



# Centennial Coal



## ***Pollution Incident Response Management Plan (PIRMP)***

### **Charbon Colliery**

**October 2017**



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## 1.0 INTRODUCTION

### 1.1 Key Aspects of the PIRMP

This Pollution Incident Response Management Plan (PIRMP) covers the key actions to minimise the occurrence of a pollution incident and manage a pollution incident if one occurs (during and after a pollution incident). The PIRMP does not have procedures for the treatment of injured persons or the remediation of the environment following a pollution incident.

The PIRMP has been prepared for managing the impact to human health (employees and nearby neighbours) and the environment (onsite and offsite).

### 1.2 Background to Charbon Colliery

Charbon Colliery is a joint venture between Centennial Coal Company Limited (Centennial) and SK Networks Resources Australia Pty Ltd (5 percent). The Charbon Colliery is located in the Western Coalfields of NSW, approximately 87 kilometres north-west of Lithgow, 4 kilometres south of Kandos and 3km East of Clandulla. The Colliery has been in operation since the 1920's and initially supplied coal for the former Charbon Cement Works until its closure in 1977. The mine continued to produce coal for local consumption until the Colliery was upgraded in 1985.

The Project Site in its current state covers an area of approximately 2,692ha and consists of: six open cut mining areas; two historic underground mining areas; rail loop & loading facilities and a coal handling and processing plant (CHPP). Charbon Coal ceased coal production operations in August 2015. Charbon Colliery has since commenced rehabilitation activities for mine closure.

Previously coal from the Colliery was transported to Port Kembla and Newcastle by rail for shipping and also supplied coal to a local customer via road transport. The surface facilities are located approximately 4km south of Kandos along Charbon Road. The Mine Entry, Primary Surface Facilities and Mining Leases are predominantly located in the Cudgegong River Catchment with a small proportion of the lease residing within the Hawkesbury-Nepean Catchment.

Charbon Colliery has an Environmental Protection Licence (EPL 528), which covers the premises. The EPL outlines specific conditions for environmental monitoring and reporting.

Figures have been prepared as per the requirements of the PIRMP Guidelines. Figure 1 outlines Charbon Colliery and its surrounding environment. Figure 2 and 3 outline the site in more detail, providing the location of pollution control dams, workshops and approved mining areas (underground and open-cut).

## 2.0 REQUIREMENT TO PREPARE THE PIRMP

### 2.1 Legislative Requirement

The specific requirements for PIRMPs are set out in *Part 5.7A* of the *Protection of the Environment Operations Act 1997* (POEO Act) and the *Protection of the Environment Operations (General) Regulation 2009* (POEO(G) Regulation). In summary, this provision requires the following:

- All holders of an EPL must prepare a Pollution Incident Response Management Plan (*section 153A, POEO Act*);
- The plan must include the information detailed in the *POEO Act (section 153C)* and be in the form required by the *POEO(G) Regulation (clause 98B)*;
- Licensees must keep the plan at the premises to which the environment protection licence relates or, in the case of trackable waste transporters and mobile plant, where the relevant activity takes place (*section 153D, POEO Act*);
- Licensees must test the plan in accordance with the *POEO(G) Regulation (clause 98E)*; and

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- If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, licensees must immediately implement the plan (*section 153F, POEO Act*).

Holders of an existing EPL will need to prepare and be able to implement a PIRMP by 1 September 2012.

## 2.2 Structure of PIRMP

**Table 1** outlines the structure of the PIRMP, as per the requirements of the POEO (G) Regulation.

**Table 1: Requirement to Prepare PIRMP**

Clause Number	Requirement	Section in Plan
98 C (1) (a)	A description of the hazards to human health or the environment associated with the activity to which the licence relates (the <b>relevant activity</b> ).	Section 5 Appendix 2
98 C (1) (b)	The likelihood of any such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood,	Section 5 Appendix 2
98 C (1) (c)	Details of the pre-emptive action to be taken to minimise or prevent any risk of harm to human health or the environment arising out of the relevant activity,	Section 9.2 Appendix 2
98 C (1) (d)	An inventory of potential pollutants on the premises or used in carrying out the relevant activity,	Section 6
98 C (1) (e)	The maximum quantity of any pollutant that is likely to be stored or held at particular locations (including underground tanks) at or on the premises to which the licence relates,	Section 6
98 C (1) (f)	A description of the safety equipment or other devices that are used to minimise the risks to human health or the environment and to contain or control a pollution incident,	Section 7
98 C (1) (g)	The names, positions and 24-hour contact details of those key individuals who: (i) are responsible for activating the plan, and (ii) are authorised to notify relevant authorities under section 148 of the Act, and (iii) are responsible for managing the response to a pollution incident,	Section 10.1
98 C (1) (h)	The contact details of each relevant authority referred to in section 148 of the Act,	Section 10.2
98 C (1) (i)	Details of the mechanisms for providing early warnings and regular updates to the owners and occupiers of premises in the vicinity of the premises to which the licence relates or where the scheduled activity is carried on,	Section 9.1
98 C (1) (j)	The arrangements for minimising the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on,	Section 8
98 C (1) (k)	A detailed map (or set of maps) showing the location of the premises to which the licence relates, the surrounding area that is likely to be affected by a pollution incident, the location of potential pollutants on the premises and the location of any stormwater drains on the premises,	Figures 1, 2 and 3
98 C (1) (l)	A detailed description of how any identified risk of harm to human health will be reduced, including (as a minimum) by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk,	Section 9 Appendix 2
98 C (1) (m)	The nature and objectives of any staff training program in relation to the plan,	Section 12
98 C (1) (n)	The dates on which the plan has been tested and the name of the person who carried out the test,	Section 14
98 C (1) (o)	The dates on which the plan is updated,	After table of contents
98 C (1) (p)	The manner in which the plan is to be tested and maintained.	Section 14

Clause 98 B (2) of the POEO (G) Regulation states that the PIRMP can form part of another statutory document. This plan forms part of the Charbon Colliery Health Safety and Environmental (HSE) Management System.

### 3.0 DEFINITION OF A POLLUTION INCIDENT

The POEO Act 1997 defines a pollution incident as:

*“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 premises, but it does not include an incident or set of circumstances involving only the emission of any noise”.*

A licensee is required to notify the relevant regulatory authorities of a pollution incident 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.*

Harm to the environment includes any direct or indirect alteration of the environment that has the effect of degrading the environment and, without limiting the generality of the above, includes any act or omission that results in pollution.

### 4.0 IMMEDIATE NOTIFICATION OF POLLUTION INCIDENT

Licensees will now be required to report pollution incidents *“immediately”* instead of *“as soon as practicable”* (section 148 POEO Act). This means that licensees need to report pollution incidents without delay.

Licensees must notify all of the Appropriate Regulatory Authorities (ARA's) (contact details can be found in **Table 5**) about the incidents. These include:

- Environment Protection Authority (EPA);
- NSW Health;
- WorkCover NSW Authority;
- Local council; and
- Fire and Rescue NSW.

### 5.0 DESCRIPTION AND LIKELIHOOD OF HAZARDS AND PRE-EMPTIVE ACTIONS

This section has been prepared to meet the requirements of clause 98C (1) (a), (b) and (c) of the *POEO(G) Regulation*.

A pollution incident risk assessment for Charbon Colliery has been prepared to:

- Describe the hazards to human health and the environment:
- Describe the likelihood of any such hazards occurring;
- Outline existing controls to prevent pollution incidents occurring; and
- Outline key pollution response measures.

## 6.0 INVENTORY OF POTENTIAL POLLUTANTS

**Table 2** provides a summary of the potential pollutants (chemicals) stored onsite or transported to Charbon Colliery. The locations of where the potential pollutants are stored is provided in Table 2.

An MSDS is available for every chemical stored on site and can be downloaded from the CHEMWATCH database.

