



# Toll Resources

## HSE-12-PLA-GLO-MOG-DSB-606 Spill Management Plan - TDSB

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# 1. Purpose

Toll Energy and Marine (TEM) operates the 41 hectare Toll Dampier Supply Base (TDSB), which includes a Heavy Load Out Wharf, Fuel Farm, Dangerous Goods licensed areas, Desalination Plant and Slipway facility on the Burrup Peninsula, Dampier. The TDSB is positioned adjacent to sensitive mangrove populations and beaches with cultural significance registered under the Aboriginal Heritage Act (1972) within King Bay.

Under the Western Australian Environmental Protection Act 1986, all personnel have a variety of environmental responsibilities that vary in relation to the specific duties undertaken, although there is a basic level of duty of care in relation to:

- Preventing pollution.
- Preventing the discharge of waste in circumstances likely to cause pollution.
- Preventing environmental harm (as defined by the Environmental Protection Act 1986).

This Spill Management Plan (SMP) outlines a practical framework to minimise potential impacts from any spills (to ground or water) from TEM operations and TEM's responsibility as a Tier 1 Marine responder within the Port of Dampier.

# 2. Scope

This Spill Response Plan details the actions to be taken in the event of a spill of material occurring in Dampier business lease areas on the TEM Dampier Supply Base (TDSB), the TDSB Port Facility or in transit and is to be implemented by all TEM employees and contractors.

This SMP is to be read in conjunction with *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident/ Emergency Plan and HSE-14-PRO-ALD-ALL-003 Site Emergency Management and HSE-12-PLA-GLO-TRE-MOG-DSB-605 Emergency Response Plan – TDSB*.

# 3. Terminology, Definitions & Abbreviations

## 3.1 Definitions

Terminology	Definition
Chemwatch	A comprehensive toolset used in the evaluation of new chemicals before use, tracking and reporting on chemical storage; and performing detailed Risk Assessments.
Control	Methods which stop/reduce the volume/rate of spill from the source, e.g. plug holes, close valves, stop pumps etc.
Environmental Aspect (= Cause)	Any organisational activity or product or service that has the potential to impact on the environment. Aspects include for example; wastewater discharge, solid and liquid waste, noise, odour, land condition, material use, air emissions, water use, energy use, stormwater discharge, storage, life cycle.
Environmental Harm	<p>Direct or indirect:</p> <p>a) Harm to the environment involving removal or destruction of, or damage to—</p> <p>i. Native vegetation; or</p> <p>ii. The habitat of native vegetation or indigenous aquatic or terrestrial animals;</p> <p>b) Alteration of the environment to its detriment or degradation or potential detriment or degradation;</p> <p>c) Alteration of the environment to the detriment or potential detriment of an environmental value;</p> <p>Alteration of the environment of a prescribed kind.</p>

Terminology	Definition
Spill	A spill of any quantity or substance (other than water) to land or water.
TEM	Toll Energy and Marine Logistics

### 3.2 Acronyms & Abbreviations

Acronym	Definition
AMSA	Australian Maritime Safety Authority
DFES	Department of Fire and Emergency Services
DWER	Department of Water and Environmental Regulation
ERTL	Emergency Response Team Leader
HSE	Health, Safety, Environment
MOP	Marine Oil Pollution
PPA	Pilbara Port Authority
SDS	Safety Data Sheet
SMP	Spill Management Plan
TDSB	Toll Dampier Supply Base

