BINGO INDUSTRIES

EMERGENCY & POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Mortdale

EPIRMP – v18

Emergency & Pollution Incident Response Management Plan	
Occupant:	Mortdale Recycling Pty Ltd
Street Address:	20 Hearne St, Mortdale NSW 2223
Telephone:	1300 424 646

i. Review & Revision History

Date	Version	Summary of Changes	Authorised by:
2016	*01*	*New Document – Document creation*	*Ros Dent*
14/06/2016	*02*	*Revised Document – Annual review of document - minor changes/corrections Update of document test date*	*Ros Dent*
13/07/2017	*03*	*Revised Document – Annual review of document – minor changes/corrections Update of document test date*	*Ros Dent*
08/05/2018	*04*	*Revised Document – Annual review of document – minor changes/corrections Update of document test date*	*Ros Dent*
08/05/2019	*05*	*Revised Document – Annual review of document – minor changes/corrections Update of document test date (desktop review due to site closure)*	*Ros Dent*
10/09/2019	*06*	*Revised Document – Change of emergency contacts*	*Ros Dent*
03/04/2020	*07*	*Revised Document – Annual review of document – minor changes/corrections Update of document test date*	*Ros Dent*
18/06/2021	*08*	*Revised Document – Annual review post drill*	*Hugh Goymour*
01/08/2022	*09*	*Revised Document – Change of Facility and emergency contact details Update of EPIRMP test register*	*Albert Chen*
31/07/2023	*10*	*Revised Document – Version control, Document format, Facility and Emergency Contacts, EPIRMP test register updated*	*Jacqueline Nguyen*
25/07/2024	*11*	*Revised Document – Annual review of document – minor changes/corrections Update of document test date*	*Adam Philip*
16/10/2024	*12*	*Revised Document-Change emergency contact detail, Emergency Evacuation Plan updated*	*Anil Odemis*
23/04/2025	*13*	*Revised Document-Emergency Contacts updated*	*Anil Odemis*
15/07/2025	*14*	*Revised Document – EPIRMP test register updated*	*Anil Odemis*
21/01/2026	*15*	*Revised Document – EPIRMP Document Format updated*	*Anil Odemis*
07/02/2026	*16*	*Revised Document- EPIRMP is activated due to fire event*	*Anil Odemis*
07/07/2026	*17*	*Revised Document – EPIRMP test register updated*	*Anil Odemis*
07/08/2026	*18*	*Revised Document - Emergency Evacuation Plan updated*	*Anil Odemis*

ii. Test (Drill) Record

Date	Method	Scenario	Tested by:
14 Jul 2016	*On-site live test*	*Small fire*	*Arvind Kumar*
23 Jun 2017	*On-site live test*	*Small fire*	*Arvind Kumar*
08 May 2018	*On-site live test*	*Small fire*	*Arvind Kumar*
08 May 2019	*Review of PIRMP due to site closure*	*Small fire*	*Tom O'Brien*
31 Mar 2020	*On-site live test*	*Major fire*	*Arvind Kumar*
16 Jun 2021	*On-site live test*	*Major fire*	*Arvind Kumar*
28 Jul 2022	*On-site live test*	*Major fire*	*Mark Jackson*
28 Jul 2023	*On-site live test*	*Major spill*	*Mark Jackson*
17 Jul 2024	*On-site live test*	*Fire*	*Kosta Soultados*
10 Jul 2025	*On-site live test*	*Major spill*	*Dale Hall*
06 Jul 2026	*On-site live test*	*Major spill*	*Dale Hall*

Table of Contents

i. Review & Revision History 3
ii. Test (Drill) Record 4
1 Purpose 7
2 Scope 7
2.1 Environment Protection Licences 7
2.2 Hours of Operations 7
2.3 Site Aerial Plan 8
3 Site Contact Details 9
4 *EPIRMP* Availability 9
5 Definitions 10
6 Roles and Responsibilities 12
6.1 Roles and Responsibility Flowchart 14
7 Activating the *EPIRMP* 15
8 Communications 15
8.1 Communications Responsibilities 15
8.2 Communications Mechanisms 15
8.3 Communications Flowchart 16
9 Notification 17
9.1 WHS Incidents 17
9.2 Pollution Incidents 17
9.3 Persons responsible for notification 17
9.4 Incidents under the Development Consent 17
10 Testing and Reviewing 18
10.1 Testing the EPIRMP 18
10.2 Incident Debrief 19
10.3 Reviewing the *EPIRMP* 19
11 Reporting & Records 20
11.1 Internal Reporting 20
11.2 External Reporting 20
11.3 Records 20
12 Training 21
13 Emergency Hazard Identification & Risk Assessment 22
13.1 WHS Emergency Incidents 23
13.2 Environment Pollution Incidents 24
13.3 Inventory of Environmental Pollutants 25
13.4 Hazardous Chemicals 25
13.5 Safety Equipment 25
14 Emergency Response Methodology 26
14.1 Emergency Codes 26
14.2 The Response Framework 27
14.3 The Response Structure 28
15 Emergency Responses by Code 29
15.1 Fire and Smoke Emergency Response 29
15.2 Medical Emergency Response 30
15.3 Internal Emergency Response 31
15.4 External Emergency Response 33
15.5 Personal Threat Emergency Response 34
15.6 Bomb/Substance Threat Emergency Response 35
15.7 Safety Emergency Response 36

15.8 Radiation Incident 37
15.9 Evacuation 38
16 Post-Incident 39
16.1 Site Preservation 39
16.2 Incident Recovery 39
16.3 Incident Debrief 39
16.4 Incident Reporting 39
Appendix A Emergency Contacts 40
Appendix B Sensitive Receptors 41
Appendix C General Site Aerial 42
Appendix D Traffic Management Plan 43
Appendix E Emergency Evacuation Diagram 44

1 Purpose

This integrated *Emergency and Pollution Incident Response Management Plan* (*EPIRMP*) has been developed to comply with work health and safety and environmental legislation in relation to *Bingo Industries (BINGO)* management of safety and pollution-related emergency management at sites under their control. To achieve integration between the two legislative frameworks, *BINGO* has adopted *Australian Standard 3745-2010 Planning for emergencies in facilities (AS3745-2010)* in developing this *EPIRMP* where the term *emergency* is interchangeable between health and safety and environment events.

The *WHS Regulations* requires a PCBU to prepare, maintain and implement the ***Emergency Plan*** for the workplace.

All holders of environment protection licences, or licensees, are required to prepare a ***Pollution Incident Response Management Plan (PIRMP)*** in accordance with section 153A of the POEO Act. All details on the legislative requirements in this document to test and implement the plan have been developed in accordance with NSW EPA Guideline for PIRMP (September 2022).

The site's consolidated consent and as per the EP&A Act requires the development of an ***Emergency & Fire Response Plan*** to the satisfaction of Fire and Rescue NSW to manage fire risks onsite and detail emergency evacuation procedures.

This document is intended to capture the requirements of all three legislative frameworks in a framework set out as per AS3745-2010.

2 Scope

This *EPIRMP* specifically relates to the site and activities at 20 Hearne St, Mortdale NSW 2223.

2.1 Environment Protection Licences

EPL 20622 which authorises the scheduled activities of resource recovery, waste processing (non-thermal treatment) and waste storage.

2.2 Hours of Operations

Activity	Day	Time
Operation - the receipt, handling, storage and/or emplacement of waste on-site - the treatment, processing, reprocessing, transport and disposal of waste	Monday to Saturday	7:00am – 10:00pm
	Sunday & Public Holidays	Nil

Special Conditions

Condition B26 of the development consent (SSD 7421) determined on 20 December 2017 allows for works to be conducted outside of the hours identified in condition L3.1 under the following circumstances:

a) works that are inaudible at the nearest sensitive receivers;

b) for the delivery of materials required outside these hours by the NSW Police Force or other authorities for safety reasons; or

c) where it is required in an emergency to avoid the loss of lives, property and/or to prevent environmental harm.

2.3 Site Aerial Plan

Lat Long	GPS Coordinates	Map Mouse Over Location
(-33.965768, 151.066542)	33° 57' 56.7648" S 151° 3' 59.5512" E	(-33.966035, 151.067706)

3 Site Contact Details

Mortdale Resource Recovery Facility		
Address:	20 Hearne St, Mortdale NSW 2223 **(Entry via – 20 Hearne St)**	1300 424 646
Head Office - Sydney		
Address:	Suite 2.01, Part Level 2 at 5 Murray Rose Avenue, Sydney Olympic Park NSW 2127	1300 424 646
Contact:	enquiries@bingoindustries.com.au or https://www.bingoindustries.com.au/contact-us	
Emergency Contacts (24hr)		
Dale Hall	Site Manager	0424 901 765 Dale.Hall@bingoindustries.com.au
Luke Miller	Operations Manager – Recycling Centres South	0434 365 031 Luke.Miller@bingoindustries.com.au
Thomas Davison	Safety Manager	0437 963 948 Thomas.Davison@bingoindustries.com.au
Ros Dent	Head of Safety and ESG Assurance	0416 685 615 Ros.Dent@bingoindustries.com.au

4 *EPIRMP* Availability

This *EPIRMP* is available for workers, contractors, and visitors in the following locations:

- Hardcopy onsite – main office, area supervisor offices, weighbridges.
- Softcopy – BINGO intranet (Intelex Document Control).
- Grab-n-Go (EPIRMP Summary Packs) for each location.

