

# **Pollution Incident Response Management Plan**

## **(PIRMP)**

## **Moorebank NSW Site**

September 2023

**VICTORIA**

12 – 18 Oxford Rd  
Laverton North VIC 3026

**QUEENSLAND**

Central 2A, 605 Zillmere Rd  
Zillmere QLD 4034

**SOUTH AUSTRALIA**

12 Hewittson Rd  
Edinburgh North SA 5113

**WESTERN AUSTRALIA**

68 Forsyth St  
O'Connor WA 6163



## Pollution Incident Response Management Plan

A hard copy of this document is stored in the Emergency Information Cabinet Marked on the Location Map and Site Layout. A digital copy is located on the company server and website.

### 1. Description of Hazards

- a) Chemical leak from bulk storage
- b) Chemical unloading leak from tanker trucks
- c) Chemical spill
- d) Fire

### 2. Pre-emptive Actions to be Taken

- a) Existing adequate site bunding,
- b) Existing TDI and Polyol unloading procedure,
- c) Existing spill training and spill containment devices including stormwater cut-off valves.
- d) Existing adequate fire protection systems, maintenance and monitoring plus staff training and fire prevention procedures

### 3. Inventory of Pollutants

Refer to the Site Manifest in Appendix A

Chemical Storage Locations are shown on the Manifest Site Map in Appendix B.

### 4. Safety Equipment

A map detailing the Safety Equipment onsite is attached as Appendix C.

### 5. Contact Details

Chief Warden –	(Mark Barnes)	0427 666 691
National Manufacturing Services Manager –	(Doug Jesse)	0427 569 727
General Manager of Production –	(Diego Florez)	0437 736 127
Chief Operating Officer –	(Kevin Graham)	0427 581 627

Or refer to contact details in our Emergency Procedure Booklet, Appendix D.

### 6. Communicating with Neighbours and the Local Community

Details of our communication policies are included in our TDI/Chemical/Dangerous Substances Emergency Procedures, Appendix E.

### 7. Minimising Harm to Persons on the Premises

Details of our harm minimisation policies are included in our TDI/Chemical/Dangerous Substances Emergency Procedures, which is attached as Appendix E and our Emergency Procedure Booklet, which is attached as Appendix D.

### 8. Maps

Our Location Map and Site Layout includes locations of Safety Equipment, Stormwater Drains and Access Roads and is attached as Appendix C. Chemical Storage Locations are shown on the Manifest Site Map in Appendix B. A map showing the geographical location of the site is attached as Appendix F.



## Pollution Incident Response Management Plan

### 9. Actions to be Taken During or Immediately After a Pollution Incident

Details of actions to be taken during or immediately after a pollution incident are included in our TDI/Chemical/Dangerous Substances Emergency Procedures, which is attached as Appendix E.

### 10. Staff Training & Testing

Staff training and testing was last conducted on 23<sup>rd</sup> June 2023. Next test is due December 2023.

### List of Appendices

- Appendix A - Site Manifest
- Appendix B - Manifest Site Map
- Appendix C - Location Map and Site Layout
- Appendix D - Emergency Procedure Booklet
- Appendix E - TDI/Chemical/Dangerous Substances Emergency Procedure
- Appendix F - Geographical Map



## Appendix A Site Manifest

Site Address: 5-9 Bridges Road, Moorebank  
NSW 2170  
Phone Number: (02) 9821 8777  
Chief Warden: Mark Barnes - 0429 666 691

<b>AGT</b>	Above Ground Tank	<b>DC</b>	Decanting Cylinder
<b>CFL</b>	Cabinet for Flammable Liquid	<b>DS</b>	Drum Store
<b>CIU</b>	Cylinders in Use	<b>NRS</b>	Non-Roofed Store
<b>CS</b>	Cylinder Store	<b>RS</b>	Roofed Store

Storage Area	Joyce Code	Proper Shipping Name	UN Number	Class	PG (I,II,III)	Type	Haz Code	Design Capacity	Typical Qty
MCHL1	SOL453	Dichloromethane	1593	6.1	III	AGT	2Z	7000 L	0 L
MCHL2	SOL453	Dichloromethane	1593	6.1	III	AGT	2Z	7000 L	0 L

