



Environment Protection Authority

Appendix B: PIRMP Template – Premises and mobile plant



Pollution incident response management plan

Licence number: 21691

Approved by: Nigel Smallmon

Position/Title: Company Director

Signature:

Date: 21/04/2023

Purpose:

Smallmon Brothers Waste holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for 25 Bomen Road, Bomen. As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

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

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences, and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in section 74 of the Protection of the Environment Operations (General) Regulation 2022.

Note: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the Protection of the Environment Operations (General) Regulation 2022.

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

Environment Protection Licence (EPL) details

Name of licensee: (including ABN)	Smallmon Brothers Waste 91 160 179 715
EPL number:	21691
Premises name and address:	Smallmon Brothers Waste 25 Bomen Road, Bomen NSW 2650
Company or business contact details	Name: Nigel Smallmon Position or title: Director Business hours contact number/s: 02 6925 7008 After hours contact number/s: 0428 226 623 Email: nigel@smallmons.com.au
Website address:	www.smallmonbrotherswaste.com.au
Scheduled activity/activities on EPL:	Waste Storage – hazardous, restricted solid, liquid, clinical and related waste and asbestos waste
Fee-based activity/activities on EPL:	N/A

Pollution incident – person/s responsible

Contact details must include the names, position titles and 24-hour contact details. Details are to include alternative person/s, should the primary contact be unavailable.

PIRMP activation	Name of person responsible: Christopher Smallmon Position or title: Company Director Business hours contact number/s: 02 695 7008 After hours contact number/s: 0417 263 481 Email: chris@smallmons.com.au
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Pollution incident – person/s responsible, continued

Notifying relevant authorities

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

Name of person responsible: Jasmine Kefford

Position or title: Office Manager

Business hours contact number/s: 02 6925 7008

After hours contact number/s: 0420 237 330

Email: jasmine@smallmons.com.au

Managing response to pollution incident

Name of person responsible: Nigel Smallmon

Position or title: Company Director

Business hours contact number/s: 02 6925 7008

After hours contact number/s: 0428 226 623

Email: nigel@smallmons.com.au

Notification of relevant authorities

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

Relevant authorities include:

1. Fire and Rescue NSW and/or Rural Fire Service as applicable – 000 (first notification)
2. EPA – 131 555
3. NSW Health (nearest public health unit). See www.health.nsw.gov.au/Infectious/Pages/phus.aspx for local contact details.
4. SafeWork NSW – 131 050
5. Local authority (usually the local council) in which the pollution has occurred.

Note: The local council and public health unit will vary depending on the location of the pollution incident. For mobile plant licences the PIRMP will need to include the person or people who are responsible for identifying the local authority and nearest public health unit.

Fire and Rescue NSW / Rural Fire Service

Contact number/s:

02 6921 4375

EPA

Contact number/s:

131 555

NSW Health

Relevant Area Health Service:

Wagga Wagga Base Hospital

Contact number/s:

02 5943 1000

SafeWork NSW	Contact number/s:	02 6933 6500
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Notification of relevant authorities, continued

Local authority/s Identify the local authority for the area in which the premises to which the environment protection licence relates, and any area that is affected, or potentially affected, by the pollution.	Contact number/s:	Wagga Wagga City Council
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Any other identified organisation or agency requiring notification (if applicable) e.g. Water NSW, Department of Planning and Environment, Roads and Maritime Services.	Contact number/s:	Wagga Police Station 02 6922 2599 Environmental Line 131 555 Poison Information Hotline 13 11 26
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Notification of neighbours and the local community

Identify owners or occupiers of premises in the vicinity of the licensed premises, including any sensitive premises (e.g. schools, preschools, hospitals, nursing homes):
Closest home 750m away. No sensitive areas

Details of how the neighbours will be informed of the incident, including early warnings and regular updates (e.g. door knock, phone call, emergency alert):
Door knock or phone call

Description and likelihood of hazards

Provide a description of the hazards to human health or the environment associated with the activity to which the licence relates:
Identify the likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood:

Hazard	Risk	Contributing Factors
Dust generation	Low	Breakdown of dust suppression system
Uncontrolled release of litter	Moderate	Failure to follow procedures
Stormwater overflow	Low	Extremely high rainfall
Liquid Spills	Low	Container malfunction Failure to follow procedures