## 4. Roles and Responsibilities

Position	Role and Responsibility
Senior Operations Manager and Operations Manager - Dampier	<ul style="list-style-type: none"> <li>Ensure all spill related incidents at the Toll Dampier Operations are addressed responsibly and in accordance with all legislative requirements.</li> <li>Ensure that all the necessary environmental consents, licenses, approvals, permits, etc. from the relevant regulatory authorities are obtained and maintained.</li> <li>Approval of the SMP and any correspondence with external stakeholders.</li> </ul>
Port Captain	<ul style="list-style-type: none"> <li>Ensure any marine spills are managed and notifications sent to regulatory authorities in accordance with guidance.</li> </ul>
Site HSE Manager	<ul style="list-style-type: none"> <li>Assist with fostering a culture of continuous improvement in environmental performance.</li> <li>Assist with the completion of environmental assessments and investigations and verify that corrective and preventative actions arising from these are implemented.</li> <li>Liaise with regulatory authorities on behalf of site as required.</li> <li>Present at pre-starts and tool box meetings to raise Environmental</li> </ul>

Position	Role and Responsibility
	<p>Awareness, where possible.</p> <ul style="list-style-type: none"> <li>Ensure that any spills or emergencies on site that are likely to cause significant impact to the environment are reported in accordance with the Emergency Response Plan. Ensure that records are kept, including details of the incident, notification of the relevant regulatory authorities and actions taken.</li> </ul>
Schedulers/Supervisors	<ul style="list-style-type: none"> <li>Ensure that all site personnel, customers, contractors and visitors are aware of their environmental responsibilities.</li> <li>Ensure that all activities within their respective areas of accountability are undertaken in a manner which protects the environment and in accordance with all statutory requirements, relevant standards, TEM Environmental Policy Statement and this SMP.</li> <li>Ensure regular spill emergency response exercises are undertaken.</li> <li>Ensure that any vehicle utilised to transport a placard load of dangerous goods is inspected utilising <i>OPS-10-FRM-GLO-TRE-ALL-946 Dangerous Goods Vehicle Inspection Checklist</i>.</li> <li>Ensure that controlled waste is transported and stored in accordance with <i>OPS-12-PRO-GLO-TRE-ALL-789 Controlled Waste Management</i> and any Controlled Waste Carrier License conditions.</li> <li>Schedule training in Spill Response requirements as per <i>HR-05-LST-GLO-TRE-ALL-250 Skill Sets Matrix</i>.</li> <li>Ensure adequacy of available spill response equipment and that equipment is adequately pre-started and maintained to minimise risk for machinery failure and spills.</li> <li>Contact ISS to provide spill response as appropriate.</li> <li>The Operations Schedulers/Supervisors are responsible for the restocking of spill kit equipment and materials and delegating and or inspecting spill kits for appropriate quantities.</li> </ul>
All personnel	<ul style="list-style-type: none"> <li>Implement best practice environmental management with respect to their day-to-day activities within their respective work areas – there is a basic level duty of care to prevent “environmental harm” as defined by the <i>Environmental Protection Act 1986</i>.</li> <li>Report any environmental incidents or near-misses immediately to the relevant Supervisor.</li> <li>Road Freight Subcontractors are responsible for reporting spills or loss of product that occur on public roads to the TEM Schedulers / Supervisors.</li> </ul>

## 5. Regulatory Requirements and Guidelines

The following Legislation, Regulations and guidelines have been considered in the preparation of this SMP.

- Contaminated Sites Act 2003;
- Environmental Protection Act 1986;
- Environmental Protection (Controlled Waste) Regulations 2004;
- Environmental Protection (Unauthorised Discharge) Regulations 2004;
- Marine and Harbour Act 1981;

- National Marine Oil Spill Contingency Plan (NATPLAN);
- Pollution of Waters by Oil and Noxious Substances Regulations 1993;
- Waste Discharge or Pollutant Spill Reporting Guide (Department of Water and Environmental Regulation);
- Western Australian Marine Act 1982.
- Work Health and Safety Act 2020 - WA

## 6. Spill Risk Profile

Toll Dampier operations that pose the most significant risk of spills are;

- The storage and handling of hazardous materials (e.g. inadequate containment, corrosion of containers, puncture of drums);
- Hose, line or other equipment failure on plant and equipment;
- Spillage during hazardous materials transfer or refuelling - yard;
- Fuel and bulk chemical transfer - wharf;
- Uncontrolled explosive reactions and/or fire; and
- Collision between powered mobile plant and vehicles.