**Table 2: Summary of Chemical Inventory at Charbon Colliery**

Product Name	MSDS			
	Location:	Storage Method:	MSDS Type	Maximum Qty Stored onsite
Acetylene	CHPP	Cylinders stored upright within a lockable cages/compounds	Chemwatch 1001	5 Cylinders
Aston Baker's soldering paste flux	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 10283	3 x 500g Tins
Castrol kopr-kote	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 10282	3 x 500g Tins
Cigweld comweld g/ purpose silver brazing flux	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 22146	3 x 250g Tins
Cigweld Comweld silver brazing flux no 2	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 20992	3 x 250g Tins
CMI wear resist trowelable part B	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 59369	2 x 1kg Tub
Consolidated bakers soldering fluid	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 3731201	2 x 500ml Bottles

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CRC 2017 NF contact cleaner (aerosol)	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 52889	6 x 450g Cans
CRC 3081 beltgrip (aerosol)	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 4546-11	20 x 450g Cans
CRC 5050, 5051, 5052 aerostart	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 1950-43	20 x 450g Cans
Galmet spraypaint aerosol	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 5141-44	3 x 450g Cans
Hortico double strength ratsack	CHPP, Offices	Stored within lockable compound & offices	Chemwatch 53586	5 x 50g Packets
Kenkel loctite 641 retaining compound	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 45059	5 x 30ml Tubes
Loctite 515 master gasket	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 20226	5 x 250ml Tubes
Megapoxy H Part B	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 18719	8 x 4L Tubs
MSA lens cleaner [non aerosol]	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 7503-55	8 x 500ml bottles
Oxygen, compressed gas	CHPP	Cylinders stored upright within a lockable cage/compound	Chemwatch 1072	5 x Cylinders
Diesel	CHPP	Self Bunded, above ground, bulk storage fuel cells	Chemwatch 120301	2 x bulk storage, self banded tanks
Recochem fresha toilet blocks	Offices & CHPP toilet areas	Stored within lockable compound & offices	Chemwatch 6566-01	1 x 5kg box
Shell Degreasing Fluid	CHPP	Stored within lockable CHPP workshop and compound	Infosafe ACNX0	3 x 20L drums

Unasco copper anti-seize compound with teflon	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 12368	2 x 500g tubs
Vinidex type p solvent cement	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 53153	3 x 5L bottles
Wia austflux silver brazing flux	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 50552	2 x 500g jars
CRC areostart	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 14-8705	20 x 450g Cans
CRC contact cleaner	CHPP	Stored within lockable CHPP workshop and compound	Chemwatch 102895	20 x 450g Cans

## 7.0 INVENTORY OF SAFETY EQUIPMENT

Table 3 outlines the safety equipment kept on site.

**Table 3: Inventory of Safety Equipment**

Product Name	Location/s of where equipment is stored	Calibration/Maintenance Requirement
Fire Extinguishers	Workshops/CHPP areas/ Hydrocarbon storage areas/ Vehicles/ Office facilities	Inspections and calibration as per manufacturer requirements and Coal Mines Safety Regulations.
Spill Kits	Workshop/CHPP area's/ Hydrocarbon Storage Areas	Monthly
PPE	CHPP offices	Monthly
MSDS's	CHPP offices	Annual Review. All new substances at site to be accompanied by a MSDS.
First AID Kits	CHPP area's/ Vehicles	Monthly
Safety Signage	Across site	Monthly
Floating booms	Installed at various sites	Monthly

If required in the case of a fire, there are dams on site that can be used as a water source.

## 8.0 MINIMISING HARM TO PERSONS ON THE PREMISES

All staff and contractors are to be inducted before completing any work on site. The induction covers procedures for minimising the chance of a pollution incident occurring, managing a pollution incident and actions following a pollution incident.

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Minimising the impact to persons at Charbon Colliery during a pollution incident must be the highest priority.

In the event that a pollution incident requires the evacuation of the site, actions will be completed in accordance with the site Evacuation Procedure. All staff are informed of the location of muster locations through site inductions, signage and ongoing training. As part of the preparation of the PIRMP, the key aspects of the plan will be provided to staff and contractors. The PIRMP will be tested every twelve months as detailed in **Section 14**.

Emergency reporting will be recorded on the Emergency Call Receiver Record (**Appendix 3**).

## 9.0 ACTIONS TO BE TAKEN BEFORE, DURING OR IMMEDIATELY AFTER A POLLUTION INCIDENT

### 9.1 Actions to Minimise a Pollution Incident

The PIRMP Risk Assessment outlines potential pollution incidents at Charbon Colliery. For each potential pollution risk, there are a number of controls outlined. Some general controls which are in place to reduce the likelihood of a pollution incident occurring include:

- Site Environmental and Safety Management Plans;
- Regular inspections and maintenance;
- Environmental monitoring;
- Correct storage;
- Waste management;
- Training and awareness; and
- Testing of the PIRMP as detailed in **Section 14**.

The site will make all attempts to ensure pollution incidents do not occur.

The site makes all attempts to prevent pollution incidents; but in a situation where a pollution incident is imminent and may potentially cause detrimental impacts to human health or the environment, the site will contact the necessary stakeholders (employees, contractors, neighbours, ARA's) to provide as much warning as possible.

### 9.2 Actions during a Pollution Incident

During site induction, staff and contractors are informed of muster locations. If an evacuation is required, this shall be completed in accordance with **Section 8**. In the event that a pollution incident requires the evacuation of the site, actions will be completed in accordance with the site Evacuation Procedure. All staff are informed on the location of muster locations through site inductions, signage and ongoing training.

Licencees are required to report pollution incidents "immediately" (without delay) to the ARA's listed in **Section 10.2**.

In the event of a pollution incident, the person who has identified the incident should immediately contact the Charbon Colliery Site Manager or the Charbon Colliery Environment and Community Coordinator. The person reporting the pollution incident should provide the following key details:

- **Location** of the pollution incident/emergency;

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- **Nature** of the pollution incident/emergency;
- Their name and contact details; and
- Details of any **assistance required**.

The details of any emergency call or incident reporting will be recorded on the Emergency Call Receiver Record (**Appendix 3**).

Some general controls for managing a pollution incident include:

- Visually assess the situation. Undertake emergency response if required;
- Contact the ARA's in accordance with the PIRMP (details in **Table 5**);
- If safe and possible to do so, undertake immediate measures that prevent further impacts from the pollution incident;
- Take direction from the ARA's as required; and
- If required seek assistance from specialist consultants/contractors.

### **9.3 Actions Following a Pollution Incident**

In the event of a pollution incident, there will be a detailed incident investigation, the Incident Report Form will be completed and a report will be sent to Centennial and relevant ARA's. If Charbon Colliery was notified of the pollution incident by a member of the public then the complaint will be logged as per the Community Complaint or Request for Information form and the Incident Report form will also be completed.

Within a month following a pollution incident, the PIRMP will be reviewed and tested. Charbon Colliery will continue to liaise with the relevant ARA's to reduce the likelihood of the pollution incident occurring.

All staff and contractors will receive the necessary refresher training, and the key outcomes of the incident investigation will be reported to staff and contractors.

Charbon Colliery will consult with the ARA's when determining whether the community will be notified of the pollution incident. If the community is to be notified, Charbon Colliery will decide the most appropriate consultation strategy in consultation with the ARA's.

## **10.0 CONTACT DETAILS.**

### **10.1 Details for those Managing the Response**

The following Centennial personnel outlined in **Table 4** are responsible for reporting the environmental incidents.

**Table 4: Centennial Contact Details**

<b>Key Contact</b>	<b>Position</b>	<b>Contact Details</b>

\* Whilst personal contact details for the following are available in the Controlled on site Pollution Incident Response Management Plans they do not appear in this public document under provision of the Privacy and Personal Information Protection Act 1998.

## 10.2 Appropriate Regulatory Authorities

This section has been prepared to meet the requirements of clause 98C (1) h of the *POEO(G) Regulation*. **Table 5** outlines the contact details for the ARA's for reporting pollution incidents from Charbon Colliery.

