

Site Incident Management Plan (SIMP);
contains Pollution Incident Response
Management Plan (PIRMP)
requirements

Chullora Bulk Materials Recycling Centre
(Gate 1 Worth St, Chullora)

Version control

	Change from previous	Date	Comment
0.1	Initial Draft	01/03/11	Preparation - Draft for Consultation
1.0	First	01/08/11	
2.0	Inclusion of Pollution Incident Response Management Plan requirements	13/08/12	Items included to meet the requirements of Part 5.7A of the Protection of the Environment Operations Act 1997
2.1	Rebranding - Sydney Trains	26/06/13	
2.2	Document Update	18/09/17	Update Contacts
2.3	PIRMP & Document Update	01/11/19	Preparation - Draft for Consultation
2.4	Document Update	21/02/21	Final amendments post Consultation
2.5	Document Update	18/07/23	Details Updated

Plan approval

This Site Incident Management Plan has been reviewed and approved by:

Name	Position	Date
	Manager Bulk Materials Recycling Centre	Jul 23
	Manager Bulk Materials Supply Chain	Jul 23

24-hour Contact Details and persons responsible for all communications

Name	Position	Phone
	Manager Bulk Materials Recycling Centre	
	Manager Bulk Materials Supply Chain	
Rail Management Centre (RMC) – 'Rail'	Shift Manager SEQR (Authorised to contact relevant authorities)	93791743
Injury & Incident Hotline – 'Non Rail'		1800 772779

Relevant Authorities Contact Details

Authority	Phone
EPA	131555
Sydney Water	132090
Bankstown Council	9707 9999
Strathfield Council	9748 9999
NSW Ministry of Health - SW Parramatta PHU	9840 3603
SafeWork NSW	131050
Fire and Rescue NSW – Emergency Incident	000
Fire and Rescue NSW – Manageable Incident (not requiring NSWFB site attendance)	1300 729579

Note: If the situation warranted calling 000 as a first point of notification, you do not need to ring Fire and Rescue NSW again.

PIRMP requirements Test Dates

Date	Staff Present during Test
01/11/22	

Contents

1. Purpose and scope	4
2. Background	5
3. Overview	5
3.1 Emergency Planning Committee (EPC)	5
3.2 Emergency Control Organisation (ECO) team.....	6
3.3 Emergency Control Organisation (ECO) team – roles and responsibilities.....	6
3.4 Potential Incident Situations.....	11
3.5 Development of Site Incident Management Plan.....	12
4. Key elements and considerations	13
4.1 Evacuation options	13
4.2 Assembly area	14
4.3 Site Incident Notification	14
4.4 Control and coordination.....	16
4.5 Occupants and visitors with a disability	16
4.6 Refuges	16

4.7	Personal effects	16
4.8	Media response.....	16
4.9	Dangerous Goods	16
4.10	Evacuation diagram.....	16
4.11	Emergency response exercises.....	16
4.12	Debriefs	17
4.13	Site Inspections.....	17
4.14	Reporting site incidents	17
4.15	Emergency equipment and inspection schedules.....	18
4.16	Training / briefing.....	20
4.17	Skill Retention	22
5.	Review local plan.....	22
6.	Definitions	22
7.	References	24
8.	Appendices	25
Appendix A	: Evacuation Diagram	25
Appendix B	: Fire extinguishers (AS 2444).....	26
Appendix C	: Contact list for tenants and adjoining facilities	Error! Bookmark not defined.
Appendix D	: Evacuation Observation form.....	27
Appendix E	: Phoned Threat Checklist.....	27
Appendix F	: Dangerous Goods	27
Appendix G	: Incident Response Guide.....	27
Appendix H	: Site Incident Identification	27
Appendix I	: Personal Emergency Evacuation Plan (PEEP).....	27
Appendix J	: Pollution Incident Notification.....	27

1. Purpose and scope

This document provides information and instructions to enhance the safety of staff, adjoining neighbours and visitors on-site at the Chullora Bulk Materials Recycling Centre located at Gate 1, Worth Street, Chullora during emergency situations.

This document sets out procedures to cover emergency incidents, pollution incidents and controlled evacuation of the site until the appropriate emergency service agency arrives to take control, at which time response personnel will work in conjunction with that agency.

This document aims to provide guidance for:

- actions and procedures that are required to be followed when faced with an environmental incident,
- preparing the site for response and recovery arrangements relating to incidents and emergency situations; and
- identifying the roles and responsibilities at the site for incident management and emergency response, and

- forming an Emergency Planning Committee (EPC) and an Emergency Control Organisation (ECO) and determining procedures in the Site Incident Management Plan (SIMP).

This document applies to Sydney Trains management responsible for a site, and all occupants at the site including visitors, tenants and adjoining facilities.

2. Background

Preparing for emergency situations greatly reduces the risk of injury, illness, and fatalities, and may limit the damage done to infrastructure and surrounding areas. Well-developed and rehearsed emergency plans assist staff and Emergency Control Organisation (ECO) teams to respond quickly and effectively to an incident.

