

78-82 Burrows Road, Alexandria

April 2020

A. ASSESS (Site Supervisor/Driver)

1. Determine significance of incident?
2. Determine potential for escalation?
3. Assess risks?
4. Any impacts on people, environment, community, business stakeholders? If yes, contact the Compliance Team.
5. Is evacuation and / or Site Closure required? If yes, immediately clear the area.
6. Contact the SEQ Team
7. Do you need to notify emergency services? If yes, contact Emergency Services.

B. NOTIFY (SEQ Team)

7. Contact Emergency Services '000' (if not already contacted)
8. If risk to neighbours, contact all potentially affected persons – door to door
9. Contact EPA '131 555'
- 10a. Contact NSW Health Public Health Unit (business hours) 1300 066 055; OR
- 10b. Contact NSW Health (after hours – contact closest hospital on duty public health officer as below)
 - Camperdown (RPA) - 02 9515 6111
 - Gosford - 02 4320 9730
 - Liverpool (Liverpool) - 02 9828 3999
 - Newcastle - 02 4924 6477
 - Parramatta (Westmead) - 02 9845 5555
 - Wollongong - 02 4221 6700
 - Penrith - 02 4734 2000
 - Hornsby – 02 9477 9400
 - Randwick (Prince of Wales) - 02 9382 2222
11. Safe Work NSW 131 050
12. Local Council – See list for business and after hours contacts
- 13a. Fire and Rescue NSW – Emergency '000'
- 13b. Fire and Rescue NSW – General enquiries 1300 729 579 (non emergency)

C. RESPONSE PLAN (SEQ Team)

15. Contact Environmental Manager (EM) – Ros Dent 0416 685 615
16. If EM not available, contact Chief Safety, Environmental and Quality Officer – Jim Sarkis (see internal contact list)
17. Identify incident controller – this is the attending authority or if no authority the Site Supervisor / Allocator
18. EM to activate the Emergency Management Team (EMT) if required
19. EMT to appoint stakeholder liaison
20. Manage incident and ensure available resources until resolved

D. MANAGE INCIDENT (EMT / Site Supervisor / Operations)

21. EMT to coordinate response to incident
22. EMT to liaise with Site Supervisor
23. Site Supervisor to implement controls and risk mitigation (at direction of SEQ team / authorities / emergency services if attending)
24. Implement communication protocols as per Crisis Communication Plan
25. Inform and liaise with stakeholders

E. RETURN TO NORMAL OPERATIONS (EMT / Site Supervisor / Operations)

26. EMT to identify business recovery requirements
27. Appoint recovery coordinator if necessary
28. Return to normal business operations
29. Advise stakeholders of return to normal operating conditions or alternatives

F. INCIDENT INVESTIGATION (Compliance Team)

30. Implement SEQ incident reporting and investigation and associated procedures
31. Prepare incident report
32. Conduct debrief meeting with EMT, Senior Management and relevant staff
33. Implement corrective actions and update SEQ documents etc as required

G. CORRECTIVE ACTIONS

34. SEQ committee to review progress with corrective actions.
35. Update Risk Registers.
36. Review EPIRMP (within 30 days).
37. Implement corrective actions.
38. Review progress at SEQ Team meetings