**Table 5: Appropriate Regulatory Authorities Contact Details**

Appropriate Regulatory Authority	Key Contact	Contact Details
<b>Environment Protection Authority</b>	<i>This will result in the incident being recorded and the appropriate person being contacted</i>	<b>131 555</b>
<b>NSW Ministry of Health</b>	Ms Indigo Steppat (Population Health Unit - Dubbo – Coordinator of Environmental Health Service)	<b>(02) 6841 5579</b> 0408 692 128 After hours- (02) 6885 6110
<b>WorkCover</b>	Incident Notification Hotline (Response Management Team):	<b>131 050</b> <i>Select Option 3 to report a 'Serious Incident or Fatality' - This will result in the incident being recorded and the appropriate person being contacted</i>
<b>Local Authority (Mid-Western Regional Council)</b>	Ms Shareen Murphy (Environment Manager)	<b>(02) 6378 2850</b>
<b>Fire and Rescue NSW</b>	-	<b>1300 729 579</b>

## 11.0 COMMUNICATION WITH NEIGHBOURS AND THE LOCAL COMMUNITY

In the event of a pollution incident, Charbon Colliery has the following processes for contacting the community:

- When an incident occurs, Charbon Colliery will immediately contact the five ARA's listed in **Table 5**.
- Charbon Colliery will consult with these ARA's to determine if the community is to be notified of the pollution incident. Charbon Colliery will discuss with the ARA's regarding the most relevant communication strategy (e.g. Centennial website, media release, direct contact with those potentially impacted).
- When determining the appropriate response and notification process for a particular pollution incident, all aspects of the pollution event will be taken into consideration (e.g type and extent of pollution).

## 12.0 STAFF TRAINING

This section has been prepared to meet the requirements of clause 98C (1) (m) of the *POEO(G) Regulation*.

The requirements of the PIRMP will be outlined in the site induction for all new employees and contractors. The objective of training is to ensure all staff and contractors are aware of the key steps to manage a pollution incident. If a pollution incident occurs, refresher training will be delivered to staff and contractors.

## 13.0 AVAILABILITY OF PIRMP

A copy of the PIRMP (electronic and hard copy) is kept at the premises. The PIRMP is also available on the Centennial Coal – Charbon Colliery website ([www.centennialcoal.com.au](http://www.centennialcoal.com.au)).

## 14.0 TESTING OF PIRMP

The PIRMP will be tested every twelve (12) months as per the requirement of the *POEO(G) Regulation*. The testing of the PIRMP is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner.

Testing will involve undertaking desktop simulations of incidents and if necessary completing exercises or drills. Testing will need to cover all the components of the PIRMP, including the effectiveness of training.

Plans must also be tested within one month of any pollution incident occurring in the course of an activity to which a licence relates to assess, in the light of that incident, whether the information included in the plan is accurate and up to date, and the plan is still capable of being implemented in a workable and effective manner. **Table 6** and **Table 7** below will be updated following each testing and review of the plan.

**Table 6: Document Review History**

Issue	Date	Description
1	August 2012	Creation of PIRMP
2	January 2014	Update of PIRMP
3	June 2014	Update of PIRMP
4	December 2015	Update of PIRMP
5	October 2016	Update of PIRMP
6	October 2017	Update of PIRMP

**Table 7: Testing of the PIRMP History**

<b>Issue</b>	<b>Date</b>	<b>Description</b>	<b>Person undertaking testing</b>
1	January 2014	Emergency simulation conducted	Emma Mudford Andrew Hendy
2	October 2014	Emergency simulation conducted	Andrew Hendy Sam Price
3	December 2015	Emergency simulation conducted	Greg Munday
5	October 2016	Emergency simulation conducted	Sam Price
6	October 2017	Emergency simulation conducted	Greg Brown

## **15.0 REFERENCES**

*NSW Environmental Protection Authority 2012, Environmental Guidelines: Preparation of Pollution Incident Response Management Plans*

*NSW Office of Environment and Heritage, Environmental Protection Licence (EPL) 528*

*Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012*

# **APPENDIX 1**

**Figure 1 – Locality Plan**

**Figure 2 – Mine Layout**

**Figure 3 – Site Plan - PIRMP**

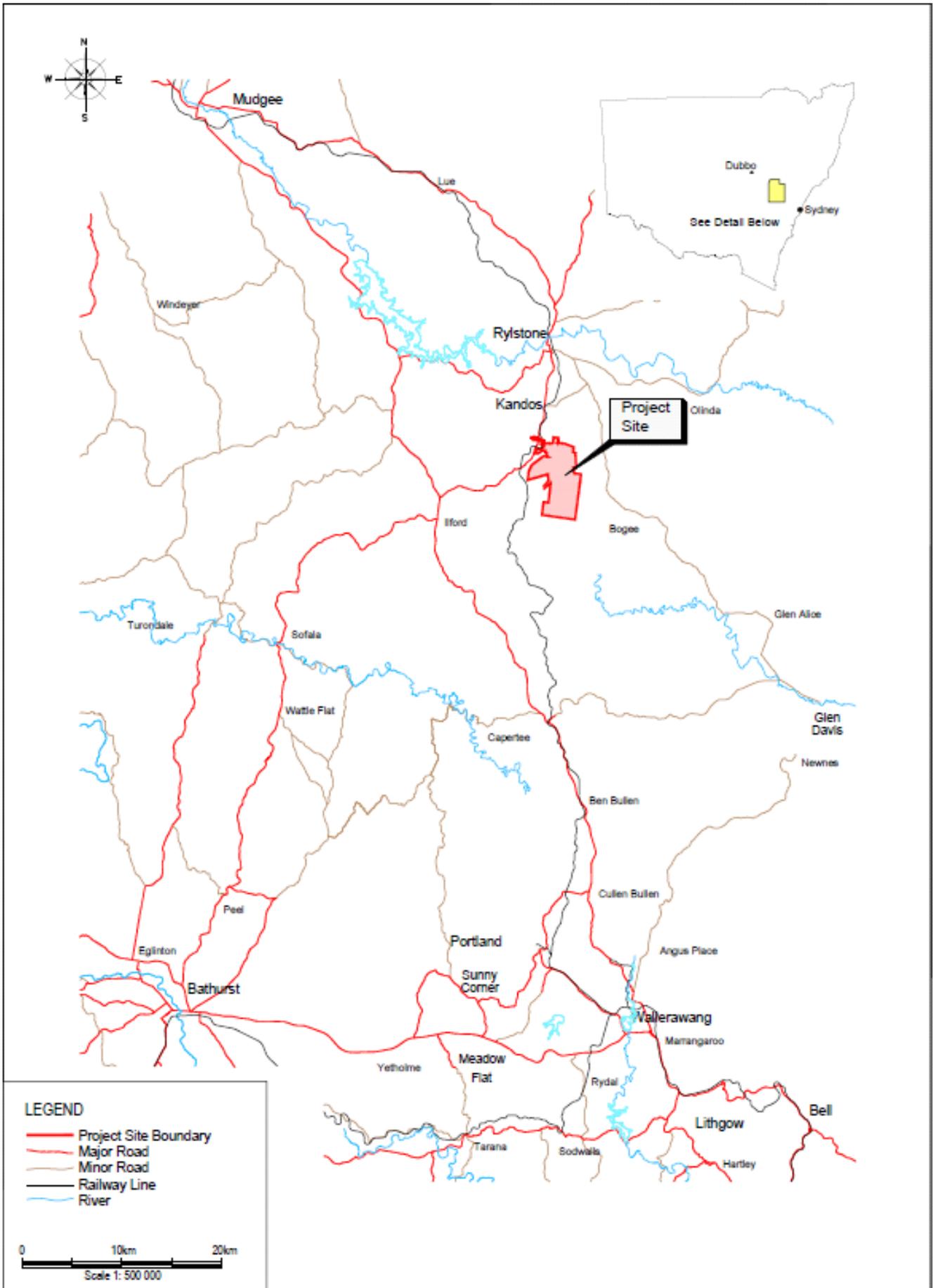


Figure 1. Locality Plan

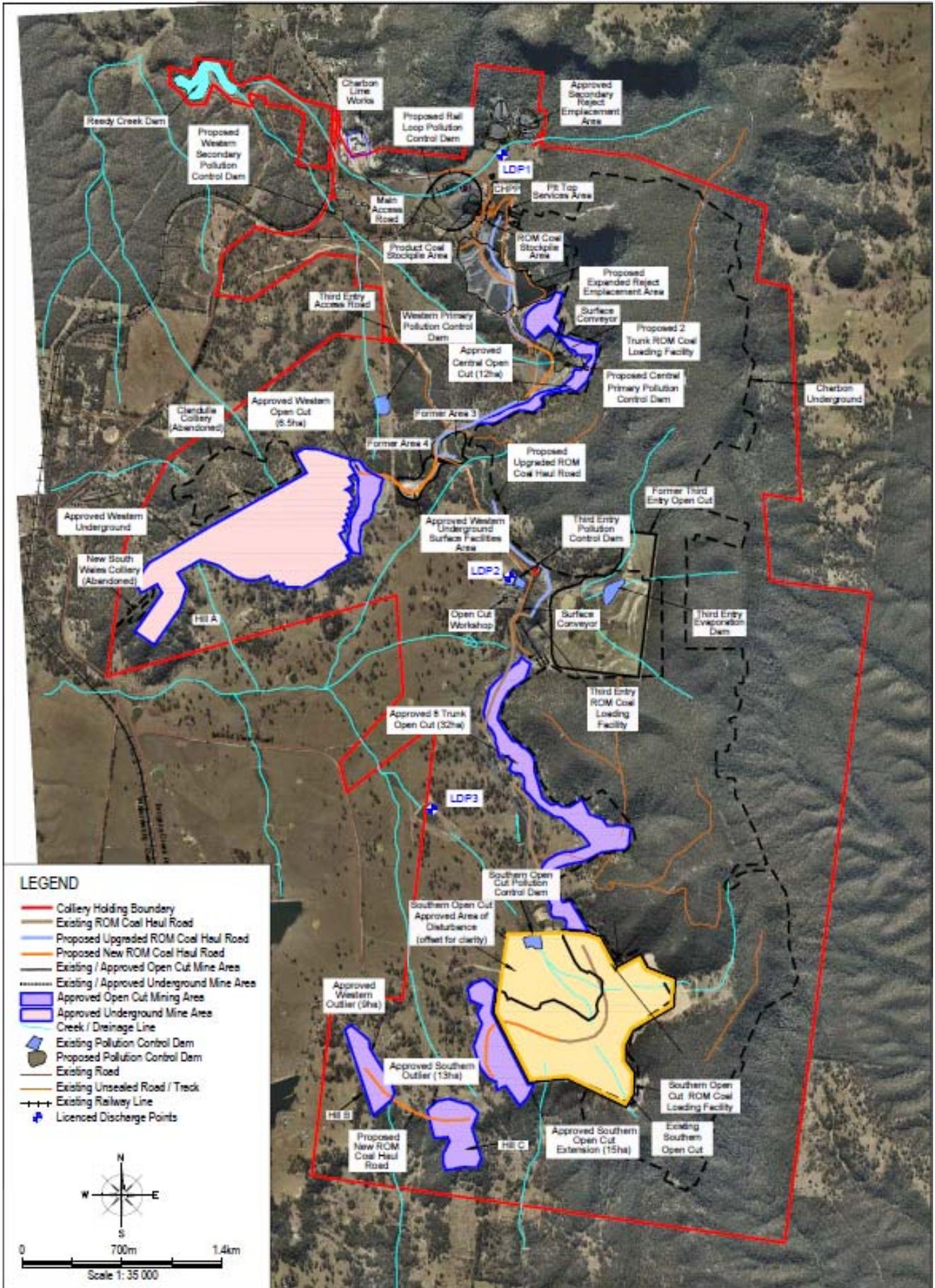


Figure 2. Mine Layout

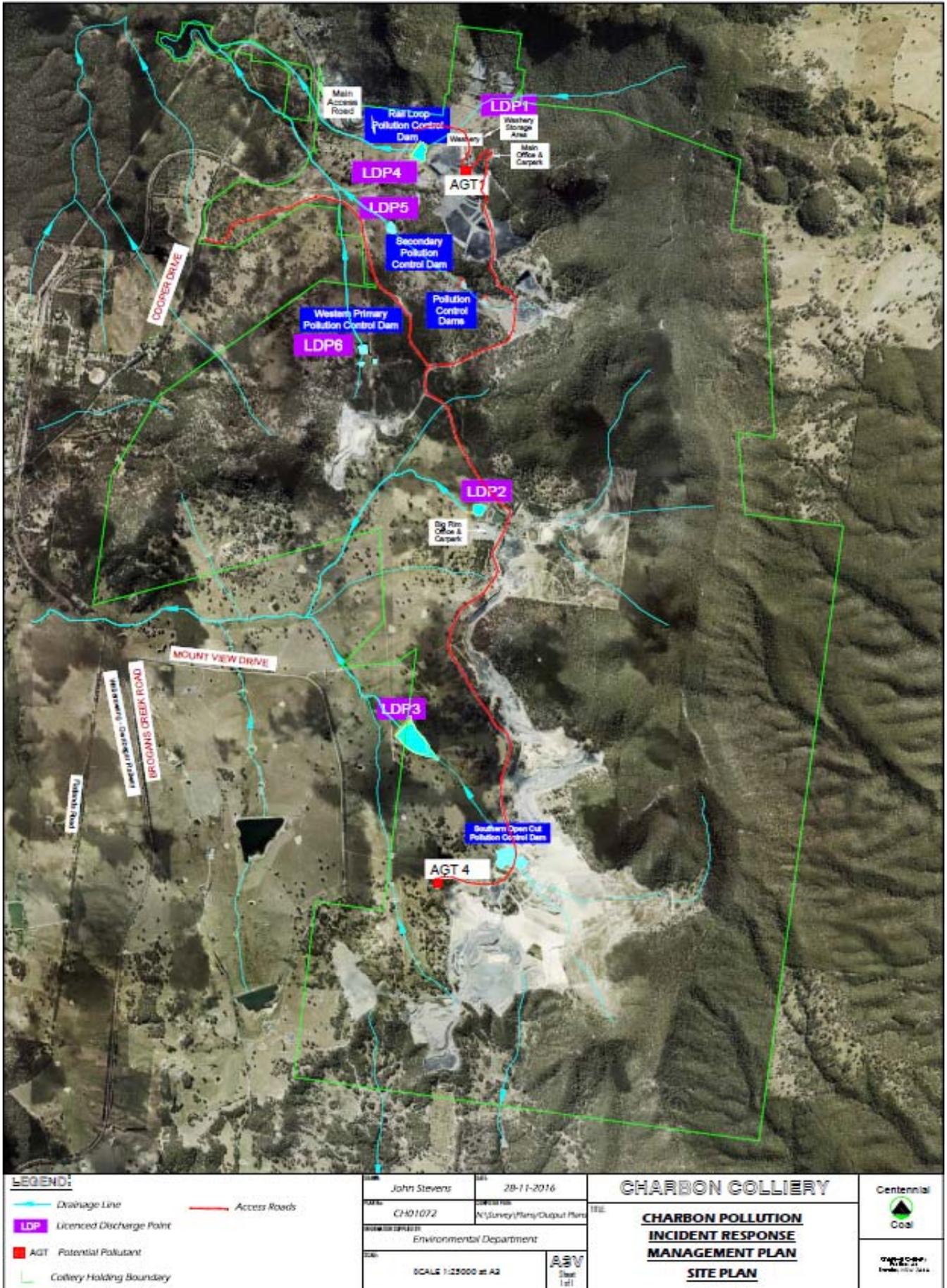


Figure 3. Site Plan – PIRMP.