This document aims to satisfy legislative and regulatory requirements such as the Work Health Safety Act (NSW) 2011 and Regulations, the Treasury Managed Fund for Self Insurers and AS 3745 (Planning for Emergencies in Facilities).

Additional processes and information have been included to meet the requirements of Part 5.7A of the Protection of the Environment Operations Act 1997 and the Protection of the Environment (General) Regulation 2022.

3. Overview

This Site Incident Management Plan & Pollution Incident Response Management Plan includes the following:

- the organisational arrangements, systems and strategies relating to emergency events,
- details of the site hazard assessment,
- overall control and coordination arrangements for response to identified emergency events,
- the agreed roles and responsibilities of the Emergency Control Organisation (ECO) team and occupants of the site in preparation for, during and after an emergency event,
- the incident management procedures
- evacuation strategies for occupants with a disability,
- the evacuation diagram,
- activities for preparing for, and prevention of emergencies, such as training, and maintenance, and
- recovery activities

3.1 Emergency Planning Committee (EPC)

The EPC for Bulk Materials will meet annually and will consist of:

- Manager Bulk Materials Recycling Centre
- Manager Bulk Materials Supply Chain

The EPC is responsible for:

- development and review of this Site Incident Management Plan,
- identifying external and internal hazards that could reasonably produce emergency situations and assessing the associated risk, and
- treating the identified risks by overseeing the development of documented incident procedures.

3.2 Emergency Control Organisation (ECO) team

The Emergency Control Organisation (ECO) team is responsible for responding to site incidents.

The ECO team for Chullora Recycling Centre consists of a Chief Warden, Area Warden and First Aid Officers.

3.3 Emergency Control Organisation (ECO) team – roles and responsibilities

Table 1 ECO team– roles and responsibilities

Chief Warden	Depot Manager
Floor/Area Warden	Weighbridge staff / Site Foreman
Warden	Nil
First Aider	Depot Manager and weigh bridge operator

ECO Team members must:

- be physically capable of performing their duties,
- have leadership qualities and command authority,
- have good decision-making skills and be capable of remaining calm under pressure,
- be familiar with their areas of responsibility during an incident,
- have working knowledge of the site/building layout,
- have clear diction and be able to communicate with the majority of site occupants and visitors,
- be willing and able to undergo relevant training.

Role	Contact details	Pre emergency	Emergency	Post - emergency
Chief Warden	Site Manager	<ul style="list-style-type: none"> • Maintain a current register of ECO team; • Replace ECO team member when a position becomes vacant; • Conduct regular exercises; • Make sure that emergency procedures are kept up to date; • Attend meetings of the EPC, as appropriate; • Make sure personal ECO identification is available; and • Attend training and regular exercises as required by the EPC. 	<ul style="list-style-type: none"> • On the notification of an emergency, respond and take control, as appropriate; • Ascertain the nature of the emergency and implement appropriate action; • Make sure that the appropriate Emergency Service has been notified; • Make sure that floor or area wardens are advised of the situation; • If necessary, after evacuation of the situation, initiate an action plan in accordance with incident response procedures and control entry to the affected areas; • Monitor the progress of the evacuation and record any action taken in an incident log; and • Brief Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions. 	<ul style="list-style-type: none"> • When the emergency incident is rendered safe or when Emergency Services return control, notify the ECO members to have occupants return to their site, as appropriate; • Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service; and • Compile a report for the EPC and management.

Role	Contact details	Pre emergency	Emergency	Post - emergency
Area Warden	Site Foreman	<ul style="list-style-type: none"> • Confirm sufficient wardens for area of responsibility; • Coordinate the completion of PEEP documentation; • Report on deficiencies of emergency equipment; • Make sure that wardens have communicated incident management procedures to all occupants within their nominated areas; • Make sure that occupants are aware of the identity of their wardens; • Coordinate safety practices (e.g. clear egress paths, access to first-attack equipment and disposal of rubbish) by wardens throughout their area of responsibility; • Attend training and regular exercises as required by the EPC; and • Make sure personal ECO identification is available. 	<ul style="list-style-type: none"> • Implement the incident response procedures for their floor or area; • Make sure that the appropriate Emergency Services have been notified; • Direct wardens to check the floor or area for any abnormal situation; • Commence evacuation if the circumstances on their floor or area warrant this; • Communicate with the Chief Warden by whatever means available and act on instructions; • Advise the Chief Warden as soon as possible of the circumstances and action taken; • Co-opt persons as required to assist a warden during an emergency; and • Confirm that the activities of wardens have been completed and report this to the chief warden. 	<ul style="list-style-type: none"> • Compile a report for the actions taken during the emergency for the debrief.