Pre-emptive actions to be taken

Provide detailed descriptions of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment arising from the activities undertaken at the premises:

Dust	Dust suppression (onsite watercart) Hard standing surfaces (concrete)
Litter	Maintenance program – cleanup daily x 3 Forklift broom SOPs for securing loads etc.
Bunds	Liquid tanks are regularly checked and maintained. Bunded
Stock Rotation	Unloading storage tanks to relevant waste disposal sites regularly to prevent excess being stored on site

Inventory of pollutants

Provide an inventory of potential pollutants on the premises or used in carrying out the activity to which the licence relates:

Identify the maximum quantity of any pollutant/s likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates.

Example

Location/tank	Max. quantity	Contents	Comments
Rear of Workshop	14,000 litres	Used Cooking Oil	
Rear of Workshop	14,000 litres	Used Cooking Oil	
Bunded Workshop	6 x 20litres jerry cans	Fuel	
Bunded Workshop	2 x 20 litres containers	Motor Oil	
Yard/Mobile	10,000 litres	J120	Mobile Container Temp Storage only
Yard/Mobile	10,000litres	Grease Trap	Mobile Container Temp Storage only

Safety equipment

Describe the safety equipment or other devices used to minimise the risks to human health or the environment and to contain or control a pollution incident:

Equipment	Comments
SDS Register x 2	Located in the workshop and the office.
Spill Kits	Located in the store, workshop and e-Recyclers.
Fire equipment	Marked on map. Fire Certificate updated annually. Equipment checked twice yearly.
Emergency Evacuation Drills	Conducted quarterly.
Personal Protection Equipment	Gloves, boots, glasses, dusk masks, hearing protection and hi-vis clothing. Issued to every person on site.
Bunds	Fuel and oil is banded. Locations marked on map.
Maintenance Inspections	Conducted daily by maintenance workers

Communicating with neighbours and the local community

Identify details of the mechanisms for providing early warnings and regular updates to owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried out:

If it is determined that staff members and members of the public will be impacted by the pollution incident, the following protocols will occur:

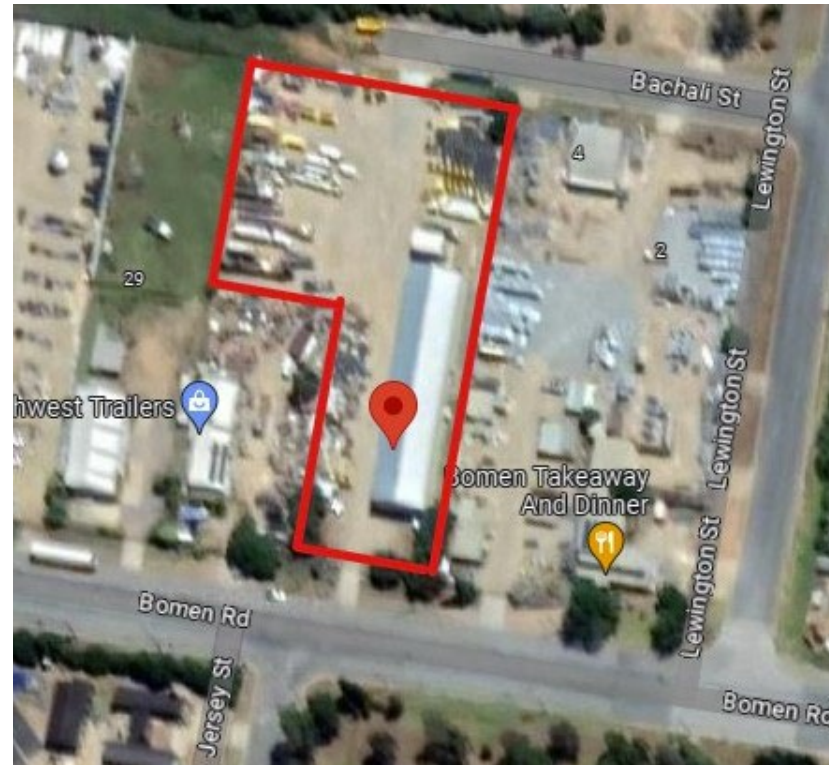
- On site: sound Evacuation Siren to activate Emergency Evacuation Procedure.
- Immediate neighbours: phone neighbouring businesses and doorknock neighbouring residents to inform of the risk and actions they should take eg. shut windows and doors, stay inside.
- Inform passing pedestrians and motorists if reasonably possible.
- Contact hospitals, nursing homes, schools and child care centres if needed.

