



# **EMERGENCY PROCEDURES GUIDE**

**&**

# **CONTINGENCY PLAN**

ALLAWUNA FARM LANDFILL  
(LANDFILL MANAGEMENT PLAN)

March 2015

**Purpose of Document**

The purpose of this Emergency Procedures Guide and Contingency Plan (also known as Landfill Management Plan) is to provide employees with procedures to follow during emergency situations at the Allawuna Farm Landfill. This guide attempts to cover possible emergencies and provide valid simple instructions to follow. It also provides information about how to best prepare for and prevent emergency situations.

Section 1 should be printed out and ready for use in an emergency.

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## SECTION 1: INITIAL RESPONSE FORMS

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### 1.1 INITIAL RESPONSE

**STOP!!!**

**ASSESS SITUATION** (TYPE OF EMERGENCY i.e. FIRE, ACCIDENT, INCIDENT AND LOCATION)

**PROTECT YOURSELF AND OTHERS FIRST**

**IF POSSIBLE CONTROL SITUATION** (E.G: USE FIRE EXTINGUISHERS, TRAFFIC CONTROL).

**CONTACT THE WEIGHBRIDGE OFFICE** AS SOON AS PRACTICABLE. ADVISE TYPE OF EMERGENCY SERVICES THAT ARE REQUIRED.

<b>WEIGHBRIDGE TELEPHONE</b>
Ph: (08) 9XXX XXXX
<b>LANDFILL SITE RADIO Channel XX</b>
Weighbridge Office WALS site utilities
<b>SITA ADDRESS</b>
Lots 4869, 5931, 9926 & 26934 Great Southern Highway, Saint Ronans, 20 Kilometres West of York, 6302

## 1.2 SITE EMERGENCY FORM

Stop site visitors at weighbridge until it is determined whether an evacuation is required and it is established the site can function safely.

### Emergency details:

<b>Emergency Date and Time: (Include time commenced and concluded)</b>	
<b>Location:</b>	
<b>Emergency Services Contacted: (Include time called and arrival time)</b>	
<b>What has happened:</b>	
<b>Are all personnel accounted for: (Check with people on the scene)</b>	
<b>Is evacuation required: (Record time evacuation is announced)</b>	
<b>Number persons injured:</b>	
<b>Vehicles involved:</b>	
<b>Fire – where:</b>	
<b>Bomb threat:</b>	
<b>Electrical:</b>	
<b>Gas:</b>	
<b>Environmental:</b>	
<b>Any access roads blocked:</b>	
<b>Are emergency assembly points safe:</b>	
<b>Comments:</b>	

### 1.3 EMERGENCY CONTACT DETAILS

CONTACTS	NUMBERS
First Aiders	(08) XXXX XXXX
Ambulance	000
Police	000
Fire Brigade	000
Department of Fire and Emergency Services	XXXX XXXX
State Emergency Services	132500
York Hospital	(08) 9641 0200
Fax	(08) 9641 0226
Poisons Info Centre	13 11 26
Radiation Safety Department	(08) 9346 2260
Fax	(08) 9346 3333
Western Power	13 13 51
Horizon Power	13 23 51
Electrician – Ralph RC Electrical	0408 945 647
DER Swan Region Office	(08) 9333 7510
Security Alarms	XXXX XXXX
Work Cover WA	1300 794 744 (08) 9388 5555
Telstra	13 20 00
Swan Towing	(08) 9274 4544
Weigh Bridge Supplier	XXXX XXXX
Landfill Gas Contractor (Emergency pager) - contact for ALL site emergencies immediately	XXXX XXXX

**Consult the Evacuation contingency plan and announce an evacuation if required**

Nominate a representative to meet emergency vehicles as they come to site and guide them in.

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**1.4 BOMB THREAT: Questions to ask**

<b>Day:</b>		<b>Time:</b>		<b>AM/PM</b>
<b>Where is the bomb or threat located?</b>				
<b>What will happen?</b>				
<b>When will it happen?</b>				
<b>Why was it put there?</b>				
<b>Who is calling?</b>				
<b>For who is the call meant?</b>				

*Please circle the distinguishing features*

<b>Origin of the call:</b>				
<b>Local</b>		<b>Long distance</b>		<b>Phone booth</b>
<b>Voice</b>		<b>Speech</b>		<b>Language</b>
Loud High Pitch Raspy Intoxicated	Soft Deep Pleasant Other	Fast Distinct Stutter	Slow Distorted Nasal	Good Foul Poor
<b>Accent</b>		<b>Manner</b>		<b>Background Noise</b>
Foreign  Local	Calm Rational Coherent Deliberate Righteous Nervous Laugh Quiet	Angry Irrational Incoherent Emotional	Office Machines Factory Aeroplanes Voices Street Traffic Music Other	
Did the caller seem familiar with the site?				
Write what the caller said:				

## **SECTION 2 CONTACT DETAILS**

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### **2.1 CONTACT DETAILS BY COMPANY**

#### **LANDFILL SERVICES**

Landfill Services General Manager	0437 406 528
Transfer Station	(08) 9356 9300

#### **SITA**

EQ&S Manager	(08) 9350 7100
Media enquiries	(02) 8754 0000
SITA Operations	(08) 9350 7106
Nial Stock State General Manager	0458 001 121 (08) 9350 7101

#### **Contractors**

Landfill Contractor	Avon Waste	(08) 9641 1318
Transport Contractor	TBC	
Landfill Gas Contractor	TBC	

#### **Consultants**

Bowman & Associates	Bruce Bowman	(08) 9414 9670
Golder Associates		(08) 9213 7600

#### **Stakeholders**

Shire of York		(08) 9641 2233
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#### **Neighbours**

Eastern Neighbour	McColl Family	XXXX XXXX
Western Neighbour	Department of Parks and Wildlife	XXXX XXXX



## 2.2 EMERGENCY INFORMATION AND FIRST AID DETAILS

CONTACT WEIGHBRIDGE IN THE EVENT OF AN EMERGENCY VIA  
(08) XXXX XXXX OR CHANNEL XX

<b>Address:</b>	Lots 4869, 5931, 9926 & 26934 Great Southern Highway, Saint Ronans, 6302
<b>Phone:</b>	(08) XXXX XXXX
<b>Fax:</b>	(08) XXXX XXXX
<b>Open Hours:</b>	
Monday – Friday:	6am – 5pm
Saturday:	6am – 4pm

### SENIOR FIRST AID PERSONNEL

#### SITA

Name	Channel	Mobile
Person	30	
Person	30	
Person	30	
Person	30	

#### Landfill Contractor

Avon Waste		

### FIRST AID KITS

SITA	Landfill Contractor
Office lunch room (Eye wash included)	Contractor Lunch Room Contractor Light Vehicles (Utilities)
Weighbridge Office	Contractor Plant
SITA Light Vehicles (Utilities)	Shower - Contractor Ablutions
Site Machinery (including Water Cart)	

If no personnel can be contacted please contact emergency services immediately on 000.

## **SECTION 3 EMERGENCY RESPONSE TEAM**

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### **3.1 GENERAL PROVISIONS**

#### **Accurate reliable information is essential**

Accurate reliable information is particularly important when decisions will be made based on the communicated information.

Personnel present on the premises will be responsible for the initial control of the emergency, until relieved by the most senior company employee present or the Emergency Controller.

All personnel must follow the directions of the most senior company employee present at the site of the emergency.

### **3.2 EMERGENCY RESPONSE TEAM**

Roles shall be assumed in the following order:

Chief Warden, Deputy Wardens and Wardens:

- Person (Landfill Manager).
- Person (Operations Supervisor).
- Person (Contractor Supervisor).
- Person (Contractor Second in Command).
- Person (Weighbridge Operator).
- Weighbridge Attendant (Causal/Part-time staff).

