POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN (PIRMP)

RANGERS VALLEY FEEDLOT

PREPARED FOR:

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Notes:

Version 1 Prepared to meet the new requirements for Licensed Premises to implement a Pollution Incident Report Management Plan (PIRMP) under the Protection of the Environment Legislation Amendment Act 2011.

Version 2 Revised version with recent updates.

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PREFACE

This document is a Pollution Incident Response Management Plan (PIRMP) for the 'Rangers Valley' feedlot located near Dundee, which is operated by Rangers Valley Cattle Station Pty Ltd.

This document and procedures outline the process for responding to accidents and emergency situations and for preventing and mitigating the health and safety impacts, property damage and environmental impacts. It has been specifically prepared to meet the requirements of a PIRMP, required under the NSW POEO (Protection of the Environment Operations) Act as amended in 2011.

The procedures apply to all employees, visitors and contractors within the boundaries of the Rangers Valley Feedlot. It is designed to inform everyone involved of the procedures to undertake in the event of an emergency.

The objectives of this PIRMP are to:

- maintain preparedness;
- respond quickly and efficiently to emergencies;
- protect personnel and the community from harm;
- manage an emergency until the emergency services arrive;
- support emergency services with information, knowledge, skills and equipment;
- ensure regulatory notifications are satisfactorily completed.

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1 INTRODUCTION

1.1 SUMMARY OF THE POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

This PIRMP covers all operations associated with the 'Rangers Valley' feedlot including the production pens, sedimentation basins, effluent holding ponds, effluent irrigation and manure spreading. Throughout this PIRMP, Rangers Valley Cattle Station Pty Ltd and all operations incorporated with the operation of the feedlot is referred to as "Rangers Valley".

This PIRMP details appropriate management, monitoring and corrective actions to avoid potential impacts from the feedlot operation on staff, surrounding environment and the local community. The PIRMP does not acknowledge all potential occupational health and safety issues that may affect staff and contractors. This primary objective of this plan is to identify and appropriately manage potential impacts to the surrounding environment and where applicable also eliminate or mitigate the risk to staff, contractors and members of public that are required to respond to pollution incidents such as leaking fuel storage or fuel storage fire etc.

This PIRMP will be tested and/or reviewed:

- within one month after a pollution incident occurring to ensure the plan is still relevant and capable of addressing all potential events; or
- annually, if a pollution event has not occurred in the previous twelve months.

1.2 POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN OBJECTIVES

The material contained in this document is designed to:

- Achieve effective environmental management and compliance by minimising impacts of the feedlot on the quality of groundwater, surface water and ecosystems, prevent the degradation of soils to which liquid effluent and solids are applied, and to minimise amenity impacts on neighbouring residences and neighbouring land. Specific measures and procedures will be implemented by Rangers Valley to minimise adverse environmental effects and improve environmental results associated with the feedlot.
- Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.
- Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environment Protection Authority (EPA), other relevant authorities such as the Local Council, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW, and people outside the facility who may be affected by the impacts of a pollution incident.
- To ensure compliance with the licence obligations.
- To provide mechanisms to test and review the plan so it remains relevant and can be continually improved.

2 RELEVANT LEGISLATION AND LICENSING REQUIREMENTS

This Section describes key environmental legislation that Rangers Valley is required to comply with in relation to the operation of the feedlot and quarry.

2.1 FEDERAL LEGISLATION

Federal legislation that applies to the Rangers Valley is the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act) and the *Threatened Species Conservation Act 1995* (TSC Act). Both Acts are administered under the Office of Environment and Heritage. In 2009 a detailed flora and fauna survey was conducted as part of the Rangers Valley expansion EIS, and found the feedlot expansion site provided unsuitable habitat for threatened species.

2.2 STATE LEGISLATION

2.2.1 ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979

All significant development in New South Wales is subject to assessment under the *Environmental Planning & Assessment Act 1979* (EP&A Act). This is to ensure developments and expansions to existing premises comply with relevant planning regulations and that it is environmentally and socially sustainable.

2.2.2 PROTECTION OF THE ENVIRONMENT OPERATIONS ACT 1997

The *Protection of the Environment Operations Act 1997* (POEO Act) applies to all activities that have the potential to create significant environmental impacts, specifically air, noise, water and waste. EPA licences are issued under this Act, outlining environmental criteria to minimise environmental impacts from the development. This Act is administered by the EPA. A copy of Rangers Valley Environment Protection Licence (Licence 3864) is located in Appendix B.

2.2.3 PROTECTION OF THE ENVIRONMENT LEGISLATION AMENDMENT ACT 2011

The Protection of the Environment Legislation Amendment Act 2011 (POELA Act) requires licensed premises to prepare and implement a Pollution Incident Response Management Plan (PIRMP). The PIRMP must be regularly tested for accuracy, currency and suitability.

The definition of a pollution incident is:

- *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 premises,*

but it does not include an incident or set of circumstances involving only the emission of any noise.

A pollution incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

(a) harm to the environment is material 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 $10,000 (or such other amount as is prescribed by the regulations), and

(b) 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.

Industry is now required to report pollution incidents immediately to the EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the Local Council.

2.3 LOCAL GOVERNMENT ENVIRONMENTAL PLAN

The site is located in the Glen Innes Severn Council and development is governed under the Local Environmental Plan. The property location is zoned 1(a) – General Rural Zone.

3 RANGERS VALLEY FEEDLOT OVERVIEW

3.1 LOCATION

The property is situated on the New England Tablelands of New South Wales, at 29°30'S, 151°45'E. Rangers Valley Cattle Station Pty Ltd owns the 'Rangers Valley' and 'Broadwater' properties, comprising of a total area of 4,661 ha.

The existing feedlot is located on the northwest portion of the 'Rangers Valley' property and the quarry is located near the southern boundary of the property. Figure 1 shows the location of the Rangers Valley feedlot.

The feedlot generally operates between the hours of 7.00 am to 10.00 pm. The operation employs 47 permanent full time and 3 permanent part time staff.

3.2 RANGERS VALLEY VISION AND THE ENVIRONMENT

Our vision is simple; to be the global leader in premium beef production, meeting the needs of the present without compromising the future.

At Rangers Valley we have a deep commitment to the environment and to the world we're creating for future generations. We believe it's the core to every aspect of our business and critical to our future success.

Rangers Valley acts in accordance with the highest possible ethical standards in optimising environmental processes. We're licensed and audited by Australia's strict environmental legislation and our industry's quality assurance program, the National Feedlot Accreditation Scheme, to minimise soil, water and air pollution.

We continually strive for improvement and keep abreast of any developments in legislation, codes of practice, guidelines, technology, best management practice and science as they occur.

We're leaders in our approach and we are continually working to find new ways to make these strategies even more efficient.

