



# **Emergency Management Procedure**

## **(Version 2)**

**Version 2 – November 2016**

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## **Emergency Management Procedure**

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### Emergency Management Procedure

#### Definitions

**SCEMT** – Southern Cotton emergency management team

A structured organisation that will initiate an appropriate response to emergency situations. **SCEMT** consists of chief warden, deputy chief warden, communications officer, area wardens.

**Emergency** – Any event that arises internally or from external sources, which may adversely affect persons or the community generally, and which requires an immediate response.

**Authority** – During emergencies, instruction given by **SCEMT** personnel shall overrule normal management structure. Once an emergency is declared, the powers of wardens and deputy wardens shall override all normal non-emergency management procedures. Area wardens have the authority to marshal all staff and any visitors to designated emergency assembly areas.

#### Control Point (CP) – Front Gate.

- The General Manager will relay the information to other agencies if the Chief Warden or his Deputy has not already done so
- Keep phone lines open
- Inform management, Chief Warden or his / her Deputy of any communications received
- In the event of an evacuation the Office Warden will ensure that the site Visitors Log Book, Vehicle Log Book and Staff IN / OUT Board are brought to the assembly area and report to the Emergency evacuation Co-ordinator or his Deputy.

**Co-ordination with Other Agencies** – Police, NSW Fire Brigade and local council are to be provided with site layout and copies of emergency procedures.

**Warden Identification** – control of emergencies is greatly assisted if key personnel can be quickly identified. The Chief Warden shall be identified by a red helmet. The deputy chief warden will be identified by a yellow helmet.

## **Emergency Management Procedure**

### **1. Background**

Southern Cotton Pty Ltd (Southern Cotton) operate a cotton gin at Whitton in the Murrumbidgee Irrigation Area. The Southern Cotton gin facility (the Gin) is located at 881 Darlington Point Whitton Road, Whitton (refer Appendix 2).

The Gin has been in operation since 2012. The Gin processes a maximum of 150,000 tonnes of cotton per annum and the cotton trash generated during production is stockpiled onsite and either removed for offsite composting/disposal or composted onsite.

The operations are comprised of the following:

- Residential dwellings
- Cotton gin facility
- Module pads
- Road infrastructure.

The ginning process involves separation of lint cotton, cotton seed and removal of by-product material such as leaf and stalk. The raw seed cotton is delivered to the site from cotton farms in round or square modules and stored on open gravel (module) pads until processing occurs. Once processed, the lint cotton bales are trucked by cotton merchants to warehouse facilities in Melbourne. Cotton seed is sold into the regional feedlots, dairies and containerised in Melbourne for export.

The Gin operates 24 hours per day, seven days per week during the ginning season (April to September). Maintenance and cotton seed out loading is undertaken during the remaining months.

The day to day operation of the Gin is managed by Southern Cotton staff, including 11 full time staff and 47 seasonal staff.

### Emergency Management Procedure

#### 1.1 Purpose

This Emergency Management Procedure (EMP) has been updated to satisfy obligations under the *Protection of the Environment Operations Act 1997* (POEO Act) and associated *Protection of the Environment Legislation Amendment Act 2011* (POELA Act) for licensed facilities.

The POELA Act requires holders of Environment Protection Licences (EPLs) to maintain a Pollution Incident Response Management Plan (PIRMP), which sets out the requirements for the notification, response and management of pollution incidents as defined in the POEO Act and the Protection of the Environment Operations (General) Regulations (2009).

Southern Cotton operates under EPL 20723 (refer Appendix 1). The EPL is issued under Section 55 of the POEO Act by the NSW Environment Protection Authority (EPA). The EPL contains requirements to report pollution incidents as outlined in condition R2:

*Note: The licensee or its employees must notify the EPA of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act.*

*R2.1 Notifications must be made by telephoning the Environment Line service on 131 555.*

*R2.2 The licensee must provide written details of the notification to the EPA within seven days of the date on which the incident occurred.*

Under Southern Cotton's Emergency Management System, detailed emergency response procedures are already in place for the classification and management of incidents. Under the provisions of Part 3A 98B(2) of the Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012, requirements may be integrated into existing plans. This update of the EMP incorporates the requirements of the POEO legislation.

The EMP is held by the General Manager and is applicable to all Southern Cotton operations. It outlines responsibilities and response actions for staff in the event of a pollution incident and to be able to effectively respond to such emergencies, so as to minimise any adverse impact on the safety or health of people, or on the environment. The contents of the EMP should be passed on to all employees. This is achieved through 'toolbox talks'.

## **Emergency Management Procedure**

The EMP incorporates simple and clear information regarding:

- Risks associated with Southern Cotton operations
- Identification of potential pollutants and safety equipment
- Incident response and notification procedures
- Emergency management roles and responsibilities
- Emergency contact details
- Training and review of the EMP.

### **1.2 Availability of the EMP**

The EMP will be kept in written form at the Southern Cotton premises and will be made available to all personnel responsible for implementing the plan, and to an authorised officer (as defined in the POEO Act) on request.

An abridged version of the EMP will be made publicly available within 14 days of finalisation (taken to be authorisation of the EMP by the General Manager) via the Southern Cotton website. No personal information (within the meaning of the Privacy and Personal Information Protection Act 1998) will be made publicly available.

## **Emergency Management Procedure**

### **2. *Pollution Incident Response Planning***

#### **2.1 Risk assessment**

A risk assessment was conducted on site between GHD and the Southern Cotton General Manager during a site visit on 7 October 2016. The main hazards identified through the assessment along with control measures to minimise the occurrence and consequences (people and environment) of the identified risks are outlined in Table 2-1.





## WHS Procedure – 3.2

### Emergency Management Procedure

**Table 2-1 Hazards**

Location	Hazard	Control measures	Consequence	Likelihood of material harm	Escalating factors
Seed shed	Increased risk of fire in stored seed when incoming cotton has greater than 12% moisture content	<p>Maintain moisture probes on outgoing seed line of gin identify high risk seed</p> <p>Segregate high moisture seed in the seed shed from dry seed</p> <p>Limit the storage to seven (7) days</p> <p>Fire hydrants surround seed shed</p>	<p>Destruction of property</p> <p>Injury to site personnel</p> <p>Loss of product</p>	High	Wet cotton growing season
Diesel storage (27,000L)	Risk of spills resulting in contamination	<p>Maintain bunded storage for diesel</p> <p>Designate refuelling location</p>	Soil and/or groundwater contamination	Low	<p>Failure of bund</p> <p>Failure of storage tank</p>

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## WHS Procedure – 3.2

### Emergency Management Procedure

Location	Hazard	Control measures	Consequence	Likelihood of material harm	Escalating factors
		Maintain spill kit onsite  Maintain fuel security system to prevent unauthorised use of fuel bowser  Store diesel pumps on bunded pallets			
	Risk of fire	Maintain fire system at designated fuel storage  Maintain E-stop on fuel bowser  Maintain shut off valve for fuel in adjacent shed  Maintain water cart at diesel storage	Destruction of property  Injury to site personnel  Loss of product	Low	Failure of storage tank

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## WHS Procedure – 3.2

### Emergency Management Procedure

Location	Hazard	Control measures	Consequence	Likelihood of material harm	Escalating factors
Trash storage	Risk of fire	Maintain moisture probes throughout Gin to identify high risk product  Isolate hot trash  Turn trash as soon as practical to dissipate heat  Compost hot trash on own	Destruction of property  Injury to site personnel	Low	Wet cotton growing season
Cotton Gin	Risk of fire	Maintain moisture probes in Gin to measure incoming modules and outgoing seed line  Maintain Arc Detection System throughout Gin  Maintain Fire Bale Procedure	Destruction of property  Injury to site personnel  Loss of product	Low	Wet cotton growing season  Failure of moisture probes  Failure of arc detection units  Failure of sprinkler system

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## WHS Procedure – 3.2

### Emergency Management Procedure

Location	Hazard	Control measures	Consequence	Likelihood of material harm	Escalating factors
		Maintain sprinkler fire systems throughout Bale warehouse  Maintain fire truck on site  Train relevant staff annually in use of firefighting equipment  Maintain RFS training for Head Ginners			
LPG storage (76,500L)	Risk of fire	Maintain emergency switches at the LPG storage and in the Gin console room  Maintain E-stop and isolator in Gin console room	Destruction of property  Injury to site personnel	Low	Failure of storage tank

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## WHS Procedure – 3.2

### Emergency Management Procedure

Location	Hazard	Control measures	Consequence	Likelihood of material harm	Escalating factors
	Risk of leaks	Conduct annual checks by technicians (Kleanheat Gas)	Air contamination	Low	Failure of storage tank
	Risk of explosion	Conduct annual checks by technicians (Kleanheat Gas)  Maintain emergency switches at the LPG storage and in the Gin console room  Maintain E-stop and isolator in Gin console room  Maintain explosion response procedures and training	Destruction of property  Injury to site personnel  Air contamination	Low	Failure of storage tank
Press oil tank (16,000L)	Risk of spills resulting in contamination	Maintain bunded storage for Press Oil Tank	Soil and/or groundwater contamination	Low	Failure of storage tank or pump

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## WHS Procedure – 3.2

### Emergency Management Procedure

Location	Hazard	Control measures	Consequence	Likelihood of material harm	Escalating factors
		Maintain underground tank that waste oil drains to  Maintain monitoring system for Press Oil Tank in Gin console room  Maintain shutoff valves at Press Oil Tank pumps			Failure of bund
	Risk of fire	Maintain fire systems	Destruction of property  Injury to site personnel	Low	Failure of storage tank
Chemical storage shed	Risk of spills resulting in contamination	Maintain secure storage  Maintain bunded storage  Store minor quantities of chemicals	Soil and/or groundwater contamination	Low	Lock breached  Failure of bund  Storage of large quantities of chemicals

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## WHS Procedure – 3.2

### Emergency Management Procedure

Location	Hazard	Control measures	Consequence	Likelihood of material harm	Escalating factors
Dirty water storage	Risk of spills resulting in contamination	Maintain capacity in storage  Reuse dirty water for composting	Soil and/or groundwater contamination	Low	Storage maintained full with no capacity to receive additional flows

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#### 2.2 Potential pollutants and safety equipment

A number of potential pollutants are stored, used and disposed of at the Southern Cotton Gin. These include chemicals, fuels, oils and LPG. A range of safety equipment/devices and alarms are maintained for use during emergencies.

Details of potential pollutants and safety devices are provided in Table 2-2. The location of the items listed is shown on the maps in Appendix 2.

Minimum Personal Protection Equipment (PPE) requirements are in place for all Southern Cotton operations for all employees, contractors, visitors and transport operators. Minimum PPE includes high visibility clothing, enclosed footwear, hearing protection, dust mask and eye protection. Other onsite safety-related equipment includes:

- Fire control systems
- Bunded storage for diesel fuel
- LPG monitoring system including cameras, fire control systems and emergency shutoff
- Dust monitoring devices
- Emergency stop/shut down throughout the gin and associated infrastructure and alarm points
- Spill kits
- Online MSDS Register
- First aid facility and kits
- Confined space equipment including gas detection and lanyards, and
- Camera surveillance of all equipment and areas of the Gin.