The aim of any spill response is to first ensure the safety of all personnel. Should the nature of the spill pose no immediate risk to human safety, minimising the impact upon the environment becomes the priority.

This SRP requires the following general steps to be carried out in the event of a spill:

- Identify the spill.
- Assess the risk to personnel and evacuate immediate area of spill of unnecessary personnel.
- Report the spill to the Scheduler/Supervisor or the Operations Manager.
- Control and contain the spill if safe to do so.

Spill response falls into the following categories:

- Land-based spills.
- Spills to the marine environment.
- Controlled Waste.
- Clean-up

Any employee or contractor who causes a spill or is the first to notice a spill or leaking product, shall immediately advise their Supervisor / Manager and initiate appropriate containment and clean-up activities.

For major spills in transit that are classified as an Emergency, refer to the requirements of *TEM HSE P664 Critical Incident/ Emergency Response Plan* – specifically Section 12.

## 7. Spill Response Locations

Spill kits shall be located in each operational area based upon the risk profile of the operation and shall be fully inspected on an annual basis, in addition to monthly HSE inspections.

In addition to spill kits, a twenty-foot sea container adjacent to barge ramp shall contain:

- Vermiculite (40 x 10 kg bags);
- Absorbent pads (5 bags);
- Drain covers (3 sets);
- 1 HAZCHEM drum;
- Absorbent booms (6 rolls);
- Chemical hazard disposal barrel (1);

- Shovels (1);
- Brooms (1);

A 100m zoom boom is stored in a container on the Slipway Groyne for rapid deployment that covers half of King Bay and can direct marine spills into a controlled area on certain tidal flows. The zoom boom is able to be linked up with Rio Tinto running from the southern shore of King Bay, to protect intertidal areas from marine spills.

## 8. Spill Actions – Land Based

On observing a land-based spill, the following actions are to be implemented:

1. Immediate contact to be made with the relevant Area Supervisor by onsite radio or telephone. The Area Supervisor will determine whether further personnel involvement, such as the Emergency Response Team (ERT) and / or the HSE Manager, are required to assist in the spill control and remediation. A decision will be made following communication between the Area Supervisor, the Regional Manager / Operations Manager – Dampier and the HSE Manager as to the severity of the spill and the necessity to notify any external government stakeholder, such as the PPA or DWER. If required, external stakeholder communication will be undertaken by the Regional Manager or their appointed delegate;
2. Operations in the vicinity of the spill are to be stopped or diverted, or the spill-site cordoned off, until authority to continue is granted by the Area Supervisor. The area will be cleared of all personnel except those trained to deal with a spill;
3. Following the identification of the spilled material, the relevant Safety Data Sheet (SDS) sheet is to be consulted for required Personal Protective Equipment (PPE), clean-up actions and any additional hazards;
4. For classified “Dangerous Goods” spills, the area is to be evacuated and the relevant authorities, such as the PPA, DFES and the ERTL, are notified immediately.
5. Appropriate PPE such as face shields, gumboots, respirators and gloves are to be issued for and worn by all personnel involved in the clean-up of the spill. The use of Personal Flotation Devices (PFD’s) will need to be assessed for spill situations on/near water.
6. The spill must be contained to prevent the spill from soaking into the soil, drains, humiceptors or spreading into waterways and/or the marine environment. Absorbent materials such as booms, pads and vermiculite are to be placed around the perimeter of the spill. Every effort must be made to prevent the spill from entering the marine environment. Drain covers, pads or booms are to be placed to seal off storm- water drain entries if required.
7. Absorbent material, such as vermiculite, is to be used to “fill-in” the area of the spill.
8. When the absorbent has soaked-up the entire spill, the absorbent and any other contaminated material is to be placed in a Controlled Waste bin for disposal;
9. If the spilled material is still evident, repeat steps 6 to 8 until the spill is completely cleaned up;
10. Spill kits will be replenished where necessary following use;
11. Following consultation with the HSE Manager, any impacted rock, soil or other materials are to be removed for future remediation or disposal as per Controlled Waste requirements. Where necessary to validate the extent of a spill, TEM shall undertake testing in the spill-affected area to ensure the contaminated soil has been completely removed. The affected area will be monitored to determine the effectiveness of the removal;
12. Further monitoring and remediation of the area may be required, and shall be determined through consultation with the DWER, the PPA and other relevant stakeholders.