## **APPENDIX 2**

### **PIRMP Risk Assessment for Charbon Colliery**

Risk Category	Risk Ref. Number	Potential Hazard / Risk (Impact)	Relevance to Project	Inherent			Existing Controls / Management Response	Pollution Response Measures
				C	L	Rating		
Surface Water	1	Discharge during heavy rainfall causing erosion and sedimentation causing impact to human health.	Low risk of discharge of sediment laden water causing impact to human health	5	E	5E 25 (L)	Erosion and sediment control structures Rehabilitation of disused areas of site Surface water monitoring Erosion and Sediment Control Plan	<ol style="list-style-type: none"> <li>1. Assess the situation.</li> <li>2. Contact the ARA's in accordance with the PIRMP.</li> <li>3. If safe and possible to do so, undertake immediate measures that prevent further damage, such as repair of erosion and sediment control structures, controlling release/flow of large quantities of stormwater, flocculating sediment basins.</li> <li>4. Regularly monitor flow rate and water quality parameters during discharge as per requirements of the EPL.</li> <li>5. Take direction from the ARA's as required.</li> <li>6. Complete incident investigation and send report to Centennial Corporate and relevant ARA's.</li> </ol>
	2	Discharge during heavy rainfall causing erosion and sedimentation impact to the environment.	Relevant as dams may discharge into nearby creeks	4	C	4C 18 (M)		
	3	Contamination of surface water causing impact to human health.	Relevant as hydrocarbons and chemicals are used on site and a spill of such liquids (in a large enough volume and/or concentration) could contaminate surface water. Contaminated surface water could migrate offsite and come become exposed to humans.	5	E	5E 25 (L)	Established water monitoring program Water Management Plan Surface storage ponds Standard work procedures Mobile spill kits Dirty water collection system Pollution booms Environmental Officer on-site Regional environmental manager Manned control room Diesel storage facilities Incident Reporting Procedure Induction, awareness and training Inspection program Maintenance Program EPL 528	<ol style="list-style-type: none"> <li>1. Visually assess the situation.</li> <li>2. Contact the ARA's in accordance with the PIRMP.</li> <li>3. If safe and possible to do so, undertake immediate measures that prevent further damage, such as deployment of spill containment equipment and intercepting the substance from entering surface water body.</li> <li>4. Seek immediate assistance from specialist environmental consultants.</li> <li>5. Take direction from the ARA's as required.</li> <li>6. Complete incident investigation and send report to Centennial Corporate and relevant ARA's.</li> </ol>
	4	Contamination of surface water causing impact to the environment.	Relevant as hydrocarbons and chemicals are used on site and a spill of such liquids (in a large enough volume and/or concentration) could contaminate surface water. Sediment may cause contamination of surface water Contaminated surface water could affect the health of surface aquatic or terrestrial organisms/ecosystems.	4	D	4D 21 (L)		
	5	Contamination of surface water causing impact to the environment.	Relevant as leachate dams may not be sufficient size to capture inflow and could result in contamination of surface water	4	C	4C 18 (M)	Maintenance program Inspection program Water monitoring program Environmental Officer on-site	<ol style="list-style-type: none"> <li>1. Visually assess the situation.</li> <li>2. Contact the ARA's.</li> <li>3. Undertake immediate measures, where possible, that prevent further damage, such as deployment of spill containment equipment.</li> <li>4. Seek immediate assistance from a specialist environmental consultant.</li> <li>5. Take direction from the ARA's as required.</li> <li>6. Complete incident investigation and send report to Centennial Corporate and relevant ARA's.</li> </ol>
	6	Contamination of surface water causing impact to the environment.	Relevant as there may be failure of the water treatment plant or other environmental infrastructure	4	D	4D 21 (L)		
Groundwater	7	Contamination of groundwater causing impact to human health.	Relevant as hydrocarbons and chemicals are used on site and a spill of such substances (in a large enough volume and/or concentration) could contaminate groundwater.	4	D	4D 21 (L)	Phase 1 ESACompleted Routine maintenance and repair of machinery and plant undertaken inside workshop (controlled environment) Water Management Plan Emergency spill kits located in re-fuelling area and workshop Manned control room Emergency procedures in place to control spills of hydrocarbons and other liquid chemicals Inspection program Incident Reporting Procedure EPL 528 Environmental Officer on-site Training and awareness on use of spill kits	<ol style="list-style-type: none"> <li>1. Visually assess upon discovery of groundwater contamination.</li> <li>2. Contact the ARA's in accordance with the PIRMP.</li> <li>3. Undertake immediate measures that will reduce further damage (e.g. deployment of spill containment equipment).</li> <li>4. Seek immediate assistance from specialist environmental consultants.</li> <li>5. Take direction from the ARA's as required.</li> <li>6. Complete incident investigation and send report to Centennial Corporate and relevant ARA's.</li> </ol>
	8	Contamination of groundwater causing impact to the environment.	Relevant as hydrocarbons (including diesel) and chemicals are used on site and a spill of such substances (in a large enough volume and/or concentration) could contaminate groundwater. Contaminated groundwater could affect the health of any surface aquatic or terrestrial ecosystems	4	D	4D 21 (L)		
	9	Contamination of groundwater causing impact to the environment.	Subsidence impacts	5	E	5E 25 (L)		
Air Quality	10	Dust emissions from open cut mining areas, conveyor, stockpiled coal and unsealed surfaces from site causing impact to human health.	Relevant as dust could affect human health due to dust inhalation.	4	C	4C 18 (M)	Water truck Awareness and training EPL528 Environmental Officer on-site Inspection program Manned control room Dust suppression infrastructure Sprinkler system in operation in stockpile area Air quality monitoring program Dust PRP Dust monitoring and approved dust criteria Air Quality Management Plan	<ol style="list-style-type: none"> <li>1. Visually assess the situation.</li> <li>2. Activate emergency evacuation procedures.</li> <li>3. Contact the ARA's</li> <li>4. Stop/Shut down all dust producing activities.</li> <li>5. Activate sprinkler system and deploy water carts to irrigate stockpiles and exposed surfaces.</li> </ol>
	11	Dust emissions from open cut mining areas, conveyor, stockpiled coal and unsealed surfaces from site causing impact to the environment.	Relevant as dust could result in impact to the environment	4	C	4C 18 (M)		
Waste	12	Incorrect handling, use, storage and/or disposal of hazardous/toxic waste causing impact to human health.	Relevant because of potential for humans to come into contact with hazardous/toxic substances	5	D	5D 24 (L)	No access of the site to the public Standard Work Procedures Licensed waste removal contractors Incident Reporting Procedure Waste tracking and reporting waste streams Inspection Program Segregated receptacles/defined disposal equipment External Inspection Program Training & awareness Mobile Spill Kits PPE MSDS Register/ iChemwatch database	<ol style="list-style-type: none"> <li>1. Visually assess the situation.</li> <li>2. Activate emergency evacuation procedure.</li> <li>3. Contact the ARA's.</li> <li>4. Undertake inspection to ensure that any liquid waste has not leaked or spilt.</li> <li>5. Take direction from specialist authorities.</li> <li>6. Engage Specialist waste handling consultants.</li> </ol>
	13	Incorrect handling, use, storage and/or disposal of hazardous/toxic waste causing impact to the environment.	Relevant as hazardous/toxic substances could leak/spill into the environment.	4	D	4D 21 (L)		
Coal Haulage	14	Coal or diesel spillage from trucks or trains causing harm to the environment.	Coal or diesel spillage from trucks or trains causing harm to the environment.	5	D	5D 24 (L)	Awareness and training Road registered trucks Licensed truck/train operators Environmental Officer on-site Maintenance program External Inspection Program Mobile Spill Kits Transport Management Plan	<ol style="list-style-type: none"> <li>1. Visually assess the situation.</li> <li>2. Contact the ARA's.</li> <li>3. Undertake inspection to ensure that any diesel or coal has not leaked or spilt.</li> <li>4. Seek immediate assistance from a specialist environmental consultant.</li> <li>5. Take direction from the ARA's as required.</li> <li>6. Complete incident investigation and send report to Centennial Corporate and relevant ARA's.</li> </ol>
	15	Coal or diesel spillage from trucks or trains causing impact to human health.	Coal or diesel spillage from trucks or trains causing impact to human health.	5	E	5E 25 (L)		
Hazardous Substances	16	Leak or spill of hazardous substance.	Incorrect handling or incorrect storage	5	D	5D 24 (L)	Awareness and training No access of the site to the public MSDS Register iChemwatch database Mobile spill kits Designated storage areas Standard Work Procedures Licensed waste removal contractors Incident Reporting Procedure Fit for purpose storage areas PPE Inspection program Trained First aiders on-site First aid room on surface Fire extinguishers	<ol style="list-style-type: none"> <li>1. Visually assess the situation.</li> <li>2. Contact the ARA's.</li> <li>3. Undertake immediate measures, where possible, that prevent further damage, such as deployment of spill containment equipment.</li> <li>4. Seek immediate assistance from a specialist environmental consultant.</li> <li>5. Take direction from the ARA's as required.</li> <li>6. Complete incident investigation and send report to Centennial Corporate and relevant ARA's.</li> </ol>