Role	Contact details	Pre emergency	Emergency	Post - emergency
Warden	Site Forman	<ul style="list-style-type: none"> • Make sure that all occupants are aware of the incident management procedures; • Carry out safety practices (e.g. clear egress paths, access to first-attack equipment and disposal of rubbish); • Make sure personal ECO identification is available; • Attend training and regular exercises as required by the EPC. 	<ul style="list-style-type: none"> • Act as floor or area wardens(if required); • Operate the communications system(s) in place; • Check that fire doors and smoke doors are properly closed; • Close or open other doors in accordance with the incident response procedures; • Search the floor or area to make sure all persons have evacuated. This function is of greater importance than a later physical count of those evacuated; • Make sure orderly flow of persons into protected areas, for example, stairwells; • Assist occupants with disabilities; • Act as leader of groups moving to nominated assembly areas; and • Report status of required activities to the floor or area warden on their completion. 	<ul style="list-style-type: none"> • Compile a report for the actions taken during the emergency for the debrief.

Role	Contact details	Pre emergency	Emergency	Post - emergency
First Aid Officer(s)		<ul style="list-style-type: none"> • Hold a current First Aid certificate of competency; • Make sure First Aid boxes are fully equipped; and • Participate in Incident management rehearsals. 	<ul style="list-style-type: none"> • Seek advice from wardens to determine if the environment is safe to provide first aid; • Assist and treat the ill or injured if safe to do so; • Attend to victims until Emergency Services arrive; and • Record names and details of injured. 	<ul style="list-style-type: none"> • Compile a report for the actions taken during the emergency for the debrief.

Note



Site Incident Management Plans vests all wardens with the authority to require people to evacuate the site and all applicable buildings in emergency situations.

Note



In the event of an incident, wardens with first aid qualifications are not required to perform first aid until the evacuation is complete and they are no longer required to fulfil warden responsibilities.

3.3.1 Communication protocols between ECO team and the Line Manager in relation to sick leave, annual leave, secondments, resignations, relocations and replacements

If an ECO team member is unavailable for any reason, the relieving employee in that position will assume all associated ECO and EPC responsibilities. Relieving personnel must be trained by the position incumbent in all aspects of their responsibilities

If an ECO team member is unavailable for any reason, the relieving occupant in that position shall assume all associated ECO and EPC responsibilities. Relieving occupant is trained by the position incumbent in all aspects of their responsibilities, e.g. the Chief Warden has inducted and trained the relieving position in the role requirements of the Chief Warden position.

3.3.2 Handover responsibilities during the course of an incident

An Emergency Service agency may assume control of an emergency incident. The Site/Incident Controller (a Police Officer for multi-agency response) is in charge of all personnel on-site. Reporting to the Site/Incident Controller are Agency Commanders (Police, Fire Brigade, Ambulance Service, Rail or other response agencies).

The Rail Commander is responsible for onsite rail industry personnel, including changeover of staff and delegation of duties. The Rail Commander directs Rail Response Teams including the Sydney Trains Emergency Response Unit (RERU). RERU is responsible for assisting the Emergency response agencies by providing resources and relevant rail knowledge. The handover to the Rail Commander by the Chief Warden shall include:

- the status of the incident response,
- emergency Control actions taken,
- details of response personnel and casualties on-site,
- communication between Emergency Services agencies and Sydney Trains response teams,
- unusual on-site hazards, including electrical hazards, structural, or environmental.

3.3.3 Protocols for handing back control when emergency services leave the site

Upon conclusion of the emergency response the Site/Incident Controller hands back control to the Sydney Trains Rail Commander or other. Post-incident actions to be undertaken by the ECO include:

Name and role	Post-incident response actions
Chief Warden	<ul style="list-style-type: none">• Notify Wardens and Area Wardens that occupants may return to the facility, as appropriate,• Organise a debrief with ECO personnel and Emergency Services,• Arrange for staff support as required, e.g. trauma counselling,• Collate a record of events,• Compile a report• Ensure evidence and records are secure for future reference.
Warden/Floor Warden	<ul style="list-style-type: none">• Compile a report of actions taken during the incident for the debrief.
First Aid Officers	<ul style="list-style-type: none">• Compile a report of actions taken during the incident for the debrief.

3.4 Potential Incident Situations

A hazard assessment has to be developed and shall be reviewed regularly by the EPC at annual meetings or additionally as required. A hazard assessment record shall be kept on location and made available on request

The hazard assessment of the site considers potential incidents such as:

- fire – involving ordinary combustibles, flammable liquids, flammable gases, electrical equipment and dangerous goods,
- bushfires,
- medical emergencies,
- collision/derailment,
- accidents,
- armed robbery,
- civil disorder and building invasions,
- natural disasters such as severe weather and storm surges, storm damage, floods, cyclones and earthquakes,
- hazardous substances and dangerous goods including chemical and bio-hazards,
- explosions,
- structural instability or collapse,
- bomb threats (including phone and written threats, suspicious packages and letter bombs),
- terrorist attacks including chemical, biological and radioactive weapons,
- gas leaks,
- environmental incidents and
- other events specific to this site.

3.5 Development of Site Incident Management Plan

Size and complexity:

Chullora Bulk Materials Recycling Centre consists of six demountable buildings, a weigh bridge, a recycling stockpile/process area and three rail sidings. The facility is located in an industrial zoned area with adjoining industrial properties to the north south and east and west.

Entry to the site is gained from Gate 1 Worth Street along a sealed road with a car parking area to the south of the administration building.