Storage Area	Joyce Code	Proper Shipping Name	UN Number	Class	PG (I,II,III)	Type	Haz Code	Design Capacity	Typical Qty
TDI19	TDI056	Toluene Diisocyanate	2078	6.1	II	AGT	2Z	18,800 L	15,040 L
TDI20	TDI056	Toluene Diisocyanate	2078	6.1	II	AGT	2Z	17,600 L	14,080 L
TDI21	TDI056	Toluene Diisocyanate	2078	6.1	II	AGT	2Z	18,800 L	15,040 L
TDI22	TDI056	Toluene Diisocyanate	2078	6.1	II	AGT	2Z	17,600 L	14,080 L
TDI24	TDI056	Toluene Diisocyanate	2078	6.1	II	AGT	2Z	20,400 L	16,320 L
TDI25	TDI056	Toluene Diisocyanate	2078	6.1	II	AGT	2Z	20,200 L	16,160 L

Storage Area	Joyce Code	Proper Shipping Name	UN Number	Class	PG (I,II,III)	Type	Haz Code	Design Capacity	Typical Qty
GAS1	GAS316	Petroleum Gases, Liquefied	1075	2.1	N/A	DC	2WE/2Y E	2460 L	2460 L
GAS2	GAS314	Nitrogen, Refrigerated Liquid	1977	2.2	N/A	AGT	2T/2RE	7000 L	7000 L
GAS3	GAS313	Hydrogen, Compressed	1049	2.1	N/A	CS	2[S]E	600 L	600 L
GAS4	GAS315	Oxygen, Compressed	1072	2.2	5.1	CS	2[S]	600 L	600 L

Storage Area	Joyce Code	Proper Shipping Name	UN Number	Class	PG (I,II,III)	Type	Haz Code	Design Capacity	Typical Qty
ZAPR1	GAS313	Hydrogen, Compressed	1049	2.1	N/A	CIU	2[S]E	600 L	600 L
ZAPR2	GAS315	Oxygen, Compressed	1072	2.2	5.1	CIU	2[S]	600 L	600 L

Storage Area	Joyce Code	Proper Shipping Name	UN Number	Class	PG (I,II,III)	Type	Haz Code	Design Capacity	Typical Qty
SCRB	-	Sodium Hydroxide Solution	1824	8	II	NRS	2R	200 L	200 L



## Appendix A Site Manifest

Storage Area	Joyce Code	Proper Shipping Name	UN Number	Class	PG (I,II,III)	Type	Haz Code	Design Capacity	Typical Qty
ACTV1	SOL453	Dichloromethane	1593	6.1	III	RS	2Z	1000 L	1000 L
ACTV3	ACT115	Amine	2735	8	II	RS	-	300 L	300 L
ACTV4	ACT116	Amine	2922	8	II	RS	2X	310 L	310 L
ACTV5	MSF550	Fire Retardant	3082	9	III	RS	*3Z	1500 L	1500 L