This is also available online at:

https://www.bingoindustries.com.au/who-we-are/regulations-compliance/site-compliance-documents

5 Definitions

Term	Definition	Source
Chief Emergency Warden	Shift Supervisor – assumes control of the site until the arrival of the Emergency Services. Remains the key Bingo control person during the incident and during recovery.	OPL-SEQ027
Dangerous incident	means an incident that exposes a worker to a serious risk emanating from an immediate or imminent exposure to: (a) an uncontrolled escape, spillage, or leak of a substance, or (b) an uncontrolled implosion, explosion, or fire, or (c) an uncontrolled escape of gas or steam, or (d) an uncontrolled escape of a pressurised substance, or (e) electric shock, or (f) the fall or release from height of any plant, substance, or thing, or (g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or (h) the collapse or partial collapse of a structure, or (i) the collapse or failure of an excavation or of any shoring supporting an excavation or tunnel, or (j) the inrush of water, mud, or gas in workings, in an underground excavation or tunnel, or (k) the interruption of the main system of ventilation in an underground excavation or tunnel, or (l) any other event prescribed by the regulation.	WHS Act
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires immediate response.	AS 3745-2010
Emergency codes	A standardised colour code for notification, identification and response activation used in emergency response.	AS 3745-2010
Emergency Wardens	Area Supervisor – assumes control of their area and liaise with the *Chief Emergency Warden*.	AS 3745-2010
Emergency Control Organisation	Persons appointed by the *Emergency Planning Committee* to direct and control the implementation of the facility's emergency response procedure.	AS 3745-2010
Emergency Planning Committee	Persons responsible for the documentation and maintenance of this emergency plan	AS 3745-2010
Emergency Response Team	Specialist personnel, appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment. For Bingo sites this includes traffic controllers.	AS 3745-2010
Emergency Services	Includes: • Police • Ambulance • Fire and Rescue, HAZMAT • State Emergency Services • Fire and Rescue NSW • Ausgrid (electrical) • Sydney Water (water & wastewater)	
EP&A Act	*Environmental Planning & Assessment Act 1979* (NSW)	EP&A Act

Term	Definition	Source
Incident	An incident causing or threatening material harm to the environment, and/or an exceedance of the limits or performance criteria in this approval.	POEO Act
Material Harm to the environment	means, if: (i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or (ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $50,000 (or such other amount as is prescribed by the regulations), and loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.	POEO Act
Nominal Roll Holder	Area Supervisor.	OPL-SEQ027
Notifiable incident	A notifiable incident is when: • A person dies. • A person experiences a **serious injury** or **illness.** • A potentially **dangerous incident** occurs.	WHS Act
POEO Act	*Protection of the Environment Operations Act 1997* (NSW)	POEO Act
Point Person	Is the incident controller for the purpose of communication – both internally and externally.	This document.
Pollution	means, (a) water pollution, or (b) air pollution, or (c) noise pollution, or (d) land pollution.	POEO Act
Pollution incident	Means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill, or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on a premises, but it does not include an incident or set of circumstances involving the emission of any noise.	POEO Act
Serious injury or illness	means: (e) Immediate treatment as an in-patient in a hospital, or (f) Immediate treatment for: (i) the amputation of any part of his or her body, or (ii) a serious head injury, or (iii) a serious eye injury, or (iv) a serious burn, or (v) the separation of his or her skin from an underlying tissue (such as degloving or scalping), or (vi) a spinal injury, or the loss of a bodily function, (vii) serious lacerations, or medical treatment within 48 hours of exposure to a substance.	WHS Act
WHS Act	*Work Health and Safety Act 2011* (NSW)	WHS Act
WHS Regulation	*Work Health and Safety Regulation 2025* (NSW)	WHS Regulation

6 Roles and Responsibilities

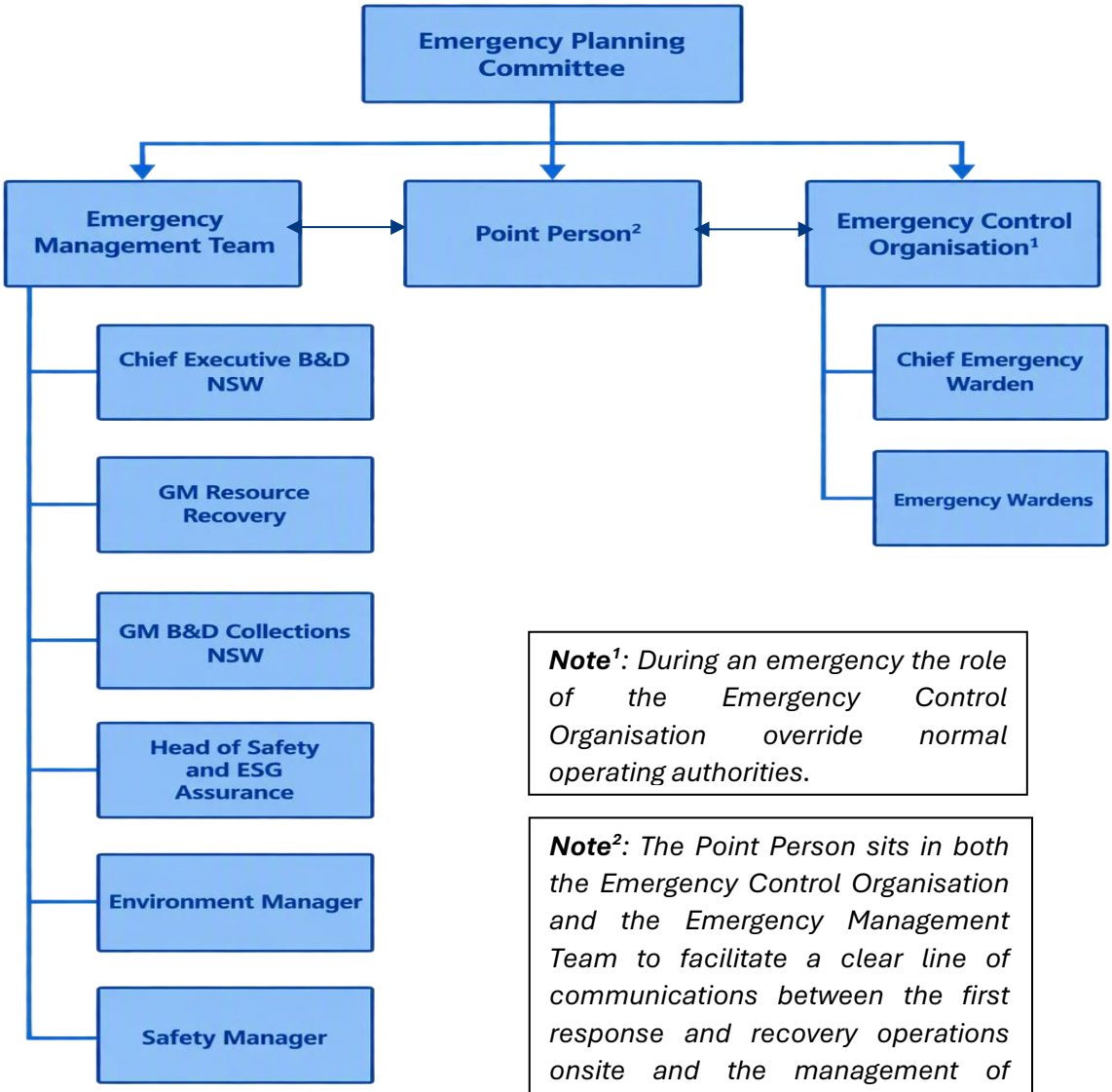
Roles listed in this section are specific to the Bingo facility to which this plan was developed.

Role	Responsibilities
Chief Emergency Warden *Shift Supervisor*	• Assume control of the site until the *Emergency Services* arrive. • Determine the nature of the emergency and response requirements. • Ensure the appropriate *Emergency Service* has been notified. • Be the key contact point for *Emergency Services* once they arrive onsite and provide a debrief of occurrences. • Notify *Emergency Wardens* of the situation, as required. • Initiate *EPIRMP*, evacuate areas if required, control activities onsite in relation to access and traffic management. • Check with *Emergency Wardens* to ensure all persons have been evacuated and accounted for. • Notify the *Point Person* as nominated communications officer.
Emergency Planning Committee *General Manager Resource Recovery* *Head of Safety and ESG Assurance* *Environmental Manager* *Safety Manager* *Environment Officer*	• Developing the *EPIRMP*. • Reasonably identify potential emergency events. • Ensuring that resources are provided to enable the development and implementation of the *EPIRMP*. • Nominating the validity period for the *EPIRMP*. • Ensuring the *EPIRMP* is readily identifiable and available to the appropriate persons. • Establishing the *Emergency Control Organisation* to operate in accordance with the *EPIRMP*. • Establishing the *Emergency Response Team*. • Assisting the *Emergency Management Team*. • Authorising, or having authorised, the release and implementation of the *EPIRMP*. • Provide awareness of the *EPIRMP* to relevant stakeholders. • Provide formalised training to relevant stakeholders including all the active roles listed within this *EPIRMP*. • Testing the *EPIRMP* in accordance with Section 10 of this *EPIRMP*. • Reviewing the *EPIRMP* and updating in accordance with Section 10 of this *EPIRMP*. • Establishing arrangement to ensure the continuity of the *Emergency Control Organisation*. • Ensuring roles listed in this *EPIRMP* are accurate and maintained. • Ensuring procedures are in place to ensure visitors are made aware of the emergency response procedures. • Ensuring a system to manage records is in place and maintained.
Emergency Control Organisation *Chief Emergency Warden* *Emergency Wardens* *Point Person*	• Activating this *EPIRMP*. • Take management control of the site over the normal management structure. • Liaise and instruct the *Emergency Response Team* in relation to initial control of the incident. • Liaise and instruct the *First Aiders and Nominal Roll Holders* in relation to control of the incident.

Role	Responsibilities
Emergency Management Team (EMT) *Chief Executive B&D NSW* *GM Resource Recovery* *GM B&D Collections NSW* *General Manager Chief Development & Stakeholder Officer* *General Counsel* *Head of Safety and ESG Assurance*	• Manage all non-site activities that may impact or be impacted by the emergency response. • Notify all relevant local area stakeholders. • Notify all relevant authorities. • Manage communications, such as website updates, social media, local media and wider media coverage. • Manage Bingos business continuity and recovery, e.g., diversion of incoming wastes (if applicable), recovery activities, repairs etc. • Liaises with relevant authorities following the incident. • Undertake an incident investigation post incident, and ensure learnings are acted upon.
Emergency Response Team *Area Supervisors* *Operations Managers*	• Test and maintain specialised emergency equipment. • Ensure PPE is maintained and available. • Provide first response to incidents to contain or control the incident until *Emergency Services* arrive, includes *Traffic Controllers*. • Respond in accordance with training and experience. • Follow the direction given by the *Chief Emergency Warden*. • Work with and under the direction of the *Emergency Services* as requested.
Point Person *To be appointed by EMT pending nature of the incident*	• Main point of contact for emergency communications. • Is the direct line of communication between the *Emergency Control Organisation* and the *Emergency Management Team*.
Emergency Wardens *Area Supervisors*	• Assume control of their assigned area. • Liaise with *Chief Emergency Warden* regarding the nature of the emergency and the response requirements. • Follow the direction given by the *Chief Emergency Warden*. • Evacuate areas if required, control activities in their area in relation to access and traffic management. • Check to ensure areas have been evacuated and all persons are accounted for. • Assist the *Nominal Roll Holder* in identifying public vehicles and occupants. • If personnel or vehicles cannot be accounted for inform the *Chief Emergency Warden*. • Document activities where able, and report back to *Chief Emergency Warden*. • Do not leave assigned area until the emergency has been cleared.
First Aid Officers	• Provide initial aid to injured persons in accordance with competency and training. • During an evacuation, grab the first aid kit in their area and take to *Emergency Assembly Point*. • Liaise with *Chief Emergency Warden* and *Emergency Wardens* in relation to first aid activities. • Liaise with emergency services in relation to first aid activities undertaken. • Maintain first aid equipment including kits and defibs.