Equipment and plant on site at any given time can include loaders & excavators, a water truck, a portable screening machine, a portable crushing plant, four-wheel drive motor vehicles, plant hire trucks and up to 150 spoil wagons.

Fire engineered or life safety features of the facility:

There are no electronic systems of warning on this site. There are two fire hydrants on site

The number and type of occupants

The number of occupants at any given time could comprise up to 10 persons, plus any visiting Sydney Trains staff or contractors. However, normal working arrangements could equate to the depot/office being occupied by a lesser number.

Currently there are no employees with disabilities at this location, however if this situation arises dispensation will be made through the EPC and ECO to address any additional requirements.

The hours of occupancy

The regular hours of operation for the facility are from dawn to dusk Monday to Friday, however the facility operates outside that span of hours and on other days on a regular basis. Rail activity occurs 24 hrs a day seven days a week.

3.5.1 Communicating the SIMP/PIRMP

The EPC shall ensure that:

- a copy of Site Incident Management Plan is published in hard copy on site and available on the Sydney Trains Safety Management System (SMS) Intranet site,
- employees, contractors and visitors are informed of the Site Incident Management Plan and evacuation procedures as part of every site induction,
- a copy of the Evacuation Diagram is displayed on site.
- that the updated plan is made publically available on the Sydney Trains internet website, as required by the Protection of the Environment Operations Act 1997 for EPL Licence No. 7515.

4. Key elements and considerations

4.1 Evacuation options

Hazardous situations may require different responses depending upon the nature of the hazard. The following summarises the response scenarios which may be required:

- **Full evacuation:** A situation that requires the evacuation of all occupants from the site to a designated safe assembly area.
- **Partial evacuation:** Localised hazard that requires occupants to be moved away from the danger zone to a safe area within the site.
- **Shelter in place:** Implemented when conditions external to the building, cause a greater hazard to occupants than remaining within the building.
- **No evacuation:** It may also be determined by the Warden that no response is necessary for a given situation, e.g. if a fire alarm activates and a subsequent site inspection reveals no hazard. In this circumstance the Warden may deem that no evacuation or response is required.
- **Pollution incident response:** Identified pollution incidents and hazards to human health an environment have been recorded in the site hazard register. Response and control measures are out lined in the table below.

Incident /Hazard	Response/ control measure
Bonded Asbestos	Segregate and dispose of material
Dust	Application of water using water cart
Diesel fuel spill	Use spill kit or stockpile dust/aggregates in the first instance.
Lubricating oil spill	Use spill kit or stockpile dust/aggregates in the first instance.
Sediment laden storm water	Retention Basin or stockpile dust/aggregates in the first instance.
Cleaning chemical (>5L)	Use spill kit

Refer Toolbox talk on Spill Management

4.2 Assembly area

Details of the primary and secondary assembly areas are detailed within the Site Evacuation Diagram posted on the Safety Notice board within this location. Also refer to Appendix A of this document

4.3 Site Incident Notification

4.3.1 Notification to occupants

Incident notification to personnel on site is the responsibility of the Wardens and will be via face to face communication. All personnel on site are to follow the directions of the Wardens during emergency situations, unless they reasonably believe their personal safety is at risk.

4.3.2 Notification to Authorities

During a 'Rail' Emergency, if it is safe to do so, the following process must be followed for advising relevant authorities:

1. Quickly assess the risk and contain if safe and trained to do so.
2. Call Rail Management Centre Security (93791743).
3. Call (0) 000 if necessary for Ambulance, Fire Brigade or Police
4. Call Gate 3 Security, Worth Street (93797283) to advise that emergency services have been called.

NOTE: In the event that the emergency is a pollution incident, the site manager is to contact the Incident Hotline (1800 772 779) who will in turn contact the relevant authorities in accordance with [EMS-11-FM-0181 Pollution Incident Record](#) (Contained in Appendix J)

Authority	Phone
EPA	131 555
Bankstown Council	9707 9999
Strathfield Council	9748 9999
NSW Ministry of Health - SW Parramatta PHU	9840 3603
SafeWork NSW	131 050

When notifying of an emergency incident, you will need to advise:

- your identity and contact number,
- the nature and location of the incident,
- the urgency and help needed - Ambulance, Fire Brigade, Police,
- details of immediate threats or hazards, and
- That emergency services should report to Gate 1 Worth Street for directions

4.3.3 Notification to tenants and occupants of adjoining facilities

Organisation	Phone	Location Details
Sydney Water	132090	Water pipeline corridor adjacent to the south end of the site.
Australia Post		Worth St premises adjacent to the site entry.
Pacific National		Rail operations & sidings adjacent to the north & west end of the site.
Adjacent Building (Tenant)		Large shed leased within the fmr. Transfield complex; entry via worth St (Gate 2).
'CERT' Rail Training Centre (Tenant)		Offices abutting the site, the Water Board corridor & Heritage Igloo/Green Shed.
'Southern Shorthaul' (Tenant)		Office near main entry of Gate 3 Worth St & Rail operations inside the adjacent precinct.