### Emergency Management Procedure

**Table 2-2 Inventory of pollutants and safety devices**

Location	Potential pollutant	Maximum quantity	Storage	Safety devices	Alarms
Diesel storage	Diesel	25,000L	Aboveground bunded tank	Bunded storage  Fire system  E-stop and shut-off valves  Security system to prevent unauthorised use	Nil
Machinery Shed	Fuels, oils and lubricants	100 L	Hazchem storage	Bunded storage  Secure storage	Nil
LPG storage	Liquefied Petroleum Gas	76,500L	Aboveground tank	Monitoring system including cameras, fire control systems and emergency shutoff	Yes
Press oil tank	Cotton oil	16,000 L	Aboveground bunded tank	Bunded storage  Monitoring system including cameras, shut-off valves  Fire system	Yes
Chemical storage shed	Herbicides	Minor quantities	Chemical storage shed	Bunded storage  Locked	Nil

## **Emergency Management Procedure**

### **2.3 Maps**

Pollution incident response maps have been prepared to facilitate planning for incident response and provide readily accessible and accurate information to support the assessment of an incident and assist in the implementation of incident response procedures and clean up.

The following maps are provided in Appendix 2:

- Southern Cotton locality map
- Southern Cotton features map.

### **2.4 Notifiable incidents**

A pollution incident is defined by the POEO Act as:

*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.*

*Material harm is defined by the POEO Act as:*

*(1) For the purposes of this Part:*

*(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*

## **Emergency Management Procedure**

*(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.*

*(2) For the purposes of this Part, it does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.*

## Emergency Management Procedure

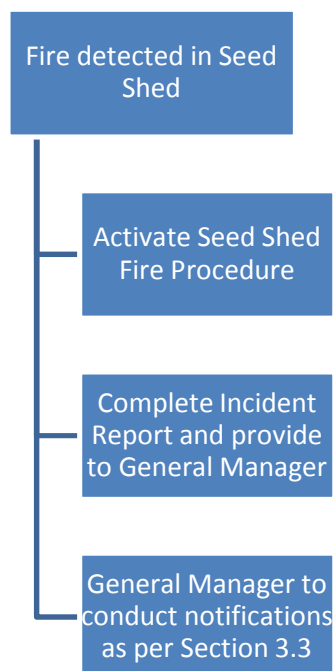
### 3. Incident Response

#### 3.1 Incident response and notification

As per the definition of an immediate notification incident in section 2.2 and resulting from the risk assessment in Table 2-1, Southern Cotton have identified the following incidents related to their operations that require immediate notification:

- Fire in the Seed Shed.

Southern Cotton's procedure for responding to a potential immediate notification incident are outlined Figure 1.



**Figure 1 Incident Response Flowchart**

## **Emergency Management Procedure**

### **3.2 General incident**

Southern Cotton maintain incident response procedures for other potential incidents including:

- Fire bale
- Site fire
- Spill response
- Emergency evacuation
- Security incident
- Medical emergency/First aid
- Explosion
- Vehicle accident
- Natural disaster.

Response procedures for these incidents are included as appendices.

### **3.3 Emergency Contacts**

Contact details for Southern Cotton emergency response personnel and external agencies requiring notification is provided in Table 3-1 and Table 3-2. In the event of a fire in the seed shed that triggers immediate notification, the Southern Cotton GM is to notify all external agencies in Table 3-2.

***Table 3-1 Southern Cotton emergency contacts***

<b>Name</b>	<b>Extension</b>	<b>Mobile / Channel</b>
General Manager Kate O'Callaghan	102	0427 557 277
Chief Warden Chris Veness	106	0428 179 221
Office Warden Corrie Ratcliff	103	0429 638 119
Head Ginner Phil Kavanagh		0428 141 058
Head Ginner Justin Seaton		0427 455 954

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**Table 3-2 Emergency services contacts**

Organisation	Contact Details
Emergency Services	000
EPA Environment Hotline	131 555
Griffith Regional Office	02 6969 0700
Leeton Shire Council	02 6953 0911
Local Public Health Unit (Albury)	02 6090 8900
SafeWork NSW	13 10 50
Fire and Rescue NSW	1300 729 579
Whitton Rural Fire Service	02 6955 2717

### 3.4 Emergency Roles and Responsibilities

#### 3.4.1 Responsibilities – Immediate Notification Incident

In the event of an immediate notification incident responsibilities for incident management are as follows:

- The Chief Warden is responsible for actioning response to the incident.
- The General Manager is responsible for notifying external authorities, potentially affected community and ensuring adequate resources are available for incident response.

The General Manager shall determine the most appropriate means of contacting potentially affected community including:

- Door knocking
- Phone
- Local media
- Signage.

## **Emergency Management Procedure**

Information provided to the community would depend on the incident but could include:

- Description of the incident
- Status of incident
- Response actions
- Actions to minimise harm
- Likely duration.

As per EPL 20723, the licensee must provide written details of the notification to the EPA within seven (7) days of the date on which the incident occurred.

### **3.4.2 Responsibilities – Emergency Management Roles**

The following personnel assume the primary responsibility for the emergency response:

- Southern Cotton leadership team
- Southern Cotton emergency management team (SCEMT), and
- All personnel.

#### **Southern Cotton Leadership Team**

The responsibilities of the leadership team are:

- Establish and implement emergency plans and emergency procedures
- Ensure that those affected by the plans and procedures are aware of them
- Monitor the effect of the plans and procedures on the organisation
- Where deficiencies or inaccuracies are identified, amendments will be made to rectify those deficiencies
- Determine the number of SCEMT personnel consistent with the nature and risk of the buildings, structures and workplaces
- Ensure that personnel are appointed to all positions on the SCEMT
- Arrange training of SCEMT personnel
- Arrange for conduct of evacuation exercises, and
- Determine who will implement emergency procedures.

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The primary role of the SCEMT is to ensure that life safety takes precedence over asset protection:

- The SCEMT will meet as required (debrief after each exercise or actual evacuation) or at intervals not greater than six months, and
- The SCEMT will review procedures after an emergency or an exercise and advise the Board of Directors of any changes that affect the emergency management plan.

Each officer in the SCEMT has clearly defined duties and responsibilities, as outlined below.

#### General Manager/Communications Officer

The General Manager is responsible for communication with authorities, potentially affected community members, and ensuring all resources the Chief Warden requires are available.

The communications officer, on becoming aware of the emergency, shall take the following actions:

- Ascertain the nature and location of the emergency
- Confirm that the appropriate emergency service has been notified
- Notify appropriate Members of the Board
- Transmit and record instructions and information between the chief warden and the floor wardens and occupants
- Maintain a log of the events
- Act as directed by the chief warden.

#### Chief Warden

The Gin Manager is the Chief Warden and it is their responsibility, on becoming aware of an emergency, to assume control until the emergency services arrive and take the following actions:

- Ascertain the nature of the emergency and determine appropriate action
- Ensure that the appropriate emergency service has been notified
- Ensure that area wardens are advised of the situation
- If necessary, initiate evacuation and control entry to the affected areas
- Ensure the progress of the evacuation and any action taken is recorded in an incident log

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## **Emergency Management Procedure**

- Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions
- To give the all clear to return to work.

### **Deputy Chief Warden**

The Head Ginners are the deputy chief warden and shall assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, and otherwise assist as required.

Specific wardens for each area include:

### **Office Warden**

The Accounts Manager is the Office Warden it is his/her responsibility:

- To shut down his/her work area if time permits
- To ensure that everyone in the **office** and **weighbridge** office is accounted for.
- To collect the visitors sign in book
- To ensure all contractors on site are accounted for and directed to the Emergency Assembly Area
- To ensure all truck drivers waiting to come on site are directed to the Assembly area.
- To collect the Weighbridge dockets of all the trucks that are onsite, so the drivers can be directed to assembly area and accounted for
- To ensure visitors are accounted for and directed to the Emergency Assembly Area.
- To evacuate the **seed shed**. Direct all workers, contractors and truck drivers to the Emergency Assembly Area.
- Proceed to the Emergency Assembly Area
- Report information to the Chief Warden.

### Emergency Management Procedure

#### Gin Warden

The Head Ginner is the Gin Warden, it is his/her responsibility to:

- Shut down his/her work area if time permits.
- Ensure that everyone in the Gin is accounted for.
- Ensure any contractors or tradesman working in the gin are directed to the emergency assembly area and accounted for.
- Proceed to the Emergency Assembly Area
- Report information to the Chief Warden.

#### Bale Shed Warden

The Maintenance/Warehouse Manager is the Warden it is his/her responsibility:

- To shut down his/her work area if time permits.
- To ensure that everyone in the Bale shed is accounted for.
- Truck drivers, contractors and tradesman working in the bale shed are to be directed to the Emergency Assembly Area so they can be accounted for
- Proceed to the Emergency Assembly Area.
- Report information to the Chief Warden.

#### Wardens/Co-opt Persons

Persons selected as wardens or by wardens may be required to carry out a number of activities, including the following:

- Act as floor or area wardens
- Operate the communication system
- Check to ensure fire doors and smoke doors are properly closed
- Search the floor or area to ensure all persons have been evacuated
- Ensure orderly flow of persons into protected areas
- Assist persons with disabilities
- Act as leader of groups moving to the Emergency Assembly Areas
- Report to the floor or area warden on shift on completion of required activities.

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#### Media Liaison

The General Manager shall deal with, and is the only person authorised to deal with any media inquiries and public statements. The General Manager may engage the services of a Communications Consultant to act as a Media Liaison in the event of a significant incident.

#### 3.5 Handing Over Incident to Public Emergency Services

The Emergency Management approach is for an 'early over – response' appropriate to the size and type of incident. This means that:

- The scale of an incident governs the scale of response
- The type of incident governs the type of response
- The passage of time after an incident is first reported governs the type of response.

#### 3.6 Hand Over Control/ Command Centre

When the external Combatant Agency arrives on site, their Senior Officer is called the Incident Controller. The external agencies will report to the Command Centre and staging area for emergency services to assess the incident.

The Chief Warden will brief the Incident Controller on the situation at the Command Centre to enable safe entry of emergency services. The Chief Warden will arrange if necessary, for the escort of the emergency services to the incident scene.

By law the Incident Controller has overriding authority for the incident.

The briefing will cover:

- Location nature and status of emergency
- Details of personnel injured or trapped
- Action taken to date
- Location of all personnel involved
- Any other relevant information including:
  - Details of hazardous materials involved
  - Particular hazards

## **Emergency Management Procedure**

- Location of equipment and plant
- Access to building and plant.

The Chief Warden will continue to command all Southern Cotton Resources.

### **3.7 Incident Investigation**

Following an emergency, a full investigation shall be carried out. This is overseen by the Board of Directors. At the completion of the investigation, the EMP shall be reviewed and revised as necessary.

Where required, trauma counselling shall be provided to personnel affected by the emergency to the extent that such counselling is considered to be required.

### **3.8 Statutory Investigations**

A serious emergency may be subject to an official or statutory investigation. Evidence must therefore be protected and not disturbed. Southern Cotton will co-operate with the authorities in their investigations. Legal advice should be considered in relation to internal reports and statements.

Examples of potential investigations include:

- Coronal Enquiries

These will be held in the case of any fatality or notifiable emergency, which a coroner considers in the public interest.

In these cases, preservation of evidence is critical. The Chief Warden will ensure that there is no cleaning up, repairs or movement of bodies apart from the necessary to control the emergency, without approval of the Senior Police Officer on site.

The police will manage all aspects of a coronial inquiry. Every co-operation should be given to the investigating police.

