety of personnel at risk.

A decision to change the Emergency Assembly Area can only be made by the Emergency Controller or his delegate. Any such decision will be communicated to the Wardens as per procedure SWI-12.

4.0 ACTION BY STAFF

4.1 Evacuation

1. When the signal to evacuate is given, evacuate the site quickly in an orderly manner
2. Wardens shall direct their staff to evacuate by one of the designated routes shown on the attached site plan.
3. Wardens shall supervise evacuation to the nearest safe exit route and then to the Emergency Assembly Area. There they shall account for personnel sign the Staff Attendance Register and Contractor/ Visitors Register. These registers shall be brought to the Emergency Assembly Area by the Switchboard Operator.
4. If the emergency alarm has not sounded, the decision to evacuate may only be taken by the Emergency Controller or his delegate.

4.2 Accounting for Personnel

In the Emergency Assembly Area, the Emergency Controller or Wardens shall undertake a role call using the Staff Attendance Register and Contractor/ Visitors Register. They shall determine if any employees/contractors/visitors still remain on site and have not been accounted for.

5.0 EMERGENCY CONTROLLER

The Emergency Controller is responsible for authorising the immediate evacuation of employees/contractors to the Emergency Assembly Area. When the emergency alarm sounds, a total evacuation of the site is mandatory and automatic. In all other circumstances, the decision to evacuate, and the staging of that evacuation may only be made by the Emergency Controller or his delegate. The Emergency Controller shall liaise with the Police, Ambulance and NSW Fire & Rescue officers present at the scene.

6.0 TRAFFIC CONTROL

The Traffic Controllers shall take up their positions in safe locations at the two entrances to the site.

Movement of any vehicle (including from the car park) at the time of a total evacuation of the site is strictly forbidden unless directed by the Traffic Controller, Emergency Controller or delegate or members of the State Emergency Services.

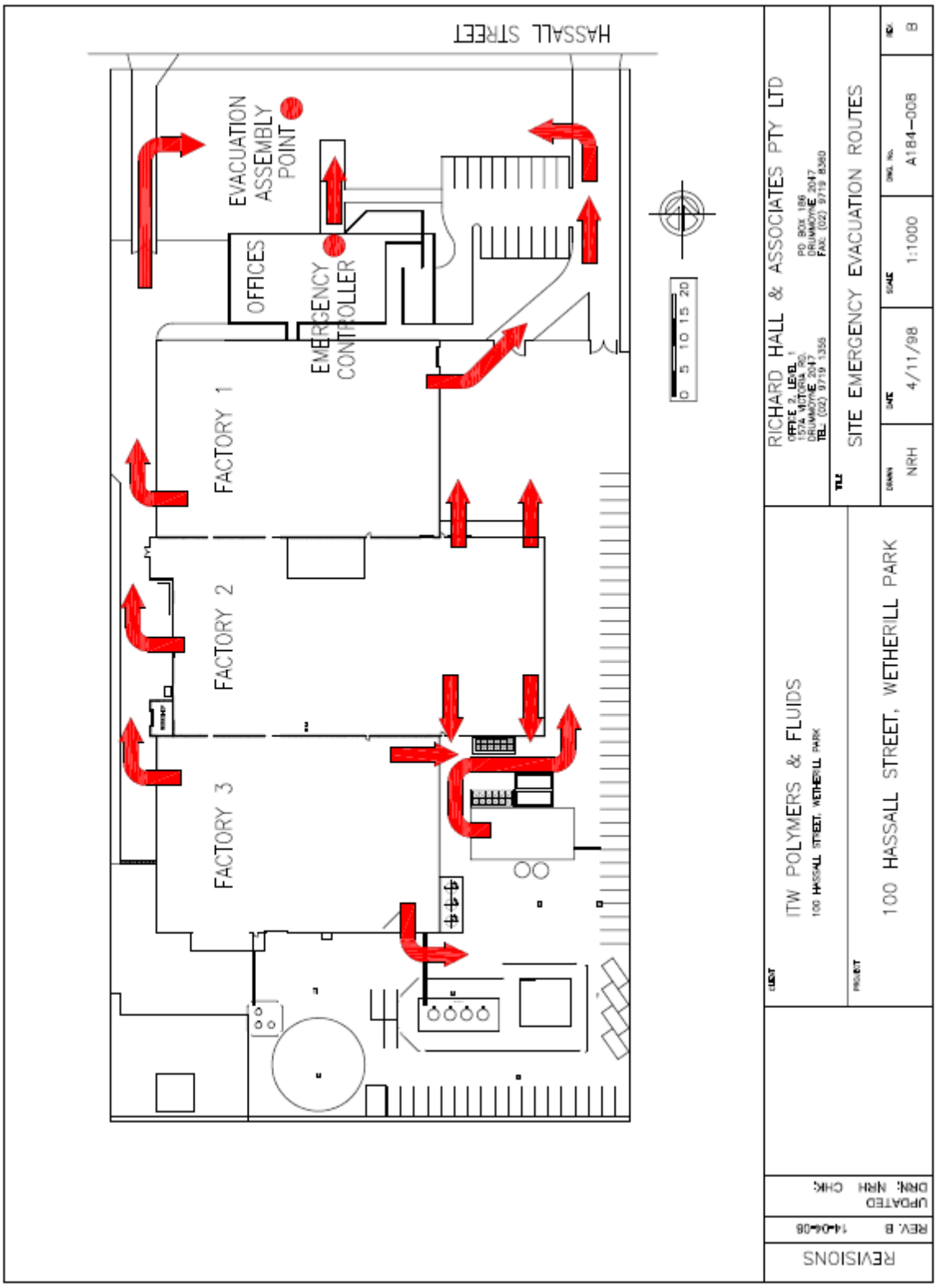
When safe to do so, Traffic Controllers may direct that vehicles be positioned so that they do not limit free access around the site for State Emergency Services.