Emergency Controller:

- Allawuna Farm Landfill Manager.
- Supervisor.
- Weighbridge Operator.
- Contractor Supervisor.

Emergency Co-ordinator:

- Weighbridge Operator.
- Supervisor.
- Allawuna Farm Landfill Manager.

### **3.3 ROLE OF THE WARDENS ON SITE**

Wardens:

- Assist with accounting for personnel and locating missing persons (if approved by emergency controller).

Chief Warden:

- Collects visitors sign in book and proceeds to the emergency evacuation point during an evacuation.
- Ensure all personnel are accounted for.
- Liaise with other wardens regarding missing persons.
- Notify emergency controller of situation, i.e all people accounted/not accounted for.
- Take names and contact numbers of any emergency services personnel accessing the site.
- Stop any trucks, public or media from entering site.

### **3.4 ROLE OF THE EMERGENCY CONTROLLER**

The Emergency Controller will proceed directly to the site of the emergency if safe to do so and take control of the emergency situation.

The responsibilities of the Emergency Controller include:

- Go to the site of the emergency, if possible, and assess the situation - act accordingly. i.e how best to deal with emergency and any special requirements needed including PPE.
- Maintain or establish communications with emergency services on site and the weighbridge office.
- Carry a mobile phone and UHF radio at all times.
- Appoint an Emergency Co-ordinator to stand by and operate the telephone system (normally the weighbridge operator).
- Advise the Emergency Co-ordinator of the details of the situation and nominate the emergency services, subcontractors and consultants to be notified.
- Notify neighbours of incident if applicable.
- Complete a Corrective and Preventive Action report using Integrum to describe the circumstances and the action taken immediately after the emergency has passed. Liaise with Landfill Manager and SITA Management to establish the level of alert required.

Brief the Emergency Services as follows:

- Action taken.
- Persons not accounted for.
- Casualties.
- Hazards and potential hazards.
- Co-operate with and assist the Emergency Services.
- Report to the DER as required by the site licence.

### **3.5 ROLE OF THE EMERGENCY CO-ORDINATOR**

The Emergency Co-ordinator (generally the Weighbridge Operator) is responsible for providing:

- Co-ordinate communications between site and emergency services  
Advise the emergency services of pertinent details including the location, type of emergency, injuries and the assistance required.
- Co-ordinate communication with other parties (e.g. contractors, customers and consultants); as directed by the Emergency Controller.
- The Emergency Co-ordinator is required to operate the telephone system and UHF Radio on Channel XX in the Weighbridge Office.
- If the emergency situation is located in the Weighbridge/Site Office (e.g. a fire) then mobile telephones or portable radios may be used.
- Communications are established with the Emergency Controller by way of UHF radio Channel XX or telephone.
- Contact the SITA Landfill Services General Manager and advise him/her of the details of the emergency.
- Direct any media inquiries to the General Manager – Marketing and Strategy.
- Record events on the **SITE EMERGENCIES FORM**.

### **3.6 ROLE OF GENERAL MANAGER – MARKETING AND STRATEGY**

The General Manager will assume the responsibility for public relations and contact with the media. All requests by the media for an interview/briefing must be referred to the General Manager who will facilitate, as appropriate, the response. Refer to the Media Policy and Protocols for further details.

**⊠ Note:**

*Only the Managing Director and the General Manager are permitted to have contact with the news media. Other senior managers may be authorised to respond to specific media enquiries as appropriate.*

During emergency situations media representatives are not permitted on to the premises.

## **SECTION 4: CONTINGENCY PLANS**

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### **4.1 EMERGENCY EVACUATION**

**Definition:**

Any event which requires personnel at the Allawuna Farm Landfill to leave the site and proceed to the designated emergency assembly area.

**Policy:**

All evacuation warnings are to be taken seriously and should occur as quickly, safely and as orderly as possible to minimise the risk to life.

The following types of incidents may require evacuation:

- Fires.
- Explosions Gas/Vapours.
- Bomb Threat.

**Procedure:**

The weighbridge must be notified immediately, and told the nature and location of the incident reported. Emergency evacuation will be announced by the weighbridge.

The Emergency Co-ordinator (Weighbridge Officer) must fill in **Site Emergency Form** on page 4.

The Emergency Co-ordinator shall broadcast the following announcements over the UHF radio system channel XX to initiate evacuation:

***“EMERGENCY, EMERGENCY, EMERGENCY”***

***“ALL PERSONNEL TO EVACUATE TO EMERGENCY ASSEMBLY AREA”***

***“EVACUATE, EVACUATE, EVACUATE”***

Sound the emergency evacuation siren.

Please contact the Landfill Gas Contractor on the emergency pager XXXX XXX XXX.

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The Emergency Co-ordinator will also notify wardens by mobile telephone or UHF radio and confirm their acknowledgment of the instruction.

If required the Emergency Co-ordinator shall notify the Emergency Services. Upon their arrival control of the site may be relinquished.

The Wardens must collect staff and contractors and proceed to the emergency assembly area. Do not stop to collect valuables.

Site Map with Evacuation Details can be found in Section 8.

The Emergency Controller (normally the Landfill Manager) shall appoint a warden to establish themselves at the Allawuna Farm Entrance Gate to:

- Prevent traffic from entering the premises.
- Arrange removal of vehicles obstructing Emergency Service access.
- Meet and direct Emergency Services upon arrival.

The Chief Warden (nominated by emergency co-ordinator) shall proceed to the Emergency Assembly Area with the Visitors' Book and liaise with Wardens to ensure all SITA staff, Landfill Contractor staff, operators and visitors are accounted for. If someone is suspected to be missing, this is to be reported to a Warden immediately. In the event that someone is not accounted for, the Wardens will assess whether it is safe to search for the person(s). The following will be taken into account if a search were to proceed:

- Last known location.
- Risk to others searching for the person(s).
- Possible injury to missing person(s).
- The Chief Warden shall notify the Emergency Controller and SITA Landfill General Manager.

Control of the site shall be returned to SITA after the site is deemed safe by Emergency Services. The Emergency Controller is authorised to take back control of the site on behalf of SITA.

**Warden list:**

Person	Allawuna Farm Landfill Manager	XXXX XXX XXX
Person	Operations Supervisor	XXXX XXX XXX
Person	Contractor Supervisor	XXXX XXX XXX
Person	Weighbridge Operator	XXXX XXX XXX

## **4.2 FIRE OR EXPLOSION**

### **Definition:**

Any fire or explosion, either on site or around the boundary of the Landfill

### **Policy:**

Staff must protect themselves and others before trying to extinguish a fire.

In the circumstances where the Emergency Controller considers that to fight a fire would place employees/themself at risk, that person must order the company's employees from the area and/or site.

### **Procedure:**

For all types of fires the following principles should be followed:

- The weighbridge should be notified immediately of the fire (type, location and size), and the Landfill Manager will then be notified by weighbridge
- Emergency Co-ordinator (Weighbridge) will then contact emergency services and start recording events.
- Stop all operations, stop trucks at the weighbridge, and assess the situation, only attempt to control fire if it is safe to do so.
- Make sure all personnel on site are accounted for.
- Emergency Co-ordinator must then evacuate all staff and visitors not involved in fighting the fire.
- Emergency Co-ordinator to notify emergency services if required

The Allawuna Farm Landfill site has the following fire protection facilities on site in case of a fire:

- Maintain a stockpile of cover near the tipping area that is designated for fire fighting purposes.
- Fire breaks (as part of the Fire Management Plan Version 2 dated March 2015 prepared by Bowman & Associates).
- A 150,000 L fire fighting water tank will be installed at the infrastructure area. The tank will be equipped with British Instant Coupling outlets, compatible with Local Fire Brigade equipment. A stand pipe and pump for refilling water trucks will be located adjacent to the tank.
- 150 mm of daily cover and 300mm of intermediate cover.
- Landfill Contractor water truck (fitted with fire fighting capabilities).
- Fire extinguisher on all landfill equipment and selected site utilities.
- Additional water supply is available from the 30,000 stormwater dam and 100,000 L non potable water tank.
- All site personnel will be trained in the most efficient fire fighting procedures.