- Crime Scene

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When the Chief Warden becomes aware that an emergency is potentially the result of criminal activity, it is essential that appropriate crime scene preservation measures are put in place. In such circumstances, the advice or requirement of the Senior Police Officer on site should be solicited before any action is taken. If the Police are not on site, telephone 000 for initial instructions.

- Fire Investigations

NSW Fire Brigades will investigate the cause of a fire that they attend and if this investigation causes suspicion that a crime has been committed (including breach of regulations) they may request the Police to prosecute.

For fires where the cause is not obvious, the NSW Fire Brigades may conduct a more thorough investigation to establish the cause of the fire. Consequently, the preservation of evidence in the vicinity of the origin of the fire is critical. Only that work necessary to actually extinguish the fire in this area should be conducted and no further hose-down or cleanup be performed until approved by the Incident Controller.

- Other Statutory Investigations (including Heavy Vehicle incidents/emergencies)

Other relevant Government authorities may decide to investigate an emergency, for example, NSW Work Cover Authority and the NSW Department of Environment, Climate Change and Water, *Independent Transport Safety Regulator (ITSR)*. These agencies should be directed in the first instance to the Emergency Incident Manager.

### Emergency Management Procedure

#### 4. Training

Personnel involved in Southern Cotton operations participate in a range of training to assist in the response to potential incidents and to test the adequacy of the EMP. The approach to training is summarised below with details of the training provided in Table 4-1:

- Sufficient training drills will be conducted to confirm an acceptable state of readiness to respond to emergency situations
- Where the hazard is high due to the volume or extreme toxicity of the hazardous substance the emergency services will be invited to participate in the drill
- A record will be maintained of the outcome of each drill
- Following every actual emergency or major training drill a formal debriefing session will be convened with representatives from Management, Employees and the relative Emergency Group(s). The purpose of this meeting will be to evaluate the “Lessons Learnt” to correct any deficiencies found and follow-up on recommendations made.

**Table 4-1 Incident response training**

Type of training	Personnel involved	Frequency	Records
Induction	New staff	Once	Induction Questionnaire, HR/Safety Coordinator
	Contractors – low risk	Once	Induction Questionnaire, HR/Safety Coordinator
	Contractors – medium/high risk	Once Annual refresher	Induction Questionnaire, HR/Safety Coordinator
Confined space	Gin staff	As required by training provider	HR/Safety Coordinator
Emergency fire and safety training	All staff	Annually	HR/Safety Coordinator
Fire Warden training	Permanent staff	Annually	HR/Safety Coordinator
RFS training	Head ginners	Once	HR/Safety Coordinator
Toolbox meetings	Gin staff	Monthly	Minutes

Issued by:

Issue Date:

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### Emergency Management Procedure

Type of training	Personnel involved	Frequency	Records
	All Southern Cotton staff	Quarterly	
Evacuation Exercise	All staff	Monthly (during ginning season)	HR/Safety Coordinator, Evacuation Exercise Observer's Checklist
Emergency simulation	All Southern Cotton staff	Annually	Minutes
Incident debrief	Personnel involved in incident Independent chair	Within one month of an incident	Minutes

## **Emergency Management Procedure**

### **5. Records**

Southern Cotton maintain the following records associated with emergency response and notification:

- Training records
- Toolbox meeting minutes
- Area Warden Checklist
- Evacuation Exercise Observer's Checklist
- Fire Equipment Compliance Checklist
- Emergency simulation minutes
- Incident debrief minutes, and
- First Aid Kits Inventory.



## **Emergency Management Procedure**

### **6. Testing and review**

This EMP will be tested annually to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner. This will include:

- Reviewing the plan to:
  - Ensure staff details and organisation contacts are correct
  - Ensure the maps are accurate, with any new storage areas etc. included
  - Incorporate a material change to operations including modification of the EPL 20723, changes in procedures referred to in this EMP and changes to legislative requirements, and
  - Incorporate improvements and recommendations arising from an incident debrief, emergency drill or emergency simulation exercise.
- Conducting desktop simulations and practical exercises and drills.

The EMP will also be reviewed within one month from the date of any pollution incident that triggers immediate notification. This review will be carried out in light of the incident, to provide the information included in the plan is accurate and up to date and the plan is still capable of being implemented in a workable and effective manner.

The General Manager is responsible for reviewing the EMP and updating the review register (refer Appendix 12).

An update of the EMP would trigger all staff to undergo refresher training as part of team toolbox meetings as per Table 4-1.



## WHS Procedure – 3.2

### Emergency Management Procedure

#### ***Appendix 1: Environment Protection Licence***

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# Environment Protection Licence



Licence - 20723

Licence Details	
Number:	20723
Anniversary Date:	21-December

Licensee
SOUTHERN COTTON PTY LTD
PO BOX 41
WHITTON NSW 2705

Premises
SOUTHERN COTTON GIN
WHITTON TO DARLINGTON POINT ROAD
WHITTON NSW 2705

Scheduled Activity
Agricultural Processing

Fee Based Activity	Scale
General agricultural processing	> 100000-250000 T processed

Region
South West - Griffith
Suites 7-8, Level 1 Griffith City Plaza, 130-140 Banna Avenue
GRIFFITH NSW 2680
Phone: (02) 6969 0700
Fax: (02) 6969 0710
PO Box 397 GRIFFITH
NSW 2680

# Environment Protection Licence

Licence - 20723



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Licence - 20723



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# Environment Protection Licence

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Licence - 20723



## Information about this licence

### Dictionary

A definition of terms used in the licence can be found in the dictionary at the end of this licence.

### Responsibilities of licensee

Separate to the requirements of this licence, general obligations of licensees are set out in the Protection of the Environment Operations Act 1997 ("the Act") and the Regulations made under the Act. These include obligations to:

- ensure persons associated with you comply with this licence, as set out in section 64 of the Act;
- control the pollution of waters and the pollution of air (see for example sections 120 - 132 of the Act);
- report incidents causing or threatening material environmental harm to the environment, as set out in Part 5.7 of the Act.

### Variation of licence conditions

The licence holder can apply to vary the conditions of this licence. An application form for this purpose is available from the EPA.

The EPA may also vary the conditions of the licence at any time by written notice without an application being made.

Where a licence has been granted in relation to development which was assessed under the Environmental Planning and Assessment Act 1979 in accordance with the procedures applying to integrated development, the EPA may not impose conditions which are inconsistent with the development consent conditions until the licence is first reviewed under Part 3.6 of the Act.

### Duration of licence

This licence will remain in force until the licence is surrendered by the licence holder or until it is suspended or revoked by the EPA or the Minister. A licence may only be surrendered with the written approval of the EPA.

### Licence review

The Act requires that the EPA review your licence at least every 5 years after the issue of the licence, as set out in Part 3.6 and Schedule 5 of the Act. You will receive advance notice of the licence review.

### Fees and annual return to be sent to the EPA

For each licence fee period you must pay:

- an administrative fee; and
- a load-based fee (if applicable).

# Environment Protection Licence

Licence - 20723



The EPA publication “A Guide to Licensing” contains information about how to calculate your licence fees. The licence requires that an Annual Return, comprising a Statement of Compliance and a summary of any monitoring required by the licence (including the recording of complaints), be submitted to the EPA. The Annual Return must be submitted within 60 days after the end of each reporting period. See condition R1 regarding the Annual Return reporting requirements.

Usually the licence fee period is the same as the reporting period.

### Transfer of licence

The licence holder can apply to transfer the licence to another person. An application form for this purpose is available from the EPA.

### Public register and access to monitoring data

Part 9.5 of the Act requires the EPA to keep a public register of details and decisions of the EPA in relation to, for example:

- licence applications;
- licence conditions and variations;
- statements of compliance;
- load based licensing information; and
- load reduction agreements.

Under s320 of the Act application can be made to the EPA for access to monitoring data which has been submitted to the EPA by licensees.

### This licence is issued to:

SOUTHERN COTTON PTY LTD
PO BOX 41
WHITTON NSW 2705

subject to the conditions which follow.

# Environment Protection Licence

Licence - 20723



## 1 Administrative Conditions

### A1 What the licence authorises and regulates

- A1.1 This licence authorises the carrying out of the scheduled activities listed below at the premises specified in A2. The activities are listed according to their scheduled activity classification, fee-based activity classification and the scale of the operation.

Unless otherwise further restricted by a condition of this licence, the scale at which the activity is carried out must not exceed the maximum scale specified in this condition.

Scheduled Activity	Fee Based Activity	Scale
Agricultural Processing	General agricultural processing	> 100000 - 250000 T processed

### A2 Premises or plant to which this licence applies

- A2.1 The licence applies to the following premises:

Premises Details
SOUTHERN COTTON GIN
WHITTON TO DARLINGTON POINT ROAD
WHITTON
NSW 2705
LOT 16 DP 751696, LOT 1 DP 1172315

### A3 Other activities

- A3.1 This licence applies to all other activities carried on at the premises, including:

Ancillary Activity
Composting

### A4 Information supplied to the EPA

- A4.1 Works and activities must be carried out in accordance with the proposal contained in the licence application, except as expressly provided by a condition of this licence.

In this condition the reference to "the licence application" includes a reference to:

- the applications for any licences (including former pollution control approvals) which this licence replaces under the Protection of the Environment Operations (Savings and Transitional) Regulation 1998; and
- the licence information form provided by the licensee to the EPA to assist the EPA in connection with the issuing of this licence.



# Environment Protection Licence

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## 2 Discharges to Air and Water and Applications to Land

### P1 Location of monitoring/discharge points and areas

P1.1 The following points referred to in the table below are identified in this licence for the purposes of monitoring and/or the setting of limits for the emission of pollutants to the air from the point.

<i>Air</i>			
EPA identification no.	Type of Monitoring Point	Type of Discharge Point	Location Description
1		Discharge to Air	The cyclone identified as '1 - Moss Condenser' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
2		Discharge to Air	The cyclone identified as '2 - Battery Condenser Exhaust Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
3		Discharge to Air	The cyclone identified as '3 - Mote Separator' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
4		Discharge to Air	The cyclone identified as '4 - Mote Lint Clean' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
5		Discharge to Air	The cyclone identified as '5 - Mote Fan A' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
6		Discharge to Air	The cyclone identified as '6 - Mote Fan B' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
7		Discharge to Air	The cyclone identified as '7 - 4B Lint Cleaner Exhaust Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
8		Discharge to Air	The cyclone identified as '8 - 4A Lint Cleaner Exhaust Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
9		Discharge to Air	The cyclone identified as '9 - 2B Pull Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880

# Environment Protection Licence

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10	Discharge to Air	The cyclone identified as '10 - 3B Lint Cleaner Exhaust Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
11	Discharge to Air	The cyclone identified as '11 - 3A Lint Cleaner Exhaust Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
12	Discharge to Air	The cyclone identified as '12 - Overflow Separator Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
13	Discharge to Air	The cyclone identified as '13 - 2B Lint Cleaner Exhaust Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
14	Discharge to Air	The cyclone identified as '14 - 2A Pull Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
15	Discharge to Air	The cyclone identified as '15 - 2A Lint Cleaner Exhaust Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
16	Discharge to Air	The cyclone identified as '16 - 1B Lint Cleaner Exhaust Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
17	Discharge to Air	The cyclone identified as '17 - Dust Extraction' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
18	Discharge to Air	The cyclone identified as '18 - 1A Lint Cleaner Exhaust Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
19	Discharge to Air	The cyclone identified as '19 - 1B Pull Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
20	Discharge to Air	The cyclone identified as '20 - 1A Pull Fan' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880
21	Discharge to Air	The cyclone identified as '21 - Trash Blower (Trash Shed)' on the map titled Whitton Cotton Gin Overall Site Plan dated 11 May 2015 kept at DOC15/468973 on EPA file EF15/19880

P1.2 The following utilisation areas referred to in the table below are identified in this licence for the purposes of the monitoring and/or the setting of limits for any application of solids or liquids to the utilisation area.