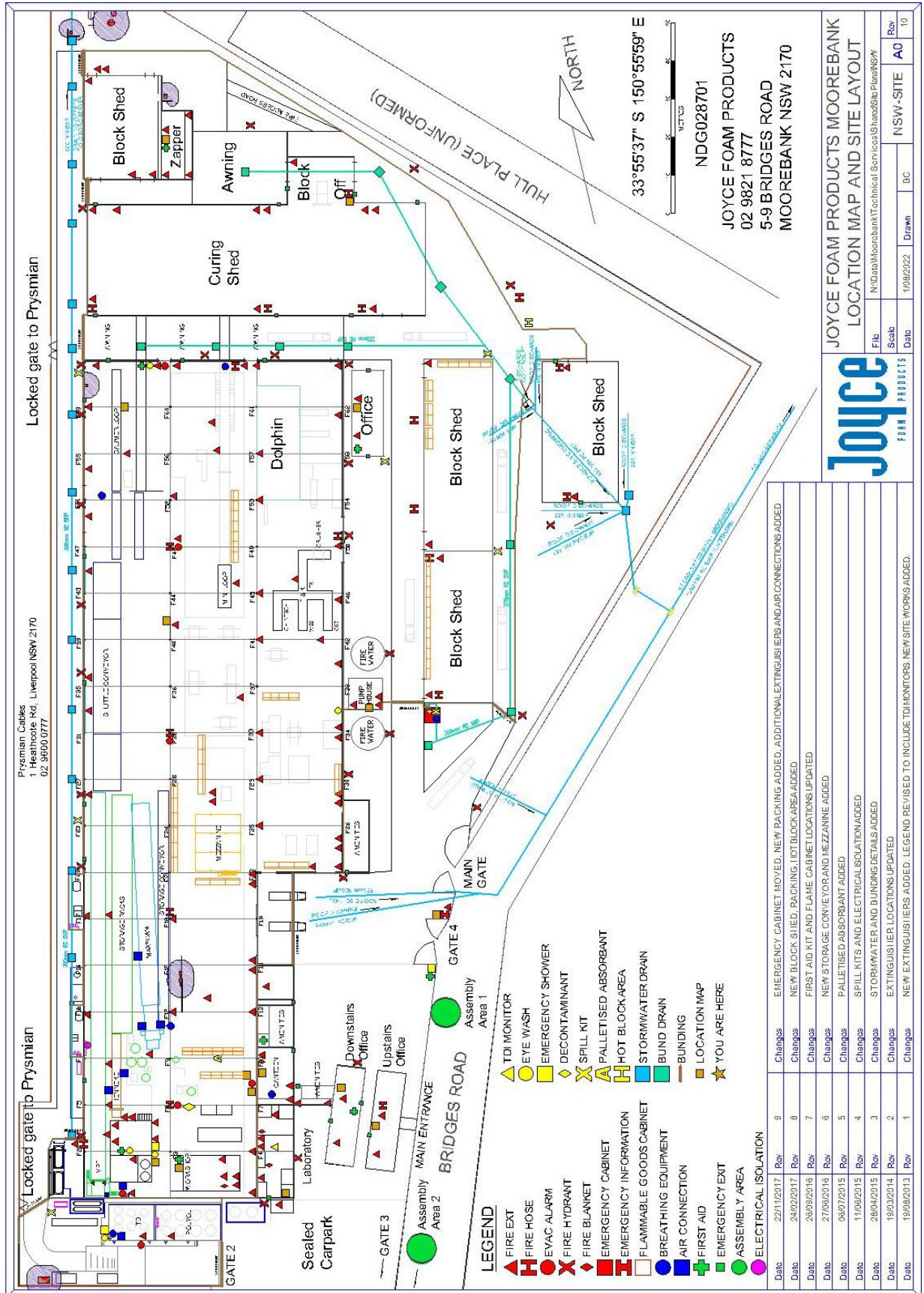
Storage Area	Joyce Code	Proper Shipping Name	UN Number	Class	PG (I,II,III)	Type	Haz Code	Design Capacity	Typical Qty
STRM1	ACT115	Amine	2735	8	II	AGT	-	310 L	310 L
STRM2	ACT115	Amine	2735	8	II	DS	-	200 L	200 L
STRM3	ACT116	Amine	2922	8	II	AGT	2X	310 L	310 L
STRM4	ACT116	Amine	2922	8	II	DS	2X	200 L	200 L

Storage Area	Joyce Code	Proper Shipping Name	UN Number	Class	PG (I,II,III)	Type	Haz Code	Design Capacity	Typical Qty
HEN1	MSF030	Fire Retardant	3082	9	III	AGT	3Z	100 L	100 L
HEN2	MSF030	Fire Retardant	3082	9	III	AGT	3Z	100 L	100 L
HEN3	MSF030	Fire Retardant	3082	9	III	DS	3Z	1200 L	1200 L