Maps

Provide a detailed map (or set of maps) showing the:

- location of the premises to which the licence relates
- surrounding area likely to be affected by a pollution incident
- location of potential pollutants on the premises
- location of any stormwater drains on the premises.

It is recommended the position of any discharge points or any other useful information be included on the map/s, and that any important details on the map are labelled (e.g. the nearest water course or water body that stormwater drains located on the premises discharge to).



Actions to be taken during or immediately after a pollution incident

Develop a detailed description of the actions to be taken immediately after a pollution incident to reduce or control any pollution. These should include as a minimum, early warnings, updates and actions to be taken during and after an incident:

Once the pollution incident is remediated and operations are resumed, a review of the incident and the response to it will be conducted.

- Conduct an internal investigation and record findings. Include on agenda for next safety meeting.
- Assist external investigation by EPA, Wagga Wagga City Council or any other investigators.
- Upon conclusion of review, communicate findings to people impacted by the incident:
 - On site – through meetings
 - Off site – by letter
- Test the effectiveness of this Pollution Incident Response Management Plan:
 - at the first Emergency Evacuation Drill of each year (recorded in the red book);
 - checked annually as part of the EMS internal review;
 - one month after any incident to ensure controls are in place.
- Review the need of further training of staff.

Coordinating with persons

Identify the procedures to be followed for coordinating with the authorities or persons who have been notified:

If it is determined that staff members and members of the public will be impacted by the pollution incident, the following protocols will occur:

- On site: sound Evacuation Siren to activate Emergency Evacuation Procedure.
- Immediate neighbours: phone neighbouring businesses and doorknock neighbouring residents to inform of the risk and actions they should take eg. shut windows and doors, stay inside.
- Inform passing pedestrians and motorists if reasonably possible.
- Contact hospitals, nursing homes, schools and child care centres if needed.

Identify the person/s through whom all communications are to be made:

Chris Smallmon – Director

Nigel Smallmon – Director

Jasmine Kefford - Manager

Staff training

Identify the nature and objectives of any staff training program in relation to this plan:

- Staff will be made aware of this Pollution Incident Response Management Plan (PIRMP) at the same time.
- Key personnel will undertake training about this PIRMP annually.
- Key personnel undertake chemical handling and spill response.
- All staff undertake safety training annually.
- Emergency Evacuation Drills are conducted quarterly.

Testing and updating of the PIRMP

It is a legal requirement to test the plan every 12 months and within one month of any pollution incident that caused or threatened material harm to the environment.

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

This plan will be tested annually at the first quarterly Emergency Evacuation Drill of each year. The test will include a desktop simulation as well as the practical exercise.

This will ensure that the information contained in the plan is accurate and up to date, and the plan is capable of being implemented in a workable and effective manner.

The plan will also be tested:

- 1 month after any pollution incident occurs;
- If there are significant changes to the hazards and risks on the site;
- If the plan is to be adapted to include other sites.

Plan testing recorded and stored with the PIRMP.

Example: PIRMP testing details

Date tested	Tested by (to include the names of all people involved in testing)	Details of test (e.g. nature of the test, involvement of other agencies) Note: Testing must cover all components of the plan.	Finding of test, including issues identified	Next scheduled testing date (must be within 12 months from current test)
20/04/2023	Jasmine Kefford & Jason Peel	Practical walkthrough	All worked effectively Added extra spill kit in central location	28/03/2024

PIRMP update details

Date update occurred	Reason for update (e.g. address issues identified in testing, contact details/personnel have changed)	Details of updates (nature of changes to PIRMP)	Date the updated version uploaded to website (if applicable)	Date of completion
21/04/2023	First PIRMP	New document	21/04/2023	21/04/2023

NSW Environment Protection Authority

Email: info@epa.nsw.gov.au

Website: www.epa.nsw.gov.au

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