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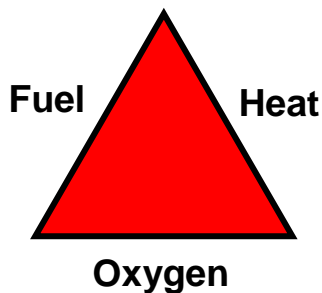
Operations staff involved in fighting the fire should consider the following guidelines:

- Use personal protective clothing or equipment, especially considering the use of a respirator fitted with a vapour filter. Many substances produce toxic fumes when ignited (e.g. plastics, solvents, industrial wastes).
- Consider the quickest method of attacking the fire taking into consideration the prevailing wind or air currents, the nature of the fire and the combustible materials.
- If not safe to fight the fire, try to prevent it spreading through the use of fire breaks or wetting down the surrounding areas.
- On the arrival of the Fire Brigade, hand over the responsibility for the fire fighting effort to the Fire Brigade's Site Controller. Offer assistance, if required.
- After the fire has been extinguished, monitor the area to ensure it does not reignite.
- Where applicable, block the stormwater drains.
- If the fire is amongst the waste rather than on top consider the use of an excavator to distribute the waste so that fire fighting measures are more effective

**FIRE TRAINING NOTES**

<b>Rescue -</b>	Rescue any persons involved that cannot help themselves
<b>Exposures -</b>	Protect anything that is in danger of becoming involved in the incident
<b>Confinement -</b>	If possible try to confine the incident to the smallest area possible
<b>Extinguishment -</b>	Put out the fire
<b>Overhaul -</b>	Clean up the mess, look for hotspots

**FIRE TRIANGLE**



<p>INFORMATION NEEDED FOR AMBULANCE/FIRE BRIGADE</p> <p><b>Phone: 000</b></p> <p>Sex? Age? Are they conscious and breathing? What are their injuries?</p>
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INCIDENT	ACTIONS
<b>Vehicle Fire</b>	<ul style="list-style-type: none"> <li>• The two main causes of a vehicle fire are electrical faults or smouldering waste load. Electrical fires are treated as per an equipment fire.</li> <li>• All smouldering waste loads, if known prior to tipping, should be tipped away from the exposed active area, on a thick layer of cover material. This minimises the risk of a landfill fire.</li> <li>• When an equipment fire occurs: relocate vehicle into a safe area, extinguish using a dry powder or CO<sub>2</sub> extinguisher.</li> <li>• Seek advice from the Allawuna Farm Landfill Operations Manager</li> </ul>

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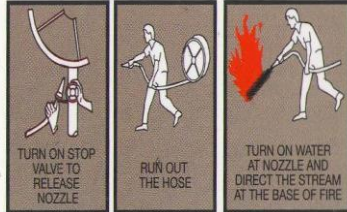
<p><b>Building/ Structure Fire</b></p>	<p>before using water (some materials are not compatible with water).</p> <ul style="list-style-type: none"> <li>• Buildings can take as little as 5 minutes to become fully engulfed in flame so early mobilisation of fire authorities is essential.</li> <li>• Ensure all staff are evacuated from the building and surrounding areas.</li> <li>• The site generator is located at the southern end of the hardstand, adjacent to the fuel tank. Turn off the main power isolation switch and remove the main fuse at the generator distribution box.</li> <li>• If safe to do so the fire can be extinguished using dry chemical or CO<sub>2</sub> extinguishers. Fire extinguishers are located in each building on site, at each end of the weighbridge and near the power generator.</li> <li>• Some building products and soft furnishings emit toxic fumes during a fire. Care should be taken not to enter a room full of smoke to extinguish a fire.</li> <li>• On arrival advise the fire brigade of steps taken.</li> </ul>
<p><b>LANDFILL FIRES</b></p>	<ul style="list-style-type: none"> <li>• Can cause significant impacts on local air quality through odour and smoke. Air monitoring should be conducted for any subterranean fires or large fires that burn for a long period of time.</li> <li>• Extreme care must be taken when fighting a landfill fire as smoke and fumes may be toxic.</li> <li>• Use a dry powder or CO<sub>2</sub> extinguishers in the first instance.</li> <li>• Apply and compact (if possible) thick layer of cover to prevent oxygen from reaching the burning area.</li> <li>• Seek advice from the Allawuna Farm Landfill Operations Manager before using water (some materials are not compatible with water).</li> <li>• If the above is not sufficient to extinguish the fire.</li> <li>• Systematically dig out the affected area.</li> <li>• Extinguish the fire in the excavated material using one of the methods above.</li> <li>• Subterranean landfill fires are difficult to extinguish. It is important to prevent subterranean fires by removing any ignition sources (e.g. Lead acid batteries) and using daily cover. Extinguishing landfill fires quickly and monitoring the area for flare-ups minimises the risk of a subterranean fire.</li> <li>• If a subterranean fire is detected the area must be isolated in case of a surface collapse resulting from the fire burning out a subsurface cavity.</li> <li>• Subterranean fires can be extinguished by systematically digging out the affected area and extinguishing the fire in the excavated material.</li> <li>• Capping the area to minimise oxygen ingress.</li> <li>• Displacing oxygen by injecting an inert gas, such as nitrogen, into the fire.</li> </ul>

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<p><b>BUSH / GRASS / CROP FIRES</b></p>	<ul style="list-style-type: none"> <li>• Bush, grass or crop fires have the ability to escalate rapidly. The fire authorities should be notified as soon as possible to allow for mobilisation of fire equipment.</li> <li>• Ensure that you are aware of access roads, fences and gates before attempting to fight these fires.</li> <li>• On arrival, the Fire Brigade will take over control of the fire.</li> <li>• Bush, grass and crop fires can be fought by applying water and building fire breaks. The strategy is to contain the fire within the existing fire breaks and prevent it from spreading to adjoining land.</li> <li>• Bush, grass and crop fires should be “mopped up” to prevent re-ignition and loss of containment which can occur overnight when the site is unsupervised.</li> <li>• As far as possible, control or eliminate possible sources of fuel or ignition to prevent the fire from spreading.</li> <li>• After the fire has been extinguished, monitor the area to ensure it does not reignite.</li> </ul>
<p><b>EQUIPMENT FIRE</b></p>	<ul style="list-style-type: none"> <li>• The two main causes of a landfill equipment fire are electrical faults or litter (caught on exhaust or manifold). These types of fires are minimised by regular inspections, servicing, maintenance, and cleaning.</li> <li>• When an equipment fire occurs.</li> <li>• Activate the fire suppression system (where fitted).</li> <li>• Extinguish using a dry powder or CO<sub>2</sub> extinguisher.</li> <li>• Isolate batteries at the earliest convenience.</li> <li>• Prevention of secondary fires, including landfill fires, is extremely important. If safe to do so the equipment should be moved to a safe location away from the active tipping face.</li> <li>• After the fire has been extinguished, monitor the area to ensure it does not reignite.</li> </ul>
<p><b>FUEL STORAGE FIRE</b></p>	<p>Fuel storage fires have the ability to escalate rapidly.</p> <ul style="list-style-type: none"> <li>• The fire authorities should be notified as soon as possible to allow for mobilisation of fire equipment.</li> <li>• Always treat fuel storage fires with dry powder, foam or CO<sub>2</sub> extinguishers. Water will tend to spread the fire.</li> <li>• If safe to do so endeavour to turn off the valve or stop leak in order to stop the supply of fuel to the fire.</li> <li>• If all efforts are unable to control the fire, water sprays should be directed to surrounding areas, storage drums and equipment to prevent the spread of the fire and limit heat damage.</li> <li>• After the fire has been extinguished, monitor the area to ensure it does not reignite.</li> </ul>

### Using Fire Hose Reels

1. Turn on the Stop Valve
2. Run out the length of the hose required.
3. Turn on the water at nozzle, direct the stream at base of fire
4. Ensure you leave a direct egress path between you and the nearest Exit Door / Egress Route



Note: Fire Hose Reels should only be used if safe to do so.