Storage Area	Joyce Code	Proper Shipping Name	UN Number	Class	PG (I,II,III)	Type	Haz Code	Design Capacity	Typical Qty
DRUM1	MSF550	Fire Retardant	3082	9	III	DS	*3Z	3200 L	3200 L
DRUM2	MSF030	Fire Retardant	3082	9	III	DS	3Z	2800 L	2800 L
DRUM3	-	Sodium Hydroxide Solution	1824	8	II	DS	2R	400 L	400 L



## Appendix C Location Map and Site Layout



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### Accident Procedure/Emergency Numbers and Fire Procedure

1. Where appropriate call 000. Where appropriate contact First Aid Officer
2. Notify Communications Officer (or after hours Chief Warden on mobile number 0429 666 691) and advise:
  - What the emergency is
  - Where it is
  - How bad it is
3. Where appropriate look out for arrival of ambulance, fire brigade, doctor etc.  
Pump house keys are located above the Bundy clock in the factory and at the main reception desk.

**A blackout will be treated as an emergency and everyone must evacuate the building immediately**

**In the event of a blackout, Emergency night lights are available in all office areas, these lights can be used as portable torches**

#### Emergency Contact Details

- Emergency Services phone - 000
- Mobile phone 000 or if no mobile coverage dial 112
- Nominated Treating Doctor–Dr T Lieng 9600 7778,177 Elizabeth Dr Liverpool
- Local City Council – Liverpool – 9821 9222
- Workcover NSW – 131 050
- Environmental Protection Authority – 131 555
- Poisons Information Centre – 131 126
- Gas Leak Emergency – 131 909
- Prysmian – 9600 0777 or Gatehouse – 9600 0977
- Electrical Emergency – 132 412 (Main number 132 206)

#### What to do in the Event of a Fire – RACE

- R** Remove people from immediate danger  
Rescue or evacuate other people from adjoining areas  
Emergency assembly area is at the main entrance gates and the alternative emergency assembly area on the footpath outside car park.
- A** Alert
- Alert staff
  - Fire Brigade phone 000
  - Mobile phone dial 000 or if no mobile coverage dial 112
  - Communication Officer
  - Chief Warden 0429 666 691
- C** Contain Fire – Close doors
- E** Extinguish fire (only if safe to do so)  
Use correct equipment such as fire extinguisher/fire blanket/hose reel  
Have backup equipment  
Work in pairs for safety and efficiency  
Keep low beneath the smoke and heat  
Keep your escape behind you  
Never use foam or water on live electrical equipment



#### Emergency Team Responsibilities and Duties

##### Emergency Team

Chief Warden

Deputy Warden

Communications Officer

Area Wardens/Deputy Area Wardens

##### Responsibilities:

##### Chief Warden – If appropriate calls 000

- Assumes overall responsibility until fire brigade, ambulance, police arrive
- Liaises with fire brigade, ambulance and police
- Ensures all Area Wardens provide Roll Call lists to ensure everyone has been located
- Instructs employees to return to duties when safe to do so
- Consider whether all neighbours need to be advised of the emergency
- Coordinates the clean-up following an emergency.

##### Deputy Chief Warden

- Assists the Chief Warden by advising of situation and if feasible, assists the fire fighting
- Assumes Chief Warden's role in the absence of Chief Warden

##### Communications Officer

- Documents all communications with all external bodies such as emergency services
- Responsible for communication with third parties. Refer media and customers to marketing
- Informs Chief Warden of any incoming information
- Takes Visitors Book to Emergency Assembly Area and advises Chief Warden of any missing visitor/s

##### Area Wardens

- Responsible for evacuation of persons in section
- Closes doors to contain fire after checking area
- Informs Chief Warden of persons accounted for and those not using Bundy Plus App

#### Emergency Team Duties

##### Chief Warden

1. Initiate evacuation if necessary
2. Proceed to main emergency assembly area
3. Obtain details and status of emergency
4. Determine if Fire Brigade, Ambulance or Police have been notified
5. Determine if all personnel/ contractors/ visitors are accounted for with the use of the Bundy Plus App for Employees and the Sine pro messenger for Visitors in conjunction with Communications Officer and Area Wardens using loud hailer if necessary
6. Liaise with responding fire officer e.g. supply relevant information such as location and type of fire, if all personnel are accounted for, MSDS and layout of chemicals
7. Instruct Area Wardens to return occupants to respective areas after clearance from officer in charge of emergency service
8. Conduct debriefing meeting with Deputy Warden, Communications Officer and all Area Wardens.