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## 3 Limit Conditions

### L1 Pollution of waters

L1.1 Except as may be expressly provided in any other condition of this licence, the licensee must comply with section 120 of the Protection of the Environment Operations Act 1997.

### L2 Concentration limits

L2.1 For each monitoring/discharge point or utilisation area specified in the table\&s below (by a point number), the concentration of a pollutant discharged at that point, or applied to that area, must not exceed the concentration limits specified for that pollutant in the table.

L2.2 To avoid any doubt, this condition does not authorise the pollution of waters by any pollutant other than those specified in the table\&s.

L2.3 Air Concentration Limits

#### POINT 1,3,4,5,6

Pollutant	Units of measure	100 percentile concentration limit	Reference conditions	Oxygen correction	Averaging period
Total Solid Particles	milligrams per cubic metre	10	Dry, 273K, 101.3kPa		1 hour

#### POINT 2,12

Pollutant	Units of measure	100 percentile concentration limit	Reference conditions	Oxygen correction	Averaging period
Total suspended particles	milligrams per cubic metre	40	Dry, 273K, 101.3kPa		1 hour

#### POINT 7,8,9,10,11,13,14,15,16,17,18

Pollutant	Units of measure	100 percentile concentration limit	Reference conditions	Oxygen correction	Averaging period
Total Solid Particles	milligrams per cubic metre	30	Dry, 273K, 101.3kPa		1 hour

#### POINT 19,20,21

Pollutant	Units of measure	100 percentile concentration limit	Reference conditions	Oxygen correction	Averaging period
Total Solid Particles	milligrams per cubic metre	50	Dry, 273K, 101.3kPa		1 hour

# Environment Protection Licence

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## **L3 Waste**

- L3.1 The licensee must not cause, permit or allow any waste generated outside the premises to be received at the premises for storage, treatment, processing, reprocessing or disposal or any waste generated at the premises to be disposed of at the premises, except as expressly permitted by the licence.
- L3.2 This condition only applies to the storage, treatment, processing, reprocessing or disposal of waste at the premises if those activities require an environment protection licence.

## **L4 Noise limits**

- L4.1 Noise from the premises must not exceed an Leq (15 minute) noise emission criterion of 35dB(A), except as expressly provided by this licence.
- L4.2 Noise from the premises is to be measured at the nearest sensitive receptor to determine compliance with this condition.
- L4.3 The noise emission limits identified in this licence apply under all meteorological conditions except:  
a) during rain and wind speeds (at 10m height) greater than 3m/s; and  
b) under "non-significant weather conditions".

Note: Field meteorological indicators for non-significant weather conditions are described in the NSW Industrial Noise Policy, Chapter 5 and Appendix E in relation to wind and temperature inversions.

## **L5 Other limit conditions**

- L5.1 The premises must not process more than 150,000 tonnes of raw cotton through the gin in any annual reporting period.

## **4 Operating Conditions**

### **O1 Activities must be carried out in a competent manner**

- O1.1 Licensed activities must be carried out in a competent manner.  
This includes:  
a) the processing, handling, movement and storage of materials and substances used to carry out the activity; and  
b) the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity.

### **O2 Maintenance of plant and equipment**

- O2.1 All plant and equipment installed at the premises or used in connection with the licensed activity:

# Environment Protection Licence

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- a) must be maintained in a proper and efficient condition; and
- b) must be operated in a proper and efficient manner.

## **O3 Dust**

- O3.1 The premises must be maintained in a condition which minimises or prevents the emission of dust from the premises.

## **O4 Waste management**

- O4.1 There must be no incineration or burning of any waste at the premises.
- O4.2 All cotton trash generated at the premises must be composted at the premises. Any composted material removed from the premises must be managed in accordance with the NSW guideline 'The Compost Order 2014'.

## **5 Monitoring and Recording Conditions**

### **M1 Monitoring records**

- M1.1 The results of any monitoring required to be conducted by this licence or a load calculation protocol must be recorded and retained as set out in this condition.
- M1.2 All records required to be kept by this licence must be:
  - a) in a legible form, or in a form that can readily be reduced to a legible form;
  - b) kept for at least 4 years after the monitoring or event to which they relate took place; and
  - c) produced in a legible form to any authorised officer of the EPA who asks to see them.
- M1.3 The following records must be kept in respect of any samples required to be collected for the purposes of this licence:
  - a) the date(s) on which the sample was taken;
  - b) the time(s) at which the sample was collected;
  - c) the point at which the sample was taken; and
  - d) the name of the person who collected the sample.

### **M2 Requirement to monitor concentration of pollutants discharged**

- M2.1 For each monitoring/discharge point or utilisation area specified below (by a point number), the licensee must monitor (by sampling and obtaining results by analysis) the concentration of each pollutant specified in Column 1. The licensee must use the sampling method, units of measure, and sample at the frequency, specified opposite in the other columns:
- M2.2 Air Monitoring Requirements

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## POINT 19,20

Pollutant	Units of measure	Frequency	Sampling Method
Moisture	percent	Special Frequency 1	TM-22
Molecular weight of stack gases	grams per gram mole	Special Frequency 1	TM-23
Oxygen (O <sub>2</sub> )	percent	Special Frequency 1	TM-25
Temperature	degrees Celsius	Special Frequency 1	TM-2
Total Solid Particles	milligrams per cubic metre	Special Frequency 1	TM-15
Velocity	metres per second	Special Frequency 1	TM-2
Volumetric flowrate	cubic metres per second	Special Frequency 1	TM-2

M2.3 For the purposes of the table(s) above Special Frequency 1 means the collection of samples once in the 2016 cotton ginning season..

## M3 Testing methods - concentration limits

- M3.1 Monitoring for the concentration of a pollutant emitted to the air required to be conducted by this licence must be done in accordance with:
- any methodology which is required by or under the Act to be used for the testing of the concentration of the pollutant; or
  - if no such requirement is imposed by or under the Act, any methodology which a condition of this licence requires to be used for that testing; or
  - if no such requirement is imposed by or under the Act or by a condition of this licence, any methodology approved in writing by the EPA for the purposes of that testing prior to the testing taking place.

Note: The *Protection of the Environment Operations (Clean Air) Regulation 2010* requires testing for certain purposes to be conducted in accordance with test methods contained in the publication "Approved Methods for the Sampling and Analysis of Air Pollutants in NSW".

## M4 Recording of pollution complaints

- M4.1 The licensee must keep a legible record of all complaints made to the licensee or any employee or agent of the licensee in relation to pollution arising from any activity to which this licence applies.
- M4.2 The record must include details of the following:
- the date and time of the complaint;
  - the method by which the complaint was made;
  - any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;
  - the nature of the complaint;
  - the action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and

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f) if no action was taken by the licensee, the reasons why no action was taken.

M4.3 The record of a complaint must be kept for at least 4 years after the complaint was made.

M4.4 The record must be produced to any authorised officer of the EPA who asks to see them.

## M5 Telephone complaints line

M5.1 The licensee must operate during its operating hours a telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises or by the vehicle or mobile plant, unless otherwise specified in the licence.

M5.2 The licensee must notify the public of the complaints line telephone number and the fact that it is a complaints line so that the impacted community knows how to make a complaint.

M5.3 The preceding two conditions do not apply until 3 months after the date of the issue of this licence.

## M6 Requirement to monitor volume or mass

M6.1 The licensee must record the total volume of cotton trash generated in each annual return reporting period.

## 6 Reporting Conditions

### R1 Annual return documents

R1.1 The licensee must complete and supply to the EPA an Annual Return in the approved form comprising:  
a) a Statement of Compliance; and  
b) a Monitoring and Complaints Summary.

At the end of each reporting period, the EPA will provide to the licensee a copy of the form that must be completed and returned to the EPA.

R1.2 An Annual Return must be prepared in respect of each reporting period, except as provided below.

Note: The term "reporting period" is defined in the dictionary at the end of this licence. Do not complete the Annual Return until after the end of the reporting period.

R1.3 Where this licence is transferred from the licensee to a new licensee:  
a) the transferring licensee must prepare an Annual Return for the period commencing on the first day of the reporting period and ending on the date the application for the transfer of the licence to the new licensee is granted; and  
b) the new licensee must prepare an Annual Return for the period commencing on the date the application for the transfer of the licence is granted and ending on the last day of the reporting period.

Note: An application to transfer a licence must be made in the approved form for this purpose.

# Environment Protection Licence

Licence - 20723



- R1.4 Where this licence is surrendered by the licensee or revoked by the EPA or Minister, the licensee must prepare an Annual Return in respect of the period commencing on the first day of the reporting period and ending on:
- a) in relation to the surrender of a licence - the date when notice in writing of approval of the surrender is given; or
  - b) in relation to the revocation of the licence - the date from which notice revoking the licence operates.
- R1.5 The Annual Return for the reporting period must be supplied to the EPA by registered post not later than 60 days after the end of each reporting period or in the case of a transferring licence not later than 60 days after the date the transfer was granted (the 'due date').
- R1.6 The licensee must retain a copy of the Annual Return supplied to the EPA for a period of at least 4 years after the Annual Return was due to be supplied to the EPA.
- R1.7 Within the Annual Return, the Statement of Compliance must be certified and the Monitoring and Complaints Summary must be signed by:
- a) the licence holder; or
  - b) by a person approved in writing by the EPA to sign on behalf of the licence holder.

## R2 Notification of environmental harm

- R2.1 Notifications must be made by telephoning the Environment Line service on 131 555.

Note: The licensee or its employees must notify all relevant authorities of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act.

- R2.2 The licensee must provide written details of the notification to the EPA within 7 days of the date on which the incident occurred.

## R3 Written report

- R3.1 Where an authorised officer of the EPA suspects on reasonable grounds that:
- a) where this licence applies to premises, an event has occurred at the premises; or
  - b) where this licence applies to vehicles or mobile plant, an event has occurred in connection with the carrying out of the activities authorised by this licence,
- and the event has caused, is causing or is likely to cause material harm to the environment (whether the harm occurs on or off premises to which the licence applies), the authorised officer may request a written report of the event.
- R3.2 The licensee must make all reasonable inquiries in relation to the event and supply the report to the EPA within such time as may be specified in the request.
- R3.3 The request may require a report which includes any or all of the following information:
- a) the cause, time and duration of the event;
  - b) the type, volume and concentration of every pollutant discharged as a result of the event;
  - c) the name, address and business hours telephone number of employees or agents of the licensee, or a



# Environment Protection Licence

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specified class of them, who witnessed the event;

d) the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort;

e) action taken by the licensee in relation to the event, including any follow-up contact with any complainants;

f) details of any measure taken or proposed to be taken to prevent or mitigate against a recurrence of such an event; and

g) any other relevant matters.

R3.4 The EPA may make a written request for further details in relation to any of the above matters if it is not satisfied with the report provided by the licensee. The licensee must provide such further details to the EPA within the time specified in the request.