NOTE: In the event of an emergency or evacuation situation the area controller Area Warden must, after ensuring their own and other personnel's safety, notify adjoining neighbours that may be affected by the condition that caused the facility to evacuate and/or activate this plan.

This document includes a list of current emergency contact phone numbers of tenants and incident response personnel in the adjoining facility. Refer to Appendix C. This contact list is also maintained within the red emergency evacuation bag

In the event of pollution incident which has the potential to affect adjoining neighbours or neighbours downstream, the Area Controller/Area Warden is to contact via telephone the potentially effected neighbours and advising them of the nature of the pollution incident and any control measures that should be implemented to minimise impact. Identified potential hazards have been recorded on the site hazard register. Examples of Environmental hazards, and the appropriate action to minimise impact, are listed in the table below

Identified hazard	Action to minimise impact on adjoining property
Dust	Application of water using water cart
Diesel fuel spill	Application of spill kit and/or stockpile capping to create a secure bund around the spill.
Lubrication oil spill	Application of spill kit and/or stockpile capping to create a secure bund around the spill.
Sediment laden storm water	Stockpile capping to create a secure bund to divert water into sediment dam

Note



Occupants and visitors shall follow the instructions of the ECO team in the event of an emergency.

4.4 Control and coordination

The primary Emergency Control Centre (ECC) for Chullora Bulk Materials Recycling Centre is the Manager's Office located at the south west corner of the site adjacent to the entry road.

In the event of an evacuation, the secondary ECC will be the emergency assembly area selected by the wardens.

4.5 Occupants and visitors with a disability

There are no occupants at this site with a disability.

4.6 Refuges

There are no defined refuges at this location.

4.7 Personal effects

During an evacuation, occupants should take their personal effects such as handbags, wallets, car keys, mobile phones, etc (only if it is safe to do so), as it may not be possible to re-enter the site for an extended period of time.

4.8 Media response

For media response, [Sydney Trains Media Relations Policy](#) is to be followed.

4.9 Dangerous Goods

A Dangerous Goods and Hazardous Substances register and Material Safety Data Sheets are maintained in the site's SMS – safety folders in Depot Manager's office

Potential Pollutants	Quantity
Diesel Fuel	Contained in on-board fuel tanks of site plant/ equipment. Also contained within mobile fuel truck's diesel tank on its regular visits to the operation for fuelling functions.
Lubricating Oil	2 x 20 L Drums
Detergents (Domestic)	5 L
Grease	3 x 20L Drums

4.10 Evacuation diagram

The Evacuation diagram is displayed at the site

4.11 Emergency response exercises

Evacuation exercises, either as partial evacuation exercises or a total exercise (involving the entire facility) are to be conducted to assess the effectiveness of the evacuation procedures as

determined by the EPC. Each exercise is conducted to identify and allow correction of any deficiencies in implementation of the procedure, communication systems, and ECO response. All areas and occupants of a facility shall participate in at least one exercise in each 12 month period and all occupants of the site must take part, unless an exemption is granted by the EPC prior to conducting the exercise

NOTE: The pre-determined phrases, "NO DUFF", or "The exercise has ended, this is an actual emergency" shall be disseminated to all ECO personnel, for use when an actual emergency incident that takes place during an evacuation exercise. The phrases shall signify that the evacuation exercise has been terminated and that the ECO are to stand-by for further instruction.

4.12 Debriefs

The Chief Warden, or a nominated representative in consultation with the ECO, shall debrief personnel after an actual site incident or a incident management rehearsal of the plan. Results of the debrief shall be provided to the EPC. The observers' checklists should be analysed during debriefs and any deficiencies identified should be addressed by the EPC.

The Site Incident Management Plan is to be reviewed in light of incident management rehearsals and incident debriefs. The EPC shall arrange the amendment of the SIMP where necessary and disseminate the information to the ECO team. Refer to the [SMS-18-FM-4433 Safety Action Management Form.](#)

PIRMP Testing of the plan is to involve site staff at least once every calendar year

4.13 Site Inspections

The EPC in consultation with the ECO team must ensure the site and the incident response equipment are inspected regularly to ensure that:

- pathways and emergency exits are clearly identified and unobstructed,
- emergency equipment is available and in good working order.

Site equipment shall be inspected according to the [SMS-16-OP-3108 Conduct Inspection, Testing and Monitoring Activities](#)

First Aid Officers shall inspect and maintain first aid equipment according to the [SMS-15-OP3081 First Aid requirements](#)

Note



Site equipment shall be inspected according to [SMS-16-SP-3076 Inspection, Testing, and Monitoring](#). First aid officers shall inspect and maintain first aid equipment according to [SMS-15-OP-3081 First Aid Requirements](#)

4.14 Reporting site incidents

All staff will report incidents In accordance with [SMS-15-GD-3638 Incidence Response Guide](#)

The site manager or delegate is to contact the Incident Hotline (1800 772 779) who will in turn contact the relevant authorities in accordance with [EMS-11-FM-0181 Pollution Incident Record](#) (Contained in Appendix J)

If unknown, SHEM reporting requirements will be advised by supporting staff

After any incident the Line Manager will:

- produce a written report as per [SMS-15-GD-3638 Incidence Response Guide](#)
- SMS-17-SP-3077 Incident Reporting and Notification System requirement, and
- as a minimum, a Workplace Investigation is to be completed.