##### Deputy Warden

1. Assume role of Chief Warden in the absence of the Chief Warden
2. If notified of an emergency, ensure Chief Warden is notified (0429 666 691).
3. When alert signal sounds, go to Emergency Assembly Area and assist Chief Warden to ensure all Area Wardens are notified.

##### Communications Officer

1. Assist Chief and Deputy Warden
2. Ensure all visitors are located (Visitors book)

##### Area Warden/Deputy Area Warden

- Deputy Area Warden to assume Area Warden responsibilities when necessary
- Know in detail the layout and names of all occupants in section.
- Be able to identify all exits and safe assembly area.
- Ensure personnel in section are aware of emergency procedures.
- Conduct regular inspections on access to exits and emergency equipment.
- Report any hazards to the Chief Warden (0429 666 691).
- Check Visitors/Contractors/Interstate Drivers Book where appropriate to ensure all visitors/drivers are accounted for.

#### **In the Event of an Emergency**

- Confirm Chief Warden has been notified and Fire Brigade advised
- Act as a stair warden, ensure evacuees pair off and interlock arms if visibility is poor
- Leave lights on
- Organise for forklifts to be removed from the building but only if safe to do so
- Ensure evacuees do not wander and section is clear
- Assist mobility impaired persons
- Attend to person needing assistance – distressed – injured – visitors
- Ensure delivery drivers leave their vehicles and report to evacuation area

#### **When in Safe Area**

- Conduct roll call to ensure all personnel and visitors are accounted for
- Report details to Chief Warden
- Await instructions from Chief Warden
- Ensure no persons re-enter the building until 'all clear' is given

#### **Following an Emergency**

- Pass on the 'all clear' instruction from Chief Warden to staff
- Attend debriefing with Chief Warden and follow up with staff
- Re-evaluate emergency procedures
- Return Visitors book to reception

#### **Emergency Assembly Area 1 - Employees to stand behind their area numbers**

1. Foam/Maintenance
2. Continuous Conversion
3. Laboratory/Technical/Engineering
4. Fabrication/Packaging
5. Cutting/Saws
6. Despatch/Local Drivers
7. Production Office/Interstate Drivers/Logistics
8. Administration

#### Use of Equipment/Chemical Spills

**Use of Equipment only if trained to do so – otherwise leave it to the Fire Brigade**

**When using fire equipment, always**

- Have back-up equipment
- Work in pairs for safety and efficiency
- Keep your escape at your back (i.e. behind you)

**Never** use foam or water on live electrical equipment

#### **Portable Fire Extinguishers**

Some extinguishers last approximately 15-20 seconds only

Four basic steps **PASS** –

- P** Pull Pin at the top of the extinguisher. When in place, the pin keeps the handle from being pressed, breaking the seal. Immediately test the extinguisher to make sure it is operable
- A** Aim the nozzle or outlet toward the base of the fire
- S** Squeeze the handle together to discharge the agent inside. To stop discharge, release the handle
- S** Sweep the nozzle back and forth directing the extinguishing agent at the base of the flames. After the fire is out, probe for smouldering hot spots that could reignite

#### **Hose Reels**

In untrained hands, the Hose Reel can result in injuries to the operator or bystanders and excessive water damage to property and contents. **Please leave the hose reel to be operated by the Fire Brigade**

#### **Chemical Spills**

***A chemical and/or TDI spill can only be handled by the Chemical Emergency Team who are trained to respond to the incident. Full details of how a chemical emergency is handled is contained in the TDI/Chemical Dangerous Substances Emergency Procedures booklet available in the Procedure Manual***