7.0 EXIT ROUTES AND EMERGENCY EQUIPMENT

Exit/Evacuation pathways and the location of emergency equipment shall be shown on a Site Plan, which will be prominently exhibited throughout the site.

Reviewed: _____ Approved: _____

Date: _____ Date: _____


HASSALL STREET
EVACUATION ASSEMBLY POINT
OFFICES
EMERGENCY CONTROLLER
FACTORY 1
FACTORY 2
FACTORY 3
0 5 10 15 20
RICHARD HALL & ASSOCIATES PTY LTD
SITE EMERGENCY EVACUATION ROUTES
DRAWN NRH
DATE 4/11/98
SCALE 1:1000
DWG. No. A184-008
REV. B
ITW POLYMERS & FLUIDS
100 HASSALL STREET, WETHERILL PARK
REVISIONS
REV. B 14-04-08
UPDATED
DRN: NRH CHK:

1.0 Purpose:

1.1 To prevent re-occurrences of incidents ITW Polymers & Fluids encourages our employees and contractors to report all accidents, incidents and near misses in the Rapid Global incident report link.

1.2 The Rapid global Incident reporting link is placed in every employee's desktop.

1.3 From the information collected in the report we can establish what caused the problem and prevent it from happening again.

2.0 Scope:

2.1 This work instruction covers all ITW Polymers & Fluids employees, including sales staff not based on site.

3.0 Work Instruction:

3.1 All accidents, incidents and near misses are to be reported, from minor incidents to equipment damage.

3.2 A Rapid Global Incident Report must be raised within 48 hours of incident.

3.3 The Supervisor / Department Manager shall investigate the incident and determine what action can be taken to prevent re-occurrence. The actions taken must consider legislative guidelines. (i.e. hierarchy of controls)

3.4 A risk assessment (see WI-Risk-Assessments) must be performed after the actions have been taken.

3.5 The Safety Committee will review the report at the next meeting and determine if the investigation was adequate and if any further actions are required.

4.0 Emergency Incident Reporting

In addition to the Accident Incident Report, the General Manager in conjunction with the Emergency Controller, shall establish a panel made up of personnel of appropriate background and skills to thoroughly investigate all aspects of the emergency, including its cause, the effectiveness of the emergency response in terminating the emergency, and the effectiveness of the Emergency Plan in managing the emergency. This investigation shall be fully documented in a written report which must be presented within 28 days of the emergency.

As a result of this investigation, the Emergency Plan and procedures shall be reviewed and updated where necessary to incorporate the lessons of the incident.

Reviewed: _____ Approved: _____

Date: _____ Date: _____

This checklist can be filled out by the Emergency Controller to ensure that all of the actions required by the emergency plan have been completed.

ACTION	BY WHOM	TIME COMPLETED
DRILL NOTIFICATION OVER THE PA SYSTEM	MDL ASSET SERVICES (OR OTHER FIRE CONTRACTOR)	
EMERGENCY EVACUATION ALARM TRIGGERED	MDL ASSET SERVICES (OR OTHER FIRE CONTRACTOR)	
STAFF ASSEMBLED AT THE EMERGENCY EVACULATION POINT	ALL STAFF	
ALL WARDENS REPORT AREAS ARE CLEAR	WARDENS	
ANY EMPLOYEE INJURED OR IMPACTED BY INCIDENT OR NEED FIRST AIDER	WARDENS / ANY EMPLOYEE	
PERSONELL LIST OBTAINED AND ROLL CALL STARTED	FRONT OFFICE WARDEN	
NATURE OF EMERGENCY ESTABLISHED, AND EMERGENCY SERVICES CALLED IF NECESSARY	EMERGENCY CONTROLLER	
TRAFFIC CONTROL ESTABLISHED AT FRONT GATE	EMERGENCY RESPONSE UNIT LEADER	
ELECTRICITY AND GAS SERVICES ISOLATED IF NECESSARY	EMERGENCY CONTROLLER	
ROLL CALL COMPLETED	EMERGENCY RESPONSE UNIT LEADER	
EMERGENCY DECLARED OVER	EMERGENCY CONTROLLER/ FIRE BRIGADE	
DEBRIEF WITH WARDENS AND EMERGENCY TEAM	EMERGENCY CONTROLLER	

NOTES :

EMERGENCY CONTROLLER SIGNED: _____ **DATE :** _____

EMERGENCY PLAN ACTIVATION – DEBRIEFING SESSION

Use this check sheet to ensure that all of the relevant details from the debriefing session after the evacuation have been reported. File this sheet with the emergency evacuation roll call sheet.

1) Did all wardens report to the Emergency Controller □Yes □No

_____

2) If No, which area did not report - Front Office - Factory 1 – Factory 2 – Factory 3 – Technical –

_____

3) Was entry control established by Traffic Controllers □Yes □No

_____

4) Could the Alarm be heard throughout the building □Yes □No

_____

5) Could announcements be heard throughout the building □Yes □No

_____

6) Were emergency exits clear and operational □Yes □No

_____

7) Did the Doors between factories and the Aerosol Cage Doors Operate □Yes □No

_____

8) Were the fire pumps checked/Started □Yes □No

_____

9) Was the stormwater isolation valve tripped by the alarm □Yes □No

_____

10) Were services (Electricity and Gas) Isolated successfully □Yes □No

_____

NOTES :

_____

_____

_____

EMERGENCY CONTROLLER SIGNED: _____ **DATE :** _____