Role	Responsibilities
Nominal Roll Holder *Area Supervisor*	• Obtains list of public vehicles on site. • Liaise with other *Emergency Wardens* in locating and managing public vehicles and occupants.
Observer	• Someone appointed to watch, and record activities undertaken during a test of this *EPIRMP*. • Provide unbiased feedback to the *Emergency Control Organisation* and *Emergency Management Team* during the debriefing. • Ensure both positive and negative aspects are identified.

6.1 Roles and Responsibility Flowchart



***Note¹**: During an emergency the role of the Emergency Control Organisation override normal operating authorities.*

***Note²**: The Point Person sits in both the Emergency Control Organisation and the Emergency Management Team to facilitate a clear line of communications between the first response and recovery operations onsite and the management of business activities.*

7 Activating the *EPIRMP*

Any member of the *Emergency Control Organisation* can activate the *EPIRMP* (including after hours). The *EPIRMP* must be activated as soon as an emergency is identified and assessed as to the nature of the incident.

For *WHS incidents* this *EPIRMP* must be activated if there has been, or a potential for, a serious or notifiable incident.

For *pollution incidents* this *EPIRMP* must be activated if there has been, or a potential for, *material harm* to the environment.

8 Communications

Managing information and messaging during an emergency is critical to Bingo's operations. The types of communications include managing the emergency response and where possible managing external communications such as media responses, social media, and communications with regulators.

8.1 Communications Responsibilities

Emergency Management Team
Is responsible for:

- Notifying the relevant authorities.
- Communicating with local area stakeholders. This will be done by door knock and phone calls where applicable.
- Liaising with media outlets and providing statements.
- Providing information, updates, and reports to Bingo Senior Management.

Point Person
Is responsible for:

- Providing information and updates to the *Emergency Management Team* from the *Emergency Control Organisation*.
- Providing information, updates, and instructions to the *Emergency Control Organisation* from the *Emergency Management Team*.

Emergency Control Organisation
Is responsible for:

- Alerting the site of the emergency using the relevant *Emergency Code*.
- Notifying and communicating with emergency services.

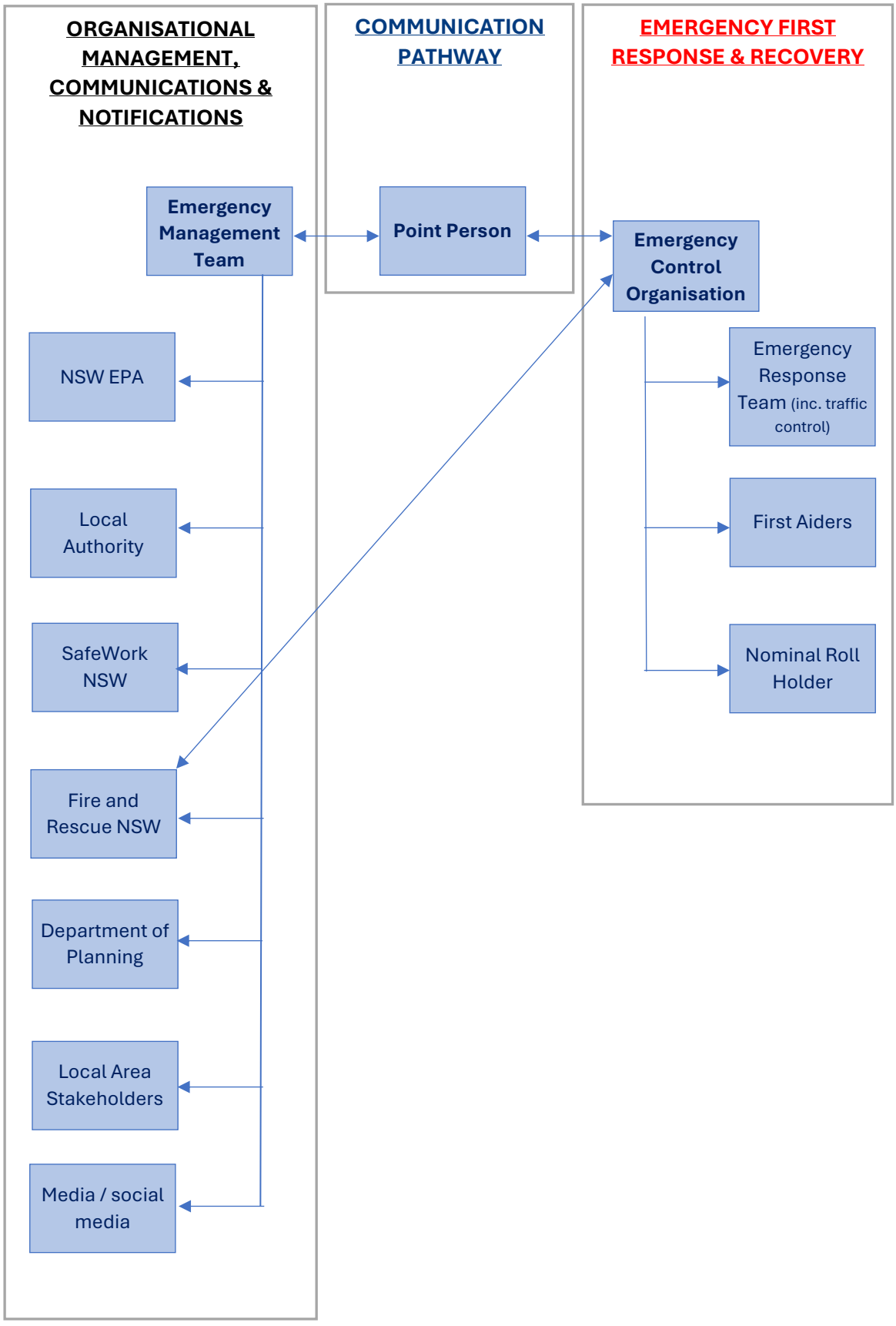
8.2 Communications Mechanisms

The main forms of onsite communications, in priority order, are:

1. UHF radio.
2. Mobile phone.
3. Face-to-face.

See Appendix A: Emergency Contacts & BINGO Incident Management Chart

8.3 Communications Flowchart



9 Notification

9.1 WHS Incidents

Notifiable incidents will be notified to SafeWork NSW:

(1) immediately after becoming aware of the incident.
(2) by telephone: 13 10 50.
(3) And if requested, written notification within 48 hours.

9.2 Pollution Incidents

Pollution incidents will be notified if the incident causes or threatens to cause *material harm* to the environment. Notification must be carried out to the NSW EPA *immediately* after the nominated person becomes aware of the incident, to each *relevant authority* via the specified format in Appendix A, in the following order:

- NSW EPA
- Local Authority
- SafeWork NSW
- Fire and Rescue NSW (if not already contacted by the Emergency Control Organisation)
- Department of Planning, Housing and Infrastructure

9.3 Persons responsible for notification

If a *notifiable incident or pollution incident* occurs the following persons are responsible for notifying the required parties.

Position	Name
Head of Safety and ESG Assurance	*Ros Dent*
Safety Manager	*Thomas Davison*

9.4 Incidents under the Development Consent

As per condition C9 of the Development Consent: *Within 24 hours of any incident or potential incident with actual or potential significant off-site impacts on people or the biophysical environment, a report must be supplied to the Department outlining the basic facts. A further detailed report must be prepared and submitted following investigations of the causes and identification of necessary additional preventative measures. That report must be submitted to the Secretary no later than 14 days after the incident or potential incident.*

See *Appendix A – Emergency Contacts*

10 Testing and Reviewing

10.1 Testing the EPIRMP

Testing the *EPIRMP* allows deficiencies in its activation and management to be identified in a controlled environment. Deficiencies may include training, resources, infrastructure, communications, and response methods. It may also provide insight into individual and team behaviours during stressful situations that impact the overall response and control of emergency situations.

The *Emergency Planning Committee* must test this *EPIRMP* no greater than annually from the date of publishing. As this is an integrated *EPIRMP Bingo* will undertake two annual tests of this *EPIRMP*.

1) A test of a *pollution incident* emergency response, and
2) A test of a general WHS emergency response.

Testing will be one or a combination of the following:

- Desktop test – the *Emergency Control Organisation*, *Emergency Management Team* and other relevant or invited stakeholders review an emergency scenario in an office-based environment. The intent is to collectively step through a sequence of actions to identify the emergency, control the incident, and then recover from the incident back to business-as-usual operations having no impact on day-to-day operations.
- Onsite walk-through test – the *Emergency Control Organisation*, *Emergency Management Team* and other relevant or invited stakeholders review an emergency scenario in a walk-through process. The intent is to collectively step through and practice a sequence of actions to identify the emergency, control the incident, and then recover from the incident back to business-as-usual operations having minimal impact on day-to-day operations.
- Onsite live test – the *Emergency Control Organisation*, *Emergency Management Team* and other relevant or invited stakeholders undertake a physical emergency scenario drill. The intent is to collectively act out and practice actions taken to identify the emergency, control the incident, and then recover from the incident back to business-as-usual operations. This activity is undertaken under a live site which will cause minor disruptions to day-to-day operations.

IMPORTANT: *To avoid confusion, emergency tests shall use the following phrase at the start of each communication:*

"Exercise Exercise Exercise, this is a drill".

For each test performed an observer, or multiple observers, will be appointed to watch and document the decisions and actions made by the *Emergency Control Organisation* and other acting parties. During the incident debrief the observer will relay any observations, both positive and negative, for discussion.

For every test performed a debrief must be held to review the performance of each party. This is a critical chance to review and improve Bingo's response to an emergency.

IMPORTANT: *Emergencies have been known to occur at the same time as an emergency test causing confusion. If this is to happen Bingo has nominated the phrase:*

"Emergency Emergency Emergency, this is not a Drill"

10.2 Incident Debrief

Management of emergency response incidents is critical in the continuity of Bingo's operations. Due to the nature of the activities onsite and materials handled, both known and unknown, effective emergency response requires continual improvement.