### Using Fire Extinguishers

1. Ensure that you use the correct extinguisher
2. Always keep an emergency exit behind you (away from the fire)
3. Stay low to avoid the effects from heat and smoke
4. Direct the extinguisher stream at the base of the flames
5. Move stream in a side-to-side, sweeping motion
6. If the fire gets to the point where you are no longer able to control it, retreat and close the doors



Note: Fire Extinguishers should only be used if safe to do so.

**Remember  
P.A.S.S.**

- P**ULL THE PIN  
BREAK SEAL AND TEST EXTINGUISHER
- A**IM AT BASE OF FIRE  
ENSURE YOU HAVE A MEANS OF ESCAPE
- S**QUEEZE THE OPERATING HANDLE  
TO OPERATE EXTINGUISHER AND DISCHARGE THE AGENT
- S**WEEP FROM SIDE TO SIDE  
COMPLETELY EXTINGUISH THE FIRE

Chubb Fire Safety  
ABN: 4700 006 7541  
www.chubb.com.au

Chubb Training Group  
Tel: 1300 650 182

## **4.3 BOMB THREAT**

### **Definition:**

A bomb threat is notice received by any means of an *explosive* or any other *hazardous* device having been placed to cause risk or damage to the site.

### **Policy:**

All bomb warnings must be treated seriously and necessary actions undertaken to minimise the danger to all personnel and plant.

Until the risk has been removed or the warning has proven unfounded staff should treat the threat as serious. Quick and accurate communications are essential and staffs that have to handle these initial actions should be familiar with these procedures.

### **Procedure:**

Weighbridge staff answering the telephone line will most probably receive the warning. The person taking the call must:

- Take it seriously.
- Keep the person talking and seek as much information as possible using the Reference document: *Bomb Threat - Typical Questions and Information required* in Section 1.
- Share the call where possible.
- When the caller hangs up, contact the Emergency Controller who will establish the Emergency Action Plan.

The Emergency Controller **MUST** take the following action:

- Cease all operations and vehicle movement.
- Evacuate the site.
- Contact the appropriate Emergency Services and when present on site, maintain contact with the senior Emergency Services Officer controlling the search.
- Note: Should additional assistance or facilities be required, the Emergency Services will arrange for the necessary back-up to attend the site.
- Facilitate the search of the site by the Emergency Authorities.
- Deny access to the site to all unauthorised personnel.
- Close all access gates.

### **Conduct of Search** (only by Emergency Services)

The search will be conducted by qualified personnel provided by Emergency Services who may be assisted by company staff as necessary.

Note: Only trained bomb disposal personnel are to search for, locate and remove any suspicious object.

## **4.4 EARTHQUAKE**

**Definition:**

An earthquake is shaking and vibration at the surface of the earth resulting from underground movement along a fault plane.

**Policy:**

Every precaution should be taken to ensure that there are contingency plans in place to sufficiently cope with an earthquake.

The Allawuna Farm Landfill is in a relatively stable geological area, away from any major fault lines or earthquake 'hotspots.'

**Procedure:**

The possible effects on the landfill of a significant seismic event include:

- Waste slippage.
- Damage to cell earthworks.
- Damage to internal or perimeter access roads.
- Liner Breach.
- Leachate spill from cell sump,
- Damage to ponds or transfer pipes to soil or surface water.

The following are the main activities to be undertaken should any part of the Allawuna Farm Landfill be affected by earthquake:

- Cease operations in the area.
- Assessment of damage.
- Prevent any further damage by following specific contingency plans i.e leachate pond failure, liner failure.
- Relocate waste, if required.
- Repair damage, as appropriate.
- Treatment of surface or ground water.
- Monitoring to determine effectiveness of remedial actions.
- Contact DER.
- Engage appropriate consultants.

## **4.5 LEACHATE POND FAILURE**

### **Definition:**

Leachate pond failure is when a leachate pond releases leachate into the surrounding environment, either by overtopping or damage to the liner system. The leachate pond at Allawuna Farm Landfill has been designed by Golder with a 500 mm freeboard. Should the capacity of the pond be exceeded due to a storm event, then a pump will be used to discharge excess water into the retention pond.

### **Policy:**

To limit the amount of leachate that escapes the leachate pond. To retain all leachate on site and take appropriate remedial action if required. If necessary, leachate will be pumped to the retention pond or removed from site (using tanker truck) to reduce risk to the environment.

### **Procedure:**

See **Section 4.12** Leachate spill/leak for procedure to clean up spill.

Leachate pond levels are maintained to ensure 500 mm freeboard which will ensure they do not overtop during a 1 in 100 year 24 hour storm event. In the event of damage to the foundations or lining system of a leachate pond, the following steps will be undertaken:

- Cease input of leachate to leachate pond by turning off pumps.
- Block entry of leachate to surface water system or contain any leachate that has entered surface water system.
- Block surface water inlets.
- Block pond overflow points.
- Excavation of emergency diversion channel and/or any leachate contaminated soil into landfill cell or temporary storage pond.
- Construction of temporary storage pond as appropriate to prevent the spread of leachate.
- Implement remedial actions from Surface Water Contingency Plan if leachate has entered the surface water system.
- Pump out sufficient leachate from the leachate pond to enable repair works to foundations and liners as required.
- Recommission leachate pond.
- Contact consultants and contractors to fix the pond.
- Ensure the repaired pond is compliant with the Construction Quality Assurance requirements of the design.

## **4.6 LANDFILL LINER FAILURE**

### **Definition:**

The landfill liner system comprises a series of engineered layers and materials in order to prevent leachate contaminating the natural groundwater system by containing and collecting the leachate within the landfill Cells.

### **Liner Information:**

There are a number of possible causes for a liner breach some of which are detailed below. Landfill liner breaches can be categorised into minor liner breaches and major liner breaches.

### **Policy:**

To limit the damage to the surrounding environment.

### **Procedure:**

Should periodic site monitoring (surface water or groundwater) detect the presence of a potential contaminant, the following steps will be undertaken to determine if contamination has occurred and develop an appropriate response:

- The sampling point will be re-sampled to confirm the laboratory test results.
- The potential sources of contamination are investigated by comparing the detected contaminant(s) to the key leachate indicators to determine if leachate contamination is likely.
- Comparing the detected contaminant(s) to the upstream and historical baseline analysis to determine if the detected contaminant(s) have resulted from the geology of the surrounding area, potential sources of contamination upstream or offsite from the affected area.
- If there is no other potential source detected and further monitoring indicates that the contamination levels remain significantly elevated, then it is to be presumed that the landfill liner is leaking.

### Determination of environmental impact:

- Once it has been determined that the landfill is leaking, the consequences of the leak on the environment are to be investigated. The consequences of the contamination will determine the remedial action to be undertaken. As part of this investigation consideration should be given to the potential environmental impacts should the level of contamination increase or decrease significantly during the implementation of the remediation plan.

### Determination of remedial action required:

- Remedial action will be determined based on the environmental consequences of the contamination. It is not practical to cover all possible remediation options in this contingency plan as they are highly dependent on



the depth, severity, extent and rate of movement of any contamination, and the advice given by the technical experts involved in the investigations.