## **APPENDIX 3**

### **Emergency Call Receiver Record**

## A: Emergency Call Receiver Record

<b>TIME?</b>				
<b>WHO IS REPORTING INCIDENT?</b>				
<b>LOCATION OF INCIDENT?</b>				
<b>IF OFF SITE - WHAT IS YOUR PHONE NUMBER</b>	<b>PHONE No:</b>			
<b>WHAT HAS HAPPENED? (CIRCLE)</b>	<b>ACCIDENT:</b>	<b>Non Emergency</b>	<b>Emergency</b>	
	<b>FIRE:</b>	<b>Belt</b>	<b>Machine</b>	
	<b>ENTRAPMENT:</b>		<b>Vehicle / Machine</b>	
	<b>ENVIRONMENTAL:</b>	<b>Surface Oil Spill</b>		
	<b>SUSPECTED FATALITY:</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
	<b>LIFE THREATENING:</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>
	<b>UNCONTROLLABLE EVENTS:</b>	<b>Seismic</b>	<b>Bomb/Terrorist</b>	
<b>WHEN DID IT HAPPEN?</b>				
<b>NAMES OF INJURED PERSONS?</b>	<b>TYPE OF INJURY</b>			
<b>WHAT ASSISTANCE IS REQUIRED? (CIRCLE)</b>	<b>Ambulance see Section B:</b>	<b>Fire Team</b>		
	<b>First Aid Equipment</b>	<b>Fire Fighting Equipment</b>		
	<b>Other:</b>			
<b>WHAT DO YOU INTEND TO DO?</b>				

**CALL RECEIVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## B: External Medical Assistance Record

Name of Injured Person/s:

Action			
<b>1. Call 000</b>	Medical Priority Dispatch Protocol.	<b><i>You Will Be Asked The Following:</i></b>	
a)	Your Name:		
b)	Name of Site:	<b><i>Charbon Colliery</i></b>	
c)	Address of Site:		
d)	Nearest cross street:	<b><i>Charbon Road</i></b>	
e)	Informants phone number:		
f)	Nature of incident:		
g)	How many people hurt:		
h)	Age of patient (s):		
i)	Gender of patient (s):		
j)	Are they breathing & conscious:		
Ask for approximate Estimated Time of Arrival.		ETA:	
Arrange for someone to man site security gate to: Allow Emergency vehicle access to and from site – Require card Prevent unauthorized access by others If required contact Rail Operator to prevent train access to site (see Phone List T002)		Yes	No
Arrange for all non emergency personnel to go to site muster area		Yes	No
Notify Centennial senior site official (see Phone List T002)		Yes	No
Record time of ambulance arrival.			
Record time of ambulance departure.			
Collect witness statements from all those involved		Yes	No
Enter details of incident (see Section B – Incident Record).		Yes	No
After consultation with Centennial senior site official, notify injured persons external contact (as listed in Induction data)		Yes	No

**C: Incident Record**

Notes:

Empty rectangular box for notes.

## **APPENDIX 4**

**Incident Report and Detail Form**

**Incident Investigation Form**

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## PART B – INCIDENT DETAILS

### PERSONAL INJURY

Injured Person:	Name:	Occupation:
Contractor:	No      Yes	Company:
Shift / Roster	Shift:	Roster:
Nature of injury:		
Part of body injured:		
Was PPE in use?	Yes      No	Comment:
Task at time of injury:		
Task Frequency:	<input type="checkbox"/> Each Shift	Weekly      Rarely      First Time
Treatment at Mine:	<input type="checkbox"/> Yes    No	By Whom:
Treatment given:		
Immediate Response:	Return to Duties	Sent to First Aid Room      Sent to Hospital
Consequence:	Report Only	First Aid      Medical Treatment
	Restricted Work	Lost Time      Fatality

### PLANT DAMAGE

Classification:	Damage	Failure	Loss	Theft
Equipment:	Type:	Operator:		
	Plant/Unit No.:	Model:		
Estimated Cost	<input type="checkbox"/> \$0 - \$100,000	<input type="checkbox"/> \$100,000 - \$1M		
	<input type="checkbox"/> \$1M - \$10M	<input type="checkbox"/> \$10M - \$50M	<input type="checkbox"/> > \$50M	
Production Loss	<input type="checkbox"/> < 12 hours	<input type="checkbox"/> 12 hours – 1 day		
	<input type="checkbox"/> 1 day – 1 week	<input type="checkbox"/> > 1 week	<input type="checkbox"/> > 1 month	

### ENVIRONMENT                      or                      COMMUNITY

Type of Incident:	Solcenic Emulsion	Chemical Spill	Diesel
	Blasting, Vibration	Dust	Oil
	Noise	Lighting	Water
	Flora/Fauna	Traffic	Other
Volume and/or Duration:			
Climate	Wind Speed	Rainfall in	
	Wind Direction	past 24 hrs	
Consequence:	<input type="checkbox"/> No Impact	<input type="checkbox"/> Mining Lease Condition breach	
	<input type="checkbox"/> Minor Pollution event	<input type="checkbox"/> Development Consent breach	
	<input type="checkbox"/> EPA Inspection	<input type="checkbox"/> Complaint	<input type="checkbox"/> Penalty
	<input type="checkbox"/> Major Pollution Event	<input type="checkbox"/> Breach of EPA licence	

### LEGAL

Legislative Requirement:			
Nature of Breach:			
Governing Body:	Title:	Notification required	Yes      No
	Notification carried out by:    Signed:		Date:

<b>SIGN OFF</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
Supervisor/Team Leader:			
Shift Supervisor:			
Department Manager:			
HSEC Department Representative:			
Mine Manager:			

# PART C – INCIDENT INVESTIGATION & ANALYSIS

pin attachments here ☒

(Triggered by Actual and/or Potential Consequence)

Investigation Team:	Leader:	Signature:	Date:
	Member:	Signature:	Date:
	Member:	Signature:	Date:
Attachments:	<input type="checkbox"/> Incident Notification Brief <input type="checkbox"/> Witness Statement <input type="checkbox"/> Photos <input type="checkbox"/> Drug & Alcohol Test <input type="checkbox"/> JSA <input type="checkbox"/> SWP <input type="checkbox"/> Other .....		

