

INCIDENT MANAGEMENT PLAN

IMP and PIRMP

Horticultural Products Production Facility

Contents

1. Introduction ..... Page 3
2. Objectives ..... Page 3
3. Principles ..... Page 3
4. What is an incident ..... Page 3
5. Roles and Responsibilities ..... Page 4
6. Training in the use of this incident plan ..... Page 4
7. Reporting and communication ..... Page 6
8. Harm minimisation ..... Page 6
9. Review ..... Page 7
10. Debriefing ..... Page 7
11. Resources ..... Page 7
12. Hazard Identification, risk Assessment and Control ..... Page 8
13. Generic Incident Procedure ..... Page 9
14. PIRMP Testing ..... Page 10
15. Company Incident Contact List ..... Page 10

Appendix 1 SIP – Spill or Pollution (ANL Management) ..... Page 11

Appendix 2 SIP – Spill or Pollution for Drivers ..... Page 14

Appendix 3 SIP – Vehicle Accidents ..... Page 15

Appendix 4 SIP – Injury ..... Page 17

Document Register… ..... Page 18

1. Introduction

This Incident Management Plan (IMP) incorporating the Pollution Incident Response management Plan (PIRMP) has been developed to manage incidents relating to Australian Native Landscapes employees and sub-contractors at the Badgerys 's Creek Horticultural Products Production Facility (HPPF)

. The IMP is underpinned by the objectives and principles detailed below. It will cover;

- Roles and responsibilities
- Training
- Reporting and communication
- Review process
- Debriefing
- Resources
- Procedures

2. Objectives

The objectives of this plan are:

1. To quickly and safely manage an incident
2. To ensure that we recover from incidents as quickly as possible
3. To minimize the likelihood and impact (risk) of incidents
4. To report all regulatory and contractual requirements within specified timeframe.

3. Principles

The principles behind this plan are:

- Recovery is just part of incident planning
- Risks in the SIP's are assessed for both probability and impact
- Incident plans must be reasonable, practical and achievable
- All personnel understand their roles and responsibilities during an incident.

In other words, we are not planning for *every* possibility. A review process will be undertaken after each incident to determine the effectiveness of the plan.

4. What is an incident?

An incident is an event that occurs during normal operations that has potential or does cause negative impact on the environment, people or plant. An example of an incident is a loader colliding with a transport vehicle or a "near miss" of the same description will be considered an incident as well. An Incident can also be described as 'anything outside of normal working activities that have or may have a negative impact on the operation or reputation of Australian Native Landscapes.

5. Roles and Responsibilities

Title	Roles and Responsibility
Truck Drivers	Follow the relevant ANL Standard Incident Procedure (SIP) for the incident.
Loader Operators	Follow the relevant ANL Standard Incident Procedure (SIP) for the incident.
Labourers	To follow the direction of the ANL supervisor in control of the incident.
Site Manager	Initial reporting of the incident to BSC and ANL management, Conduct debrief.
Asset and Risk Manager	Compile final report and conduct/review risk assessments if applicable.
Senior Management	Review all incidents and approve any changes to the plan.

6. Training in use of this Incident plan

Australian Native Landscapes will train all employees at the induction stage into this Incident Management Plan and Procedures, before commencing work. When an incident is reviewed and procedures are changed, ANL will ensure that all employees are further trained and updated. This training will be achieved through specific toolbox talks or re induction conducted by supervisors and documents issued by the ANL document controller.

Training shall include the following for Managers & drivers/operators;

<u>Management</u>

- Incident Management Plan (ANL.IMP/PIRMP1)
- Checklist for Incidents and Incident Log (*Document No ANL.CI1*)
- Incident Investigation Form (*Document No. ANLSW.IIF1)*
- SIP- Spill for Drivers (*Appendix 2*)
- SIP –Spill (ANL Management) (*Appendix 1*)
- SIP – Vehicle Accidents (ANL Staff and Sub-contractors) (*Appendix 3*)
- SIP – Injury (ANL Staff and Sub-contractors) (*Appendix 4*)

<u>Drivers/Operators</u>

- SIP- Spill for Drivers (*Appendix 2*)
- SIP – Spill (ANL Management) (*Appendix 1*)
- SIP – Vehicle Accidents (ANL Staff and Sub-contractors) (*Appendix 3*)
- SIP – Injury (ANL Staff and Sub-contractors) (*Appendix 4*)