4.15 Emergency equipment and inspection schedules

Item	Quantity	Frequency	Method	Inspector/ Tester
Fire Extinguisher	3	6 months	Visual	Manager Fire Protection
Spill Kit	2	6 months	Visual	ECO
Fire Blanket Type 'B'	1	6 months	Visual	Manager Fire Protection
1 st Aid Kit Type 'B'	1	3 months	Visual	ECO

4.16 Training / briefing

4.16.1 EPC

At least one member of the EPC to have received training to enable the EPC to competently execute its obligations mentioned in section 3.1- Emergency Planning Committee of this document. Refer to section 15.2.4.17 – Training/briefing - [SMS-15-OP-3132 Develop and Implement Site Incident Management Plan](#)

4.16.2 Occupants

All occupants and visitors have been briefed on the requirements contained in the local SIMP. The information includes:

- actions required in the event of a safety alert;
- understanding the requirement for high risk areas;
- reporting incidents and emergencies, and
- the location of assembly area.

These briefings may be via printed material, electronic material or briefing sessions.

4.16.3 ECO team members

All ECO members, including nominated deputies, have been trained to undertake the duties set out in the incident response procedures. The unit of competency is PUAWER005B- Operate as part of an emergency control organisation.

4.16.4 Chief Warden and deputy Chief Warden

In addition to the training for ECO team members, persons appointed to the position of Chief Warden and deputy Chief Warden have received the additional training. The unit of competency is PUAWER006B - Lead an emergency control organisation.

First aid officers have been trained in accordance with the requirements of the [SMS-15-OP-3081 First Aid Requirements](#).

EPC members should have an understanding of:

- the Site Incident Management Plan and emergency procedures,
- conducting site specific hazard assessments as per [SMS -15-TP-4424 Site Hazard Identification](#) SMS-15-TP-1424 Site Hazard Assessment template for Site Incident Management Plan, and
- establishing an ECO team.

The EPC is to arrange appropriate training on the requirements contained in the Site Incident Management Plan for all staff. The training may be via printed or electronic material or briefing sessions, etc, at a minimum of twelve month intervals.

Employees appointed to the position within the ECO are to be trained prior to taking up the appointed role and shall receive refresher training on a six monthly basis.

The ECO team is to be trained and be competent in:

- the roles and responsibilities as described in the Site Incident Management Plan,
- the layout of the site including evacuation routes and safe places,
- responding to alarms and reports of site incidents,
- the use of communication and emergency equipment including alarms and methods of raising an alarm, and
- post-evacuation activities.

The hazard assessment of a site will be used to determine training required for ECO positions. Sydney Trains training (RCT) provides training for Chief Wardens. The Chief Warden provides training to ECO team as applicable.

First Aid Officers shall be trained in accordance with the requirements of the [SMS-15-OP3081 First Aid requirements](#)

All staff new to a site shall receive a site induction and be advised of the Site Incident Management Plan. The induction shall include:

- actions required in the event of a safety/pollution alert,
- understanding the requirement for high risk areas,
- reporting incidents and emergencies, and

- the location of assembly area.

4.17 Skill Retention

- ECO members, including nominated deputies, attend a skill retention activity every six (6) months; and
- Occupants to participate in skill retention activities every twelve (12) months, to enable them to act in accordance with the emergency response procedures.

5. Review Local Plan

DED shall ensure that PIRMP & Site Incident Management Plans are reviewed at least annually in consultation with safety & environmental professionals before approving PIRMP & Site Incident Management Plans for sites in their jurisdiction. The EPC shall:

- review PIRMP & Site Incident Management Plans and submit them to their Division Manager for approval, and
- ensure that approved plans are communicated and rehearsed, and their ECO teams are appropriately prepared.

6. Tools and Guidance Material

The following tools and guidance material are associated with this document:

- [Incident Management Framework](#)
- [SMS-06-FM-4200 Dangerous Goods Manifest](#)
- [SMS-15-OP-3081 First Aid requirements](#)
- [SMS -15-TP-4424 Site Hazard Identification](#)
- [SMS-15-TP-4133 Site Incident Management Plan for location](#)
- [SMS-15-GD-3638 Incidence Response Guide](#)
- [SMS-15-FM-4248 Phone Threat Checklist](#)
- [SMS-15-FM-4247 Evacuation Observation Form](#)
- [Australian Standard 2444 Portable fire extinguishers and fire blankets](#)

5. Records Management

Records shall be maintained according to [SMS-09-SP-3021 Records Management](#)
Records produced when implementing this plan include:

- induction records,
- training records,
- testing of emergency equipment,
- certificates of competency,
- meeting minutes (emergency planning committee and emergency response team),
- completed exercise checklists,
- site diagrams and evacuation plans,
- ECO team roles and duties
- completed bomb threat checklists (in the event of a phone threat),and
- contact list for :
 - The ECO team
 - Emergency Service Agencies
 - Tenants and adjoining facilities.