See more at: http://www.rangersvalley.com.au/environment

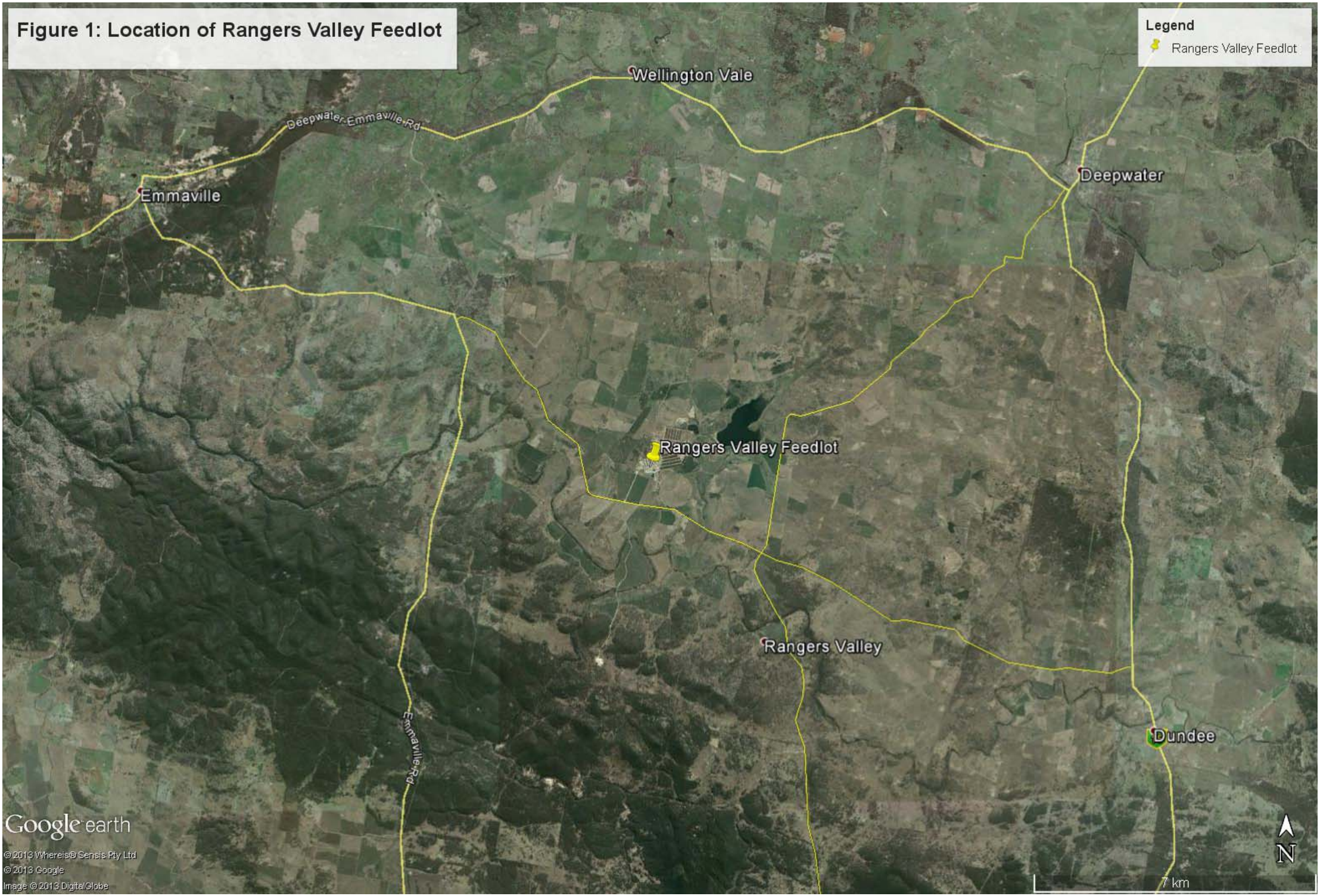


Figure 1: Location of Rangers Valley Feedlot
Legend
Rangers Valley Feedlot
Wellington Vale
Deepwater-Emmaville-Rd
Emmaville
Deepwater
Rangers Valley Feedlot
Rangers Valley
Emmaville-Rd
Dundee
Google earth
© 2013 Whereis® Sensis Pty Ltd
© 2013 Google
Image © 2013 DigitalGlobe
N
7 km

4 EMERGENCY CONTACT INFORMATION

4.1 EMERGENCY SERVICES

National Emergency Number	000
National Emergency Number (from mobile phone)	112
State Emergency Service (SES) For Storm or flood emergencies	132 500
Poisons Information Centre	131 126

4.2 UTILITIES SUPPLIERS

Electrical Supply – *Essential Energy*	132 391
Gas Supply – *Origin Energy*	132 461
Fuel Distributor - *Caltex*	02 6722 1020
Telstra	1800 687 829

4.3 GOVERNMENT AGENCIES

WorkCover	13 10 50
Environmental Protection Agency	131 555
Environmental Protection Agency - *Regional Office*	02 6773 7000
Glen Innes Severn Council	02 6730 2300
Rural Lands Protection Board	02 6923 0900
NSW Department of Primary Industries	02 6938 1999
NSW Department of Planning	02 9228 6413
Ministry of Health	02 9391 9000

4.4 RANGERS VALLEY STAFF

Main Office	02 6734 4000
Managing Director (Don Mackay)	0408 482 737
Feedlot Supervisor (Sean McGee)	0408 980 551
Farm Supervisor (Mark Whyte)	0427 344 977
Feedlot Veterinarian (Kev Sullivan)	0428 194 287

4.5 IMMEDIATE NEIGHBOURING RESIDENCES

Steve Panzam (Mulgowie)	0438 065 599
James Burridge (Ridgemount)	0418 115 963
Bruce Newsome (Sherwood)	0428 963 278
Andrew Sloman (Marrawanna)	0427 009 042
Jack Alt (Springvale)	0409 834 544

5 POLLUTANT INVENTORY

Table 1 outlines the various fuels, chemicals and wastewater (potential pollutants) stored on the property, volumes stored, and how they are contained and managed. Figure 2 shows an aerial image of the property identifying the location of the pollutant storages.

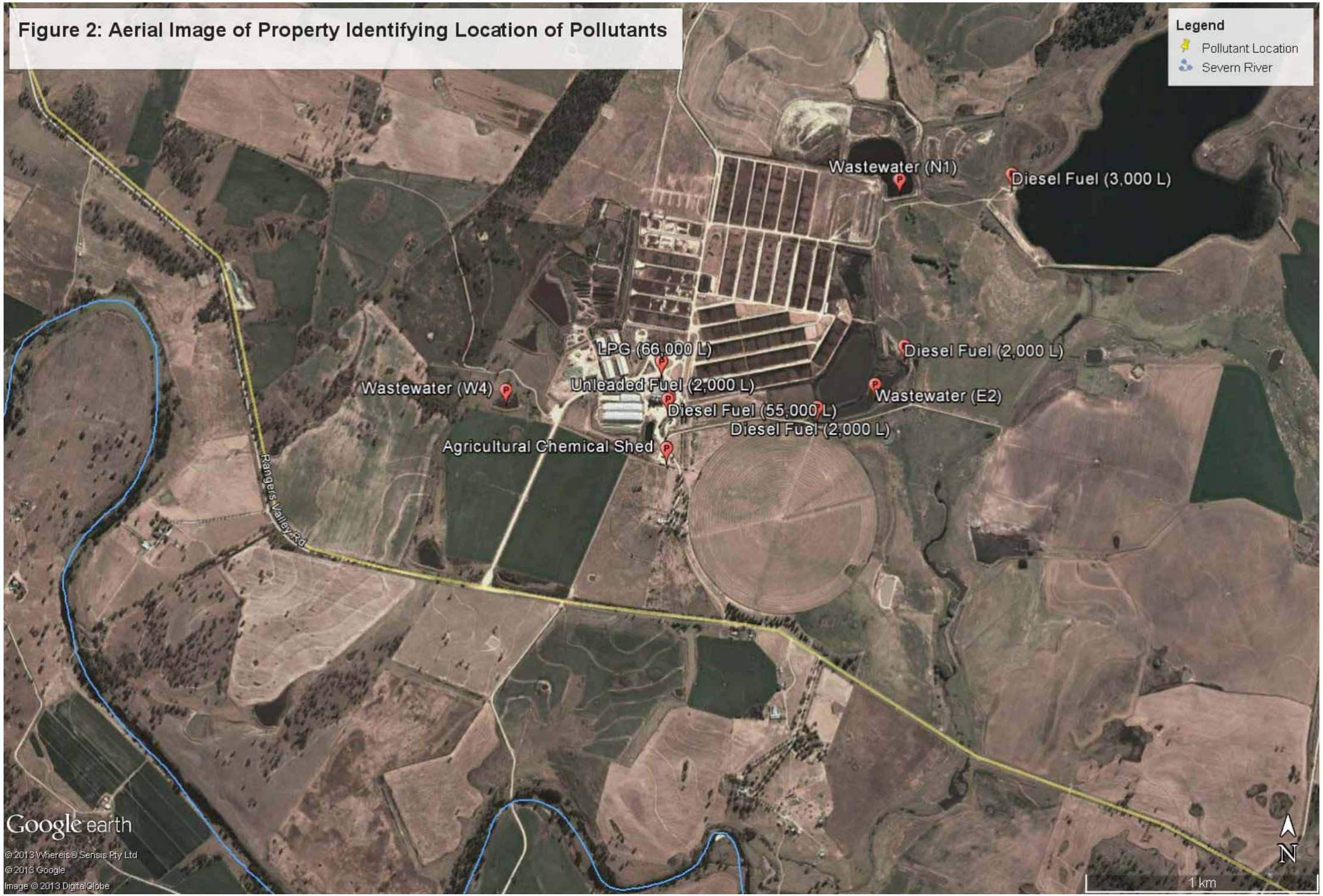
Small quantities of veterinary products are kept in a lockable building in a locked refrigerator. The quantities are negligible and their status (e.g. product name, expiry date) is recorded and tracked in the feedlot QA Manual and this audited annually by AUS-MEAT Pty Ltd.