7. Reporting and Communication

The reporting structure with regards to Incident reports will be as follows

1. ANL will supply an initial report within 24hrs of an Incident occurring.
2. This initial report will be based upon information obtained from our employees and or sub-contactors incident reports, which are included in our Induction process for staff.
3. The report will be compiled by ANL Management.
4. As a general rule Points 3 would form the basis of these Progress Reports
5. Investigations into Incidents will be led by our Asset & Risk Manager.
6. These Investigations will be formal in nature and the aim will be to ascertain what caused the incident and to remove the risk of re-occurrence. (A copy of an earlier report is attached)
7. Senior ANL management will be kept fully informed of the progress of each investigation.
8. The investigation would normally be completed within 5 days of an Incident occurring, however this may vary and if any variation is required, Blayney Shire Council will be consulted.

8. Harm Minimisation

There are several ways how an identified risk of harm to human health is able to be reduced in the event of a pollution incident at the Site including:

1. Implementation of the Emergency Action Plan (see below) which details evacuation and alarm requirements;
2. Utilisation of the Hazard Identification Form to document potential WHS and environmental hazards
3. Toolbox meetings, held daily where the day's tasks and any potential WHS or environmental hazards are raised;
4. Daily site monitoring;
5. Emergency response training for new staff and ongoing training for all staff;
6. Provision of fire fighting equipment at Site and trained first aid staff and wardens.

EMERGENCY ACTION PLAN

Australian Native Landscapes maintains a site evacuation plan that shows:

- The signal used to effect an evacuation
  3 x 5 seconds on an air horn (repeated 3 times) & announcement over UHF radios.
- The route to be followed from any location on site (diagrams provided at various locations around Site)
- The marshalling point where all persons on site will be accounted for (diagrams provided at various locations around Site).

In the case of emergency contact Emergency Services – 000 (fire, unsafe condition, accident, hazard situation, chemical spillage etc.) giving the following details:

- Type of incident
- Exact location of incident
- Estimated number of casualties
- Are casualties trapped or free

- Details of injuries

The Company Emergency Controller/Site Manager shall

- Check that a First Aid attendant has been directed to the accident.
- Check whether ambulance, fire brigade (if necessary) has been called to the accident.
- Post a person at the gate to guide ambulance or fire brigade to accident scene.
- Undertake a head count and if necessary evacuate accident scene. Evacuation muster point is the front gate, matins road.
- Prepare an accident report.

The Company will maintain a register of attendance for:

- All Company workers on site
- All workers of sub-contractors
- All visitors – via The Site Office.

NOTE: Emergency drills to be conducted six monthly..

- Drills could consist of Emergency evacuations, fire, flood or bomb threats etc.

9. Review

ANL Senior Management will review the treatment of each incident after they occur and update the incident procedure for the particular incident where necessary. This will happen within seven days of the debrief meeting. On an annual basis ANL Senior Management will conduct a complete review of the Incident Management.

10. Debriefing

ANL will a conduct debrief meeting within 5 days of an incident. Debriefs will be conducted with Managing Director, Site Manager, and where required, the HESQ Systems Manager, Asset and Risk Manager. Chairperson, minutes and any person required to attend the debrief meeting will be allocated by the Site Manager. A 'debrief report' will be generated with action items raised to address controls and the appropriate person/s responsible nominated and time for completion decided at the meeting.

11. Resources

- First Aid Kit
- Communication (mobile phones, UHF Radio, Email)
- Checklist for Incidents and Incident Log (*Document No ANL.CI1*)
- Incident Notification Form (*Document No. ANL.INF1*)
- Incident Investigation Form (*Document No. ANL.IIF1)*
- SIP- Spill or pollution for Drivers (*Appendix 2*)
- SIP –Spill or pollution (ANL Management) (*Appendix 1*)
- SIP – Vehicle Accidents (ANL Staff and Sub-contractors) (*Appendix 3*)
- SIP – Injury (ANL Staff and Sub-contractors) (*Appendix 4*)

12. Hazards Identification, Risk Assessment and Controls

HIDRAC – References

The below lists the risk assessment, conditions, and controls located within the HIDRAC No BC001 issue date 23/08/2024 Version 6 Document No ANL.BC HIDRAC001

Hazard Prompts – Environmental Reference Pg.1 HIDRAC001

- Air quality
- Odours
- Dust
- Atmospheric emissions
- Surface water
- Drainage and water quality
- Pollution of local water system
- Waste/hazardous waste generation/disposal
- Visual impacts
- Land use
- Impacts on flora
- Impacts on fauna
- Contamination from spills
- Noise impacts
- Litter - Waste & hazardous waste
- Hazardous substances