## 9. Spill Actions – Marine Environment

The Senior Operations Manager, Operations Managers – Dampier and HSE Manager are to be notified of any spill to the marine environment, irrespective of spill size and as soon as practicable.

Any spill to the marine environment must be reported to PPA as soon as practicable. Notifications to other regulatory bodies (ie; AMSA) may be required depending upon the nature of the discharge, to be determined

by the Port Captain. Upon receipt of the information, the PPA will determine the appropriate spill response and will assist operations, if required.

The TDSB will maintain within the port precinct and for large spill deployment within Dampier;

- Self-inflating zoom boom 180m
- Shore sealing boom 30m
- Sorbent boom 400m
- 6m Tough Punt – Fast Response Vessel – Toll Capture

On observing a spill to the marine environment, the following actions are to be implemented:

1. Immediate contact is to be made with the relevant Area Supervisor by onsite radio or telephone. The Area Supervisor will determine whether further personnel involvement, such as the Emergency Response Team Leader (ERTL) and / or the HSE Manager, are required to assist in the spill control and remediation. A decision will be made following communication between the Area Supervisor, the Regional Manager / Operations Manager – Dampier and the HSE team as to the severity of the spill and the necessity to notify any external government stakeholder, such as the PPA or DWER. If required, external stakeholder communication will be undertaken by Supply Base Manager – Dampier or their appointed delegate;
2. Operations in the vicinity of the spill are to be stopped or diverted, or the spill-site cordoned off until authority to continue is granted by the Area Supervisor;
3. The Area Supervisor will be responsible for notifying personnel and management of vessel movements for avoidance of the area or if assistance is required;
4. Following the identification of the spilled material, the relevant Safety Data Sheet (SDS) sheet is to be consulted for required PPE, clean-up actions and any additional hazards;
5. For classified “Dangerous Goods” spills, the area is to be evacuated and the relevant authorities, such as the PPA, the Dampier Police Department (08 91831144), and the ERTL, are to be notified immediately;
6. Appropriate PPE such as face shields, gumboots, respirators and gloves are to be issued for and worn by all personnel involved in the clean-up of the spill. The use of Personal Flotation Devices (PFD’s) will need to be assessed for spill situations on/near water;
7. The spill must be contained to prevent the spill from spreading within the marine environment. Larger scale spills may require the deployment of the rapid-response boom from the Slipway area, or any combination of spill response booms from the PPA, to protect the King Bay marine environment. This decision will be made by the Supply Base Manager – Dampier in consultation with the PPA.
8. Oil skimmers can be used in the event that the spill is contained and hydrocarbon in nature. These may be requested through the PPA.
9. Following consultation with the HSE team, any impacted rock, soil or other materials are to be removed for future remediation or disposal as per Controlled Waste requirements. Where TEM considers it necessary to validate, testing in the spill-affected area will be undertaken to ensure the contaminated soil has been completely removed. The affected area will be monitored to determine the effectiveness of the removal;
10. If the spilled material is still evident, repeat steps 7 to 8 until the spill is completely cleaned up;
11. Spill kits will be replenished where necessary following use;
12. The HSE team should immediately be notified of injured fauna (birds, turtles, mammals, reptiles and/or fish). Any injured fauna should be monitored until actions for their capture and care are provided by the HSE team;

Further monitoring of the area may be required, and will be determined through consultation with the DWER, the PPA and other relevant stakeholders.