## 7 General Conditions

### G1 Copy of licence kept at the premises or plant

G1.1 A copy of this licence must be kept at the premises to which the licence applies.

G1.2 The licence must be produced to any authorised officer of the EPA who asks to see it.

G1.3 The licence must be available for inspection by any employee or agent of the licensee working at the premises.

## 8 Special Conditions

### E1 Air emission report

E1.1 By 30 September 2016 the licensee must submit a written report to the EPA detailing the results of source air emissions sampling and analysis undertaken in accordance with the requirements specified in condition M2.2. The report must assess compliance with the limit conditions specified in condition L2.3.

# Environment Protection Licence

Licence - 20723



## Dictionary

### General Dictionary

<b>3DGM [in relation to a concentration limit]</b>	Means the three day geometric mean, which is calculated by multiplying the results of the analysis of three samples collected on consecutive days and then taking the cubed root of that amount. Where one or more of the samples is zero or below the detection limit for the analysis, then 1 or the detection limit respectively should be used in place of those samples
<b>Act</b>	Means the Protection of the Environment Operations Act 1997
<b>activity</b>	Means a scheduled or non-scheduled activity within the meaning of the Protection of the Environment Operations Act 1997
<b>actual load</b>	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
<b>AM</b>	Together with a number, means an ambient air monitoring method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .
<b>AMG</b>	Australian Map Grid
<b>anniversary date</b>	The anniversary date is the anniversary each year of the date of issue of the licence. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
<b>annual return</b>	Is defined in R1.1
<b>Approved Methods Publication</b>	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
<b>assessable pollutants</b>	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
<b>BOD</b>	Means biochemical oxygen demand
<b>CEM</b>	Together with a number, means a continuous emission monitoring method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .
<b>COD</b>	Means chemical oxygen demand
<b>composite sample</b>	Unless otherwise specifically approved in writing by the EPA, a sample consisting of 24 individual samples collected at hourly intervals and each having an equivalent volume.
<b>cond.</b>	Means conductivity
<b>environment</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>environment protection legislation</b>	Has the same meaning as in the Protection of the Environment Administration Act 1991
<b>EPA</b>	Means Environment Protection Authority of New South Wales.
<b>fee-based activity classification</b>	Means the numbered short descriptions in Schedule 1 of the Protection of the Environment Operations (General) Regulation 2009.
<b>general solid waste (non-putrescible)</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997

# Environment Protection Licence

Licence - 20723



<b>flow weighted composite sample</b>	Means a sample whose composites are sized in proportion to the flow at each composites time of collection.
<b>general solid waste (putrescible)</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>grab sample</b>	Means a single sample taken at a point at a single time
<b>hazardous waste</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>licensee</b>	Means the licence holder described at the front of this licence
<b>load calculation protocol</b>	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
<b>local authority</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>material harm</b>	Has the same meaning as in section 147 Protection of the Environment Operations Act 1997
<b>MBAS</b>	Means methylene blue active substances
<b>Minister</b>	Means the Minister administering the Protection of the Environment Operations Act 1997
<b>mobile plant</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>motor vehicle</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>O&amp;G</b>	Means oil and grease
<b>percentile [in relation to a concentration limit of a sample]</b>	Means that percentage [eg.50%] of the number of samples taken that must meet the concentration limit specified in the licence for that pollutant over a specified period of time. In this licence, the specified period of time is the Reporting Period unless otherwise stated in this licence.
<b>plant</b>	Includes all plant within the meaning of the Protection of the Environment Operations Act 1997 as well as motor vehicles.
<b>pollution of waters [or water pollution]</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>premises</b>	Means the premises described in condition A2.1
<b>public authority</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>regional office</b>	Means the relevant EPA office referred to in the Contacting the EPA document accompanying this licence
<b>reporting period</b>	For the purposes of this licence, the reporting period means the period of 12 months after the issue of the licence, and each subsequent period of 12 months. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
<b>restricted solid waste</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>scheduled activity</b>	Means an activity listed in Schedule 1 of the Protection of the Environment Operations Act 1997
<b>special waste</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>TM</b>	Together with a number, means a test method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .

# Environment Protection Licence

Licence - 20723



<b>TSP</b>	Means total suspended particles
<b>TSS</b>	Means total suspended solids
<b>Type 1 substance</b>	Means the elements antimony, arsenic, cadmium, lead or mercury or any compound containing one or more of those elements
<b>Type 2 substance</b>	Means the elements beryllium, chromium, cobalt, manganese, nickel, selenium, tin or vanadium or any compound containing one or more of those elements
<b>utilisation area</b>	Means any area shown as a utilisation area on a map submitted with the application for this licence
<b>waste</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>waste type</b>	Means liquid, restricted solid waste, general solid waste (putrescible), general solid waste (non - putrescible), special waste or hazardous waste

Mr Darren Wallett

Environment Protection Authority

(By Delegation)

Date of this edition: 21-December-2015

## End Notes



## WHS Procedure – 3.2

### Emergency Management Procedure

#### ***Appendix 2: Southern Cotton overall site plans***

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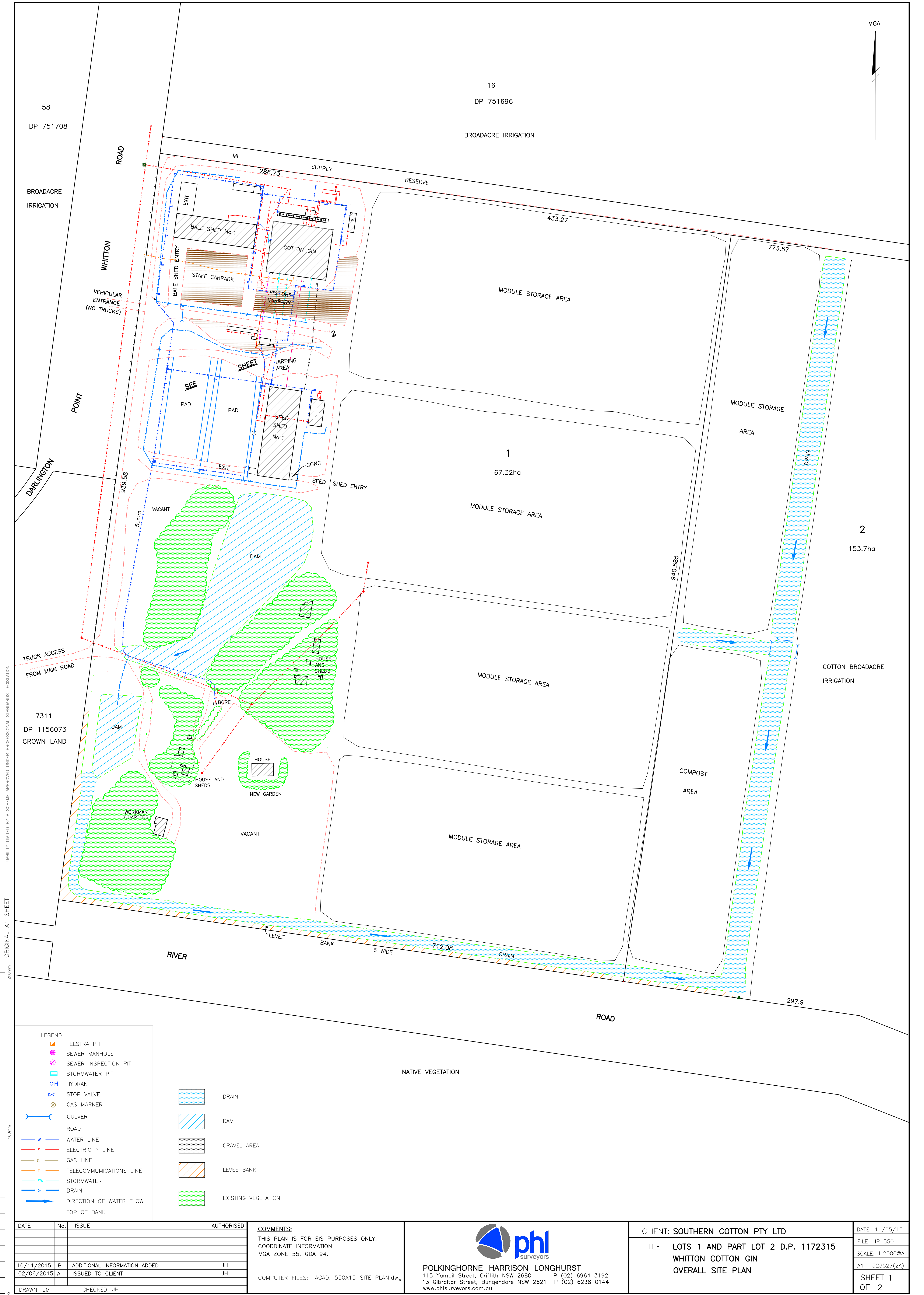
Issue Date:

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LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

ORIGINAL A1 SHEET

20mm

100mm

0

- LEGEND
- TELSTRA PIT

SEWER MANHOLE

SEWER INSPECTION PIT

STORMWATER PIT

HYDRANT

STOP VALVE

GAS MARKER

CULVERT

ROAD

WATER LINE

ELECTRICITY LINE

GAS LINE

TELECOMMUNICATIONS LINE

STORMWATER

DRAIN

DIRECTION OF WATER FLOW

TOP OF BANK
- DRAIN

DAM

GRAVEL AREA

LEVEE BANK

EXISTING VEGETATION

DATE	No.	ISSUE	AUTHORISED
10/11/2015	B	ADDITIONAL INFORMATION ADDED	JH
02/06/2015	A	ISSUED TO CLIENT	JH
DRAWN: JM		CHECKED: JH	

COMMENTS:  
THIS PLAN IS FOR EIS PURPOSES ONLY.  
COORDINATE INFORMATION:  
MGA ZONE 55. GDA 94.