TABLE 1: POLLUTANT INVENTORY

Pollutant	Storage System	Storage Capacity
LPG (steam flaker)	29°30'34.31"S 151°44'1.90"E Above ground steel tank. Steel guard rail surrounding, with sprinkler fire system.	66 m3 Capacity
Unleaded Fuel (Main Tank)	29°30'39.46"S 151°44'3.21"E Above ground steel tank, with gravel bund surrounding.	2,000L Capacity
Diesel Fuel (Main Tank)	29°30'39.69"S 151°44'3.07"E Above ground steel tank, with gravel bund surrounding.	55,000L Capacity
*Agricultural Chemicals	29°30'46.79"S 151°44'2.71"E Lockable, bunded shed containing general farm herbicides and insecticides.	-
Diesel Fuel (irrigation pump 3)	29°30'7.35"S 151°44'59.82"E Above ground steel tank. (Pump site main dam)	3,000L Capacity
Diesel Fuel (irrigation pump 1)	29°30'40.89"S 151°44'27.62"E Above ground steel tank, with gravel bund surrounding. (Nth E2)	2,000L Capacity
Diesel Fuel (irrigation pump 2)	29°30'32.09"S 151°44'42.06"E Above ground steel tank, with gravel bund surrounding. (Sth E2)	2,000L Capacity
Wastewater (E2 Effluent pond)	29°30'37.60"S 151°44'37.22"E Earth constructed dam.	50 ML Capacity
Wastewater (N1 Effluent pond)	29°30'8.11"S 151°44'41.27"E Earth constructed dam.	103 ML Capacity
Wastewater (W4 Effluent pond)	29°30'38.41"S 151°43'36.16"E Earth constructed dam.	5 ML Capacity

* Material Safety Data Sheets (MSDS) for all agricultural chemicals are kept in the Chemical Storage Shed and also the main office.

Figure 2: Aerial Image of Property Identifying Location of Pollutants



6 POTENTIAL IMPACTS FROM OPERATION OF THE FEEDLOT

The POELA Act 2011 requires Rangers Valley to describe the potential impacts that could affect the environment and human health as result of operating the feedlot. The POELA Act also requires licensed premises to:

- document their emergency preparedness and response procedures for specific pollution incidents (see Pollution Incident definition in Section 2.2.3)
- to notify authorities including EPA, NSW Health, Fire and Rescue NSW, WorkCover NSW and the Local Council and affected neighbours and communities
- to manage emergencies effectively until the authorities arrive, then provide on-going support where required
- to protect the health and safety of first responders to emergencies including staff, contractors and members of the public
- ensure all relevant entities are notified in the event of potential or actual environment harm.

Potential impacts that are identified as medium-high risk need to be addressed through pre-emptive actions and on-going management to ensure the risk can be either eliminated, or mitigated to a level acceptable to Rangers Valley, the Local Council and state authorities. The Section below outlines the potential impacts to the environment that have been identified. Section 8 details emergency responses and procedures to mitigate the potential environmental impacts.

6.1 IMPACT RISK ASSESSMENT AND EMERGENCY PREPAREDNESS

In addition to the potential impacts outlined below, Rangers Valley has prioritised additional impacts that should have documented emergency preparedness and response procedures to meet new amendment under the POELA Act 2011.

Table 2 lists the potential impacts, consequences and the controls used to reduce the likelihood of occurrence and consequence of their impact (i.e. overall level of risk = likelihood x consequence). The final column provides an assessment of risk for the specific impact. Emergency response procedures have been developed for the impacts listed in Table 2.

TABLE 2: RISK ASSESSMENT

Impact	Consequence	Controls	Risk
Odour from the feedlot	Exposure to nuisance odours beyond the property boundary	1. The OEMP outlines methods and procedures used to minimise the impact, record complaints, and corrective actions to address complaints. 2. More specifically, Procedures 1-15 are regularly undertaken to minimise the likelihood of odour being generated at the feedlot. 3. Incident notification: contact the Farm Supervisor	LOW-MED
Mass cattle death / Disease outbreak	Human and animal exposure to exotic diseases both on the property and beyond the property boundary	1. Refer to Emergency Animal Disease (EAD) Action Plan that is located in the QA/Feedlot Manual. The EAD Action Plan includes an Incident Notification protocol with the State authority. 2. Section 11 also outlines procedures for dealing with animal emergencies including fire, escape and infectious/notifiable diseases.	LOW
Agricultural chemical spill	Soil, groundwater and surface water contamination Exposure to concentrated fumes	1. A dedicated lockable storage shed with concrete floor is used to store agricultural chemicals. 2. MSDS information is available at the main office for all chemicals stored and used on the site. 3. Incident notification: contact the Farm Supervisor 4. Refer to Section 8.4 for information and emergency responses to chemical spills and cleanup.	LOW
Fuel spill	Soil, groundwater and surface water contamination Exposure to concentrated fumes and flammable substance	1. All fuels and oil are stored in appropriate containers/drums/tanks which also includes bunding as required by law. 2. Incident Notification: contact the Farm Supervisor 3. Refer to Section 8.5 for information and emergency responses to fuel spills and cleanup.	LOW
LPG leak	Exposure to concentrated fumes and flammable substance	1. All LPG is stored in appropriate tanks which also includes release valves and barriers as required by law. 2. Incident Notification: contact the Farm Supervisor 3. Refer to Section 8.3 for control measures, emergency responses and procedures for gas leaks. 4. Information about isolating and shutting down the gas supply is also provided in Section 9.3	LOW
Fuel/LPG storage fire	Exposure to fire, fumes, smoke and storage explosion potential	1. All LPG is stored in appropriate tanks which also includes release valves and barriers as required by law. 2. Incident Notification: contact the Farm Supervisor 3. Refer to Section 8.1 for emergency procedures relating to fire. 4. Information about isolating and shutting down the gas supply is also provided in Section 9.3	LOW
Overtopping effluent pond	Soil, groundwater and surface water contamination Exposure and potential direct contact with pathogens and diseases	1. The controlled drainage area of the feedlot prevents ingress of stormwater, whilst levee banks, distance to waterways, vegetative filter strips and terminal ponds prevent potential contamination. 2. The OEMP outlines methods and procedures used to check storage volume and infrastructure integrity. 3. Human risk is reduced because staff working at the feedlot are required to be vaccinated against Q-fever and leptospirosis. 4. Incident Notification: contact the Farm Supervisor 5. Refer to Section 8.5 for control measures, emergency responses and procedures for effluent spills and pond overflows.	LOW- MED

7 EMERGENCY SYSTEMS AND MANAGEMENT

7.1 OCCUPANT WARNING SYSTEMS

- The fire alarm system activation controls will be sounded via radio communication on UHF channel 20, via phone, and runners.
- The 'all-clear' will be communicated using the same.

7.2 FIRE SYSTEM

The fire system present on-site incorporates:

- Gas suppression systems at the feedmill.
- 2 hydrants situated at mill and commodity shed.
- Portable fire extinguishers, located around the site.
- A mobile water trailer, which is kept full at all times.

7.3 EMERGENCY RESPONSE EQUIPMENT

The following emergency response equipment is kept on site to protect human health and to limit any potential environmental impacts which may arise from an incident:

- Breathing Apparatus
- Respirators
- Gas Detectors
- Spill Kits (chemical and other liquid spills)
- Fire Extinguishers (inspected and maintained by *Chubb*)

7.4 EMERGENCY COMMUNICATION

The methods of communication within the site are:

- 2-Way Radio – channel 20 UHF
- Telephone
- Runners
- Mobile phones

A combination of the above will be used to communicate emergency information to feedlot employees during an emergency. The site has the following UHF 2-way radio system in place:

- Base Stations x 5
- Hand Held Sets x 8

Base stations are located at:

- Office weighbridge
- Workshop
- Mill control room
- Hospital
- Processing shed

7.5 EMERGENCY RESPONSE TEAM

The site emergency response team consists of the following:

- Livestock Supervisor
- Feedmill Supervisor
- Maintenance Supervisor
- Farm Supervisor

The role of the site emergency response team is to take immediate action to minimise the effect of the emergency on life and property, prior to the arrival of the Emergency Services.