Undertaking an incident debrief following a test or activation of the *EPIRMP* allows the *Emergency Planning Committee, Emergency Management Team, Emergency Control Organisation* and *Emergency Response Team* to review decisions, actions, and outcomes, both positive and negative, in Bingo's handling of the emergency response.

An incident debrief will be included in all *EPIRMP* tests, and as soon as practical following an emergency response.

The incident debrief will be facilitated by the *Emergency Planning Committee* and the following must attend:

- The *Emergency Management Team*.
- The *Emergency Control Organisation*.
- The *Emergency Response Team*.
- Other relevant parties including, *Emergency Services*, First Aiders, Nominal Roll Holders.

Note: Attendance to the incident debrief will be determined by the nature of the incident and availability of personnel. A minimum of one nominated representative from each group must attend the debrief session.

Following any incident debrief, communications will be distributed to all employees and relevant stakeholders as required.

10.3 Reviewing the *EPIRMP*

The *Emergency Planning Committee* must ensure this *EPIRMP* is reviewed and updated to ensure it remains relevant to the site's activities and following the identification of improvements. The *EPIRMP* will be reviewed and updated:

1) Annually, from the date of publishing, and within 1 month of an incident occurring.
2) Following an *EPIRMP* test where improvements were identified.
3) Following an incident debrief where improvements were identified.
4) Following changes to site activities or personnel.
5) Following changes to neighbouring properties or developments.
6) Following changes to any regulatory requirements.

11 Reporting & Records

11.1 Internal Reporting

Following any incident managed by this *EPIRMP*, Bingo will undertake an incident investigation and provide findings and recommendations relating to the management of that incident.

Refer to Bingo's internal procedure for incident management and investigations.

11.2 External Reporting

The *Environmental Manager* will report on *Bingo's* compliance to the *EPIRMP* requirements in the *Annual Return*. The following information will be reported:

- That this *EPIRMP* has been prepared as required under the legislation.
- That this *EPIRMP* is available at the premises.
- The availability of this *EPIRMP* on the publicly accessible *Bingo* website.
- That the *EPIRMP* has been tested within the last 12 months, including the date of the last test.
- That the *EPIRMP* has been updated, if required, including the date of the last update.
- How many times the *EPIRMP* has been activated during that reporting period, and the dates it was activated.

All other reporting will be managed on a case-by-case basis and as requested by the external parties.

11.3 Records

A summary of EPIRMP tests and document reviews will be recorded in the front of this plan.

Detailed records relating to this *EPIRMP* will be kept on *Bingo's* internal server for minimum of *5 years*. These records may include:

- Incident investigation reports.
- Regulator correspondence including notices.
- Meeting minutes and debrief notes.
- Corrective action reports.
- Training records.

Records will be managed in accordance with Bingo's document control procedure.

12 Training

Training to effectively implement this *EPIRMP* includes:

Emergency Planning Committee

- Internal – *EPIRMP* General.

Emergency Management Team

- Internal – Crisis communications plan.
- Internal – *EPIRMP* General.
- Internal – *EPIRMP* Activation Training.

Emergency Control Organisation

- External – Warden training.
- Internal – Spill and leak management and control.
- Internal – *EPIRMP* General.
- Internal – *EPIRMP* Activation Training.

Emergency Response Team

- External – First response fire.
- Internal – Asbestos awareness.
- Internal – Spill and leak management and control.
- Internal – Water management systems.
- Internal – *EPIRMP* General.
- Internal – Traffic management.
- Internal – *EPIRMP* Activation Training.

First Aiders

- External – Provide first aid.
- Internal – *EPIRMP* General.
- Internal – *EPIRMP* Activation Training.

Weighbridge Operators

- Internal – Threat response.
- Internal – *EPIRMP* General.
- Internal – *EPIRMP* Activation Training.

All other workers, contractors and visitors will be trained and/or notified of their responsibilities under this *EPIRMP* in the site induction.

Training is managed by Bingo's internal training and development procedures.

13 Emergency Hazard Identification & Risk Assessment

This section identifies a summary of significant site-specific emergency events and assesses them using Bingo's risk matrix format.

For detailed requirements see the **Incident Management Procedure.**

	CONSEQUENCE Actual or Potential (worst credible) Level is set at highest impact type	5. Severe [Critical]	4. Major [Significant]	3. Moderate [Moderate]	2. Minor [Minor]	1. Incidental [Negligible]
IMPACT TYPE	Health	* Severe illness or chronic exposure resulting in fatality or significant life shortening effects.	* Illness or chronic exposure resulting in significant life-impacting effects.	Illness or significant adverse health effect needing a high level of medical treatment or management.	Mild illness or health effect and/or some functional impairment that needs some treatment but is usually easily managed medically.	Illness or effect with limited or no impact on ability to function – no treatment necessary.
	Safety	* Fatality or life threatening injuries, or resulting in substantial life changing permanent disability e.g. blindness, loss of hand(s), limbs or use of limbs.	* Serious injuries, requiring immediate emergency hospital treatment as an inpatient, resulting in significant permanent disabling injury (e.g. reduced mobility, loss of fingers or extended temporary impairment and/or extended hospitalisation). Serious/dangerous incident/occurrence (as per regulatory reporting definition).	One or more injuries that are serious enough to result in lost time, non-permanent disabling injuries or an injury that may require non-emergency hospitalisation as an inpatient (i.e. most LTIs).	Injuries requiring competent first aid, treatment by a medical professional or as a hospital outpatient and typically no time lost (i.e. FAIs and most MTIs).	Injury that does not require any treatment.
	Environment	Unauthorised destruction of important populations of habitat, species, relics or natural environment or adverse impact on human health or community.	Uncontained extensive and measurable medium-term but repairable off site impact on habitat, species, human health, community or natural environment.	Localised and measurable medium-term uncontained but repairable impact on habitat, species or natural environment human health or community.	Localised (on site) and measurable short-term and contained impact on habitat, species or natural environment with no discernible impact on human health or community	No discernible impact on or measurable impairment of habitat, species or natural environment (air, water, land) human health or community.
	Property Damage	Severe damage to infrastructure – multiple items of plant or equipment requiring replacement or requiring shutdown and overhaul of a major site. Significant business interruption and recovery costs.	Major damage to infrastructure, and/or equipment inoperable or made unsafe for use requiring replacement or major repair/overhaul. Shut-down of smaller site may be necessary, or HV/HME written off. Material business interruption and recovery costs.	Moderate damage requiring repairs before full use (to pre-damage levels) is possible. LV written off. Some business interruption.	Minor damage which does not impede immediate and short term use, but requires repair for sustainable ongoing use.	Very minor damage akin to 'fair wear and tear' - not requiring rectification for ongoing use.
	Regulatory	Significant prosecution action, including personal liability risk to Company officers	Formal, higher level intervention (e.g. prohibition or prevention notice) at a site and risk of further interventions at other sites. Material risk of regulatory investigation or prosecution.	Formal intervention e.g. issuing an Improvement Notice or abatement notice at a site but unlikely to escalate if complied with.	Risk of penalising action unlikely and any intervention is limited to a field report (or similar).	No non-compliance or risk of penalising actions and any intervention is limited to a nonbinding observation.
	Community/Reputation	Widespread community unrest and/or adverse national/international media coverage.	Community alarm at a regional level and adverse and longer running local/regional media coverage.	Coordinated community concern at a local level and limited local media coverage.	A clustering of complaints and risk of local media interest.	Isolated complaint from a local individual.
	Quality	Incident that may result in significant erosion of market value or loss of reputation.	Incident that results in a potential or actual claim (or rework) in excess of AUD100K and that generally requires external engineering or legal support.	Incident that results in a potential or actual claim (or rework) of up to AUD100K and can be resolved internally (i.e. without external expert support).	A customer complaint or incident resulting in a potential or actual claim (or rework) under AUD5K (e.g. credit note or product reject)	Minor incident with no resulting impact on the customer.

13.1 WHS Emergency Incidents

This table is a summary of the potential safety-related emergency situations identified for the site that may pose a significant risk of harm to a person. The assessment includes defining the controls as ***preventative (p)*** or ***mitigating (m)*** in relation to managing the identified emergency scenarios.

WHS Operational Hazards	Inherent Risk	Controls Preventative (P) / Mitigating (M)		Residual Risk
Fire, smoke and explosion caused by waste handling process, arson, plant/machinery or worker activity: • Plant and equipment • Buildings and structures • Storage and handling of wastes • Storage and handling of chemicals	**Severe**	• Waste and process monitoring – visual and thermo imaging ***(P)*** • Waste containment procedures ***(P)*** • Non-conforming waste procedures ***(P)*** • Equipment inspection and routine maintenance schedules ***(P)*** • 24/7 fire watch ***(P)***	• Fire safety systems and essential measures***(M)*** • Site warning system and communications ***(M)*** • Firefighting mobile plant ***(M)*** • Trained first response personnel ***(M)*** • Water reuse and diversion system ***(M)*** • Site CCTV surveillance ***(P)***	**Major**
Hazardous chemical exposure from storage and handling or spills: • Handling during clean-up of spills • Hazardous atmospheres	**Moderate**	• Limited allowable storage quantities ***(P)*** • Hazardous chemicals registers/MSDS ***(P) (M)***	• Bunding and diversion systems ***(P) (M)*** • Spill kits and emergency response equipment ***(M)*** • Personal protective equipment ***(P)***	**Minor**
Mobile plant and vehicles accidents involving: • Plant rollover • Loss of operator control • Plant and vehicle collision • Pedestrian collision	**Severe**	• Equipment inspection and routine maintenance schedules ***(P)*** • Road design ***(P)*** • Road maintenance ***(P)*** • Infrastructure protection – barriers ***(M)***	• Traffic management plan ***(P) (M)*** • Traffic controllers ***(P)*** • Interaction management – exclusion zones, spotters ***(P)*** • Physical supervision ***(P)***	**Moderate**
Fixed plant and equipment accidents including: • Crushing, severing or entrapment • Falls • Electric shock	**Severe**	• Maintenance procedures ***(P)*** • Operational procedures ***(P) (M)*** • Trained operators ***(P)***	• Equipment design – guarding and e-stops ***(P)*** • Restricted access areas – exclusion zones, signage ***(P)***	**Moderate**
Personal threat from: • Robbery or hold up at weighbridge or office • Personal assault • Bomb threat	**Moderate**	• Secure access ***(P)*** • Emergency call buttons ***(M)***	• Cash handling procedures ***(P)*** • Economic turn to cashless ***(P)*** • Accounts for large ongoing transactions ***(P)***	**Minor**
Medical emergency from: • Unknown medical event • Trauma from accident	**Major**	• First aiders ***(M)***	• First response equipment – first aid kits, defib ***(M)***	**Major**

13.2 Environment Pollution Incidents

This table is a summarised description of potential pollution incidents identified for the site that may cause *material harm* to the environment. The assessment includes defining the controls as ***preventative (p)*** or ***mitigating (m)*** in relation to managing the identified emergency scenarios.