LOCAL GOVERNMENT AREAS (Councils)	PHONE NUMBER	COUNCIL EMAIL	AFTER HOURS PHONE
Bayside Council	1300 581 299	council@bayside.nsw.gov.au	
Blacktown City Council	02 9839 6000	council@blacktown.nsw.gov.au	1300 133 491
Blue Mountains City Council	02 4780 5000	council@bmcc.nsw.gov.au	02 4780 5000
Burwood Council	02 9911 9911	council@burwood.nsw.gov.au	02 9911 9911
Camden Council	02 4654 7777	mail@camden.nsw.gov.au	02 4654 7777
Campbelltown City Council	02 4645 4000	council@campbelltown.nsw.gov.au	02 4645 4000
Central Coast Council	02 4350 5555	ask@centralcoast.nsw.gov.au	02 4350 5555
Cessnock City Council	02 4993 4100	council@cessnock.nsw.gov.au	02 4918 1753
City of Canada Bay Council	02 9911 6555	council@canadabay.nsw.gov.au	02 9911 6555
City of Canterbury-Bankstown Council	02 9707 9000	council@cbc-city.nsw.gov.au	02 9707 9999
City of Parramatta Council	02 9806 5050	council@parracity.nsw.gov.au	02 9806 5050
City of Ryde Council	02 9952 8222	cityofryde@ryde.nsw.gov.au	02 9952 8222
City of Sydney Council	02 9265 9333	council@cityofsydney.nsw.gov.au	02 9265 9333
Cumberland Council	02 9840 9840	council@cumberland.nsw.gov.au	02 9840 9840
Dungog Shire Council	02 4995 7777	shirecouncil@dungog.nsw.gov.au	0407 033 245
Fairfield City Council	02 9725 0222	mail@fairfieldcity.nsw.gov.au	02 9725 0222
Georges River Council	02 9330 6400	mail@georgesriver.nsw.gov.au	02 9330 6400
Hawkesbury City Council	02 4560 4444	council@hawkesbury.nsw.gov.au	02 4560 4444
Hornsby Shire Council	02 9847 6666	hsc@hornsby.nsw.gov.au	
Hunter's Hill Council	02 9879 9400	council@huntershill.nsw.gov.au	0408 461 996
Inner West Council	02 9716 1800	council@innerwest.nsw.gov.au	
Ku-ring-gai Council	02 9424 0000	kmc@kmc.nsw.gov.au	
Lane Cove Council	02 9911 3555	lccouncil@lanecove.nsw.gov.au	02 9911 3555
Liverpool City Council	1300 362 170	lcc@liverpool.nsw.gov.au	02 9821 9222
Maitland City Council	02 4934 9700	mcc@maitland.nsw.gov.au	02 4934 9700
Mosman Council	02 9978 4000	council@mosman.nsw.gov.au	02 9978 4000
Muswellbrook Shire Council	02 6549 3700	council@muswellbrook.nsw.gov.au	02 6549 3700
Newcastle City Council	02 4974 2000	mail@ncc.nsw.gov.au	02 4974 2000
North Sydney Council	02 9936 8100	council@northsydney.nsw.gov.au	02 9936 8100
Northern Beaches Council	02 9976 1500	records@manly.nsw.gov.au	02 9976 1500
Penrith City Council	02 4732 7777	council@penrithcity.nsw.gov.au	02 4732 7777
Port Stephens Council	02 4980 0255	council@portstephens.nsw.gov.au	02 4980 0255
Rockdale City Council	02 9562 1666	rcc@rockdale.nsw.gov.au	02 9562 1666
Shellharbour City Council	02 4221 6111	records@shellharbour.nsw.gov.au	02 4221 6111
Shoalhaven City Council	02 4429 3111	council@shoalhaven.nsw.gov.au	02 4421 3100
Singleton Council	02 6578 7290	ssc@singleton.nsw.gov.au	02 6572 1400
Strathfield Council	02 9748 9999	council@strathfield.nsw.gov.au	02 9748 9999
Sutherland Shire Council	02 9710 0333	ssc@ssc.nsw.gov.au	02 9710 0333
The Hills Shire Council	02 9843 0555	council@thehills.nsw.gov.au	0402 109 338
Warringah Council	02 9942 2111	council@warringah.nsw.gov.au	
Waverley Council	02 9083 8000	info@waverley.nsw.gov.au	0414 884 393
Willoughby City Council	02 9777 1000	email@willoughby.nsw.gov.au	
Wingecarribee Shire Council	02 4868 0888	mail@wsc.nsw.gov.au	02 4868 0888
Wollondilly Shire Council	02 4677 1100	council@wollondilly.nsw.gov.au	
Wollongong City Council	02 4227 7111	council@wollongong.nsw.gov.au	02 4227 7111
Woollahra Municipal Council	02 9391 7000	records@woollahra.nsw.gov.au	02 9391 7000