- On becoming aware of an emergency, notify one of the emergency response team.
- The emergency response team will take charge of the incident and provide feedback on any anticipated pollution or offsite impacts from the incident.
- Operation of first attack firefighting equipment if trained to do so, **and if safe to do so.**
- Shutdown of plant and equipment in close proximity to the incident.
- Ensure that employees under their direction leave their work area in an orderly manner and make their way to the Emergency Assembly Area (at the front of the main office).
- Provide assistance to injured or handicapped persons.
- Ensure management is kept informed of the progress of the emergency.
- Conduct a 'role call' of employees to ensure all employees are accounted for.
- In the event of any unaccounted employee/s or contractors, the relevant Supervisor will notify management as soon as practicable and wait further direction.
- Be familiar with plant layout, shut down procedures, exit routes and location of firefighting equipment, including breathing apparatus.
- Meeting and guiding the Emergency Services to the location of the incident.

- Provide assistance to the Emergency Services if requested.
- Upon the 'all-clear' signal being sounded, ensure the orderly return of employees back to work.
- Carry out salvage operations after the incident to prevent secondary damage.

7.5.1 NEEDS OF THE EMERGENCY RESPONSE TEAM

- Understand evacuation areas for individual areas within the plant.
- UHF radio and mobile phone communication.
- Knowledge of the plan and layout of the facility.
- First Aid Training.
- Confined Space Training.
- SCBA (Self Contained Breathing Apparatus) Training.
- Basic Fire Fighting Training.
- Chemical spill training, including response and clean up procedures.
- General Environmental Awareness training, reporting of pollution incidents.
- Training in the implementation of this PIRMP and familiarisation with the warnings, actions and responses needed to any incident to limit the risk or harm to human health or the environment.

7.6 FIRST AID PERSONNEL

- Direct treatment of injured employees.
- Guide employees efforts of care.
- Set up station of care at main office.

7.6.1 NEEDS OF FIRST AID TRAINED PERSONNEL

- UHF radio and mobile phone communication.
- Knowledge of the health impacts related to the processes used on site.
- Basic treatment equipment for injuries or illnesses which may arise during an emergency.
- Training in evacuation procedures and awareness of the existence and basic procedures required under this PIRMP.

7.7 OTHER SITE PERSONNEL

- Obey all instructions from emergency coordinator, supervisors, and emergency services.
- Undertake steps to protect all IT equipment and confidential information during an evacuation.
- Need training in evacuation procedures and awareness of the existence and basic procedures required under this PIRMP.

7.8 EVACUATION

A full or partial evacuation may be instigated as a result of any of the following:

- Fire or explosion.
- Gas leak.
- Fuel spills.
- Structural fault.
- Natural disaster.
- Confined space incident.
- Chemical spills.

7.8.1 PROCEDURE TO ACCOUNT FOR FEEDLOT EMPLOYEES, CONTRACTORS AND VISITORS

In the event of an evacuation all persons should proceed to the evacuation assembly point situated in front of the main office and remain there until the "all clear" is communicated. Evacuation is signalled by using UHF Channel 20 with clear instructions stating 'evacuate, evacuate, evacuate'.

- Supervisors will account for all employees in their department.
- Contractors and visitors should make their presence known to the Emergency Coordinator.
- The Supervisors will communicate to the Emergency Coordinator the status of the area, including the presence of any persons, such as visitors, contractors or other employees not normally in that department and any persons unaccounted for.
- The Emergency Coordinator shall refer to the sign in books at the main office to account for all contractors or visitors onsite.
- The Emergency Coordinator shall direct Supervisors in searching for any unaccounted for persons.
- The Emergency Coordinator shall communicate the status of the evacuation to the Senior Officer in Charge of the Emergency Services, including any unaccounted for persons.

Where a full site evacuation is required, this will be advised by the Senior Officer in charge of the Emergency Services and will be coordinated by the Emergency Coordinator.

7.8.2 EMERGENCY EXIT SIGNS

All emergency EXITS must be identified by the green illuminated sign. These exits lead people to safety and eventually to a door that exits the building. The emergency EXIT signs

have a battery backup power supply system to keep them illuminated if the mains power fails.

7.8.3 EMERGENCY CONTROL POINT

The Emergency Control Point (see Figure 3) is at the main office car park, which is clearly sign posted.

FIGURE 3: PHOTOGRAPH OF EMERGENCY CONTROL POINT

8 EMERGENCY RESPONSE AND PROCEDURES

8.1 FIRE

A fire at the feedlot is an emergency that causes the greatest concern for employees and visitors. Fire prevention is the responsibility of all employees. Fire has the potential to burn, cause asphyxiation, create poisonous gases, and impact on the environment. Where any fire or related impacts threatens actual or potential harm, the procedures for **immediate notification** should be followed.

Any person discovering a fire should:

- Report it to the nearest Supervisor. The Supervisor will then notify the main office and Managing Director and if need be, notify the emergency services on 000.
- Rescue any person in immediate danger, if it is safe to do so.
- If indoor, isolate the area (close doors and windows) and alert other people in the immediate area.
- Raise the alarm to notify the external Emergency Services. The format of the emergency telephone report should be:
  1. Location (City or Town Suburb, street, nearest intersecting street to relevant site entry)
  2. Extent of fire (or nature of incident, including the type of substance burning and potential fumes generated/other environmental impacts)
  3. Are there any injured persons (e.g. is an ambulance or medical assistance require)
  4. Hazards or dangerous goods involved.
  5. Name of person reporting the fire or incident.
- Fight the fire if trained and safe to do so. This will also limit the potential for environmental harm to occur. The procedure for immediate notification should be followed if actual or potential environmental harm is threatened.
- Take direction from supervisors

Note: Never endanger yourself or others whilst fighting a fire.

8.1.1 CLASSES OF FIRES

These pictographs are used to represent different classes of fire. There are five different classes represented by the letters A, B, C, E and F. These pictographs can be found on all modern fire extinguishers and indicate which classes of fires the extinguisher will work for, or should not be used for.

	A Wood, Paper & Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Energised Electrical Equipment	F Cooking Oils & Fats	Notes: *Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires involving combustible metal(s) use only special purpose extinguishers - please seek expert advice. Comments: (Refer Appendix A of AS 2444)
Powder ABE	☺	☺	☺	☺	☹	Special Powders are available specifically for various types of metal fires. Seek expert advice.
Powder BE	☹	☺	☺	☺	☺	Special Powders are available specifically for various types of metal fires. Seek expert advice.
Carbon Dioxide (CO_2)	LIMITED	LIMITED	☹	☺	☹	Generally not suitable for outdoor fires. Suitable only for small fires.
Water	☺	☹	☹	☹	☹	Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
Foam	☺	☺	☹	☹	LIMITED	Dangerous if used on energized electrical equipment.
Wet Chemical	☺	☹	☹	☹	☺	Dangerous if used on energized electrical equipment.
Fire Blanket	☹	☹	☹	☹	☺	Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
Fire Hose Reel	☺	☹	☹	☹	☹	Ensure you maintain a path of egress between you and the nearest exit.

HOW TO USE A FIRE EXTINGUISHER

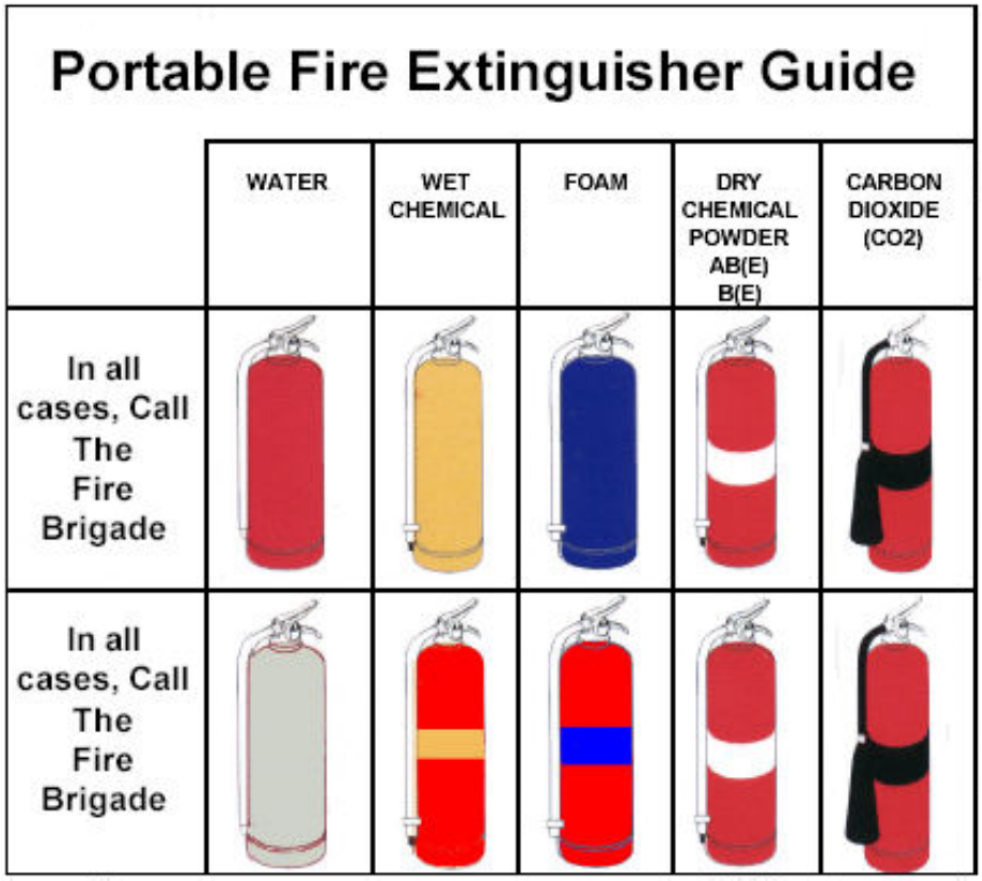
Extinguishers come in a number of shapes and sizes. They all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