Environmental Hazards/Aspects References HIDRAC001

Hazard/Aspect	Risk/Impact	HIDRAC Pg No
Fire	Environmental Impact *pollution, spills*	4,5,6,7,10,14,16,18,20,24,25,27,29,30,34, 35,36,39,40,41,43,49,
Dust	Environmental Impact *dust leaving site*	10 Refer SWMS027
Colourant	Environmental Impact *spillage*	11
Excessive Noise	Environmental Impact *Impact to neighbours*	11,57
Excessive use of landfill	Environmental Impact *Landfilling of recyclables*	12
Exposure to Bio-Solids	Environmental Impact *Unplanned released into environment*	50
Land Use	Environmental Impact *Disruption to local environment*	53
Ground water	Environmental Impact *Leachate contaminating ground water*	53
Surface water- drainage &	Environmental Impact	54

water quality	*Drainage into local water ways*	
Ecology, Flora & Fauna	Environmental Impact *Disruption to native plants & animals*	54
Air quality	Environmental Impact *Effect on neighbours*	55
Odour	Environmental Impact *Local neighbour disturbance*	56
Emissions	Environmental Impact *Excessive degrading of air quality*	57
Litter – Waste & hazardous waste	Environmental Impact *Damage to local environment* *Local neighbour disturbance*	58
Hazardous substances	Environmental Impact *Damage to the environment*	65,66,67,69,70,71,72,73,74,75,76,77,78,

13. Generic Incident Procedure

- Drivers, loader operators and sub-contractors are to inform the Site Manager immediately an incident occurs following the relevant SIP.
- Site Manager to start a log of the incident using the *Checklist for Incidents and Incident Log* (*Document No ANL.CI1*).
- Site Manager to determine the extent of the incident and impacts on the environment.
- Site Manager to inform ANL Senior management of the incident.
- If there is potential to impact the environment, community or traffic flow, Site Manager to inform DECCW and Police.
- Roles and responsibilities will be allocated as required by Site Manager.
- ANL Management assigned to attend site adopting role of Site Manager.
- Site Manager to organise equipment and resources.
- Site manager will ensure site safety warn traffic of hazard (if a biosolids spill) and prevent biosolids from entering waterways or drains if necessary.
- Site manager will co-ordinate and liaise with other agencies/services onsite (RTA, Police, Councils, DECCW) involved in the management of the incident.
- Site Manager to obtain required assistance.
- ANL to conduct an investigation and debrief of the incident within 5 days.

Related SIP's to this procedure;

- Spill (Appendix 1)
- Spill for Drivers (Appendix 2)

- Vehicle Accident (Appendix 3)
- Injury (Appendix 4)

Related Documents;

- Checklist for Incidents and Incident Log *(ANL.CI1)*
- Incident Notification Form *(ANL.INF1)*
- Incident Investigation Form*(ANL.IIF1)*
- Final Incident report (ANL.FIR1)
- Induction / Training Record

14. PIRMP Testing

The PIRMP must be tested every 12 months and within one month of any pollution incident that causes or threatens material harm to the environment.

TEST DATE	MANAGER	RESULT	METHOD	REVIEW DATE
28/10/2026	Andrew Schlick	Pass	Desktop	08/09/2027

15. Company Incident Contact List at Badgerys Creek Horticultural Products Production Facility (HPPF)

In the event of an incident one of the listed personnel are to be notified immediately. This ideally will be the primary contact that will then oversee the management of the incident.

The Primary or Secondary incident contact will then notify key company personnel of the incident that has occurred.

Name	Primary Contact Number	Other Contact Number
Andrew Schlick General Manager	0407 249 559	(02) 9450 1444

APPENDIX 1

STANDARD INCIDENT PROCEDURE
Pollution Incident Response Management Plan

SPILL or POLLUTION INCIDENT (ANL MANAGEMENT)

DESCRIPTION: To quickly and safely manage a spill or pollution event
SCOPE: This procedure refers to Australian Native Landscapes Management Staff only.
REFERENCES: Company Incident Contact List (refer page 7)
Checklist for Incidents and Incident Log *(ANL.CI1)*