COMPUTER FILES: ACAD: 550A15\_SITE PLAN.dwg

POLKINGHORNE HARRISON LONGHURST  
115 Yambil Street, Griffith NSW 2680 P (02) 6964 3192  
13 Gibraltar Street, Bungendore NSW 2621 P (02) 6238 0144  
www.phlsurveyors.com.au

CLIENT: SOUTHERN COTTON PTY LTD

TITLE: LOTS 1 AND PART LOT 2 D.P. 1172315  
WHITTON COTTON GIN  
OVERALL SITE PLAN

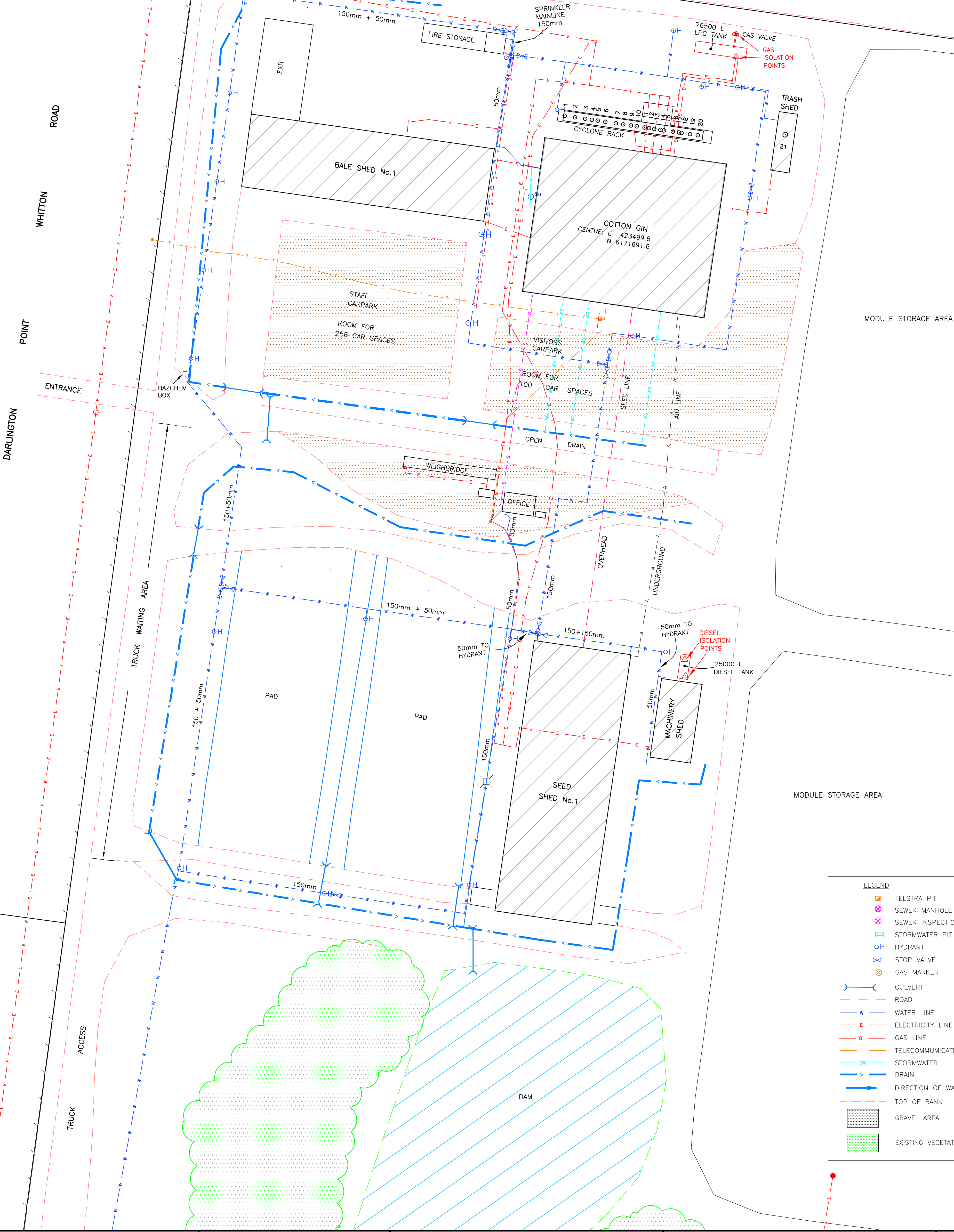
DATE: 11/05/15
FILE: IR 550
SCALE: 1:2000@A1
A1 - 523527(2A)
SHEET 1 OF 2



CYCLONE RACK DISCHARGE POINTS			
1	MOSS CONDENSER	423475.2	6171737.6
2	BATTERY CONDENSER EXHAUST FAN	423479.5	6171737.0
3	MOTE SEPARATOR	423483.6	6171736.4
4	MOTE LINT CLEANER CONDENSER	423486.3	6171736.0
5	MOTE FAN A	423488.7	6171735.6
6	MOTE FAN B	423491.8	6171735.2
7	4B LINT CLEANER EXHAUST FAN	423496.2	6171734.6
8	4A LINT CLEANER EXHAUST FAN	423499.2	6171734.1
9	2B PULL FAN	423502.3	6171733.7
10	3B LINT CLEANER EXHAUST FAN	423504.7	6171733.3

CYCLONE RACK DISCHARGE POINTS			
11	3A LINT CLEANER EXHAUST FAN	423507.9	6171732.8
12	OVERFLOW SEPARATOR FAN	423509.8	6171732.6
13	2B LINT CLEANER EXHAUST FAN	423511.9	6171732.3
14	2A PULL FAN	423514.4	6171731.9
15	2A LINT CLEANER EXHAUST FAN	423515.9	6171731.7
16	1B LINT CLEANER EXHAUST FAN	423519.5	6171731.1
17	DUST EXTRACTION	423522.0	6171730.8
18	1A LINT CLEANER EXHAUST FAN	423523.1	6171730.6
19	1B PULL FAN	423526.6	6171730.1
20	1A PULL FAN	423529.7	6171729.6
21	TRASH BLOWER (TRASH SHED)	423565.6	6171729.9

MGA



ORIGINAL A1 SHEET

200mm

100mm

7311  
DP 1156073  
CROWN LAND

DATE	No.	ISSUE	AUTHORISED
10/11/2015	B	ADDITIONAL INFORMATION ADDED	JH
02/06/2015	A	ISSUED TO CLIENT	JH
DRAWN: JM CHECKED: JH			

COMMENTS:  
THIS PLAN IS FOR EIS PURPOSES ONLY.  
COORDINATE INFORMATION:  
MGA ZONE 55. GDA 94.

COMPUTER FILES: 550A15\_SITE PLAN.dwg



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13 Gibraltar Street, Bungendore NSW 2621 P (02) 6238 0144  
www.phlsurveyors.com.au

CLIENT: SOUTHERN COTTON  
TITLE: LOTS 1 AND PART 2 D.P. 1172315  
WHITTON COTTON GIN  
OVERALL SITE PLAN

DATE: 11/05/15  
FILE: IR 550  
SCALE: 1:800@A1  
A1- 523528(2A)  
SHEET 2  
OF 2



## WHS Procedure – 3.2

### Emergency Management Procedure

#### ***Appendix 3: Fire bale procedure***

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	<b>SWP 7.3</b>	<b>Management of Fire Bales</b>
---	----------------	---------------------------------

<b>Process Overview</b>	This SWP covers the management of Fire Bales produced during gin runs.				
<b>Potential Hazards</b>					
<b>Protective Equipment</b>	  Covered-in boots/shoes	 Hi Visibility Clothing			
<b>Quality Considerations</b>					
<b>Critical Control Points</b> <b>N</b>					
<b>Quality Control Points</b> <b>N</b>					

<b>Procedure Overview</b>	<b>Instructions &amp; Explanations</b>	 <b>Target X min</b>
Fire bales are identified by the red fire bale tag.	1.1 Fire bales identified by red fire tag.	
	2.1 Fire bales come out of bale chute ex gin. <ul style="list-style-type: none"> <li>- If there is a fire in the gin 4 bales are labelled either side of the fire bale. (9 bales minimum)</li> <li>- If an arc is detected, but no fire is found - fours bale are labelled as fire bales</li> </ul>	

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## SWP 7.3

## Management of Fire Bales

Fire Bales are to be stacked outside for 48 hours

3.1 Fire bales are kept for 14 days on the concrete pad in between the bale shed and the fire shed.

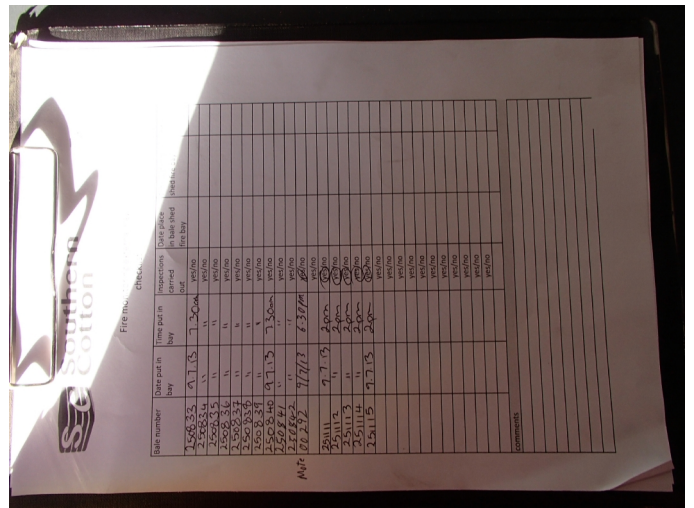


4.1 Fire bales are to be spread apart so inspection is easier and also to reduce the spread of fire should one bale catch on fire.

AS PER ABOVE PHOTO

Fire bales are monitored

5.1 Fire bales are to be monitored by warehouse staff and inspection recorded on the fire bale monitoring spread sheet daily.



Loading out of Fire bales

6.2 Providing the bales have sat for 14 days they are right to be loaded out. For this to happen a final inspection of the bales is to be completed and a fire bale Delivery advice must be completed. One copy is to be given to the transport driver and another should be emailed to the warehouse the bales are



## SWP 7.3

## Management of Fire Bales

Loading out of Fire bales Cont'd	Being delivered to. A copy of This form is to be saved to Company files (Bale Shed)	
Loading the fire bales onto the truck.	7.1 When loading fire bales onto A truck they are always the last Bales to be put on top, Therefor They can be removed easily Should they ignite on the Vehicle. The driver is also to be Advised where the fire bales Have been loaded.	



## WHS Procedure – 3.2

### Emergency Management Procedure

#### ***Appendix 4: Site fire procedure***

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	<b>SWP 9.1</b>	<b>Site Fire Procedure</b>
---	----------------	----------------------------

<b>Process Overview</b>	This Work Instruction				
<b>Potential Hazards</b>					
<b>Protective Equipment</b>	  Steel-capped boots/shoes	 Hi Visibility Clothing	 Safety glasses	 gloves	 Breathing protection
<b>Quality Considerations</b>					
<b>Critical Control Points</b> <b>N</b>					
<b>Quality Control Points</b> <b>N</b>					

<b>Procedure Overview</b>	<b>Instructions &amp; Explanations</b>	 <b>Target X min</b>
<b>Module Pad Fire Procedure</b>		
<b>Contact weighbridge on two-way or phone extension.</b>	<p>1.1 Upon noting a fire in the module pad, contact weighbridge on two-way or phone extension.</p> <p>1.2 Weighbridge contact:</p> <ul style="list-style-type: none"> <li>Two way channel 19.</li> <li>Phone extension 101.</li> </ul>	
<b>Proceed to safe place away from fire if observer is untrained personnel.</b>	<p>2.1 Proceed to safe place away from fire if observer is untrained personnel.</p> <p>2.2 If observer is a trained to respond to fire, proceed from step 4.1</p>	
<b>Close weighbridge and initiate emergency fire response plan. Call 000.</b>	<p>3.1 Weighbridge Operator closes weighbridge</p> <p>3.2 Initiate emergency fire response plan and call trained gin Fire Controllers Kye, John and Chris, who will then manage the situation.</p>	

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## SWP 9.1

## Site Fire Procedure

	<b>3.3 Call 000</b>  <b>3.4 Contact numbers:</b> <ul style="list-style-type: none"><li>• Kye Bengtson: 0428085450</li><li>• John Wilson: 0439460224</li><li>• Chris Veness: 0428179221</li><li>• Fire Brigade: 000</li></ul>	
<b>Activate emergency response team.</b>	4.1 Fire Controller will activate emergency response team	
<b>Fire controller activates fire truck, bulk water tanker and trailer.</b>	5.1 Upon waiting for 000, Fire Controller allocates trained personnel to activate the fire truck, bulk water tanker and trailer.	
<b>Fire Response Team puts out the fire's flames with fire fighting foam.</b>	6.1 Fire Response Team (including 000) put out the fire's flames with fire fighting foam.  6.2 Fight fire upwind of fire.  NOTE: Fire is not eliminated, only temporarily suffocated from oxygen.	
<b>Manitou and Moonbuggy shift surrounding unaffected modules to reduce risk of fire contamination.</b>	7.1 Once flames are eliminated with fire fighting foam, and when Fire Controller has determined safe to do so, Manitou and Moonbuggy's will shift surrounding modules from the affected fire modules, thus reducing the risk of fire spreading.	
<b>Move affected modules to a location away from the module pad, pending on wind direction.</b>	8.1 Once the fire is deemed to be extinguished, move affected modules to a location away from module pad, pending on wind direction.  NOTE: HIGH RISK OF REIGNITION	
<b>Observe module pad for signs of fire re ignition.</b>	9.1 Observe module pad closely for evidence of fire re ignition.	