- Switch off powered machinery, if possible
- Evacuate people from the area
- Refer incident to Chemical Emergency Team Leader or Team Leader back up
- If possible quickly assess what the material is and read MSDS (material safety data sheet) only if safe to do so. Master copies of all MSDS are available in the company's Procedure Manual
- Notify the Chief Warden and emergency services where appropriate
- Advise Communications Officer

#### **Chemical/TDI Emergency Contacts**

- National Manufacturing Services Manager (Doug Jesse 0427 569 727)
- General Manager of Production (Diego Florez 0437 736 127)
- Chief Operating Officer (Kevin Graham 0427 581 627)

#### **Bomb Threats/Earthquakes**

##### **Bomb Threats**

###### **Take all threats seriously**

If you receive a Bomb Threat over the telephone, pay attention to speech mannerisms of the caller and background noises. Keep the phone line open even if the person hangs up.

Ask the Caller

- Where is the bomb located?
- What time is the bomb set to explode?
- What kind of bomb is it?
- What does the bomb look like?
- Why are you doing this?
- Whats your name?

Contact the Police (who have overall authority and control in respect to bomb threats) phone dial 000 or on mobile phone dial 000.

Chief Warden (0429 666 691) will decide what action should be taken. The most probable action will be total evacuation.

All Area Wardens will evacuate people in their section, in an orderly manner to the Emergency Assembly Area. Please keep well back from the buildings. The alternative Emergency Assembly Area is in the car park.

Leave windows/doors (not fire escape doors) open, to allow the pressure to escape should a bomb explode.

Take personal possession within reason.

##### **Earthquakes**

The safest place during an earthquake is inside a building. Outside, hazards such as falling power lines, trees and exposed underground service pipes may present.

- Keep calm
- Keep away from windows, cabinets, light fittings, non-load bearing walls or equipment/furniture that can fall or slide;
- Shelter underneath sturdy tables, doorways of load bearing room
- Keep your head and face covered
- Check yourself for injuries and assist others when building movement has ceased

##### **Post Earthquake Procedures**

Chief Warden (0429 666 691) will:

- Decide what action should be taken and inform any casualties and extent of injuries
- Ensure the building is secure from leaking gas, fires, exposed live electrical wires or unsecured but only if safe to do so
- If emergency assistance is required, contact Emergency Services on phone 000 or if no reception dial 112.

Area Wardens – Will evacuate people in their section in an orderly manner to the Emergency Assembly Area. Assembly Area at the main gate entrance.

Alternative Emergency Assembly Area is in the Car Park.

Keep away from all power lines.

Chief Warden to assess situation for safety to return to work.



## Appendix E TDI/Chemical/Dangerous Substances Emergency Procedures

### EMERGENCY TEAM INITIAL CHECKLIST

- Is anyone injured?
- Check area is safe before entering
- Do we need to call 000?
- Do we need to evacuate the building and advise the Chief Warden?
- Has the source of the spill/leak been found and secured?
- Has area been secured and barricaded?
- Is everyone involved wearing the correct PPE?
- Is the Emergency Response Cabinet required?
- Do we need the TDI monitor?
- Is the Oxygen Cylinder required?

These procedures are designed to handle a 'small spill' type emergency. A small spill is one which can be dealt with using existing facilities, while a major spill is one that requires assistance from the supplier, emergency services, government agencies, etc.

### EXTERNAL EMERGENCY CONTACT NUMBERS:

SafeWork NSW	131 050
Ambulance	000
Environmental Protection Authority	131 555
Fire & Rescue NSW	000
Liverpool Council	1300 36 2170

The procedures should be read in conjunction with the general Emergency Procedures Booklet.

## CHEMICAL EMERGENCY RESPONSE TEAM MEMBERS

### Team Members

Doug Jesse – Team Leader  
Diego Florez – Team Leader (back up)

In the case of a TDI spill the Chemical Emergency Response Team Leader is required to establish whether the spill is small enough to be handled without outside assistance.