Community Communication: www.twitter.com/ANL1971

Inventory of potential on site pollutants

Potential Pollutant	Max quantity on site	Storage type	Site Location (on Map)	Likelihood of Impact to environment
Engine Coolant	200L	Purpose built bunded storage	1	Very Unlikely
Hydraulic oil	1000L	Purpose built bunded storage	1	Very Unlikely
Engine oil	1000L	Purpose built bunded storage	1	Very Unlikely
Gear oil	200L	Purpose built bunded storage	1	Very Unlikely
Transmission oil	200L	Purpose built bunded storage	1	Very Unlikely
Degreaser	200L	Purpose built bunded storage	1	Very Unlikely
Brake fluid	25L	Purpose built bunded storage	1	Very Unlikely
Grease drum	1 (200L)	Purpose built bunded storage	1	Very Unlikely
Diesel	50,000L	Self bunded tank.	2	Very Unlikely
Leachate dam	Approx 7Ml	Pupose built dam	3	Very Unlikely
Biosolids Land Application backup hardstand	5,000T	Bunded hardstand	4	Very Unlikely



PROCEDURE:

1. Inform all spills or pollution event to Site Manager immediately (see Company Incident Contact List)
2. Site Manager to start maintaining a log of the incident. Use *Checklist for Incidents and Incident Log.*
3. Site Manager to determine the extent of the spillage and the impact of the spillage depending on the location, amount and weather conditions. Advise not to move the vehicle if movement will cause more spillage.
4. Site Manager to inform Managing Director. If there is potential impact on the environment, traffic flow or community then Managing Director to inform the following;

NOTE: The law requires us to report pollution incidents to multiple authorities immediately.

- Determine if the incident will cause or have the potential to cause environmental harm.
- Call 000 if the incident presents threat to human health or property.
- If the incident does not need an emergency service you should inform all the authorities below immediately in this order.

1. EPA Environment line - 131 555
2. Ministry of Health - 9816 0589 (office hrs) 0411 264 070 or 0402 703 928 (after hrs)
3. Safe Work - 131 050
4. The relevant local council (Liverpool Council)
5. Fire & Rescue NSW - 000

5. Site Manager shall advise Managing Director and discuss the allocation of incident roles and responsibilities (if necessary) and the incident category as well as escalation requirements.
6. Managing Director to organise and check that Site Manager has necessary equipment/resources & advise community via twitter.
7. Site Manger will ensure site safety, warn traffic of hazard and prevent spilled material getting into waterways and drains (if necessary).
8. Site Manager shall coordinate/liaise/support with other agencies/services onsite (RTA, Police, Councils, DECCW) involved in the management of the incident.
9. Site Manager to obtain required assistance from ANL Management (sand, sawdust, absorbing material, personnel, equipment & machinery) for cleanup. (refer to Company Incident Contact List)
10. ANL Management of progress of incident.
11. ANL to conduct an investigation and debrief of the incident within 5 days.

APPENDIX 2

STANDARD INCIDENT PROCEDURE

Pollution Incident Response Management Plan

SPILL / POLLUTION INCIDENT FOR DRIVERS

DESCRIPTION: To quickly and safely manage a spill.

SCOPE: This procedure refers to Australian Native Landscapes Drivers and Sub-Contracted Drivers.

REFERENCES: SWMS – Working With Biosolids

NO COMMENTS ARE TO BE MADE TO THE MEDIA
MEDIA TO BE HANDLED BY ANL MANAGING DIRECTOR

1. Inform all spills to Site Manager immediately (see contact list below). If Site Manager is not available then inform the next person on the list.
2. Truck drivers/ Transport Company representative shall ensure site safety, warn traffic of hazard until either a representative from ANL Management or other authorities arrive (Police, Fire, DECCW etc)
3. Do not move the vehicle if movement will cause more spillage unless instructed by authority.
4. Prevent spilled material from getting into waterways and drains (bank with sand/earth/sawdust)
5. Ensure that cleanup using dry material only. Do not wash spilled material with water.
6. Obtain required assistance (sand/earth/sawdust/machinery or personnel) for cleanup.
7. Investigate and report to Australian Native Landscapes ASAP.
8. No Comments are to be made to the media. Media to be handled by ANL Managing Director.