	<b>SWP 9.1</b>	<b>Site Fire Procedure</b>
---	----------------	----------------------------

<b>Procedure Overview</b>	<b>Instructions &amp; Explanations</b>	 <b>Target X min</b>
<b>Bale Shed Fire Procedure</b>		
<b>Bale warehouse automatic sprinkler system will activate. Evacuate the area and call the weighbridge.</b>	<p>1.1 In the event of a fire, Bale Warehouse automatic sprinkler system will activate.</p> <p>1.2 Evacuate the area</p> <p>1.3 Call weighbridge on two-way or phone extension.</p> <p>1.4 Weighbridge contact:</p> <ul style="list-style-type: none"> <li>• Two way channel 19</li> <li>• Phone extension 101.</li> </ul>	
<b>Close weighbridge and initiate emergency fire response plan.</b>	<p>2.1 Weighbridge Operator closes weighbridge</p> <p>2.2 Initiate emergency fire response plan and call trained gin Fire Controllers Kye, John and Chris, who will then manage the situation.</p> <p>2.3 Call 000</p> <p>2.4 Contact numbers:</p> <ul style="list-style-type: none"> <li>• Kye Bengston: 0428085450</li> <li>• John: 0439460224</li> <li>• Chris: 0428179221</li> <li>• Fire Brigade: 000</li> </ul>	
<b>Activate emergency response team and call 000</b>	<p>3.1 Fire Controller will activate emergency response team</p>	



## SWP 9.1

## Site Fire Procedure

<b>Fire controller activates fire truck, bulk water tanker and trailer</b>	4.1 Upon waiting for 000, Fire Controller allocates trained personnel to activate the fire truck, bulk water tanker and trailer.	
<b>Fire Response Team puts out the fire's flames with fire fighting foam.</b>	5.1 Fire Response Team (including 000) put out the fire's flames with fire fighting foam.  5.2 Fight fire upwind of fire.  NOTE: Fire is not eliminated, only temporarily suffocated from oxygen.	
<b>Forklift drivers shift surrounding bales. Bales immediately surrounding fire are to remain and serve as containment barriers.</b>	6.1 Once flames are eliminated with fire fighting foam, and when Fire Controller has determined safe to do so, qualified Warehouse forklift drivers will shift surrounding modules from the affected fire modules, thus reducing the risk of fire spreading.  6.2 The bales immediately surrounding the fire are to remain at the fire site to serve as containment barriers.	
<b>Once fire is extinguished, move affected bales to a location away from the module pad, pending on wind direction.</b>	7.1 Once the fire is deemed to be extinguished, move affected bales to a location away from the Bale Shed pending on wind direction.  NOTE: HIGH RISK OF REIGNITION	
<b>Observe Bale Shed for signs of fire re ignition</b>	8.1 Observe bale shed and relocated affected bales closely for evidence of fire re ignition.	





## SWP 9.1

## Site Fire Procedure

Procedure Overview	Instructions & Explanations	🕒 Target X min
<b>Gin Fire Procedure</b>		
<b>High tech spark detection system will locate fire. All control of fire situation is allocated to the Gin Manager.</b>	<p>1.1 In the event of a fire, the Gin has an ultra-sensitive, high tech spark detection system that will sometimes pick up a spark or hot spot's location before a fire begins.</p> <p>1.2 Due to the high tech nature of this system and dangers associated with the gin machinery, the Gin Manager is in complete control of the fire.</p>	
<b>Gin manager uses discretion as to calling 000 or activating site Emergency fire team.</b>	<p>2.1 Gin manager to decide whether to call 000 or activate site Emergency fire team.</p>	
<b>Once machinery is deactivated, gin personnel will utilise fire extinguishers and hose reels at the command of the Gin Manager.</b>	<p>3.1 Once machinery is deactivated, Gin personnel will access water extinguishers and hose reels and use at the command of the Gin Manager.</p>	



## SWP 9.1

## Site Fire Procedure

<b>Attach fire bale label on 4 bales each side of the fire bale.</b>	4.1 Once fire is extinguished, attach fire bale label to the 4 bales each side of the fire bale (9 bales).	
<b>These 9 fire bales are moved. Warehouse Personnel then follow Fire Bale Procedure SWP 7.3.</b>	5.1 Warehouse forklift drivers will then move fire bales to the exterior fire bale monitoring pad.  5.2 Warehouse personnel will then follow Fire Bale Procedure SWP 7.3.	

	<b>SWP 9.1</b>	<b>Site Fire Procedure</b>
---	----------------	----------------------------

<b>Procedure Overview</b>	<b>Instructions &amp; Explanations</b>	<b>⌚ Target X min</b>
<b>Seed Shed Fire Procedure</b>		
<b>Contact weighbridge on two-way or phone extension.</b>	<p>1.1 Upon noting a fire in the seed shed, contact weighbridge on two-way or phone extension.</p> <p>1.2 Weighbridge contact:</p> <ul style="list-style-type: none"> <li>• Two way channel 19.</li> <li>• Phone extension 101.</li> </ul>	
<b>Proceed to safe place away from fire if observer is untrained personnel.</b>	<p>2.1 Proceed to safe place away from fire if observer is untrained personnel.</p> <p>2.2 If observer is a trained to respond to fire, proceed from step 4.1</p>	
<b>Close weighbridge and initiate emergency fire response plan. Call 000</b>	<p>3.1 Weighbridge Operator closes weighbridge</p> <p>3.2 Initiate emergency fire response plan and call trained gin Fire Controllers Kye, John and Chris, who will then manage the situation.</p> <p>3.3 Call 000</p> <p>3.4 Contact numbers:</p> <p>Kye Bengtson: 0428085450</p> <p>John Wilson: 0439460224</p> <p>Chris Veness: 0428179221</p> <p>Fire Brigade: 000</p>	
<b>Activate emergency response team.</b>	<p>4.1 Fire Controller will activate emergency response team</p>	

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## SWP 9.1

## Site Fire Procedure

<b>Fire controller activates fire truck, bulk water tanker and trailer.</b>	5.1 Upon waiting for 000, Fire Controller allocates trained personnel to activate the fire truck, bulk water tanker and trailer.	
<b>Fire Response Team puts out the fire's flames with water and/or fire fighting foam</b>	6.1 Fire Response Team (including 000) put out the fire's flames with water and/or fire fighting foam.  6.2 Fight fire upwind of fire.  NOTE: Fire is NOT eliminated, only temporarily suffocated from oxygen.	
<b>Manitou shifts the affected seed from the shed outside to be monitored.</b>	7.1 Once flames are eliminated, and when Fire Controller has determined safe to do so, Manitou will remove the affected seed from the shed and placed outside where it can be monitored. This is to be done with the fire team on standby as re ignition is likely to occur.	
<b>Observe seed shed and burnt seed for fire re ignition.</b>	8.1 Observe seed shed and burnt seed to monitor for re ignition.  8.2 Fire truck and equipment is to remain on standby until fire controller is satisfied that the fire is out.	

## **Emergency Management Procedure**

### **Appendix 5: Security incident procedures**

*Southern Cotton has considered an action that should be taken by its employees / contractors in the event of an unwanted security threat namely e.g.*

- *Armed hold-up,*
- *A disgruntled threatening customer or*
- *A violent threatening person,*
- *Bomb threat,*

*This company wishes to inform you that your physical safety is our primary goal and request if possible that you carry out what is known as “Threat Reaction Procedures” for:*

- *Armed hold-up,*
- *A disgruntled threatening customer or*
- *A violent threatening person.*

The procedure for responding to a security incident is as follows:

1. Assess the Threat
2. If possible, ensure that a counter or desk is between yourself and the person
3. Speak calmly but firmly with the offender, DO NOT argue with the person
4. Carry out any demands that maybe imposed on you and DO NOT try to protect any of the company's assets
5. If you become sick or nauseas during the incident, seat yourself on the floor
6. Move away from the person and alert others to move away also
7. Do not allow others to surround the person
8. Avoid sudden moves
9. Make it easy for the person to leave the building / area
10. IF ABLE TO, without compounding the Threat, Call for the Supervisor or other Staff
11. DO NOT at any time attempt to physically subdue the person
12. Calmly resolve the Problem with two or more staff if possible
13. Make a mental note of the person's description and / or motor vehicle including where the person went to
14. Observe where and what the person has touched, secure that area and do not touch for forensic purposes
15. Call for assistance. ( POLICE 000 )

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## Emergency Management Procedure

16. Request everyone to stay and keep calm if anyone has witnessed the threat or if able to
17. Debrief all concerned of the above and record the incident
18. “Bomb Threat”, if this occurs, no finite rules can be set or suggested, other than URGE EVERY ONE TO AN AREA CONSIDERED TO BE SAFE FROM THE THREATENED AREA and contact if able, the management and ring POLICE 000, and warn others of the dangers.

### ***Security Management***

1. All STAFF THAT ARE REQUIRED TO WORK IN ISOLATION OR ON THEIR OWN FOR EXTENDED PERIODS ARE REQUIRED TO REPORT TO THE OFFICE FREQUENTLY. (Reason being, that he/she may be hurt & unable to access a “life Line” such as telephone or others?)
2. REGULAR CONTACT REPORTS ARE REQUESTED TO BE MADE VIA PHONE, TWO-WAY RADIO OR IN PERSON TO THE OFFICE, SUPERVISOR OR OWNER. (E.g. during Smoko & Lunch breaks, mid-morning and mid-afternoon). IF No contact is made a search may become imminent?) See your supervisor prior to leaving.
3. NO STAFF MEMBER IS REQUIRED TO TOLERATE ANY BEHAVIOUR THAT IS THREATENING, INSULTING OR OBSCENE (This may come from e.g. a Grower (Customer) a Customer’s employee for an employee’s action or NON-actions etc.?)

### ***ACTIONS:***

1. IF ANY THREAT IS PERCEIVED, THE STAFF MEMBER IS TO USE THE “THREAT REACTION PROCEDURES” IN THE “SECURITY EMERGENCIES” document.
2. NO STAFF MEMBER IS TO DEAL WITH A THREATENING SITUATION ALONE, please beware of that fact, IT IS ADVISABLE TWO OR MORE PEOPLE ARE PRESENT TO RESOLVE THE THREATENING SITUATION.
3. IF, YOU ARE IN ONE OF THE ABOVE SITUATIONS, PLEASE BECOME A GOOD LISTENER, ASSESS YOUR ACTIONS AND AVOID MAKING ANY STATEMENTS THAT WOULD OR COULD INFLAME THE SITUATION.
4. REPORT THE MATTER TO YOUR SUPERVISOR/MANAGER AT THE FIRST OPPORTUNITY.
5. RECORD THE MATTER IN THE INCIDENT/ACCIDENT REPORT FORM.