- There are a number of methods for control and remediation of contaminated water.
- In the most severe cases of groundwater contamination, the maximum control of the groundwater aquifer could be instigated. Restricting the inflow of the groundwater can be achieved by reducing the upstream groundwater level by continuous pumping or construction of a grouted curtain across the upstream aquifer etc. The downstream area is gradually pumped to extract the contaminated groundwater. The extracted water is then treated to remove the contamination and then pumped back into the aquifer further downstream of the site or recycled as clean water on site.
- If the environmental impact of the contamination is negligible, further monitoring may be an appropriate level of response.

Establishing remediation targets:

- As part of the remediation plan, agreed parameters will be set to demonstrate the relevant success of the remediation plan. Included in these parameters will be milestones by way of contaminant concentrations, which, once achieved, indicate that the remediation has been successful and at which point remediation activities can be scaled down or ceased. Once the remediation actions have been completed, the existing site monitoring plan will be the primary indicator of any new contamination.
- Once the remediation actions have been agreed to by the relevant parties, it may be necessary to carry out additional site monitoring to investigate the effectiveness of the implemented remediation plan. Additional monitoring requirements will be determined in consultation with technical experts and the Department of Environment Regulation.

## **4.7 LANDFILL GAS**

A Landfill Gas Management Plan has been prepared for the Allawuna Landfill site (updated March 2015). The plan has been prepared to provide a basis for management and monitoring of landfill gas at the site to minimise migration and emissions of landfill gas and ensure that there is no risk of harm to human health or the surrounding environment.

The plan provided a description of the bore monitoring network and the frequency of the monitoring, details of the landfill gas extraction system and measures to regularly check that it is functioning at an optimal level, including management, maintenance and the provision for future installation and upgrade, an outline of the responsible SITA personnel for the implementation of the gas management plan and predictions of landfill gas generation rates.

For all Gas related emergencies please contact the Landfill Gas Contractor emergency pager on XXXX XXX XXX.

Please refer to the Landfill Gas Contractors Emergency Response Plan (still to be prepared).

## **4.8 INJURY TO PERSONNEL**

### **Definition:**

Any incident or accident, including a traffic accident, which results in injury or death of any person on site.

Personal injury can be the result of a number of incidents, including vehicle or landfill equipment accident, snake bite injury, heat stroke or dehydration etc.

### **Policy:**

Staff must not put their own safety at risk when attempting to deal with an accident or an injured person. Staff should be safety conscious and consider the risks associated with any task they are required to perform.

### **Procedure:**

All accidents shall be reported to the Weighbridge Office immediately advising of the following (please use Site Emergency Form):

- Nature of the accident.
- Location of the accident.
- Number of injured persons.
- Assistance required (e.g. first aid officer, ambulance).

The Weighbridge Operator shall notify the Emergency Controller and appropriate Emergency Services. In the event that you cannot contact the Weighbridge Office, personnel at the scene may contact the Emergency Services, as time may be a critical factor.

The Emergency Controller shall notify the Allawuna Farm Landfill General Manager.

**Be aware of the hazards at the accident site  
(eg: vapours, electricity etc)  
Do not enter if it is unsafe**

- If possible isolate the hazards (e.g. control traffic, switch off electrical sources).
- Stay with and comfort the injured person(s).
- A qualified first aid officer shall assess the injured person(s) and administer appropriate first aid. Treat injuries in order of priority; i.e. patients requiring CPR/EAR, patients with serious injuries (e.g. major bleed), patients with minor injuries (e.g. cuts & bruises).
- The injured person must be accompanied to the doctor/hospital by another staff member (unless taken by ambulance).
- Apart from the actions necessary to manage the incident do not alter the scene. This will maximise the effectiveness of investigations after the accident (e.g. do not remove vehicles involved in a traffic accident).
- Upon their arrival the care of any injured persons shall be handed over to the Emergency Services. Inform them of all relevant details and offer assistance where possible.
- The Emergency Controller shall notify the Allawuna Farm Landfill General Manager of all injuries.

## **4.9 AFTER HOURS EMERGENCY**

### **Action Plan: Notification by Security Control Centre or Other Sources**

Where the Allawuna Farm Landfill security firm has identified an emergency, the firm's control centre will contact nominated SITA personnel.

In the event of an emergency, SITA personnel may also be contacted by other sources.

The first SITA employee to arrive at the site shall assume the responsibilities of the Emergency Controller until relieved by a more senior Allawuna Farm Landfill staff member or by the Senior Officer in attendance from the emergency services.

### **Action Plan: One or Two Employees On-Site**

Where only one or two employees are present on the site at the time of the emergency or when the weighbridge is unattended they are to follow the requirements of the action plans, as far as is practicable and as consistent with the nature of the emergency.

The Emergency Controller shall follow the appropriate action plan.

Under no circumstances should staff put their safety at risk in attempting to deal with an emergency situation.

Contact the Allawuna Farm Landfill Manager and advise them of the situation.

## **4.10 CIVIL DISTURBANCES**

### **Definition:**

A civil disturbance is a public demonstration, protest or public assembly, at or adjacent to the landfill site.

The demonstration may become violent, resulting in injury to Allawuna Farm Landfill staff or damage to company property.

### **Policy:**

SITA personnel *must not* become involved with any demonstration.

Nothing should be done to antagonise the demonstrators or attract their attention.

The Authorities (Emergency Service) will be summoned to take any action necessary to control the behaviour of persons gathered for the demonstration.

**Subsequent to any demonstration or civil disturbance that causes a stop in operations, the site must be checked to ensure that no damage has been sustained and that it is safe to recommence normal operations.**

### **Procedure:**

Should a demonstration or other civil disturbance take place at or in the vicinity of the Allawuna Farm Landfill and there is a potential threat to company employees and property, the Emergency Controller or Emergency Co-ordinator shall establish an appropriate emergency Action Plan. The Action Plan will follow this procedure:

- Contact the appropriate Emergency Services.
- When present on site, maintain contact with the senior Emergency Services Officer controlling the crowd.
- Cease all operations and vehicle movement during any disturbance in the immediate vicinity of the site.
- As far as practicable, deny access to the site to all unauthorised personnel.
- Close all access gates, and if necessary, site office windows and doors.
- The General Manager – Marketing and Strategy will acquaint him/herself with the details of the civil disturbance and the proposed course of action.
- All inquiries from the media must be referred to the General Manager – Marketing and Strategy.

**When referring media enquiries, no indication or acknowledgment as to the existence of a civil disturbance will be conveyed to the enquirer.**

## **4.11 SURFACE WATER**

### **Definition:**

Storm water is uncontaminated / clean water that is collected from site.

### **Policy:**

A comprehensive monitoring program will be undertaken at Allawuna Farm Landfill in accordance with the site licence. This surface water contingency plan is designed to ensure that any non-complying surface water is not discharged from site.

### **Procedure:**

Should the stormwater dam become contaminated and of inappropriate quality for discharge into 13 Mile Brook, the following actions shall be taken:

- The water will be tested to confirm level of contamination,
- Depending on the level of water contamination, the most appropriate solution will be applied to manage discharge of the water, with the first option being pumping to the proposed silt dam or over selected portions of the landfill area.

Sufficient emergency pumping equipment shall be maintained on site to enable transfer of dam water to the silt dam, landfill area or other ponds onsite emergency storage.

Discharges from the site will be prevented until the stormwater is treated to an appropriate standard for discharge, and investigation has identified the source of contamination and demonstrated that further contamination can be prevented.

In the event of stormwater dam failure, the following steps may be undertaken:

- Installation of temporary water control structures upstream of the stormwater dam.
- Construction of a new temporary dam in a suitable area adjacent to the stormwater dam.
- Pump out sufficient stormwater dam water to temporary dam to enable restoration of dam failure.
- Recommission stormwater dam.

In the event of a stormwater dam failure and where further discharges are likely (such as would be the case if the stormwater dam breached during a major storm event), an emergency diversion will be created by using mechanical equipment to excavate a secondary flow path allowing stormwater to be diverted and minimise further damage.