**Detailed Description of Incident including the Sequence of Events leading up to the incident.**


(Use the 5 WHY's to identify the factors that contributed to this incident)

**CONTRIBUTING FACTORS** - did this factor (or its inadequacy/failure) contribute to the incident?

PEOPLE	PLANT	PROCEDURE/PROCESS
<input type="checkbox"/> 1 - Communication <input type="checkbox"/> 2 - Drugs or Alcohol <input type="checkbox"/> 3 - Fatigue <input type="checkbox"/> 4 - Rushing <input type="checkbox"/> 5 - Slip / Lapse <input type="checkbox"/> 6 - Training, Skills <input type="checkbox"/> 7 - Supervision <input type="checkbox"/> 8 - Deviant Breach <input type="checkbox"/> 9 - Cultural Breach	<input type="checkbox"/> 10 - Abnormal Operation <input type="checkbox"/> 11 - Guards & Barriers <input type="checkbox"/> 12 - Maintenance <input type="checkbox"/> 13 - Materials or Tools <input type="checkbox"/> 14 - PPE	<input type="checkbox"/> 15 - Hazard Identification <input type="checkbox"/> 16 - Job Safety Analysis <input type="checkbox"/> 17 - Permits <input type="checkbox"/> 18 - Procedures <input type="checkbox"/> 19 - Housekeeping <input type="checkbox"/> 20 - Workplace Conditions
<input type="checkbox"/> 21 – Other .....		

**Description of Contributing Factor** (please write corresponding number in the box, then provide reasoning)

<input type="checkbox"/>	

**ROOT CAUSE** - What SYSTEMS could we improve to reduce the likelihood of this type of incident?


## PART D – RECOMMENDED CORRECTIVE ACTIONS

Corrective Action:	Action:	
	By Who?	By When?
Description:		
Entered into pulse action required system by; (name) : (reference number):		
Corrective Action:	Action:	
	By Who?	By When?
Description:		
Entered into pulse action required system by; (name) : (reference number):		
Corrective Action:	Action:	
	By Who?	By When?
Description:		
Entered into pulse action required system by; (name) : (reference number):		
Corrective Action:	Action:	
	By Who?	By When?
Description:		
Entered into pulse action required system by; (name) : (reference number):		
Corrective Action:	Action:	
	By Who?	By When?
Description:		
Entered into pulse action required system by; (name) : (reference number):		
Corrective Action:	Action:	
	By Who?	By When?
Description:		
Entered into pulse action required system by; (name) : (reference number):		

<b>RECOMMENDED LONGER TERM CORRECTIVE ACTION</b>
Description:

KEY ISSUES from this incident that should be shared with others:
Was this shared with other shifts/crews/sites? <input type="checkbox"/> No <input type="checkbox"/> Yes
Describe how it was shared:

SIGN OFF	Name:	Signature:	Date:
Supervisor:			
Shift Supervisor:			
Department Manager:			
HSEC Department Representative:			
Mine Manager:			

## **APPENDIX 5**

### **Community Complaint or Request for Information**



## SAFE WORK PROCEDURE

### CHB-ENV-1807

#### TITLE: Community Complaint or Request for Information

Prepared by: Natalie Gardiner	Date: June 2017
Approved by: Bob Miller	Review Frequency: 2 Years

#### PURPOSE:

The purpose of the document is to provide a procedure to address community complaints and requests for information which may be received by the mine.

#### SCOPE:

This procedure applies to all employees and contractors at Charbon Mine

#### RESOURCES:

- Community Complaints and Requests for Information Form (within this procedure)
- The Environmental Coordinator can be contacted must be notified on (02) 63579 206 or 0467 708 799 after hours if urgent Environmental action is required.

#### POTENTIAL HAZARDS AND CONTROLS:

Potential Hazards	Controls
■ Incorrect Information provided	■ Community complaints form to be
■ Adverse media attention	■ External Affairs department for all media

#### PRE REQUISITES PRIOR TO STARTING TASKS:

*(Conditions or activities which are required to be conducted prior to undertaking the tasks.)*

Prerequisite Tasks
Procedure triggered by complaint or enquiry receipt

#### ISOLATION

Not applicable to this procedure.

- |             |                          |            |                          |               |                          |
|-------------|--------------------------|------------|--------------------------|---------------|--------------------------|
| Gravity     | <input type="checkbox"/> | Pneumatic  | <input type="checkbox"/> | Chemical      | <input type="checkbox"/> |
| Electricity | <input type="checkbox"/> | Mechanical | <input type="checkbox"/> | Radiation     | <input type="checkbox"/> |
| Hydraulic   | <input type="checkbox"/> | Pressure   | <input type="checkbox"/> | Worksite area | <input type="checkbox"/> |



## JOB STEPS

### Job Steps

#### **A: COMPLAINT/ENQUIRY - INITIAL RESPONSE**

1. Fill in community complaints and request for information form. make sure you enter:
  - a) name
  - b) time of complaint
  - c) method of complaint
  - d) contact details of the member of public and
  - e) content of their complaint
2. Reassure person making complaint that appropriate steps or investigation will be immediately under taken.
3. Explain that information will be passed on to environmental co-ordinator (and relevant person) for action
4. After recording details, if possible resolve issue, if not determine urgency/timeframe for response.
5. Contact environmental co-ordinator as soon as possible in line with pre-determined timeframe/urgency
6. If matter is urgent contact environmental co-ordinator or project manager (or mine manager) immediately
7. The person receiving the call must complete a incident investigation form and attach the complaint form.

#### **B: INVESTIGATION**

1. Environmental Coordinator to evaluate / negotiate proposed action with complainant where applicable. In the event the environmental Coordinator is on leave the complaint shall be referred to the Project Manager (or Mine Manager).

#### **C: REPORTING (to be undertaken by Environmental Coordinator or delegate)**

1. Environmental coordinator must report complaint, investigation and outcome to centennial group environment manager as a part of monthly report
2. Provide details to Group Manager Stakeholder Engagement
3. Completed community complaint forms must be filed with environmental coordinator and must be kept on file for a period no less than four (4) years



**COMMUNITY COMPLAINTS AND REQUEST FOR INFORMATION FORM**

Date:.....

Report Number:.....

**A: COMPLAINT - INITIAL RESPONSE**

**DETAILS OF PERSON MAKING COMPLAINT:** (Name).....

(contact details).....

**TYPE OF CONTACT**

Complaint

Request for Information

**WHO RECEIVED NOTIFICATION?**

.....(name/title) at ..... (time)

**WHAT HAPPENED? WAS IT:**

An oil spill? \_\_\_\_\_

Contaminated water discharge? \_\_\_\_\_

A dust nuisance? \_\_\_\_\_

A noise nuisance? \_\_\_\_\_

Truck haulage? \_\_\_\_\_

Description of incident.....

.....

.....

.....

**B: INVESTIGATION**

**METEOROLOGICAL CONDITIONS**

Was it raining?..... If yes, how much?.....

Describe conditions.....

.....

.....

What was the risk to environment?

high..... moderate..... low..... any other comment:.....

.....

How was the complaint investigated?.....

.....



.....  
.....

**C: INCIDENT RESPONSE**

**OFFICIALS INFORMED:**

Mine Manager  
Project Manager

Electrical Engineer  
Mechanical Engineer

Environmental Co-ordinator

**WAS SITE ACTIVITY STOPPED**  
YES

NO

**PERSON RESPONSIBLE FOR ACTION:**.....

**DESCRIBE ACTIONS TAKEN:**.....

.....  
.....  
.....  
.....

**RESULT OF ACTIONS:** .....

.....

**C: POST INVESTIGATION**

**FOLLOW UP WITH PERSON MAKING COMPLAINT**.....

.....  
.....  
.....

**REPORT DISTRIBUTION:**

**Name:** ..... **Date Received:**.....

.....  
.....  
.....

**ACTION COMPLETE**

**Name:**..... **Date:**.....



**PROCEDURE IMPROVEMENT OPPORTUNITIES**

Were the Steps appropriate for the task?

- Yes                       No

Were there any hazards associated with the task that were not identified by the procedure?

- Yes                       No

Can the procedure be improved or does it need review/updating?