Note: The current contact list must be kept in ECC and Red Emergency Evacuation bag

7. Definitions

Term	Means
Adjoining facility	Where neighbouring facility has a common boundary with the Chullora Recycling Centre.
Assembly area(s)	The designated safe place or places where people assemble during the course of an evacuation
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors on a site and which requires an immediate response.
Emergency Control Centre (ECC)	Designated area for management of an emergency situation.
Emergency Control Organisation (ECO) team member(s)	A person or persons appointed by the Emergency Planning Committee to direct and control the implementation of the site's PIRMP & Incident Management procedures.
Emergency Planning Committee (EPC)	Persons responsible for the documentation and maintenance of the PIRMP & Site Incident Management Plan.
Emergency Services	The NSW Police, Fire & Rescue NSW, Ambulance Service of NSW, State Emergency Service (SES) or any other agency that manages or controls an accredited rescue unit applicable to this site.
Evacuation exercise	An emergency response exercise in which the exercise simulates an emergency that requires an evacuation
Line Manager	Sydney Trains personnel who have organisational responsibility for the management and/or supervision of subordinate staff.
May	Indicates the existence of an option.
Occupant	A person attending a site on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor
Occupant/visitor with a disability	A person who requires: (a) more time or different forms of communication, compared with other occupants, to respond to an emergency; or (b) assistance to respond to an emergency or evacuate from a site (Source: Commonwealth Discrimination Act 1992 (DDA)

Term	Means
PEEP	Personal Emergency Evacuation Plan
Pollution Event	Is a leak, spill or other circumstances as a result of which water pollution, air pollution or land pollution has occurred, is occurring or is likely to occur.
PIRMP	Pollution Incident Response Management Plan
Refuge	A designated safe area in which occupants with a disability may wait during an emergency or for evacuation e.g. fire proof stairwell.
Shall	Indicates that a statement is mandatory.
Should	Indicates a recommendation.
Site	This is defined by the boundary of the operations' Environmental Protection Licence EPL 7515.
Tenant	Any person or entity occupying or conducting a business on a Sydney Trains site/ property by agreement.
Training	The provision of information and the development of skills and knowledge to enable a person to be aware of and, to act in accordance with, the emergency procedures of a site.
Visitor	<p>A person who is within a site who is temporarily visiting the site and is not:</p> <ul style="list-style-type: none"> a) employed at/or for the site, either on a permanent casual, temporary, contracting basis; b) a resident/inmate; or c) studying at the site <p>Note: visitors include customers and clients</p>

8. Sydney Trains References

[SMS-15-OP-3132 Develop and Implement Site Incident Management Plan](#)

[SMS-15-FM-4247 Evacuation Observation Form](#)

[SMS-15-OP-3081 First Aid Requirements](#)

[SMS-06-TP-4201 Hazardous Chemicals Register](#)

[SMS-17-SP-3077 Incident Reporting and Investigation](#)

[SMS-15-GD-3638 Incident Response Guide](#)

[SMS-16-SP-3076 Inspection, Testing, Calibration and Monitoring](#)

[SMS -06-OP-3031 Manage Risks When Working with Hazards Chemicals](#)

[SMS-15-FM-4584 Personal Emergency Evacuation Plan](#)

[SMS-15-FM-4248 Phoned Threat Checklist](#)

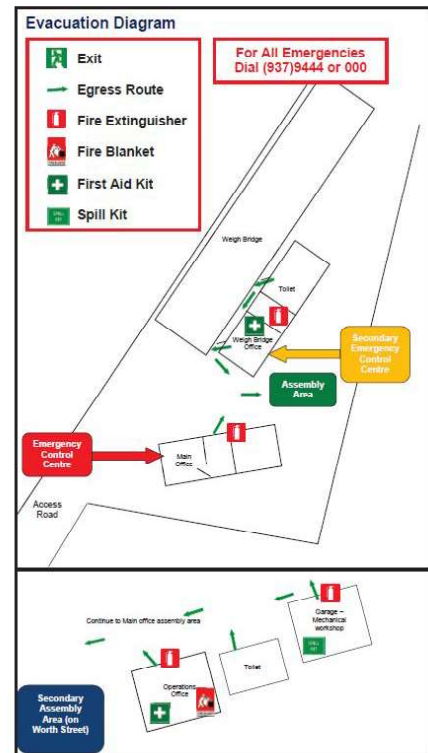
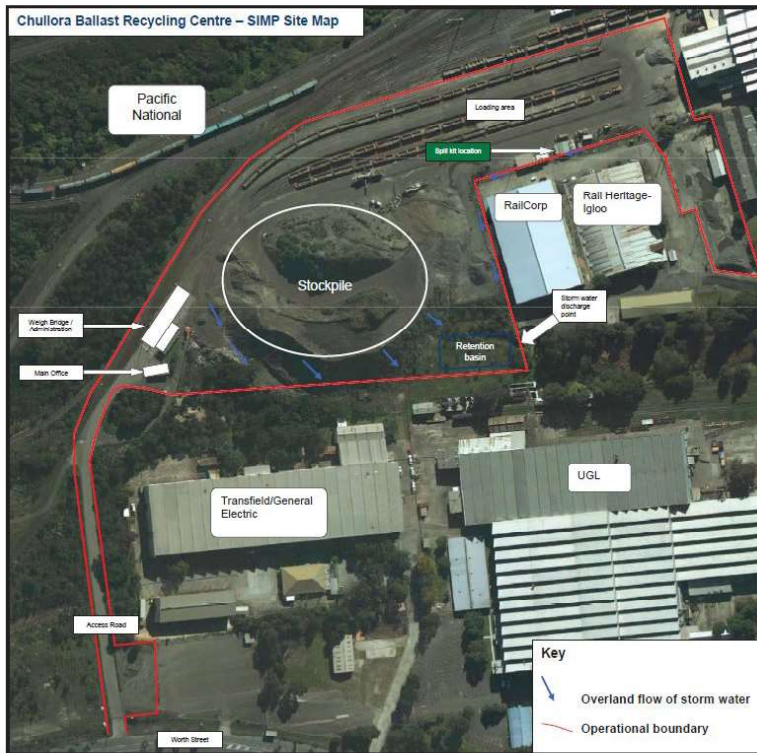
[SMS-18-SP-3078 SER Action Management](#)