Given the volume of the stormwater dam, such contingency provisions are expected to be adequate for most storm events, where a "contain and treat" approach will be adopted in the case of any accidental spillages or contamination events (e.g. leachate spillage on site during tanker loading).

## **4.12 LEACHATE SPILL OR LEAK**

### **Definition:**

A leachate spill or leak is the unintentional discharge of leachate (waste water) from the landfill or the leachate pond to the environment.

### **Policy:**

All site procedures must be followed to prevent spills/leaks of leachate from site. In the event of a spill or leak this contingency plan will be followed to minimise the environmental impact of a leachate spill or leak.

### **Procedure:**

Leachate spillages could conceivably originate from:

- Surface breakout of leachate (popout).
- Leachate spills while loading.
- Leachate transfer pipes.
- A vehicle accident.
- Pond overflow due to storm event.

In the event of any leachate spillage the following steps will be undertaken:

- Protection of surface water.
- Containment of spill.
- Collection and disposal.
- Remediation actions.
- Contact DER immediately.
- Complete Environmental Protection Act 1986 *Section 72 – Waste Discharge Notification* Report and submit to the DER.

## **SURFACE BREAKOUT LEACHATE (POPOUT)**

Risk is minimised by:

- *Ensuring cover is removed* from each layer to ensure that leachate has an unobstructed downwards flow.
- Sump area is sized to collect the estimated volume of leachate produced. The liner is designed to be resistant to chemical attack, physical and biological clogging.
- Ensure leachate is pumped regularly to stop any build up of leachate.

In the event of a leachate popout the following contingency measures are undertaken:

- Undertake measures to protect surface water (eg. block surface water inlets).
- Isolate the area and collect and remove any leachate.
- Excavate the popout area, clearing any obstructions to the downward flow of leachate (eg. road materials or excess cover).
- Fill excavated area with drainage materials and re-compact waste layer to assist with downward flow of leachate.
- Apply intermediate cover or capping.
- Further monitoring of the area.

## **LEACHATE SPILLS WHILE LOADING**

There is a risk of leachate spillage when pumping into a tanker truck due to a valve or connection leakage, or a burst hose.

This risk is minimised by:

- Each leachate riser pipe having a concrete spill pad at the head of the riser pipe.
- Any tanker connection points having a concrete spill pad.

In the event of a leachate spill while loading the following contingency measures are undertaken:

- Any leachate collected in the containment areas are recirculated in the landfill or leachate management system.
- Any water contaminated by leachate is recirculated in the landfill or leachate management system.
- Any contaminated soil is removed and sent to the landfill for disposal.
- Clean the containment area.
- Undertake soil sampling to ensure all contaminated soil is removed.

## **SPILLS DUE TO VEHICLE ACCIDENTS**

Spills of leachate could potentially occur as a result of an incident involving a truck/trailer unit loaded with leachate.

The risk is minimised by:

- SITA Australia uses approved and licensed Controlled Waste carriers for the transport of leachate.
- SITA Australia provides technical assistance or may attend any emergency situation.

## **LEACHATE POND OVERFLOW**

There is potential for the leachate pond to overflow if too much leachate is pumped into the pond or if a large storm event causes a mass influx of stormwater into the leachate pond.

This risk is minimised by:

- Having a Leachate Management Manual which details operational procedures to ensure that a leachate pumping operation is adequately monitored.
- Engineering controls on leachate pumps (auto shutoff switches/telemetry) on all leachate pumps to ensure that pumps cannot run after hours.
- Engineering controls on the leachate pond to ensure that pumping ceases if the filling of the pond reaches the 500 mm freeboard capacity (telemetry).
- Maintaining 500 mm freeboard in the pond at all times to ensure that adequate capacity is available in the case of a significant rain event.
- The amount of leachate stored on site should be kept to a minimum in the cells and pond.



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In the event of a leachate spill caused from an overtopping leachate dam the following contingency measures are to be undertaken:

- The pump causing the overflow must be turned off immediately to stop the overflow of the pond/tank.
- Pump out leachate (via tankers or recirculation into the landfill) to regain 500 mm freeboard.
- Contain the leachate at the closest accessible point to prevent the further migration of the leachate. This may be done via constructing an earthen bund or excavating a cut off trench.
- Any leachate collected in the containment areas is to be recirculated in the landfill or leachate management system.
- Any water contaminated by leachate is recirculated in the landfill or leachate management system.
- Any contaminated soil is removed and sent to the landfill for disposal.
- Clean the containment area.
- Undertake Sampling and Analysis Plan as agreed with the DER.

#### **4.13 ASBESTOS LOSS OF CONTAINMENT**

**Definition:**

The Department of Environment Regulation regards material containing more than 1% asbestos by volume as asbestos containing material.

**Policy:**

The Allawuna Farm Landfill may accept stabilised asbestos and asbestos fibre wastes under strict conditions which minimise the risk of loss of containment.

**Procedure:**

Asbestos information is contained in SITA Standard Operating Procedure (SOP029), please refer to this document for procedures.

## **4.14 HYDROCARBON SPILLAGE**

### **Definition:**

Hydrocarbons include a wide range of products ranging from petroleum through to heavier lubricants both naturally occurring and synthetic. Products used on site include fuels, oils and greases.

### **Policy:**

Spillages on site must be contained, cleaned up and reported to site manager as well as any regulatory agencies in accordance with the DER licence.

### **Information on Hydrocarbon Spillages**

Spillages of this material could conceivably originate from the below sources.

#### **Refuelling or lubricating of plant and equipment**

Hydrocarbon spills can occur when refuelling on site plant and equipment through over filling or failure to maintain a seal between the container and equipment to be filled.

#### **Spill during delivery of diesel**

There is a slight risk of Hydrocarbon spillage when pumping from a tanker truck to the above ground storage tank. This can be caused by over filling of the storage tank, failure of the filling hose and seals and tank rupture due to impact or fatigue. Ensure the tank has enough capacity to receive the load, by dipping before discharging.

This risk is minimised by delivery by a licensed contractor with quality assured and maintained equipment and a concrete containment bund which complies with AS 1940.

#### **Spill resulting from a vehicle accident**

There is a risk of Hydrocarbon spillage caused due to a vehicle accident. Common sources of spilt material include:

- The rupture of fuel storage tanks and fuel lines as a result of a vehicle accident.
- Impact with a fuel storage tank or vessel.

This risk is minimised on site by the management of vehicles on site with strict speed limits, the maintaining of site roads, signage, induction and training of drivers and operators.

### **.Procedure:**

In the event of a Hydrocarbon spill:

- Contain the spilt material and minimise the impact to the environment.
- Recover spilt hydrocarbon where possible for disposal to an approved disposal facility.
- Remediate the area impacted.

In the event of a Hydrocarbon spill the following contingency measures are undertaken:

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- Stop all activities in the area and assess the situation.
- Ensure the safety of all personnel.
- Remove all possible ignition sources.
- Undertake measures to protect surface water (eg. Block surface water inlets).
- Isolate and bund the area to collect and remove any Hydrocarbon using a spill kit.
- Excavate the spill area, removing all of the impacted material.
- Sample the area affected to determine the extent of the impact and to ensure all of the contaminants are removed.
- Reinstate the area to natural grade level using clean fill.
- Monitor the area including the downstream ground water monitoring bores in the area to ensure there is no impact to the ground or surface water.
- Record the spill and remediation efforts.
- Restock spill kit(s) replacing any disposable equipment used.

#### 4.15 HAZARDOUS WASTE

**Definition:**

Is waste with the potential to cause harm to either the environment or personnel.

**Policy:**

Allawuna Farm Landfill advises users which wastes are accepted at the landfill via regular mail outs, the SITA website and site signage.

**Procedure:**

Refer to SITA (SOP030) Radioactive Waste and Waste Acceptance Manual for procedures.