ENV Operational Hazards	Inherent Risk	Controls Preventative (P) / Mitigating (M)		Residual Risk
Water pollution • Leachate contaminated stormwater • Uncontrolled release from OSD or storage tanks • Hazardous chemicals and dangerous goods in stormwater • Sediment in offsite stormwater system • Fire suppressants in water containment • Effluent contaminated stormwater	**Major**	• Stormwater capture and management system including tanks ***(P) (M)*** • Leachate capture and management system including pits and tanks ***(P) (M)*** • Effluent containment system ***(P)*** • Onsite diversion and reuse systems for stormwater and leachate ***(P)*** • Storm-mode ***(P) (M)*** • Leachate management plan ***(P) (M)***	• Chemical bunding, spill kits and management procedures ***(P)*** • Sediment containment systems ***(P)*** • Routine maintenance schedule ***(P)*** • Water level monitoring ***(P) (M)*** • Water quality monitoring ***(P) (M)*** • Infrastructure condition assessments ***(P)*** • Daily routine inspections ***(P) (M)*** • Routine cleaning and road sweeping ***(P) (M)***	**Moderate**
Air pollution • Particulate matter from material movement, processing activities and vehicles • Toxic smoke from fire	**Severe**	• Fire prevention and waste process monitoring – visual and thermo imaging ***(P)*** • Non-conforming waste procedures ***(P)*** • Equipment inspection and routine maintenance schedules ***(P)*** • 24/7 fire watch ***(P) (M)*** • Suppression systems including rainbird sprinklers, water carts and misters ***(P) (M)*** • Infrastructure design fire safety systems and essential measures ***(M)*** • Firefighting mobile plant ***(M)***	• Trained first response personnel ***(P)*** • Water reuse and diversion system ***(P) (M)*** • Site CCTV surveillance ***(P)*** • Incoming materials suppression process ***(P)*** • Conveyor misters and chute sprays ***(P)*** • Operations control and process shutdowns ***(M)*** • Dust monitoring program and dust gauges ***(P) (M)*** • Weather station – wind indicator ***(P)***	**Moderate**
Odour • Green waste / vegetation • Leachate	**Moderate**	• Minimise volume and remove from site as soon as possible ***(P)*** • Waste acceptance criteria and non-conforming waste procedures ***(P)***	• Weather station – wind indicator ***(P)*** • Contained tank and pipe system ***(P)*** • Operational Environmental Management Plan ***(P) (M)***	**Minor**
Noise & Vibration • Construction works • Waste operations • Waste transport	**Moderate**	• Construction management plans for construction works ***(P) (M)*** • Consent operating hours compliance ***(P)***	• Traffic management plan ***(P) (M)*** • Monitoring during activities ***(P)*** • Vehicle and plant maintenance ***(P)***	**Incidental**

13.3 Inventory of Environmental Pollutants

This table is a summary of the site inventory of pollutants; further detail can be found in the relevant area appendix.

Location	Items	Maximum Quantity	Pollutant type / health hazard
Recycling Centre	Non-putrescible solid wastes	6,823T at any one time	Airborne – particulate matter, smoke from fire event Water – contaminated stormwater and leachate Noise – plant and machinery Human health hazard – biological, inhalation
	Non-putrescible solid wastes	220,000T in any 12-month period	Airborne – particulate matter, smoke from fire event Water – contaminated stormwater and leachate Noise – plant and machinery Human health hazard – biological, inhalation

13.4 Hazardous Chemicals

This table is a summary of the types of hazardous chemicals located onsite. Hazardous Chemicals Registers detailing specific types, location and qualities can be found in the relevant *Area Appendix*.

Location	Corrosive	Explosive	Flammable	Harmful	Hazardous to health	Nature pollutant	Non-flammable gas	Oxidising	Toxic
Recycling Centre	✓	-	✓	-	✓	✓	-	-	-
Bulk diesel and chemical storage	-	✓	✓	-	✓	✓	-	✓	-

13.5 Safety Equipment

The following safety equipment is available onsite to manage emergency and pollution incidents.

Type	Items	
Fire	• Street sweeper • Mobile plant • Fill and cover material • Site Manual Call Point	• Fire Sprinklers • Onsite water tanks • Fire extinguishers & blankets • Fire hose reels & hydrants • Emergency stop buttons
Chemicals	• Eye protection • Gloves • Respiratory protection	• Emergency shower and eye wash stations
Spills	• Mobile plant (excavators) • Fill and cover material • Bunding	• General purpose spill kits • Absorbent materials
Personal Protective Equipment	• Safety footwear • Eye protection • Hard hats • Gloves	• High visibility clothing • Respiratory protection • Wet weather gear
First Aid	• First aid kits	• Defibrillators
Communications	• UHF Radios	• Mobile phones
General	• Sump pumps • Generators • Portable lighting • Plant Emergency Stop Buttons	• Mobile plant • Vehicle recovery chains/ straps/ shackles

14 Emergency Response Methodology

14.1 Emergency Codes

To assist in the direct response to an emergency and to avoid unnecessary public attention, standardised emergency colour codes will be adopted for emergency communications. These codes are as per the industry standard outlined in AS*3745-2010, each example is tailored to Bingo's operations*.

Emergency Type	*Example*	Colour
Fire and Smoke	*Waste stockpile fire, RRC fire, plant fire, building fire.*	***Red***
Medical Emergency	*Serious injury or illness, such as an accident or medical episode.*	***Blue***
Internal Emergency	*Major spill, pollution event.*	***Yellow***
External Emergency	*Power outage, severe weather, local emergency event.*	***Brown***
Personal Threat	*Robbery, verbal & physical assault.*	***Black***
Bomb Threat	*Suspect object, telephone or written (mail & electronic).*	***Purple***
Safety	*Dangerous incident with the potential to escalate.*	***Green***
Radiation	*Unexpected radiation exposure.*	***Grey***
Evacuation	*Area evacuations and/or full site evacuation.*	***Orange***

IMPORTANT:

Codes can change during an emergency depending on the escalation or de-escalation of the situation.

For example:

- *A Code Green can escalate into a Code Blue if the initial incident worsens, and people get seriously injured.*
- *A Code Purple can become a Code Orange if the threat requires evacuation.*
- *A Code Yellow can become a Code Red if the spill ignites and starts a fire.*

14.2 The Response Framework

The development of each response has been designed to follow a similar action / reaction methodology to ensure consistency in the response approach.

IMPORTANT: *Not all situations require every step, but following the steps will ensure consistency*.

Danger – Determine the nature of the emergency and the danger to people, the environment, structures, or business operations. *And Don't Panic*.

Respond – Initial internal response undertaken by the *Emergency Control Organisation*. Generally, includes the *Emergency Response Team* to gain control of the situation, provide first response and reduce the potential impact (where possible).

Send – for help involves contacting the relevant emergency services.

Access to Areas – clear site access for relevant response parties. Evacuate required areas, manage traffic and people movements.

Buildings, Infrastructure & Resources – protect critical buildings and infrastructure, redeploy resources to maintain operations.

Communicate – notify relevant stakeholders.

Demobilisation and Recovery – Once the incident is under control by the emergency services, all non-essential response personnel can be redeployed to recovery. Ensuring site preservation for formal investigation (as required).

IMPORTANT NOTE:

This methodology is for guidance purposes to ensure the situation has been assessed in a clear and structured manner, similar to any first aid incident.

Based on the nature of the emergency the *Chief Emergency Warden* may decide to enact these steps in a different order or multiple steps at any one time.

The steps may need to be repeated if the situation changes.

For example: 000 may be called first if the nature of the emergency requires it or may have already been called by a person onsite. The *Chief Emergency Warden* should use the steps regardless of order.

14.3 The Response Structure

- Any person who witnesses or suspects an emergency is to **notify the relevant *Emergency Warden* immediately** via UHF or mobile phone stating:

  "{Brief description of the emergency}"

  "{Location of the emergency}"
- The *Emergency Warden* will immediately notify the *Chief Emergency Warden and the Emergency Control Organisation*.
- The *Emergency Control Organisation* will enact the appropriate response.

IF CRITICAL

DON'T WAIT

CALL 000

1) Danger:

- Assess the incident and remove people from danger.

DO NOT put yourself or others in danger.

2) Respond:

- *Chief Emergency Warden* will announce activation of the *EPIRMP*.

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
CODE {colour} in {location}
WARDENS AWAIT INSTRUCTION"

- *Chief Emergency Warden* notifies the sites *Emergency Response Team, First Aiders* (if required) and *Nominal Roll Holder* (if required).
- *Emergency Response Team and First Aiders* respond to the incident as trained. Not all response ACTIONS are detailed in this plan.

3) Send for HELP:

- *Chief Emergency Warden* will nominate one person to contact the emergency services (if not already called) and send someone to meet them at the front gate.

4) Access to Areas:

- *Traffic Controllers* are to divert all vehicles using the *Critical Traffic Control Points* to allow clear access for the *Emergency Response Team* and *Emergency Services*.
- *Emergency Wardens* will evacuate people to *Emergency Assembly Points* and take the roll.
  For Evacuations See CODE ORANGE.
- *Nominal Roll Holders* will alert *Emergency Wardens* of vehicles who weighed-in for their area.

5) Building, Infrastructure & Resources:

- *Emergency Response Team* to protect critical buildings and infrastructure where safe to do so (e.g., buildings, plant & machinery, pipework, services, chemical storage etc.)
- Resources to be redeployed to maintain business operations (where able).

6) Communicate:

- *Point Person* to relay information to the *Emergency Management Team*.
- Contact relevant local stakeholders and authorities.

7) Demobilise and Recovery:

- *Non-essential personnel to be redeployed for operational recovery*.

15 Emergency Responses by Code

15.1 Fire and Smoke Emergency Response

CODE RED

IF CRITICAL

DON'T WAIT

CALL 000

1) Danger:

- Identify source and type of fire, and its potential impact.
- Remove people from immediate area.

2) Respond:

- Activate *EPIRMP*.

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
*CODE **RED** in {**Area**}*
RESPONSE TEAM REQUIRED
WARDENS AWAIT INSTRUCTION"

- *Emergency Response Team* initiate first response as trained (examples below).