## 10. Spill Actions – Controlled Waste

In the event of a spill involving controlled waste that discharges at any location other than a disposal site TEM shall notify the Department of Environment Regulation (DER Office hours 9am – 5pm) Pollution Response

Hotline immediately on 1300 784 782 (24hrs a day 7 days a week) – Controlled Waste Branch 6467 5299. This shall be reported by the Operations Manager or Supply Base Manager - Dampier.

Local consignments involving controlled waste spills should be remediated by a licensed controlled waste company either Toxfree (08 9185 5333 or A/hours [REDACTED]) or Transpacific (08 9185 6111 or Emergency No. 1800 774 557). Road Freight Subcontractors involved in a controlled waste spill shall notify the Operations Manager on duty immediately by calling 0417 367 127.

Additional contact numbers in case of emergency to be contacted by TEM where relevant, include:

- Emergency Services – 000
- Poisons Information line – 13 11 26
- Water Corporation – 13 13 75
- DWER Controlled Waste Tracking and Permitting Section (Business hours only) – 6467 5299.

## 11. Spill Clean-Up

In the event of a minor spill, the area supervisor is to assess the level of risk: product type, quantity spilled and whether emergency response is required.

Where an emergency response is required, the area supervisor is to contact the ERTL to determine an appropriate level of response.

Check cause and stop source of spill when possible without undue risk of personal injury. If the nature of the spill material is unknown, evacuate the area immediately.

If an emergency response is required, initiate a muster as per *HSE-14-PLA-GLO-TRE-MOG-DSB-605 Emergency Response Plan – TDSB* and seek external services.

- ISS can be contacted 24 hours/ 7 days per week:  
Telephone Number: 1300 131 001 or 1800 639 621

Any person exposed to the dangerous goods should be considered as potentially contaminated and treated appropriately. First aid shall be administered and medical checks arranged, as appropriate.

If an emergency response is not required, the following process shall be followed:

- SDS is to be referred to prior to cleaning up spill and appropriate PPE is to be worn (i.e. rubber gloves, safety glasses, etc.).
- Spill is to be contained first to stop the spreading of the spill. Absorbent material (mini booms, pads or sawdust/ “Kitty Litter”) is to be spread around the perimeter of the spill.
- If the spill is adjacent to any drain cover or near a drain/ watercourse adjacent to the roadside, ensure that the spill does not enter that drain/ watercourse.
- Use appropriate absorbents to soak up spill. There is an emergency response trailer in DSB yard 4 and all other yards have a yellow emergency spill kit. Details and locations of kits are detailed in Table 1, section 4.1.
- When absorbent material/pads have soaked the entire spill, remove the absorbent pads/material and place into plastic rubbish bags for disposal as per SDS instructions
- If spill still remains, repeat steps until spill is cleaned.
- In the case of a diesel spill occurring on bitumen, the absorbent material shall be placed on the spill immediately and replaced every 3-4 hours over the first 24 hours (where personnel are present to complete the task), and every day thereafter until all evidence of the spill has been removed.
- Order replacement spill kit stock.

## 12. Training and Drills

The TEM will train personnel to manage spills in accordance with *HR-05-LST-GLO-TRE-ALL-250 Skill Sets Matrix*. Personnel will be trained in the use of spill kit materials and spill response actions.

Spill exercises will be completed as per the *HSE-14-PLA-GLO-TRE-MOG-DSB-605 Emergency Response Plan – TDSB*.

## 13. Reporting

All spills shall be recorded and reported as incidents in accordance with *HSE-14-PRO-ALD-ALL-001 Incident Management and Reporting*. The incident report should be created in consultation with any area personnel that caused or first noticed the spill. It will then be entered into the RISC (IMS) system for action tracking and close-out.

The TDSB has specific requirements for spill reporting as a Port Facility, which are outlined within *OPS-12-PLA-GLO-TRE-UOG-DSB-603 Environmental Management Plan - TDSB*.