- **P** **PULL THE PIN** – Break seal and test extinguisher.
- **A** **AIM AT BASE OF FIRE** – Ensure you have a means of escape.
- **S** **SQUEEZE THE OPERATING HANDLE** – To operate extinguisher and discharge the agent.
- **S** **SWEEP FROM SIDE TO SIDE** – Completely extinguish the fire.

8.1.2 FIRE EXTINGUISHERS

Portable firefighting equipment is designed to provide the user with an appliance to attend a small fire during its initial stage. When deciding to attack a fire, always designate another person to raise the alarm and obtain a back-up fire extinguisher. Portable fire extinguishers are provided in all buildings and Rangers Valley vehicles.

There are several types of fire extinguishers.



Water - Red in colour, it contains nine litres of water under pressure and is to be used in an upright position. It is designed for use on carbonaceous solids such as wood, paper, rubbish or textiles, and has a discharge period of 60 - 100 seconds. Water extinguishers are unsuitable for flammable liquid fires. This extinguisher must never be used on fires involving live electrical equipment.

Wet Chemical - Gold in colour, it has a liquid alkaline extinguishing agent, and is specifically designed for use in kitchens on deep fryer fires involving fat and cooking oil. This extinguisher must never be used on fires involving live electrical equipment.

Foam - Blue in colour, it contains nine litres of an aqueous film-forming foam additive, and is to be used in an upright position. It is designed for use on flammable liquid fires such as petrol, oils and paint and has a discharge period of 40 - 90 seconds. This extinguisher must never be used on fires involving live electrical equipment.

Dry Chemical - Red in colour with a white band, it contains a bi-carbonate based powder and is suitable for fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher.

Carbon Dioxide - Red in colour with a black band, it is designed for use on fires involving flammable liquids and live electrical equipment. The discharge period depends on the size of the extinguisher.

8.2 EXPLOSIONS

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage. Thus, explosions impact both personnel safety and have significant potential to impact the environment. A leak of any flammable material such as natural gas, would increase the likelihood of an explosion on site.

Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Emergency Action:

- Get out of the building as quickly and calmly as possible.
- Contact First Aid and Emergency Services on 000 if people have been injured.
- If there is a fire, stay low to the floor and exit the building as quickly as possible.
- If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- Assist others in exiting the building and move to the designated assembly area.
- Be on the alert for any burning chemicals, ruptured gas or water lines or spilt/uncontained hazardous substances which have the potential to cause pollution. If any of these events are observed, follow the procedure for **immediate notification**.
- Keep roadways and walkways clear for emergency vehicles and crews.

8.3 GAS LEAK (FLAMMABLE OR TOXIC)

LPG stored and used on the site has a very low flash point, and any spillage or leak is a fire and/or explosion hazard. If a leak has not ignited, stop gas flow, isolate sources of ignition and evacuate personnel. Ensure good ventilation.

Liquid leaks generate large volumes of heavier than air flammable vapour which may travel to remote sources of ignition (e.g. along drainage systems). Where appropriate, use water spray to disperse the gas or vapour and to protect personnel attempting to stop leakage.

If you can smell gas do not smoke, induce a spark, light flames, or use a mobile phone in the vicinity.

Emergency Action:

- Notify maintenance immediately and follow the procedure for **immediate notification** if material environmental harm is threatened or caused.
- Rescue any person in immediate danger if safe to do so. Use of self-contained breathing apparatus is only appropriate for trained persons working in pairs.
- Turn off gas at source if possible. One isolation valve is situated at the far end of the

boiler, with a red handle.

- If flammable vapours are released do not operate any electrical switches. Where fitted, activate emergency shut-off or isolate possible ignition sources at switchboard.

Consider evacuation:

- Partial evacuation of affected area by word of mouth.
- Do no re-enter area until advised by an emergency team member or other emergency professional that it is safe to do so.

8.4 Chemical Spill or Hazardous Material Release which Poses a Serious Danger to Personnel

Immediate Actions:

- Clear the area
- Check for any persons involved
- Isolate the spill (if safe to do so) to limit and avoid further environmental impact
- Stop the source of the release (if safe to do so)
- Contact the area Supervisor, EHS/QA Supervisor and Managing Director.
- The primary concern is to protect health and safety. No action should be taken during an emergency response that directly or indirectly violates this principle.
- The secondary concern is the protection of the environment and avoidance of environmental impacts or pollution.

Considerations for Containment:

- Utilise spill kits from Feedmill and main office.
- Utilise the front end loader to dig a containment trench.
- Prevent discharge from entering stormwater drains, gutters, creeks and dams.
- The holding ponds ensure contaminated water is not discharged off-site.

Considerations for evacuation:

- Uncontrolled open flame.
- Uncontrolled compressed gas release.
- Any situation which poses imminent threat to human health or safety.
- Elimination of potential sources of ignition should only be done if it can be accomplished without personal risk.

High Risk Spills:

- Contact the emergency services by calling 000 and maintenance and explain the situation, and follow the procedure for **immediate notification**, where environmental

harm is threatened.

- Determine who will take responsibility for the spill, i.e. Contractor, Fire Brigade, and other Emergency Service.
- Follow any advice or information provided by the Emergency Response Team.

Low Risk Spills

- Have at least two trained workers to handle the spill.
- Use the proper protective equipment.
- Ensure fire protection is available for flammable spills.
- Control the source.
- Contain free liquids by damming, absorbing if appropriate.
- Place all spill residues in an appropriate container.
- Decontaminate the affected area using an appropriate material.
- Decontaminate the salvage equipment.
- Analyse the area to ensure proper decontamination has taken place.
- Examine walkways, floors, stairs equipment etc for other hazards or damage.

Debriefing

- All personnel involved in the spill response should be debriefed after the spill has been resolved. This should include a review of the events for any written reports which are required to be submitted following the incident.
- All spill control supplies should be restocked.
- All damaged or used equipment should be repaired or refilled.
- When the area is deemed clear, it can be re-opened for operations.

Reporting Requirements

All leaks, spills or unauthorised releases must be immediately verbally reported to a Supervisor or the Managing Director, whether or not the spill, leak or release stayed on-site or went off-site.

The Supervisor and the Managing Director will discuss as to whether the incident is reportable to the EPA. In deciding whether it is reportable, they will consider whether the incident:

- Involves actual or potential harm to the health or safety of people or to ecosystems that is not trivial, or
- Results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000.

Noise and odour incidents are not necessarily reportable. Where potential or actual

environmental harm is caused or threatened, the incident or event must be immediately reported using the procedure for **immediate notification**.

8.5 UNPLANNED RELEASES, LEAKS OR SPILLS

This can refer to:

- Overflow of site containment ponds or dams.
- Discharges to air.
- Discharges onto soil.
- Discharges to stormwater drains, gutters, creeks and/or dams.
- Contaminated stormwater as a result of another emergency such as fire, storm or flood.
- Overflow or rupture of settling or holding ponds, causing an uncontrolled discharge on or off-site.

Any unplanned leak or spill that threatens or causes material harm should be immediately reported following the **immediate notification** procedure.