Waste Stockpile Fire	MPC Fire	Building Fire	Plant & Machinery	Hazardous Chemical
Hose or extinguisher	Hose or extinguisher	Hose reel, extinguisher	Extinguisher	Extinguisher
Watercart	Drench with watercart / canon	Watercart / hose reel	Watercart / hose reel	Smother with material
Spread material and expose	Spread material and expose			
Smother with fill material	Activate MCP			

3) Send for Help:

- Contact *Emergency Services (if not already done)*.

4) Access to Areas:

- *Traffic Controllers* to *Critical Traffic Control Points* and direct traffic (people & vehicles).
- Evacuate areas (where required) and take roll (people & vehicles).
  For Evacuations See CODE ORANGE.
- Prepare site access for *Emergency Service* to the incident area, hydrants and fill points.

5) Buildings, Infrastructure & Resources:

- Stop fire spreading to buildings/structures, plant/equipment or surrounding materials.
- Prevent damage to pipework, service utilities, assets.
- If able, contain run-off near stormwater drains (block, dam, or divert).
- Adjust operations to suit – waste diversions, staffing of areas.

6) Communicate:

- Notify *Emergency Management Team*.
- Contact local stakeholders warning of smoke hazard.
- Notify Authorities.

7) Demobilise and Recovery:

- *Non-essential personnel to be redeployed for operational recovery. Do not disturb the site unless there is an ongoing risk (safety, environmental etc.)*

15.2 Medical Emergency Response

CODE BLUE

IF CRITICAL

DON'T WAIT

CALL 000

8) Danger:

- Identify type of incident and response required.
- Remove other people from immediate area.

9) Respond:

- Activate *EPIRMP*.

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
*CODE BLUE in {**Area**}*
FIRST AIDERS REQUIRED
WARDENS AWAIT INSTRUCTION"

- *Emergency Response Team* initiate first response as trained (examples below).

First Aiders	Emergency Response Team
• **D**anger – check for danger to administer first aid	• Plant isolations and shut-downs isolations
• **R**esponse – check for response of the person	• Traffic control
• **S**end for help – contact emergency services	• Waste diversions
• **A**irways – check persons airways are clear	
• **B**reathing – check for breathing	
• **C**PR – start CPR	
• **D**efib – apply defibrillator.	

10) Send for Help:

- Contact *Emergency Services (if not already done)*

11) Access to Areas:

- *Traffic Controllers* to *Critical Traffic Control Points* and direct traffic (people & vehicles).
- Evacuate areas (where required) and take roll (people & vehicles).
  For Evacuations See CODE ORANGE.
- Prepare site access for *Emergency Service* to the incident area.
- Remove ALL non-essential people from the area.

12) Buildings, Infrastructure & Resource:

- Adjust operations to suit – waste diversion, staffing areas.

13) Communicate:

- Notify *Emergency Management Team*.
- Notify Authorities.

14) Demobilise and Recovery:

- *Non-essential personnel to be redeployed for operational recovery. Do not disturb the site unless there is an ongoing risk (safety, environmental etc.)*

15.3 Internal Emergency Response

CODE YELLOW

IF CRITICAL

DON'T WAIT

CALL 000

1) Danger:

- Identify the type of spill or pollution incident and its potential impacts.
- Remove people from immediate area.

2) Respond:

- Activate *EPIRMP*.

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
*CODE YELLOW in {**Area**}*
RESPONSE TEAM REQUIRED
WARDENS AWAIT INSTRUCTION"

- *Emergency Response Team* initiate first response as trained (examples below).

Chemical Spill	Leachate Spill	Uncontrolled OSD / Storage Tank Release	Airborne Particulate / Odour
Contain spill – absorb, dam or pump to containment vessel.	Contain spill – absorb, dam or pump to leachate sump or holding tank.	Divert flows to underground storage tank and reuse via water carts and misters.	Dust suppression – misters, water carts, rain birds.
	Remove via licensed liquid waste contractor.	Storm mode.	Decrease production.
		Monitor and test.	Halt production.

3) Send for Help:

- Contact *Emergency Services (if not already done)*.

4) Access to Areas:

- *Traffic Controllers* to *Critical Traffic Control Points* and direct traffic (people & vehicles).
- Evacuate area (where required) and take roll (people & vehicles).
  For Evacuations See CODE ORANGE.
- Prepare site access for *Emergency Service* and *Emergency Response Team*.
- Remove ALL non-essential people from the area.

5) Buildings, Infrastructure & Resources:

- Stop chemical or leachate from entering stormwater system (block, dam, or divert).
- Use storm-mode to reduce storage tank levels.
- Pump direct to sewer
- Adjust operations to suit – waste diversions, staffing areas.

6) Communicate:

- Notify *Emergency Management Team*.
- Contact local stakeholders warning of spill or odour hazard.
- Notify Authorities.

7) Demobilise and Recovery:

- *Non-essential personnel to be redeployed for operational recovery. Do not disturb the site unless there is an ongoing risk (safety, environmental etc.)*

15.4 External Emergency Response

CODE BROWN

1) Danger:

- Identify the type of incident and its potential impact on the site and its operations.

2) Respond:

- Activate *EPIRMP*.

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
CODE BROWN
WARDENS & RESPONSE TEAM AWAIT FURTHER INSTRUCTION"

- *Emergency Response Team* initiate first response as required. Prepare for potential escalation.

3) Send for Help:

- Make contact with *Emergency Services (if not already done)*.

4) Access to Areas:

- *Traffic Controllers* go to *Critical Traffic Control Points* and direct traffic (people & vehicles).
- Evacuate work areas to *Emergency Assembly Points*, take roll (people & vehicles) and wait instruction.
- Prepare site for *Emergency Services* or evacuation calls.
  For Evacuations See CODE ORANGE.

5) Buildings, Infrastructure & Resources:

- Prepare critical service generators (as needed).
- Prepare backup manual processes for operation continuity (as needed).
- Adjust operations to suit – waste diversion, staffing areas.

6) Communicate:

- Notify *Emergency Management Team*.
- Await communications from external stakeholders.
- Notify Authorities.

7) Demobilise and Recovery:

- *Non-essential personnel to be redeployed for operational recovery. Do not disturb the site unless there is an ongoing risk (safety, environmental etc.).*

15.5 Personal Threat Emergency Response

CODE BLACK

IF ABLE

DON'T WAIT

CALL 000

1) Danger:

- Identify the type and nature of the threat and potential consequences. *Check for weapons, are they on drugs, how many people are there?*
- Remove other people from immediate area, if possible.

2) Respond:

- Activate *EPIRMP*.

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
*CODE BLACK in {**Area**}*
WARDENS, RESPONSE TEAM & FIRST AIDERS AWAIT INSTRUCTION"

- *Emergency Response Team* initiate first response as required. Prepare for potential escalation.

Robbery Weighbridges	Assault
Activate Emergency Call Button, if safe to do so.	Lock yourself in (if able).
Stay calm and comply with demands.	Stay calm, don't engage and use positive language to defuse the situation.
Take note of special characteristics – height, build, ethnicity, voice, marking (tattoos, moles etc.)	Take note of special characteristics – height, build, ethnicity, voice, marking (tattoos, moles etc.)

3) Send for Help:

- Contact Emergency Services *(if not already done)*.

4) Access to Areas:

- *Traffic Controllers* to *Critical Traffic Control Points* and direct traffic (people & vehicles).
- Evacuate areas (where required) and take roll (people & vehicles).
  For Evacuations See CODE ORANGE.
- Prepare site access for *Emergency Service* to the incident area.
- Remove ALL non-essential people from the area.

5) Buildings, Infrastructure & Resource:

- Adjust operations to suit – weighbridge diversion, staffing areas.

6) Communicate:

- Notify *Emergency Management Team*.

7) Demobilise and Recovery:

- Non-essential personnel to be redeployed for operational recovery. Do not disturb the site unless there is *an ongoing risk (safety, environmental etc.)*.

15.6 Bomb/Substance Threat Emergency Response

CODE PURPLE

1) Danger:

- Identify the nature of the threat and its potential impact.
- Remove people from suspect area.

IF CRITICAL

DON'T WAIT

CALL 000

2) Respond:

- Activate *EPIRMP*.

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
CODE PURPLE in *{**Area**}*
WARDENS & RESPONSE TEAM AWAIT INSTRUCTION"

- *Emergency Response Team* initiate first response as required. Prepare for potential escalation.

Suspect Object	Telephone Threat	Written Threat (mail / electronic)
Cordon off area.	Complete *Threat Checklist*.	Keep item secure, bag if able.
Do not touch or move item.		
Monitor from a distance.		

3) Send for Help:

- Contact *Emergency Services*.

4) Access to Areas:

- *Traffic Controllers* to *Critical Traffic Control Points* and direct traffic (people & vehicles).
- Evacuate areas (where required) and take roll (people & vehicles).
  ***For Evacuations See CODE ORANGE*.**
- Prepare site access for *Emergency Service* to the suspect area.

5) Buildings, Infrastructure & Resource:

- Adjust operations to suit – waste diversion, staffing of areas.

6) Communicate:

- Notify *Emergency Management Team*.

7) Demobilise and Recovery:

- Non-essential personnel to be redeployed for operational recovery. Do not disturb the site unless there is an ongoing risk (safety, environmental etc.).

15.7 Safety Emergency Response

CODE GREEN

IF CRITICAL

DON'T WAIT

CALL 000

1) Danger:
- Identify the hazard or hazardous situation.
- Remove people from immediate area.

2) Respond:
- Activate *EPIRMP*.

"EMERGENCY EMERGENCY EMERGENCY
THIS IS NOT A DRILL
*CODE GREEN in {**Area**}*
WARDENS AWAIT INSTRUCTION"

- *Emergency Response Team* initiate first response (shut-downs, traffic control, waste diversions, vehicle incident) as required. Prepare for potential escalation.

3) Send for Help:
- Contact *Emergency Services (if not already done)*.

4) Access to Areas:
- *Traffic Controllers* to *Critical Traffic Control Points* and direct traffic (people & vehicles).
- Evacuate areas (where required) and take roll (people & vehicles).
  For Evacuations See CODE ORANGE.
- Prepare site access for *Emergency Service* to the unsafe area.
- Remove ALL non-essential people from the area.

5) Buildings, Infrastructure & Resource:
- Adjust operations to suit – waste diversion, staffing areas.

6) Communicate:
- Notify *Emergency Management Team*.
- Notify Authorities.