## **4.16 LITTER**

### **Definition:**

Litter at Allawuna Farm Landfill site primarily comes from the tipping of waste. Litter, primarily plastic bags, are spread by the wind. Litter not only has an impact on visual amenity but can also impact drains, waterways and farming operations.

### **Policy:**

Litter control forms part of daily operation of Allawuna Farm Landfill in accordance with the DER license. The management of litter involves both engineering (design) controls and management controls. The objectives of these controls are to prevent the generation and accumulation of litter, prevent litter leaving site, and regularly cleaning up litter.

### **Procedure:**

The controls used at Allawuna Farm Landfill include:

- Litter screens and/or fencing and their maintenance.
- Daily inspection of areas on and off site (including property fence lines, roadways, waterways and bush areas).
- Daily collection of litter on the litter fences (or more frequently if required).
- Manual collection of litter as required.
- Compaction of the waste.
- Minimising the size of the active tipping face.

Extreme weather events (such as very strong winds) can lead to excessive litter which would require more extensive litter collection. In the event of excessive litter additional staff are to be mobilised from one of the approved labour hire suppliers. Litter is then collected in the following order:

- Waterways onsite and offsite.
- Great Southern Highway.
- Neighbouring properties (farmland to the north, south and east, nature reserve to the west).
- Site access road.
- Allawuna Farm property.
- The Allawuna Farm Landfill Operations Manager, in consultation with SITA management, may cease delivery of all or selected wastes until the extreme weather conditions have passed.

## **4.17 DUST**

### **Definition:**

Dust is caused by truck movement, plant movement and exposed loose dust being blown around.

### **Policy:**

Dust has to be controlled on site for both safety and aesthetic reasons in accordance to the DER license.

### **Procedure:**

Refer to SITA (SOP041) Site maintenance – Landfills and compost facilities.

Potential dust sources on a landfill include:

- Dusty waste streams.
- Unsealed roads.
- Areas of waste covered with daily cover.
- Un-vegetated areas of landfill cap.
- Stockpiles of clay and cover materials.
- Excavation of borrow areas.
- Dust generating activities (loading and unloading of cover).
- Windy conditions during the summer season.

Measures used to control dust include:

- Use of the onsite water truck
- Sealing permanent onsite roads
- Vegetating areas of completed cap with approved grass seeding & planting (native)
- Vegetating areas of intermediate cap with rye grass
- Water sprays on stockpile areas

Frequent monitoring is carried out to determine effectiveness of control measures. Daily internal monitoring is carried out by weighbridge operators and site management.

## **CONTINGENCY MEASURES**

In the event that dust is not being controlled, all dust generating activities are ceased until corrective actions are put in place.

In the event of unplanned maintenance of the water truck the following measures may be available to assist in dust control:

- Spare pumps and sprinklers using site reticulated water.
- Water truck.

#### **4.18 ODOUR**

**Definition:**

Odours are generated in landfills as a result of :

- (1) the decomposition of recently deposited wastes;
- (2) the presence of low concentrations of odorous substances in landfill gas which is produced some months after deposition and
- (3) leachate in the active cell and in leachate ponds.

The potential for such odour emissions to affect the amenity of surrounding areas depends largely on two factors:

- (1) the odour emission rate; and
- (2) atmospheric conditions and wind direction (“worst case” odour propagation conditions involve light surface winds associated with ground-based inversions).

**Policy:**

Odours are generally controlled by day to day landfill processes like daily cover, landfill capping and gas extraction. Odour from methane is generally controlled by the Landfill Gas Contractor as part of their contract.

Environmental Alliances Pty Ltd (2015) has prepared a report on the assessment of the proposed odours from proposed Allawuna Farm Landfill dated March 2015 as part of the Works Approval.

**Procedure:**

The measurement of odour concentrations relies on the detection of odours in diluted samples in a laboratory by a panel of trained “sniffers” (the dynamic olfactometric method). However, it is usually not possible to obtain reliable measurements of odour concentrations in air in the vicinity of landfills, as:

- (1) the measurement technique is not suitable for low odour levels; and
- (2) it is difficult to obtain representative air samples because of constantly varying wind speed and direction.

#### **ODOUR MONITORING**

All employees are instructed to report odours to the Allawuna Farm Landfill Manager. The Landfill Manager will investigate such reports and identify the main odour source(s). The observations (including current wind speed and direction, odour strength and character and main odour sources) shall be recorded.

#### **ODOUR COMPLAINTS**

Details of any complaints about odour emanating from the Allawuna Farm Landfill shall be recorded in the Complaints Register, including details of the time and date when the odour was detected, the complainant and their location, and where possible, the wind speed and direction at the relevant time and the most likely source of the odour (as established by a survey of the landfill site).



## **CONTINGENCY MEASURES**

The Allawuna Farm Landfill Manager shall assess the adequacy of the active odour control measures. These measures will include:

- Active gas collection (and combustion) from completed cells.
- Odour controls on active cells (such as passive gas collection or covering with intermediate and daily cover).
- Cease acceptance of any particularly odorous wastes.
- Monitoring of odorous components of landfill gas (eg. H<sub>2</sub>S).

## **SECTION 5: FIRST AID**

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### **5.1 GENERAL**

First aid in the workplace' is defined as the provision of emergency treatment and life support for people suffering injury or illness at work.

All accidents and near misses must be reported to the weighbridge office immediately.

### **5.2 TRAINING**

The Allawuna Farm Landfill Manager shall arrange for first aid training of landfill staff to a minimum standard of Workplace Level 2 and ensure that the qualifications are kept up to date. The Landfill Contractor shall also ensure that they have personnel working on site who are trained in first aid.

Training shall be provided by the Australian Red Cross, St Johns Ambulance or equivalent organisation

Training records shall be kept by the Allawuna Farm Landfill Manager and the Landfill Contractor for their respective staff.

In the event a trained First Aid Officer appointed by SITA renders assistance to another person in that capacity in the course of his or her employment with SITA and that assistance results in a court awarding damages against the First Aid Officer, SITA will assume liability, provided the First Aid Officer was not administering or attempting to administer first aid services beyond his or her level of training.

### **5.3 FIRST AID PLAN**

The EQ&S Manager in conjunction with the Allawuna Farm Landfill Manager shall conduct an initial assessment of first aid requirements at the site (see First Aid Plan).

The outcome of this assessment shall identify the first aid requirements for the site. Details of the assessment and the First Aid Plan shall be documented in the table below.

The assessment and First Aid Plan shall be reviewed annually in conjunction with the Emergency Risk Identification Worksheet.

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**FIRST AID PLAN**

<b>Assessment of First Aid Requirements</b>	<b>First Aid Plan (Controls)</b>
<i>Size and layout of the workplace</i>	<i>Location, requirements and management of First Aid Kits and facilities.</i>
<i>Number and distribution of employees</i>	<i>Training Requirements for First Aid Officers</i>
<i>Nature of hazards and severity of risks, nature of previous accidents/illnesses</i>	<i>Response Procedures</i> <ul style="list-style-type: none"> <li>- Tasks of specific people</li> <li>- Transportation arrangements</li> <li>- Important contact names and numbers</li> </ul>
<i>Type of Work Performed</i>	<i>First Aid Officers- numbers and location</i>
<i>First Aid recording</i>	<i>First Aid recording and reporting system</i>
<i>Location of workplace in relation to nearest medical centre or hospital</i>	<i>Communication of First Aid Plan</i>

## **SECTION 6: EMERGENCY DRILLS**

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### **Schedule**

The Allawuna Farm Landfill Manager shall schedule two emergency procedure drills each year as well as two desk top emergencies.

The drill shall consist of a refresher training session and a simulated emergency event. The desk tops are a chance for staff to sit and discuss hypothetical events and what they would do during such an event.

### **Refresher Training**

Refresher training shall consist of an examination of responsibilities of the various roles occupied during an emergency.