Australian Native Landscapes – Contact List

Position	Contact Number
General Manager Andrew Schlick	Mobile 0407 249 559

APPENDIX 3

STANDARD INCIDENT PROCEDURE

VEHICLE ACCIDENTS (FOR ALL ANL STAFF AND SUB-CONTRACTORS)

DESCRIPTION: What to do in case of vehicle accidents.
SCOPE: This procedure refers to Australian Native Landscapes Staff and Sub-contractors.
REFERENCES: Company Incident Contact List (refer page 7)
Checklist for Incidents and Incident Log *(ANLSW.CI1)*

PROCEDURE:

At Accident Site

1. If anyone is injured, follow SIP – Injuries.
2. Turn Ignition off. Turn hazard lights on.
3. Check for occupants in all vehicles involved and determine number and severity of casualties if any.
4. Contact emergency services if required. Dial 000 or 112 (mobile phone) or use UHF radio. If unsuccessful try to flag down a passing vehicle or walk to nearby house, shop or building. This decision will depend on the state of any casualties, distance and weather conditions.
5. Police should be called if:
    a. A person is injured
    b. There is damage to property
    c. The vehicle is not driveable
    d. Driver of any vehicle is suspected to be under the influence of alcohol or drugs.
    e. otherwise the accident should be reported to the nearest police station within 24 hours of the incident
6. Vehicle may be moved if there are no injuries and the vehicle does not need towing
7. Contact Site Manager/Transport Manager
8. Site Manager to begin an incident log using Checklist for Incidents.
9. If other parties involved, DO NOT admit liability, obtain the details as follows:
    a. Make of vehicle/s involved
    b. All registration numbers
    c. All drivers names and addresses
    d. All licence numbers
    e. Insurance Companies
    f. Names and addresses of any witnesses
    g. Photos of incident/damage to other vehicles.
10. Driver to contact Transport Manger and inform them of the accident details.
11. Stay with vehicle (including when the vehicle is towed).
12. Give appropriate updates to Transport Manager where possible and make arrangements with them to pick up affected staff if necessary.

At the office Badgerys Creek Horticultural Products Production Facility (HPPF)

1. When call comes regarding an incident, obtain and record details of the incident using Checklist for Incidents.
2. Transport Manager who will start an incident log and inform Managing Director.
3. Transport Manager or nominated person to inform next of kin (if persons affected have not already done so)
4. ANL Senior Management of progress of incident.
5. ANL to conduct an investigation and debrief of the incident within 5 days.

APPENDIX 4

STANDARD INCIDENT PROCEDURE

INJURY (FOR ANL STAFF AND SUB-CONTRACTORS)

DESCRIPTION: To quickly render aid to an injured person.
SCOPE: This procedure refers to Australian Native Landscapes Staff and Sub-contractors.
REFERENCES: Company Incident Contact List (refer page 7)
Checklist for Incidents and Incident Log *(ANL.CI1)*

PROCEDURE:

1. If you are the first aider at the accident site:
    a. Check for danger
    b. Remove danger from victim or remove victim from danger
    c. Check for any response to determine conciseness
    d. Check the airway
    e. Check for breathing
    f. Check for a pulse and control any bleeding
    g. Make injured person is comfortable. Cover face/wound to prevent debris access
2. Contact emergency services if required. Dial 000 or 112 for mobile phones or use UHF radio. For field injuries emergency services should be contacted either directly or by informing the land owner via 2 way radio.
3. Alert Site Manger as soon as possible. Site Manager shall arrange for a staff member to wait at the entrance of the accident site and direct the Ambulance to injury area.
4. When call is made by ANL employee or sub-contractor to Site Manager a record of details and log will be maintained using the Checklist for Incidents.
5. Site Manager shall advise Managing Director and discuss roles and responsibilities.
6. The following information should be recorded in an incident log:
    a. Approximate time incident occurred
    b. The time and type first aid was administered
    c. Ambulance destination (if required)
    d. All other relevant actions.
7. Asses the extent of the injury, if necessary all other traffic and activities likely to hinder the paramedics are to be ceased or diverted from the area.
8. Site Manager or nominated person should contact next of kin if persons affected have not already done so.
9. ANL Senior Management of progress of incident.
10. ANL to conduct an investigation and debrief of the incident within 5 days.

CONTROLLED DOCUMENT

Version Number: 1.9

Document Author/s:

Reviewed By: Andrew Schlick

Approved By: Patrick Soars

Review Period: 1 year

Revision Control Chart:

Version Number	Date Revised	Amended Page(s)	Brief Description of Change	Changes made By:
1.6	30/12/2024	0	No changes	Andrew Schick
1.7	08/04/2025	Document	Document update	Andrew Schick
1.8	08/09/2026	Document	Document update	Andrew Schlick
1.9	28/10/2026	Document	Document update	Andrew Schlick