References Work Health & Safety (NSW) Act 2011

- [Work Health & Safety \(NSW\) Regulation 2017](#)
- [Protection of the Environment Operations Act 1997](#)
- [Protection of the Environment \(General\) Regulation 2022](#)
- [Incident Management Framework](#)
- [SMS-02-SP-3062 Safety Responsibilities, Authorities and Accountabilities](#)
- [SMS-09-SP-3021 Records Management](#)
- [SMS-05-SP-3001 Document Control](#)
- [SMS-15-OP 3081 First Aid requirements](#)
- [SMS-06-GD-3323 PPE](#)
- [SMS-11-OP-3014 Manage Induction, Training and Competency](#)
- [SMS-15-GD-3638 Incident Response Guide](#)
- [SMS-16-GD-3106 Guide to Plant Equipment and Workplace Inspections](#)
- [SMS-17-OP-3101 Investigate Report On & Analyse Safety Incidents](#)
- [SMS-17-SP-3077 Incident Reporting and Investigation](#)
- [SMS-18-SP-3078 SER Action Management](#)
- [AS 3745 Planning for Emergencies in Facilities](#)
- [AS 2444 Portable fire extinguishers and fire blankets - Selection and location](#)

9. Appendices

Appendix A : Evacuation Diagram



Appendix B : Fire extinguishers (AS 2444)

Fire Extinguisher Types & Uses

Type of extinguisher		Type of Fire, Class and Suitability						Comments (Refer Appendix B)
Colour scheme	Extinguishant	A	B	C	E	F	D**	
AS/NZS1841-1997		AS1841-1992	Wood, paper, plastics, etc	Flammable liquids	Flammable gases	Energized electrical equipment	Cooking oils and fats	
	Water							Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires
	Wet Chemical							Dangerous if used on energized electrical equipment
	Foam***							Dangerous if used on energized electrical equipment.
	Powder	ABE						Special powders are available specifically for various types of metal fires (see **).
		BE						
	Carbon Dioxide							Generally not suitable for outdoor use. Suitable only for small fires.
	Vaporizing Liquid							Check the characteristics of the specific extinguishant.
	Fire Blanket							

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have a limited extinguishing capability.

** Class D fires (involving combustible metals). Use only special purpose extinguishers and seek expert advice.

*** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

Appendix C : Contact List of tenants and adjoining facilities

Organisation	Phone	Location Details
Sydney Water	132090	Water pipeline corridor adjacent to the south end of the site.
Australia Post		Worth St premises adjacent to the site entry.
Pacific National		Rail operations & sidings adjacent to the north & west end of the site.
Adjacent Building (Tenant)		Large shed leased within the fmr. Transfield complex; entry via worth St (Gate 2).
'CERT' Rail Training Centre (Tenant)		Offices abutting the site, the Water Board corridor & Heritage Igloo/Green Shed.
'Southern Shorthaul' (Tenant)		Office near main entry of Gate 3 Worth St & Rail operations inside the adjacent precinct.

Appendix D : Evacuation Observation form

SMS-15-FM-4247 Evacuation Observation Form

Appendix E : Phoned Threat Checklist

SMS-15-FM-4248 Phoned Threat Checklist

Appendix F : Dangerous Goods

SMS -06-OP-3031 Manage Risks When Working with Hazards Chemicals

Appendix G : Incident Response Guide

SMS-15-GD-3638 Incident Response Guide

Appendix H : Site Incident Identification

SMS-15-TP-4424 Site Incident Identification

Appendix I : Personal Emergency Evacuation Plan (PEEP)

SMS-15-FM-4584 Personal Emergency Evacuation Plan

Appendix J : Pollution Incident Notification

EMS-11-FM-0181 Pollution Incident Record