7) Demobilise and Recovery:
- Non-essential personnel to be redeployed for operational recovery. Do not disturb the site unless there is an ongoing risk (safety, environmental etc.).

15.8 Radiation Incident

CODE GREY

IF CRITICAL

DON'T WAIT

CALL 000

If an unintended or unexpected radiation exposure (X-ray) occurs, or suspected to occur then the following procedure must be followed:

1) Danger:

- As quickly as possible, switch off the apparatus at the main power supply or pressing the emergency power off button next to the control panel.
- Remove people from immediate area.

2) Respond:

- Take steps to prevent inadvertent energising of the malfunctioning device, for example by tagging and sign posting not to use the equipment.
- If during an incident, a person is exposed to the intense primary X-ray beam, then they should be referred to suitable medical examination.

3) Send for Help:

- Contact *Emergency Services (if required)*.

4) Access to Areas:

- *Traffic Controllers* to *Critical Traffic Control Points* and direct traffic (people & vehicles).
- Evacuate areas (where required) and take roll (people & vehicles).
  For Evacuations See CODE ORANGE.
- Remove ALL non-essential people from the area.

5) Buildings, Infrastructure & Resource:

- Adjust operations to suit – waste diversion, staffing areas.
- Following an incident, X-ray device must not be used until:
  - Repaired
  - RSO has checked that all safety features are adequately functional
  - The Licensee has authorised its use

6) Communicate:

- As soon as possible report the incident to the RSO, or the Person Responsible
- All radiation incidents must be reported to the regulatory authority, NSW EPA
- Notify *Emergency Management Team*.

7) Demobilise and Recovery:

- Non-essential personnel to be redeployed for operational recovery. Do not disturb the site unless there is an ongoing risk (safety, environmental etc.).

15.9 Evacuation

CODE ORANGE

Chief Emergency Warden

- Instruct *Area Emergency Wardens* to evacuate their area.
- Liaise with *Emergency Control Organisation* for updates on individual area evacuations.
- Liaise with *Emergency Services*.

Area Emergency Wardens

- Instruct all workers to move to their areas *Emergency Assembly Points* and wait for further instruction.
- Nominate a person(s) to assist *People with Disabilities* in the evacuation.
- Grab sign-on list and take to the *Emergency Assembly Points*.
- Perform a sweep of their area to ensure everyone is alerted.
- Take the roll, ticking off everyone in that area.
- Liaise with the *Nominal Roll Holder* for any vehicles in their area.
- Notify the *Chief Emergency Warden* if any person or vehicle cannot be found.
- Notify the *Chief Emergency Warden* when all personnel are accounted for.
- Await further instruction from the *Chief Emergency Warden* or *Emergency Services*.

Emergency Response Team – Traffic Controllers

- Communicate with vehicles and pedestrians directing their safe travel.
- Ensure pedestrians and vehicles are separated.

Nominal Roll Holder

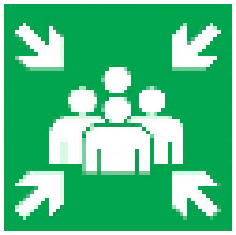
- Obtain details of vehicles by weigh-in category.
- Notify *Area Emergency Warden* of vehicles allocated to their area.
- Assist in tracking down unidentified vehicles.

First Aiders

- Grab first aid kit & defib (if applicable) and take to *Emergency Evacuation Points*.
- Provide first aid if required.

Workers, Contractors & Visitors

- Follow directions of *Area Emergency Wardens* and help others if required.
- Leave all work items, equipment, and non-essential personal items.



16 Post-Incident

16.1 Site Preservation

Following an incident, the site may need to be preserved to allow access to regulatory authorities for investigation. Confirmation must always be sought from the authority to avoid penalties and fines.

The *Emergency Control Organisation* will:

- Wait for control handover from the *Emergency Services*.
- Assess the area and make-safe without disturbance.
- Barricade the area to ensure no one enters or disturbs the site.
- Await confirmation from the authorities and prepare for recovery operations.

16.2 Incident Recovery

Site Assessment

The *Emergency Management Team* and *Emergency Control Organisation* will undertake a site inspection as soon as practical after the incident. The inspection is to identify what needs actioning before business-as-usual operations can take place, including but not limited to:

- Monitoring and testing of pollutants.
- Site clean-up activities.
- Repairs to damaged infrastructure.
- Maintenance and repair of equipment used in emergency response.
- Re-testing of emergency equipment.
- Relocation of workers.
- Changes to traffic management.
- Additional resource requirements.

Worker Assessment

The *Emergency Management Team* along with *BINGO People and Culture* will ensure all personnel affected by the emergency response incident have resources available to aid their personal recovery from the incident.

Contact *BINGO People and Culture* representative for more details.

16.3 Incident Debrief

Following an activation of the EPIRMP due to an incident response the *Emergency Planning Committee* will initiate an incident debrief as per *Section 10* of this plan.

The incident debrief will occur as soon as reasonably practicable following the post-incident recovery requirements.

Time may be provided to ensure all key stakeholders have representation.

Undertake the debrief using the *EPIRMP Debrief Form* to ensure consistency.

Following the debrief ensure learnings are communicated to key stakeholders including, the wider BINGO group, workers, contractors, emergency services providers, and any other relevant parties.

16.4 Incident Reporting

Following an EPIRMP incident, all incidents are to be reported as per BINGO incident reporting procedure.

Appendix A Emergency Contacts

UHF Channels
UHF 11 – Mortdale General

BINGO Emergency Control Organisation		
Chief Emergency Warden	Site Manager	UHF radio
Emergency Warden - General Areas	Site Manager	UHF radio
Emergency Warden - RRC	Site Manager	UHF radio
Nominal Roll Holder	Area Supervisor and Weighbridge Attendant	UHF radio

BINGO First Aiders			
Dale Hall	Site Manager	0424 901 765	UHF 11

BINGO Point Person(s)		
Head of Safety and ESG Assurance	Ros Dent	0416 685 615
Safety Contact	Thomas Davison	0437 963 948

Emergency Services		
Fire, Ambulance, Police	000	112 mobiles
Local Police – Hurstville Station	9375 8599	
Fire and Rescue NSW – Mortdale	9493 1048	
Electricity – Ausgrid	131 388	
Water – Sydney Water	132 090	
State Emergency Service (SES)	132 500	
Poisons Information Centre	131 126	
St George Hospital – 7km	9113 1111	
Mortdale Heritage Medical Centre – 2km	9648 2224	

Relevant Authorities	
Georges River Council	9330 6400
NSW EPA	131 555
SafeWork NSW	131 050
Fire and Rescue NSW	000 (emergency) / 02 9265 2999
Department of Planning, Housing and Infrastructure	compliance@planning.nsw.gov.au

Appendix B Sensitive Receptors

Site Diagram

Area within red dotted line below indicates location of neighbours to be notified initially via door knock following decision to notify. (Bingo site highlighted yellow)

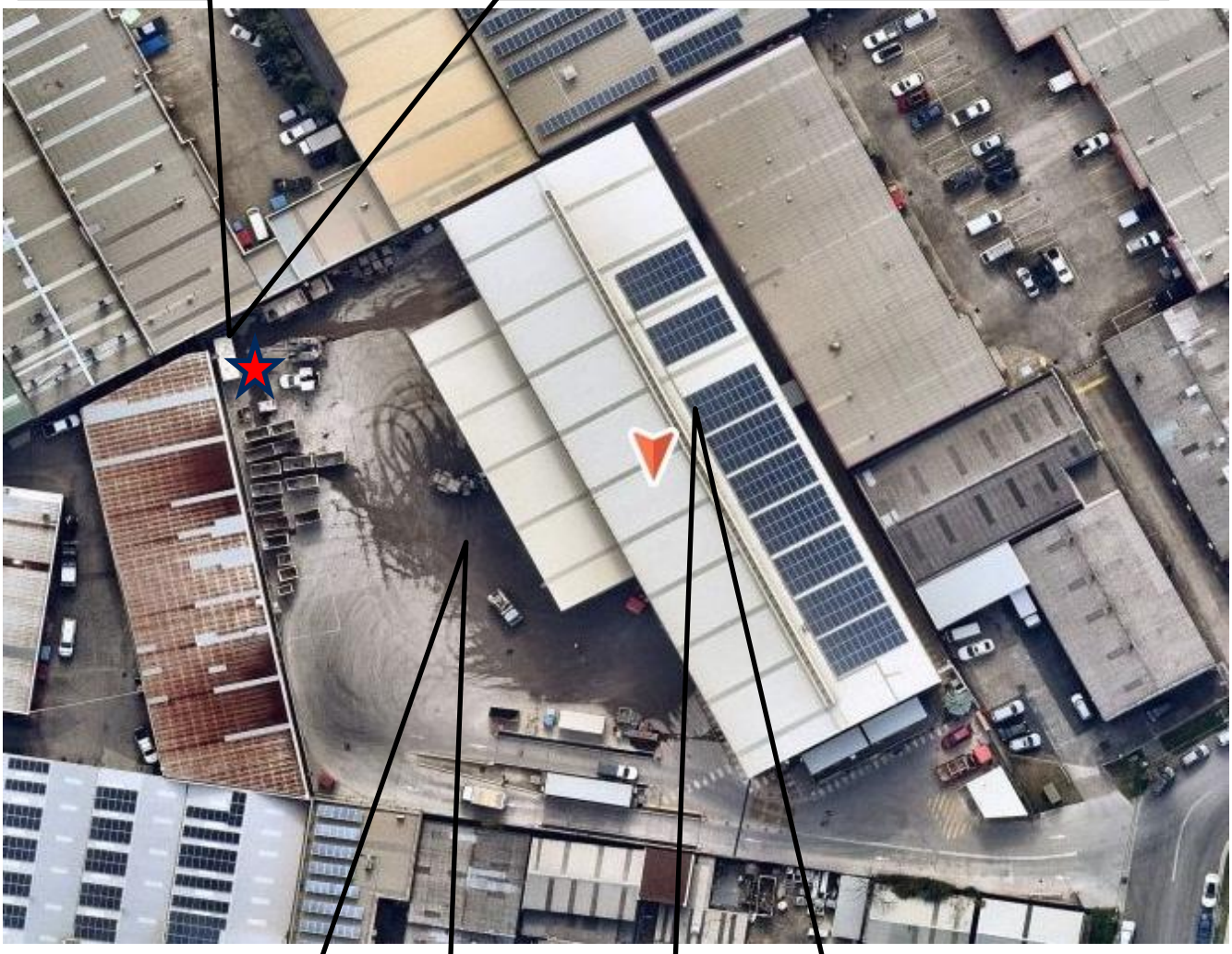
NOTE: Notification area may be extended by emergency services / authorities following assessment of risk.