Specifically, in the event the holding or settling ponds overflow and breach neighbouring property:

- The overflow is to be controlled as best as possible, **and if safe to do so**.
- The EPA is to be contacted **immediately**, following the procedure for immediate notification, with a summary of the current situation provided. Any instruction suggested by the EPA should be followed.
- Any neighbours that are affected by the overflow are to be contacted to provide detail on the impact the situation has had.
- The local council is to be contacted and a summary of the current situation provided.
- Samples of the overflow are to be collected, in particular, samples should be collected at the point of overflow, the point of the breach, and any water courses that has the potential to be affected by the overflow.
- A report written about the situation, including a summary of the event, any actions that have been taken, any long term actions to be completed, and sample results. This report is to be submitted to EPA, and to council if requested.

Containment and Clean Up

Proper task procedures must be followed when handling chemicals. Always read the labels attached to the chemical container and know what you are using before handling or using the chemical. MSDS information is stored at the site office, lunchroom, feedmill, workshop and chemical shed.

Knowledgeable and trained personnel should only do the cleanup of a chemical spill. Spill

kits with instructions, absorbents, reactants, and protective equipment are available to clean up minor spills. A minor chemical spill is one that maintenance/farm staff are capable of handling safely without the assistance of emergency personnel. All other chemical spills are considered major.

8.6 UNCONTROLLED HAZARDOUS MATERIAL REACTIONS

Hazardous substances may have the potential to harm human health or to release contaminants to the environment. These may be solids, liquids or gases (they may be pure substances or mixtures). When used, opened, consumed or spilt, these substances can generate vapours, fumes, dusts and mists. Uncontrolled reactions may be more likely to occur when new chemicals are being used, new employees are handling chemicals, or temporary chemical/substance storage is occurring due to planning maintenance or other project work.

Emergency Services (Hazmat) should be notified for any emergency involving uncontrolled hazardous material reactions. **Immediate notification** procedures should be followed for any circumstances which threaten or cause environmental harm.

Onsite this may include:

- Reactions between acids and alkalis
- Uncontrolled spread of fire involving polystyrene insulating panel

8.7 STORM OR STORM DAMAGE

Natural hazards, which affect communities most often and cause the most damage, are severe storms. They can occur at any time but are more numerous in spring and summer. Severe storms may be land gales or thunderstorms with damaging winds, intense rain and large hail.

Don't leave loose objects lying around, they could become missiles. Listen for storm warnings on radio, internet and television. They will warn of what's coming, usually with enough time to prepare for the storm's arrival. Keep under cover (not a tree) and avoid using telephones during violent electrical storms.

Be alert during the storm:

- Stay inside and shelter clear of windows.
- Listen to a portable radio for storm updates.
- If outdoors, find emergency shelter.

Remain vigilant after the storm:

- Check buildings for damage.
- Keep listening to the local radio station for official warnings/advice.

- Beware of fallen power lines, damaged buildings, trees and flooded drains.
- Check trees near buildings for damage and stability.

8.8 VEHICLE ACCIDENT

Road safety is the responsibility of not only drivers, but cyclists, pedestrians and all other road users.

- Slow down and be aware of pedestrian movement around the feedlot, feedmill and office areas - never assume a pedestrian has seen you.
- Never assume that a driver has seen you and will stop. Before crossing any road, think about whether the approaching driver can see you.
- At night wear light coloured clothing or wear reflective clothing.
- The chance of an accident increases with increasing driver fatigue (long day and/or end of working week), during darkness or with the onset of inclement weather.

Emergency Action:

- Contact emergency services on 000, as required.
- Assist any injured people, until arrival of Emergency Services.
- Prevent unauthorised persons from causing congestion at the accident scene.
- Assist and liaise with authorities at scene.
- Move the vehicle from the roadway and secure if possible. Be alert of hazards such as other traffic and potential fuel leaks.
- At scene of accident seek full details of any other vehicle(s) including registration numbers, names and address of both drivers and/or owners.
- Remain at scene until completely clear of people, animals, vehicle and debris.
- Admission of liability must not be made if employees are involved.
- Report all damage immediately to a Supervisor.

8.9 INTERNAL EMERGENCY

This section deals with emergency situations that can arise due to certain system failures, structural concerns and/or services failures. Such incidents can cause major disruption and inconvenience to the feedlot operation, which can lead to greater risk to the welfare of employees and also have the potential for an unplanned environmental release. There are various factors which could influence the likelihood of an internal emergency, these include severe weather conditions, change to operating systems, unplanned site access etc.

Emergency Action

- Quickly assess the situation.

- Raise the alarm, notify your Supervisor, including any instances of potential or actual environmental harm, which need to be reported as per the procedure for **immediate notification**.
- Evacuate (if necessary).
- Assist and guide other people.
- Take care not to move people from safety to danger.
- Administer first aid as required.
- Liaise with emergency services and staff to control any environmental impacts including potential release of contaminants to the environment. This may include the containment and capture of spilled liquids, or isolation of gas leaks.

8.9.1 ELECTRICITY FAILURE

There will be times when the electricity supply fails. There are two basic causes - faults and overloads. In either case, protection equipment operates to switch off supply to limit any damage and prevent further problems. Power failure can cause the failure of electrical processes impacting on employee wellbeing.

Faults are mainly caused by accidents or weather conditions, and have an increased likelihood of occurrence during storms, severe rain, extreme winds etc. Overloads occur when the demand for electricity exceeds the capacity of the distribution system to supply it. Faults and overloads can also occur inside particular buildings and subsystems.

Emergency Action:

- Contact Supervisor and/or Maintenance to determine the cause of failure.
- Instruct employees to remain still and calm.
- Assess situation and evacuate if necessary.

8.9.2 WATER LEAKS OR FLOODING

Floods caused by burst pipes usually do not endanger people but can cause extensive damage to buildings and equipment and may cause or threaten environmental harm through the overflow of effluent ponds or mixing of chemicals into flood waters (requires **immediate notification** in this instance). Floods caused by the extreme weather are dangerous and may require the evacuation of buildings. Flooding may be caused by extreme rainfall (locally or upstream in the catchment) or failure of pressurised water systems. Floods may also cause the release of contaminated water, or the mixing of clean and contaminated water streams.

Safety and environmental issues to consider:

- What is in the water and does it contain dangerous chemicals, sewerage, etc.
- Where will the water drain or flow and is there a risk of pollution or contaminant

release? If so, the procedure for immediate notification will need to be followed.

- How deep is the water?
- Is the water live with electricity? For floods inside buildings, this is especially dangerous with most power points and power boards close to the floor.

Emergency Action:

- Notify maintenance, including any potential risks to the environment.
- Turn off water at source if possible. Follow the procedure for immediate notification if required,
- If possible, isolate electrical sources at the switchboard or call maintenance.
- If available and considered useful, local spill kits or bags of sand could be used to restrict the flow of water.
- Isolate area by closing doors, using temporary bunding, or blocking off storm water drains of exit points where the water quality may have been impacted.
- Mobilisation of earthmoving equipment located on site may assist where fill is available to contain water.

Consider evacuation:

- Partial evacuation of affected area by word of mouth
- Building evacuation
- Don't move people from safety to danger! Floodwaters are unsafe and evacuees should not walk through water.

8.10 EMERGENCY NOTIFICATION – STAFF, REGULATORY AUTHORITIES AND NEIGHBOURING RESIDENCES

The Managing Director/Farm Supervisor will be the emergency contact reachable at any time, and has authority to stop and direct personnel. Pollution incidents will be reported immediately as they are identified. The Managing Director/Farm Supervisor will be responsible for reporting to the regulatory authorities.

Section 4 provides the emergency contact numbers of senior personnel from Rangers Valley and the key state authorities.

Due to the large physical separation distances provided between the pollutant storage sites and the closest neighbouring residences it very unlikely that any of the potential pollution incidents (impacts) described in Table 2 would expose neighbouring residents to harm.

Reportable pollution incidents (see Pollution Incident definition in Section 2.2.3) will be communicated to neighbouring residences directly after the Farm Supervisor has contacted the regulatory authorities. The Farm Supervisor will relay any harm minimisation strategies from the state agencies to neighbouring residences e.g. close windows and shut down evaporative coolers to prevent vapour or smoke, or stop pumping if contaminated runoff enters the river.

9 SHUTDOWN PROCEDURES

9.1 WATER

The main fresh water line pumps water from the Severn River to a turkeys nest at the feedlot. This is pumped from the turkeys nest up to three large concrete tanks near the centre of the feedlot. There is also a smaller davey pump at the turkeys nest which transfers water up to a single concrete tank in the office car park to a small water treatment plant. This supplies the office, mill and workshop area. There are gate valves and or power isolation switches at each of these sites to isolate water in the case of an emergency (Refer to Figure 4).