- Yes                       No

Comments

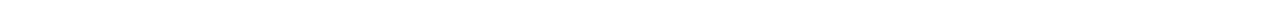
**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SIGN-OFF AND RETURN THIS COMPLETED SAFE WORK PROCEDURE TO YOUR SUPERVISOR AT THE END OF YOUR SHIFT WITH COMMENTS**

## **APPENDIX 6**

### **PIRMP Review Check List**





PIRMP General Information			
Mine	Charbon		
Review Number	5	Date of Review	27/10/2017
Person/s undertaking Review : Greg Brown			
Revision No:	5	Date of Revision	27/10/2017
Doc No			
Web address: <a href="http://www.centennialcoal.com.au/Environment/Charbon.aspx">http://www.centennialcoal.com.au/Environment/Charbon.aspx</a>			
Date Activated	Incident type	ARA Notification Number	

PIRMP Review Check List				
General Requirements	Current Management Plan	Y/N	Evidence	Actions Required
3.1 Form of plans [section 153D and clause 98B(1)]	Is the Plan: <ul style="list-style-type: none"> <li>• Able to be provided in written form,</li> <li>• available at the premises.</li> <li>• available to an authorised EPA officer and to any person who is responsible for implementing the plan.</li> </ul>	Y Y Y	A hard copy of the Plan is available in the Environment & Community office at Charbon Colliery	



PIRMP Review Check List				
General Requirements	Current Management Plan	Y/N	Evidence	Actions Required
<b>3.2 Relationship with other emergency plans [clause 98B(2)]</b>	Are all relevant, emergency response, Health and Safety plans reporting, incident, clean up plans and procedures identified and documented in the PIRMP	Y	Appendix 3	
<b>Description and likelihood of hazards [clause 98C (1)(a) and (b)]</b>	Does the Plan	Y	Section 5	
	<ul style="list-style-type: none"> <li>provide a description of the main hazards to human health or the environment,</li> <li>the likelihood of any such hazards occurring</li> </ul>	Y	Section 5	
<b>3.3.2 Pre-emptive actions to be taken [clause 98C(1)(c)]</b>	Does the Plan <ul style="list-style-type: none"> <li>Include detailed descriptions of the pre-emptive actions to be taken to minimise or prevent any risk of harm to human health or the environment.</li> </ul>	Y	Section 9.2 & Appendix 1.	
<b>3.3.3 Inventory of pollutants [clause 98C(1)(d) and (e)]</b>	Does the Plan:	Y	Section 6	
	<ul style="list-style-type: none"> <li>include an inventory of potential pollutants kept on the premises or used in carrying out activities at the premises,</li> <li>including the maximum quantity of any potential pollutant that is likely to be stored or held at the premises.</li> </ul>	Y	Section 6	



PIRMP Review Check List				
General Requirements	Current Management Plan	Y/N	Evidence	Actions Required
3.3.4 Safety equipment [clause 98C(1)(f)]	Does the Plan			
	<ul style="list-style-type: none"> <li>include a description of the safety equipment or other devices that are used to minimise the risks to human health or the environment or to contain or control a pollution incident.</li> </ul>	Y	Section 7	
	<ul style="list-style-type: none"> <li>include the location where this equipment is stored and</li> <li>the location of material safety data information for any chemicals or fuels used or stored at the premises.</li> </ul>	Y Y	Section 6 Section 6	
3.3.5 Contact details [clause 98C(1)(g) and (h)]	Does the Plan identify the names, position titles and 24-hour contact details of those key individuals			
	<ul style="list-style-type: none"> <li>who are responsible for activating the plans and</li> </ul>	Y	Section 10.1	
	<ul style="list-style-type: none"> <li>managing the response;</li> </ul>	Y	Section 10.1	
	<ul style="list-style-type: none"> <li>authorised to notify relevant authorities,</li> </ul>	Y	Section 10.1	
	<ul style="list-style-type: none"> <li>the contact details of the EPA, the local council, NSW Ministry of Health, WorkCover NSW, and Fire and Rescue NSW,</li> </ul>	Y	Section 10.2	
<ul style="list-style-type: none"> <li>contact details of any other organisation or agency that needs to be advised</li> </ul>	N/A			



<b>PIRMP Review Check List</b>				
<b>General Requirements</b>	<b>Current Management Plan</b>	<b>Y/N</b>	<b>Evidence</b>	<b>Actions Required</b>
<b>3.3.6 Communicating with neighbours and the local community [clause 98C(1)(i)]</b>	Does the Plan: <ul style="list-style-type: none"> <li>include details of the mechanisms that will be used for providing early warnings and regular updates to the owners and occupiers of premises who may be affected by an incident occurring on the premise</li> </ul>	Y	Section 11	
<b>3.3.7 Minimising harm to persons on the premises [clause 98C(1)(j)]</b>	Does the Plan: <ul style="list-style-type: none"> <li>include actions or arrangements that will be in place to minimise the risk of harm to any persons who will be on the premises or who are likely to be on the premises should an incident occur.</li> </ul>	Y	Section 8	
<b>3.3.8 Maps [clause 98C(1)(k)]</b>	Does the Plan: <ul style="list-style-type: none"> <li>include a detailed map (or set of maps) showing the location of the premises,</li> <li>the surrounding area that is likely to be affected by a pollution incident,</li> <li>the location of potential pollutants on the premises,</li> <li>the location of any stormwater drains on the premises, and</li> <li>the discharge locations of the stormwater drains to the nearest watercourse or water body</li> </ul>	Y  Y  Y  Y  Y	Appendix 1 – Figure 1  Appendix 1 – Figure 3  Appendix 1 – Figure 2  Appendix 1 – Figure 3  Appendix 1 – Figure 3	



<b>PIRMP Review Check List</b>				
<b>General Requirements</b>	<b>Current Management Plan</b>	<b>Y/N</b>	<b>Evidence</b>	<b>Actions Required</b>
<b>3.3.9 Actions to be taken during or immediately after a pollution incident [clause 98C(1)(l)]</b>	Does the Plan detail descriptions of the actions that will be taken immediately after a pollution incident			
	<ul style="list-style-type: none"> <li>to reduce or control any pollution.</li> <li>how any clean up from an incident will be undertaken,</li> </ul>	Y	Section 9.3	
<b>3.3.10 Staff training [clause 98C(1)(m)]</b>	Does the Plan include details on the			
	<ul style="list-style-type: none"> <li>nature and objectives of any staff training program:</li> </ul>	Y	Section 12	
	<ul style="list-style-type: none"> <li>the frequency of training</li> <li>how the records of any training are kept.</li> </ul>	Y	Section 12	
<b>4 Making plans available [clause 98D]</b>	Is the Plan			
	<ul style="list-style-type: none"> <li>Available on the CEY web site</li> </ul>	Y		
<b>5 Testing plans [clauses 98C(1)(n),(o) and (p), 98C(2)(f) and (g), 98E(1) and 98E(2)]</b>	Does the Plan include details such as:			
	<ul style="list-style-type: none"> <li>the manner in which the Plan is to be tested and maintained</li> </ul>	Y	Section 14	
	<ul style="list-style-type: none"> <li>the dates on which they have been tested</li> </ul>	Y	Section 14	
	<ul style="list-style-type: none"> <li>the name of the staff members who carried out the testing</li> <li>the dates revisions are updated</li> </ul>	Y	Section 14	
<b>External or Internal Audit identified non-compliance</b>		N		
<b>Audit improvement recommendations</b>	Have previous review improvements and recommendations been implemented	Y		



# Centennial Coal

## PIRMP Review Check List

General Requirements	Current Management Plan	Y/N	Evidence	Actions Required
<b>Implementation of Plan following an incident</b>	<ul style="list-style-type: none"><li>• Were all actions required by the plan followed during the incident</li><li>• Was all reporting required by the plan undertaken</li><li>• Was anything identified during / following the incident that is not covered by the plan.</li></ul>	N/A  N/A  N/A		
<b>Other</b>		N/A		

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