Appendix C General Site Aerial

Emergency Diagrams

Hazardous Chemicals Register

Stormwater runoff over the site can be laden with sediment if the external hardstand is not maintained. Stormwater from the site must be pre-treated to remove sediment and other potential pollutants and hazards via a pretreatment system. Pre-treatment relies on efficient operation of the Stormwater 360 Jellyfish Filter system installed in the northwestern corner of the site before discharging to stormwater.

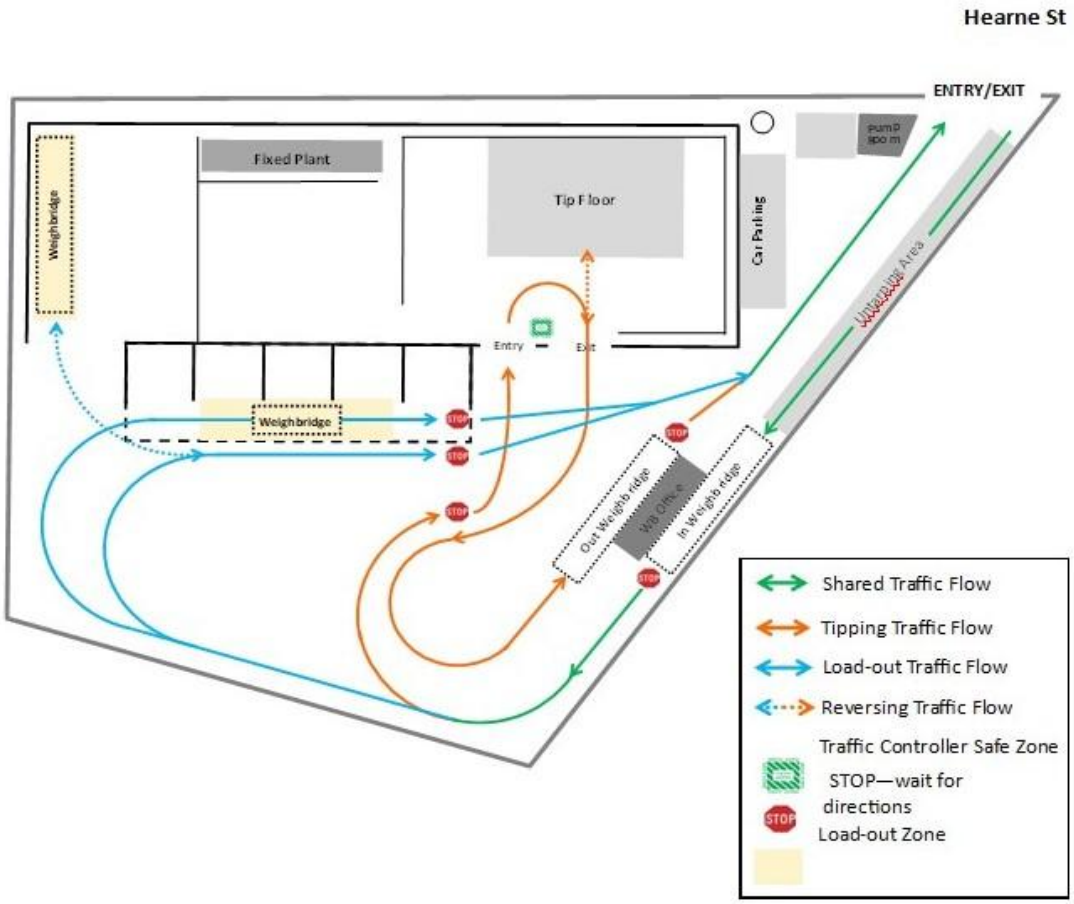


The site is hardstand and accepts construction and demolition waste. Vehicle movements and the handling of waste may create airborne dust.

Plant and equipment located throughout the site use fuel, oils, hydraulic fluids and the like to operate.

Appendix D Traffic Management Plan

TRAFFIC PLAN — Mortdale Recycling Centre



SITE ACCESS AND TRAFFIC CONTROLS

NSW Road Rules apply on site with the exception of the following:

- The instructions of the site staff and site signage are to be complied with and followed at all times.
- All vehicles with two way radios are to tune radios to site channel and wait instructions.
- All vehicles entering / leaving the site must proceed with caution in a forwards direction. Outbound vehicles have right of way
- The speed limit is 5 km / hour.
- Unloading / ~~untarping~~ to take place in designated areas on site only as instructed by the Traffic Controller.
- PPE required in all areas, except the car park.
- Pedestrians including visitors have restricted access and must be under the supervision of allocated site staff at all times.
- Except in car park, 2 or 3 wheeled vehicles are prohibited.
- An exclusion zone of 5 metres applies around all mobile equipment.
- A driver is responsible for ensuring all beacons and reversing alarms are operational at all times.
- Where traffic aids such as mirrors and speed humps are provided they are to be used with caution.
- Entry to exclusion zones are only allowed following approval of the Site Supervisor or Traffic Controller.
- No vehicle is to enter a Traffic Controller / Driver Safe Zone
- Vehicles must ensure no tracking of mud or other waste on tyres or vehicle onto the road when leaving the site.

SITE PROCEDURES

- Truck entering site proceeds towards the weighbridge.
- No queueing on weighbridge at any time
- Truck weighs in – driver provides all required details to Weighbridge Officer either by radio or at weighbridge office
- Weighbridge Officer records all details, inducts driver if no prior induction and provides PPE if required.
- Weighbridge Officer radios site staff to seek instructions.
- Truck proceeds to queueing area to ~~untarp~~. Truck stops where indicated by signage or Traffic Controller.
- Small vehicles without a radio are controlled by the Traffic Controller.
- Trucks waiting / ~~untarping~~ are to keep left and queue as directed by Traffic Controller.
- Driver instructed by radio to proceed to tip floor.
- No queueing on tip floor.
- Driver to waits for instructions from tip floor staff (via radio) to proceed as instructed to tip floor.
- Trucks to reverse to tip floor. Reversing vehicles require a spotter.
- Tip floor staff to 'spot' for reversing vehicle.
- Trucks unload, load is inspected by tip floor staff and reloaded if necessary or otherwise pushed up to stockpile by loader.
- Priority is given to truck departing tip floor.
- Departing truck proceeds to re-tarping area to restrain load
- Truck proceeds to outbound weighbridge for weigh out. Weighbridge Officer completes transaction with final required details and truck departs site.

SF275 Mortdale Traffic Plan	Revision 03: August 2024	Page 1 of 1
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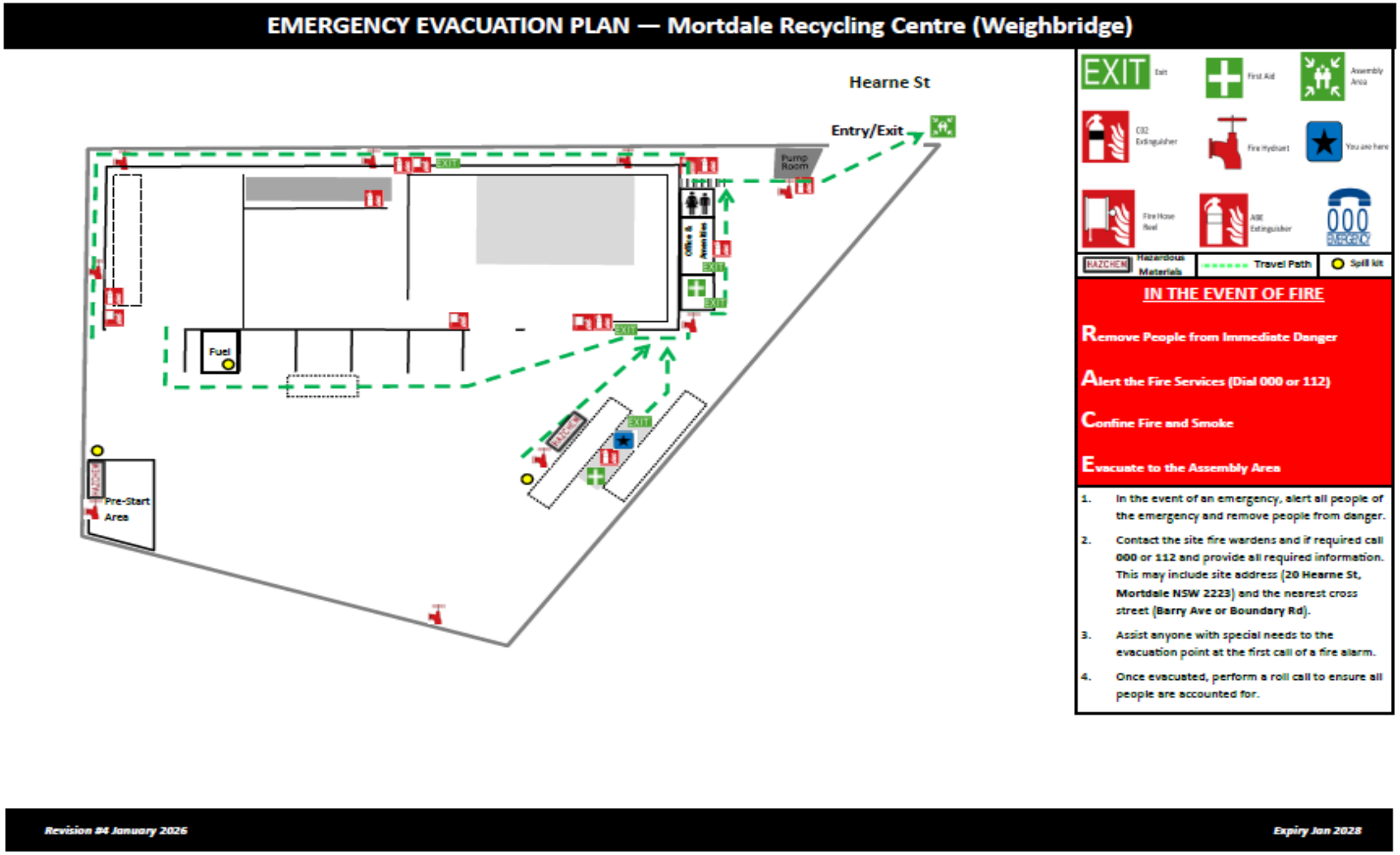
Appendix E Emergency Evacuation Diagram