FIGURE 4: ISOLATION SWITCH IN THE PUMP SHED AT TURKEYS NEST

9.2 ELECTRICITY

Electricity supply enters from the south side of the feedmill at the feedlot. Within the feedlot, there are two main isolation points. The first site is in the hopper control room (Figure 5) and the second is below the main power pole transformer directly southwest of the hopper control room (see Figure 6). In the unlikely event that the high voltage electricity supply needs to be shut down, *Essential Energy* should be called on 132 356.

FIGURE 5: POWER SWITCH IN HOPPER CONTROL ROOM

FIGURE 6: MAIN TRANSFORMER POLE AND POWER SWITCH (INSERT)

9.3 GAS

LPG gas is supplied from the storage tank. It can be isolated by turning off the valve on the gas supply line situated on bottom side of tank (see Figure 7).

There are two more points where LPG supply can be isolated (see Figure 8 and Figure 9). Figure 8 is situated approximately 30 meters from LPG storage tank with a control panel fixed on the side of the commodity shed. Figure 9 is situated at the feed mill in the boiler room. If the LPG gas supply is required to be shut down, the feedmill team and maintenance team should be contacted.

Origin Energy is the gas supplier and can be contacted on phone 132 461.

FIGURE 7: LPG TANK CONTROL VALVE

FIGURE 8: CONTROL PANEL IN COMMODITY SHED

FIGURE 9: CONTROL PANEL IN FEEDMILL BOILER ROOM (EMERGENCY STOP)

9.4 STEAM

Steam is generated from the boiler. The steam generated, is directed to the flaker steam chest. The steam can be isolated by taps situated on the boiler. There is a power isolation switch based on the right hand side of the boiler unit (see Figure 10), along with closing and isolating gate valve based on top of boiler (see Figure 11).

FIGURE 10: CONTROL SWITCHES ON SIDE OF BOILER

FIGURE 11: CONTROL VALVE ON TOP OF BOILER

10 MEDICAL EMERGENCIES

The range of medical emergencies can be vast and diverse and can include heart attack, airway blockage, epileptic fits or seizures, falls from heights and other types of serious injury. Each type of incident will present varying conditions and behaviours.

For all medical emergencies call the Ambulance direct by obtaining an outside line and dialling **000.**

The ambulance will require exact site location, nature of problem, number of persons involved, approximate age, sex of person/s, is person/s conscious and breathing, bleeding involved. Staff should be assigned to assist, i.e., to meet ambulance and give directions, act as stretcher bearers etc.

Also notify:

- Supervisor.
- Managing Director.
- EHS/QA Supervisor.

Emergency Action:

- Move injured person away from danger if safe to do so.
- Administer first aid to the level of competency and training until help arrives.
- Control the environment where possible to prevent further injuries or loss, secure area and maintain calm.

All injuries must be reported to the Supervisor.

In addition, Rangers Valley is required by the NSW Work Health and Safety Act 2011 to report serious injuries, and incidents with the potential for serious injury to NSW Work Cover immediately by phone, and then in writing within 48 hours. This will be undertaken by the Supervisor or Managing Director.

11 ANIMAL RELATED EMERGENCY

11.1 ANIMALS AFFECTED BY FIRE

Any animals affected by the fire will be dealt with as per NFAS QA procedures for the emergency slaughter of animals.

11.2 ESCAPE OF ANIMAL(S) INTO PRODUCTION AREAS

In this situation, production areas include the hospital, induction shed and mill area.
If an animal escapes into a production area, the following steps will be taken:

- All personnel will be moved safely away from the animal and there will be no excess noise.
- The animal will be directed to the outside via open doors.
- The animal will be transported back to their home pen, or hospital pen.
- The animal will be identified as per procedures for emergency slaughter of animals.

11.3 EXOTIC OR NOTIFIABLE DISEASE

Australia is fortunate that many of the most economically devastating livestock diseases are not present in this country. The possibility of an exotic disease breaking out in Australian herds is a very real threat and it is believed that one of the first lines of defense is vigilant observation of livestock.

Similarly, there are a number of diseases endemic to New South Wales that have been substantially controlled. It is a requirement that, if any of these “Notifiable Diseases” are suspected action is taken to notify the relevant authorities.

Effectively, the steps to be taken are the same for both categories of diseases therefore they will be included in the same procedure.

Current NSW Notifiable Diseases for cattle (As declared in NSW Stock Diseases Act 1923 No. 34) are:

- Anthrax
- Brucellosis (*Brucella abortus* Infection)
- Cattle Tick (Infestation By *Boophilus microplus*)
- Tick Fever (*Anaplasmosis*, Babesiosis)
- Enzootic Bovine Leucosis
- Infectious Bovine Rhinopneumonitis
- Bovine Johnes Disease

- Salmonellosis
- Trichomoniasis
- Tuberculosis

Notifiable Exotic Diseases (serious diseases from Overseas). Cattle may be affected by the following exotic diseases, this is not, however, an exhaustive list:

- Foot And Mouth Disease
- Rinderpest
- Vesicular Stomatitis
- Vesicular Exanthema
- Screw Worm Fly
- Rabies
- Haemmorrhagic Septicaemia

Livestock personnel are trained to observe stock and are able to identify abnormal conditions. It is not expected that they would be able to identify a specific endemic or exotic disease, only that they recognise unusual signs and symptoms and refer any suspicions.

Emergency Action:

- Inform Livestock Supervisor of any suspicious animals.
- Isolate affected animal.
- Staff at the weighbridge will prevent the entry of any more animals until further notice is received.
- Staff will also prevent employees and stock from leaving the premises until further notice is received.

If it is determined that the animals may be suffering from an exotic disease, the Emergency Animal Disease Action Plan (EADAP) and AUSVETPLAN will be initiated by the General Manager. A copy can also be obtained from the following URL to ensure that the most recent version is always accessed:

http://www.animalhealthaustralia.com.au/programs/eadp/ausvetplan/ausvetplan_home.cfm

If an endemic disease is suspected, action to be taken will be determined by the Department Of Agriculture. If the General Manager is not available, the Operations Manager will make the following contacts:

Livestock Health and Pest Authority	(02) 6391 2342
NSW Department of Primary Industries	(02) 6938 1999
After Hours Feedlot Veterinarian	(Kev Sullivan) 0428 194 287

12 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

12.1 ROLES AND RESPONSIBILITIES

Table 3 and Figure 12 describe the Rangers Valley organisational structure. The Managing Director is responsible for the implementation of the PIRMP.

TABLE 3: ORGANISATIONAL RESPONSIBILITIES AT RANGERS VALLEY FEEDLOT

Position	Responsibilities
Managing Director (MD)	Manage the company farm's, livestock purchasing, feedlot and meat processing operations to achieve an optimal return on funds invested.
Feedmill Supervisor	Manage the procurement, delivery, receival and storage of all feed commodities required by the feedlot. Supervise the operation of the grain processing plant and formulate rations and supervise their preparation and feeding to the cattle. Reports to the Managing Director.
Feedlot Supervisor	Supervise the receival, processing, handling, animal health and dispatch of all cattle in the feedlot. Supervise the cleaning and maintenance of feedyard pens, troughs, roads and water supply. Reports to the Managing Director.
Farm Supervisor	Manage the Rangers Valley property to optimise returns to the company through activities that are complimentary to the company's feedlot operations. Ensure the optimum use of feedlot by-products in an environmentally sustainable fashion in line with the company's EPA licence. Reports to the Managing Director.
Livestock Buyer	Procure cattle within specifications and price limits as laid down from time to time. Monitor feeding performance and meat quality of cattle and use this information to assist in raising the quality level of cattle purchases. Reports to the Managing Director.
Meat Processing Manager	Plan and co-ordinate the processing of Rangers Valley cattle in accordance with customer orders. Provide feedback on meat quality to Rangers Valley feedlot to assist in raising the overall quality of cattle, feeding and treatment. Reports to the Managing Director.
Financial Controller	Oversee all administration operations at Rangers Valley to ensure compliance with Company policy. Reports to the Managing Director.