### **Simulated Emergency**

The Allawuna Farm Landfill Manager will arrange for a simulated emergency situation to occur, to be managed in accordance with the contents of this manual.

The Allawuna Farm Landfill Manager will keep a record of the conduct of the situation and in the circumstances where he/she is not satisfied with the results, he/she will schedule further training and simulated situations in addition to the yearly requirement.

### **Emergency response effectiveness review**

Within 5 working days of an emergency procedure drill or an actual emergency event, the response will be reviewed to identify deficiencies in at least the following:

- Accurate identification of an emergency situation.
- Effectiveness of emergency announcements.
- Personnel evacuation process.
- Accounting for personnel and verification of total evacuation.
- Determination of what levels of alert were necessary.
- Communication with appropriate response authorities.
- Control of incident.
- Internal communication with Emergency Response Controller.
- Occupational Health and safety.
- Environmental.
- Appropriate response to emergency.
- Clean up following emergency.
- Review documentation changes required and update the EPG following emergency response effectiveness review.
- Identified training needs.

Identified deficiencies and non-conformances will be actioned according to the Corrective & Preventive Action Procedure (PROC008).

## **SECTION 7: HOUSE KEEPING**

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### **7.1 DEBRIEFING COUNSELLING / ISSUE AND AVAILABILITY OF GUIDES / REVISING GUIDES:**

Debriefing/counselling shall be conducted either internally or externally by the Allawuna Farm Landfill Manager or external counsellors depending on the nature of the situation. The need for debriefing sessions or counselling shall be determined during the investigation of the incident.

The Allawuna Farm Landfill Manager shall arrange for the issue of individual copies of the EPG to all company personnel.

The Holders of the Guides are required to familiarise themselves with its contents to ensure the competent handling of any emergency situations.

To ensure this contingency plan is reflective of best practice it will be independently peer reviewed prior to the commencement of operations at the site, or the commissioning of new landfill cells.

In addition, this plan will undertake an annual review for relevance with surrounding land use. Technical experts will be used, when required, to obtain information of environmental and public health impacts.

This plan will be made available to all relevant stakeholders.

### **7.2 REPORTING OF ALL EMERGENCIES AND INCIDENTS:**

All incidents are to be reported to the Allawuna Farm Landfill Manager immediately after the incident is brought under control. The Landfill Manager will report the incident to any and all appropriate regulatory authorities and stakeholders.

All incidents will be investigated using the Corrective and preventative Action Procedure 005.

Incident details to be reported include:

- How the incident occurred.
- Monitoring (current and additional).
- Photographs (where possible).
- Remedial actions.
- Triggers for ceasing remedial actions.
- Any findings of experts consulted.
- Preventative actions.

**7.3 REPLY FORM**

**EMERGENCY PROCEDURES GUIDE - REPLY FORM**

I, \_\_\_\_\_ have read and understand the

Allawuna Farm Landfill Emergency Procedures Guide & Contingency Plan  
(Procedures).

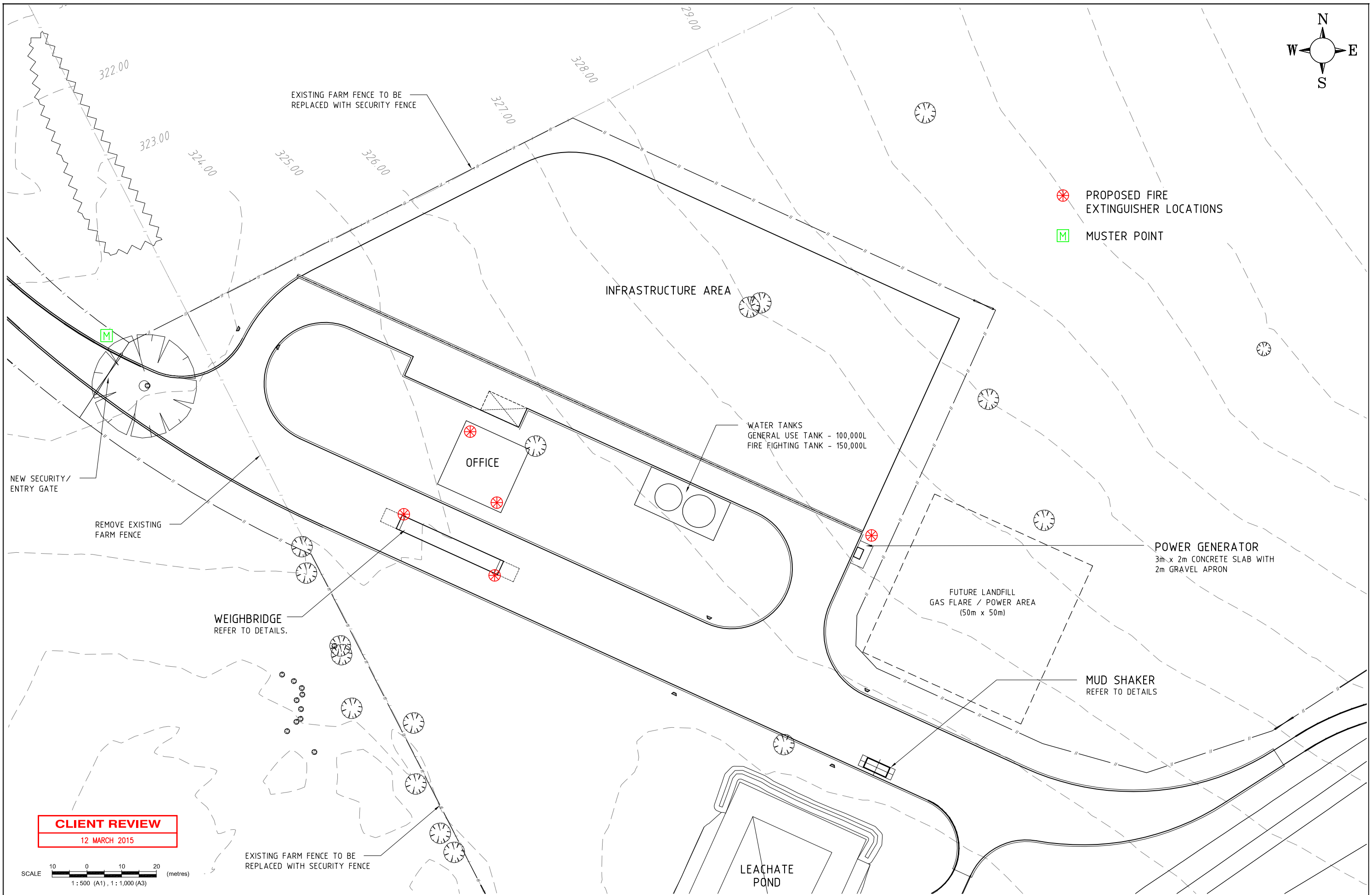
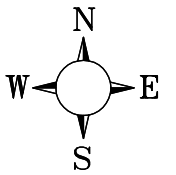
I understand and acknowledge the requirements of employees to comply with  
the Procedures at a time of emergency.

.....  
Signature

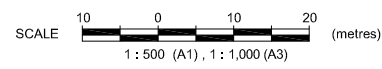
.....  
Date

**SECTION 8: EMERGENCY RESPONSE FEATURES**

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**CLIENT REVIEW**  
12 MARCH 2015



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Client <b>SITA Australia</b>			
Date <b>12/03/15</b>	Scale <b>1 : 500</b>	Design By <b>A.O.</b>	Drawn By <b>S.B.Y.</b>

Location <b>Lots 4869, 5931, 9926 &amp; 26934 Great Southern Hwy, Saint Ronans</b>	
Project <b>Allawuna Farm Landfill</b>	

Drawing Title <b>Emergency Response Features</b>		
Drawing Number <b>ALLA - LMP - 001</b>	Revision <b>A</b>	Drawing Size <b>A1</b>