## **Emergency Management Procedure**

### ***Appendix 6: Emergency evacuation procedure***

Wardens are located in each area and have been trained to assist and direct in an emergency situation. On hearing the alarm, or as instructed by the SCEMT all occupants should:

- Evacuate the building immediately via the nearest exit
- Follow any instructions given by wardens
- Make your way to the applicable Emergency Assembly Area.

#### **Chief Warden**

Upon notification of an emergency, the Chief Warden will assume control, until emergency services arrive, and take the following actions:

- Ensure that the applicable alarm has been activated
- Arrange notification of Deputy Chief Warden
- Go to Control Point
- Co-ordinate evacuation activities
- Make contact with the emergency site via the megaphones and / or internal phone systems and / or hand held radio system
- Transmit clear and concise evacuation instructions
- Take steps to ensure no person enters the building until the Emergency Services give the all clear
- Pass on all available information to Emergency Services.

#### **Deputy Chief Warden**

Upon notification the Deputy Chief Warden will:

- Go to emergency control point
- Assist with evacuation activities
- Co-ordinate evacuation activities if Chief Warden is not in attendance.

#### **Floor Area Wardens**

#### **WILL**

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## **Emergency Management Procedure**

On hearing the alarm, becoming aware of an emergency affecting your area or being instructed to be ready by the Chief Warden:

- The Ginner in charge of the facility and or equipment is responsible for initiating and completing an emergency shutdown in accordance with the planned procedure and the Emergency Plan.
- Respond according to your local emergency evacuation plans
- Instruct all occupants to evacuate the area and proceed to the designated assembly area
- Report to the Chief Warden, or person in charge at the control point when your area has been cleared
- Ensure all persons are accounted for at the Emergency Assembly Area
- Wait at the Emergency Assembly Area for instructions from the Chief Warden, or Emergency Services.

### **All Staff**

All staff are required to:

- Follow instructions given by any Warden
- Proceed to designated Emergency Assembly Area
- Remain in the Emergency Assembly Area until all clear is given by Chief Warden or Emergency Services Personnel.

### **Visitors including Contractors**

All visitors including contractors are required to:

- Follow instructions given by any Warden
- Proceed to designated Emergency Assembly Area
- Remain in the Emergency Assembly Area until all clear is given by Chief Warden or Emergency Services Personnel.

### **Prohibited Behaviour**

In the event of an emergency, staff, visitors and contractors will not:

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### Emergency Management Procedure

- Continue to carry on with your business
- Try and contact anyone to find out what is going on
- Obstruct or hang around the building.

#### Emergency Phone Numbers

##### *In the event of a medical emergency:*

- Contact the nearest first aider (list of first aiders on first aid kits)
- If necessary, call an ambulance on 0-000
- If an ambulance is called, notify area manager to facilitate ambulance access on to site

REMEMBER TO DIAL AN EXTERNAL LINE DIAL 0 for example 0-000

Refer to Table 3-2 for Emergency Services Contacts.

### Emergency Management Procedure

#### ***Appendix 7: Spill response procedure***

It is important to know what you are handling in the first place. Only those people trained in the storage and handling of dangerous goods should have access to them.

The following procedure should be activated on identification of a spill, emission or leak of a liquid substance:

- Assess the nature of the chemical spill, emission or leak and the danger to people
- Assist persons in immediate danger – only if safe to do so
- Restrict the danger area by shutting door/s on the spill area – only if safe to do so
- Locate SDS on online register
- If flammable – shut off all ignition sources – only if safe to do so
- Raise the alarm
  - Notify Chief Warden and/or Deputy Warden / Communications Officer
  - Notify Fire Brigade on 0-000 in all cases regardless of severity (requirement under the NSW Fire Brigade Act)
    - Chief Warden will assume control until Fire Brigade arrive
- Attend to the emergency – only if trained and it is safe to do so
- Note the wind direction – this is important if an evacuation is required
  - Know whereabouts and use spill kits for minor non-hazardous spills
  - Properly place and dispose of waste

The following procedure should be activated on identification of a gas leak:

- Assist persons in immediate danger immediately – only if safe to do so
- If Flammable – shut off all ignition sources – only if safe to do so
- Alert Chief Warden and management
- Evacuate to the designated Emergency Assembly Area
- Stay there until accounted for and instructed that you may leave
- An alternative Emergency Assembly Area may need to be used if the weather conditions are transporting vapours toward the primary assembly area
- Listen for instructions and take note of unusual smells and conditions.

## **Emergency Management Procedure**

### ***Appendix 8: Explosion response procedure***

The highest explosion risk at Southern Cotton is the LPG storage. The following procedure should be activated on an explosion occurring:

- Assess the situation and check for the possibility of further explosion or fire if safe to do so
- Assist anyone in danger if it is safe to do so
- Notify the Chief Warden or his / her Deputy and the duty first aider, who will decide whether an evacuation is necessary
- The Chief Warden or his / her Deputy will organise to isolate and contain any hazards resulting from the explosion
- In case of a bomb, extreme care must be taken because there may be other bombs. Disturb as little as possible to preserve evidence for the police investigation.

## **Emergency Management Procedure**

### ***Appendix 9: Motor vehicle or aircraft accident procedure***

In the event of a crash of a motor vehicle or aircraft, the following procedure should be activated:

- Assess the situation to ensure that the area is safe. Check for live wires, petrol spills (aviation gas is highly volatile), fumes, damaged structures, other vehicles or traffic and any other possible dangers
- Call a runner if necessary and notify the Chief Warden or his / her Deputy and the duty first aider, who will call Emergency Services and decide whether an evacuation is necessary
- Keep bystanders away
- Assist anyone in danger if it is safe to do so
- If injuries have occurred, assist wherever possible until the Ambulance arrives

## **Emergency Management Procedure**

### ***Appendix 9: Storm, flood, bushfire procedure***

In the event of a severe storm, regional flood or bushfire, the following procedure should be activated:

- Stay calm
- Notify the Chief Warden or his / her Deputy and the duty first aider
- Stay off the telephones unless calling Emergency Services 0-000
- Assess the situation, if plant or equipment is at risk shut it down – only if safe to do so
- Keep everyone onsite until danger has passed or an evacuation is required
- In the event of a power blackout, provision has been made throughout the site for emergency and evacuation lighting.

## **Emergency Management Procedure**

### ***Appendix 10: Medical emergency response procedure***

Contact nearest first aider. List of first aiders located on first aid boxes.

#### ***Medical priorities at the incident scene***

- Check and remove any danger to the victim or yourself
- Check conscious state of victim

#### ***Conscious***

- Check and treat any serious bleeding and manage any life threatening condition
- Contact the Ambulance service 0-000
- Stay with victim until professional help arrives

#### ***Unconscious***

- Place victim on their side
- Clear the victim's airway (mouth) and check their breathing and pulse
- If the victim is not breathing commence appropriate resuscitation
- Call loudly for someone to contact the Ambulance service
- Do not leave the victim

### ***Emergency Services***

When calling emergency services, it is necessary to provide the following information:

- Medical condition of victim
- Your location including building
- Directions for the ambulance to entry gate

Send a runner to direct ambulance officers to incident site.



## WHS Procedure – 3.2

### Emergency Management Procedure

#### ***Appendix 11: WorkCover Dangerous Goods Notification***

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**Acknowledgement Number NDG200004**

06 August 2013

Christopher Veness  
Southern Cotton Pty Ltd  
PO Box 41  
WHITTON NSW 2705

Dear Sir / Madam

RE: Notification of Dangerous Goods on Premises

PREMISES: 1760 Darlington Point Rd, WHITTON NSW 2705, AUSTRALIA

Please find enclosed your Acknowledgement of Notification that relates to the storage and handling of dangerous goods at the above premises. Only storage locations on this site that are above placarding quantity are recorded on this Acknowledgement of Notification.

Occupiers of premises on which dangerous goods are stored or handled in notifiable quantities are reminded that, at this point in time, they must notify WorkCover NSW annually of the dangerous goods on those premises.

You are required to advise WorkCover within 14 days of any changes occurring in your details including changes to the type or quantity of dangerous goods stored or handled, or if you no longer occupy the site.

Requirements relating to the storage and handling of dangerous goods on premises are contained in the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001. To support this legislation WorkCover has developed the 'Notification of dangerous goods on premises guide' (publication catalogue number WC01385) which is available on WorkCover NSW's website.

Further information on dangerous goods legislation may be obtained at the Workcover website [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) or by calling WorkCover on 13 10 50.

Yours sincerely,



Fiona Hayman  
Operations Manager  
Customer Service Centre





WorkCover NSW  
92-100 Donnison Street, Gosford, NSW 2250  
Locked Bag 2906, Lisarow, NSW 2252  
T 02 4321 5000 F 02 4325 4145  
WorkCover Assistance Service 13 10 50  
DX 731 Sydney workcover.nsw.gov.au

**Dangerous Goods Notification Team**  
**Ph: (02) 4321 5500 Fax (02) 9287 5500**

06 August 2013

Southern Cotton Pty Ltd  
PO Box 41  
WHITTON NSW 2705

**ACKNOWLEDGEMENT OF NOTIFICATION OF  
DANGEROUS GOODS ON PREMISES**  
ISSUED UNDER AND SUBJECT TO THE PROVISIONS OF  
THE OCCUPATIONAL HEALTH & SAFETY ACT 2000 AND REGULATIONS THEREUNDER

**Acknowledgement Number** NDG200004 **Expiry Date** 21/07/2014

**Occupier Contact** Christopher Veness **Ph.** 02 6955 2755 **Fax** 02 6955 2765

**Issued To** Southern Cotton Pty Ltd

**Premises where Notified Dangerous Goods are stored/handled**

1760 Darlington Point Rd, WHITTON NSW 2705, AUSTRALIA

**Nature of Site** Textile Manufacturing

**Emergency Contact for this Site** Christopher Veness **Ph.** 02 6955 2755

**Site Staffing** 24 Hours / 7 Days / 50 Staff

This acknowledgement must be retained as **PROOF OF NOTIFICATION**  
You must notify WorkCover annually of the Dangerous Goods stored on these premises.



WorkCover NSW  
92-100 Donnison Street, Gosford, NSW 2250  
Locked Bag 2906, Lisarow, NSW 2252  
T 02 4321 5000 F 02 4325 4145  
WorkCover Assistance Service 13 10 50  
DX 731 Sydney workcover.nsw.gov.au

Issued To Southern Cotton Pty Ltd  
Acknowledgement Number NDG200004

Storage ID	Storage Type	Max Storage Capacity (Kg/L)		
1	Underground Tank	76500		
UN Number	Product Name	Class/Division	Typical Quantity	Packing Group
1075	PETROLEUM GASES, LIQUEFIED	2.1	76500L	

Storage ID	Storage Type	Max Storage Capacity (Kg/L)		
2	Above Ground Tank	25000		
UN Number	Product Name	Class/Division	Typical Quantity	Packing Group
00C1	DIESEL	C1	25000L	

This acknowledgement must be retained as PROOF OF NOTIFICATION  
You must notify WorkCover annually of the Dangerous Goods stored on these premises.

### Emergency Management Procedure

#### Appendix 12: Review register

Date of test	Name of personnel conducting test	Manner of testing	Summary of changes (include details and section number)	Date of update