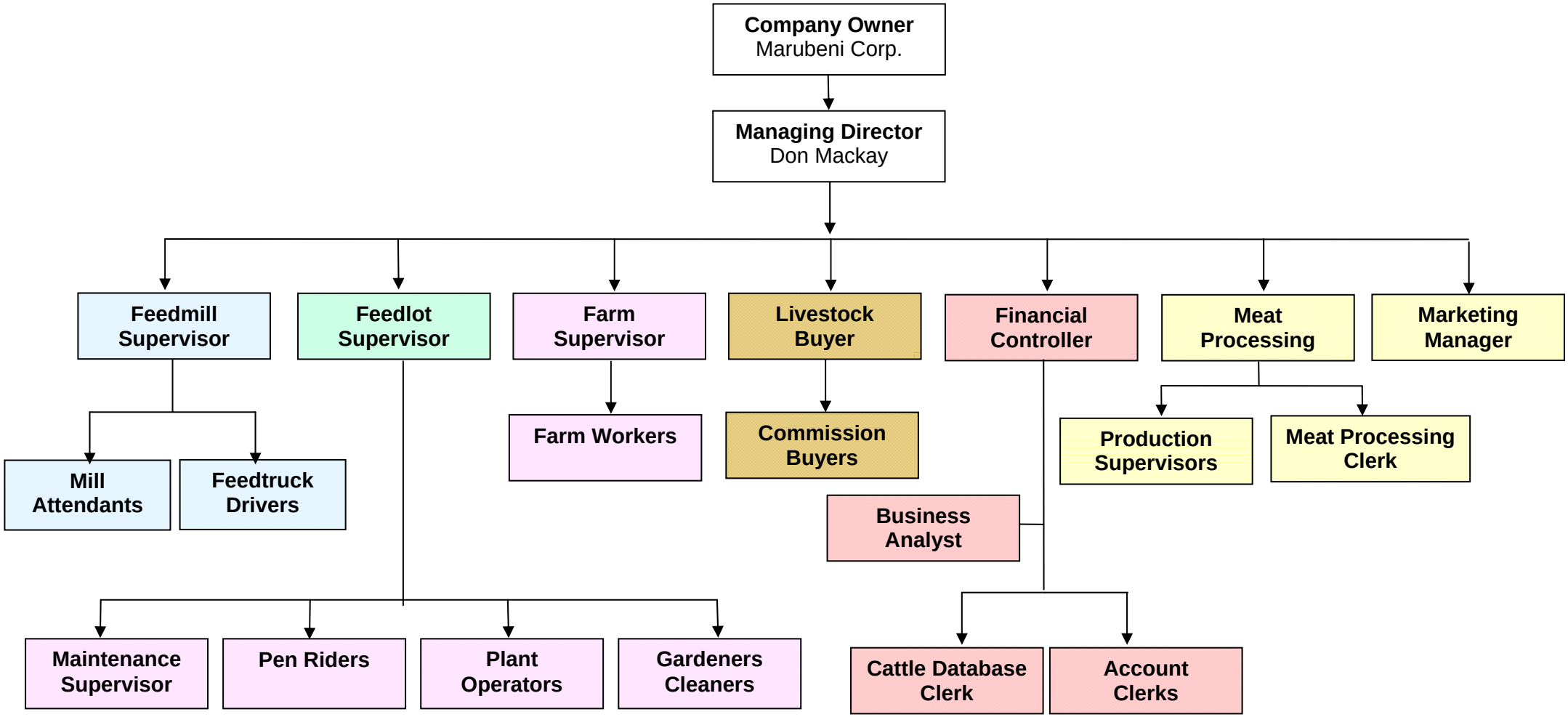


FIGURE 12: RANGERS VALLEY ORGANISATIONAL STRUCTURE

12.2 TRAINING

All staff will be appropriately trained to undertake the day-to-day activities at the feedlot including what to do in the event of the pollution incident (as defined in Section 2.2.3). Contractors and subcontractors will also be informed of their obligations prior to commencing work at the feedlot.

All staff will be trained to understand the relevance of the PIRMP and the components specific to their position title, duties and/or responsibilities. Training will be provided during employee/contractor induction, tool box meetings; and on-going via direct supervision and dedicated training workshops. Specific training details are outlined in Table 4.

Rangers Valley staff will undertake an annual refresher training session on emergency preparedness and how to respond to pollution incidents. The emergency preparedness plans are based on potential pollution incidents scenarios that were identified as being applicable to the operation and management of the feedlot.

TABLE 4: TRAINING REQUIREMENTS FOR RANGERS VALLEY

Training Requirement	Responsible Personnel	Audit Evidence
Prospective staff and contractors must undertake environment; and emergency preparedness and response training prior to working on site. This will include familiarisation with the PIRMP.	MD (SUPERVISORS)	Form 1: Induction and Ongoing Training – including trainer name, attendee name, dates, training content (see Document Register)
Targeted training for specific personnel e.g. plant operators in pen cleaning techniques.	MD (SUPERVISORS)	Form 1: Induction and Ongoing Training – including who was trained, date, trainer name, training content (see Document Register)
Annual refresher training, as part of ongoing review and amendments to the PIRMP	MD (FARM SUPERVISOR)	Form 1: Induction and Ongoing Training – including who was trained, date, trainer name, training content (see Document Register)
Revision of training when the PIRMP is updated.	MD (FARM SUPERVISOR)	Form 1: Induction and Ongoing Training – including who was trained, date, trainer name, training content (see Document Register)

12.2.1 TRAINING RECORDS

A Document Register at the main office will house all training records that are completed in relation to environmental management; and emergency preparedness and response training. All records will be kept for at least four years.

12.3 PIRMP REVIEW AND DOCUMENT AVAILABILITY

The PIRMP will be tested and/or reviewed at:

- within one month after a pollution incident occurring to ensure the plan is still relevant and capable of addressing all potential events; or
- annually, if a pollution event has not occurred in the previous twelve months.

The Managing Director and Supervisors will undertake the audit, and be responsible for amending the plan as required. Staff will be notified of the PIRMP amendments and a copy of the revised PIRMP will be available for all staff of Rangers Valley to read and provide comments.

The audit will involve an analysis of the way in which procedures are actually undertaken compared to the way the PIRMP states procedures should be undertaken. Any changes to licences and approvals, or legislative amendments will be altered in the revised PIRMP. The overall organisational responsibilities will be updated if there are any changes, and the personnel responsible for environmental activities will be reallocated. An analysis of monitoring data to determine future monitoring needs and recommendations will also be performed.

The PIRMP will be available upon request from an authorised EPA officer. An electronic copy will be available for download from the Rangers Valley website - www.rangersvalley.com.au

APPENDIX A – DOCUMENT REGISTER

FORM 1 : INDUCTION AND ON-GOING TRAINING

Date	Induction and/or Training Content	Trainer Name	Signature	Attended Name	Signature

FORM 2: COMPLAINTS REGISTER

Time / Date	Method of Communication & Complainant Name	Complainant Contact Details	Details of Complaint	Action Taken	Responsible Person	Signature	Government authority notified (Y/N)

FORM 3: SITE INSPECTION CHECKLIST

Time / Date	Inspection Officer	Problem Description	Action Taken	Requirement/ Recommendation for Changes to PIRMP	Signature of Responsible Officer

FORM 4: NON-COMPLIANCE RECORD

Time / Date	Inspection Officer	Compliance Problem Description	Corrective Actions Taken	Recommendation for Changes to PIRMP	Signature

FORM 5: INCIDENT REPORT

Date:_____

Reported by:_____

Site Location: _____

Incident Description:_____

What Happened:_____
_____
_____
_____

Why:_____
_____

Time and Date:_____

Where:_____

Actual and/or potential impact on off-site people and environment:_____
_____
_____
_____

Managing Director/ Farm Supervisor Informed and When:_____
_____
_____

List Authorities Informed :_____
_____

Action Taken/Planned:_____
_____
_____
_____
_____
_____

Name:_____
Signature:_____

Managing Director/ Farm Supervisor Comment:_____
_____
_____

Managing Director/ Farm Supervisor Signature:_____

FORM 6– HAZARDOUS MATERIAL REGISTER

Name of Chemical and Identification Code	Other Common Names	Maximum Quantity Stored	Storage Requirements	Purpose for which the Chemical is used

FORM 7 – OPERATIONAL REPORT

Time and Date	Activity/Maintenance undertaken	Why the activity was undertaken	Name	Signature

FORM 8 – PIRMP TESTING AND REVIEW FORM

Time and Date	Personnel and PD of those Involved	Why the activity was undertaken? Annual test, test after pollution incident or annual review	Amendments Required (time bound)	Person Responsible for enacting amendment	Signature and date when amendment enacted

APPENDIX B – ENVIRONMENTAL LICENCE