If a Team Member has been contaminated with TDI, PPE and Breathing Apparatus must be donned by two Team Members prior to attending to the affected Team Member.

## Appendix E

### TDI/Chemical/Dangerous Substances Emergency Procedures

#### Sequence of actions:

1. Chemical Emergency Response Team Leader to notify Chief Warden (Mark Barnes 0429 666 691) or Area Warden and establish whether total evacuation is required
2. If building requires evacuation, general Emergency Procedures to be adopted.
3. In the case of a TDI spill the Chemical Emergency Response Team Leader is required to establish whether the spill is small enough to be handled without outside assistance.
4. If the spill cannot be contained or is considered to require external assistance, Chemical Emergency Response Team Leader to contact emergency services by phoning 000.
5. Chemical Emergency Response Team Members to ensure area is clear of all unprotected and unauthorised personnel
6. TDI monitor to be used to establish exclusion area. Three monitors available – one in Laboratory, two in Engineering Department. The monitor in the Laboratory is set up and ready to use however will need a new cassette loaded prior to use. Cassettes are located in refrigerator in the Laboratory. The other two monitors are available as back up units.
7. Barricades and signs to be erected around spill area
8. Chemical Emergency Response Team Leader to establish an upwind base and brief Chemical Emergency Team Members
9. Emergency equipment and emergency equipment cabinet to be located and brought to safe base area. Forklift driver to wear Breather Apparatus connected to small pony cylinder if forklift needs to enter an area where TDI fumes may be present
10. Chemical Emergency Response Team Leader to delegate tasks
11. Two Team Members to don emergency protective clothing and breathing apparatus and be on standby to assist with equipment supplies and area isolation as required
12. Two Team Members to don emergency protective clothing and equipment and enter spill area. Consider if it is necessary to wear the full chemical suit or if raincoat/rain slacks, boots and gloves are sufficient PRIOR to donning breathing apparatus. If wearing face mask and connecting to direct air line supply, ensure waist belt is used.
13. Neutraliser soap spray bottles (33% metho, 40% water, 27 % detergent) to be used for operators who may have come in contact with TDI on their hands, etc
14. If a person has been overcome by TDI fumes they should be placed under the external shower for a minimum of 10 to 15 minutes and if necessary all clothing must be removed. Towels, soap, silver blanket available in the emergency cabinet. Use direct airline and face mask to provide affected person with air. Also ensure oxygen cylinder is available and given to affected person as quickly as possible.
15. Things to be checked include
  - Spillage area containment drain valves to be closed
  - Source of spill
  - Will closing isolation valves stop the spill

## Appendix E

### TDI/Chemical/Dangerous Substances Emergency Procedures

#### 16. Decontamination Process:

- Ensure drainage pipes blocked so TDI cannot contaminate environment
- Team Members on standby to place Decontaminant and Dri-Sorb at a safe distance and upwind from the spill
- Ensure sufficient rags are available to use to clean up areas around spill and disposal bags to place used rags
- Protected Team Members to apply Decontaminant and Dri-Sorb to the TDI spill
- Allow 30 minutes for decontamination of TDI
- Residue to be collected and placed in an open top 200 litre drum (or smaller container if appropriate) for disposal
- Apply more decontaminate to the area and flush with water
- All liquid to be contained and transferred to drums for disposal
- All decontaminate and liquid to be disposed of through approved and accredited waste disposal company

17. Spill area to be checked for TDI fumes using hand held TDI monitor. Two people to wear breathing apparatus and check area with TDI monitor. If there are no fumes then area can be deemed safe and the emergency equipment can be decontaminated and restored. Emergency clothing to be decontaminated and cleaned ready for future use. Cleaning wipes available in Emergency Cabinet, Canteen, Tank Farm and Maxfoam Cabinets. If TDI is detected then repeat the decontamination process until no TDI is detected

18. If site was evacuated, Chemical Emergency Response Team Leader to advise Chief Warden it is safe for employees to re-enter the building

19. Hold a debriefing session on action taken

20. If spill/incident involves actual or potential harm to human beings or to eco systems which is not trivial or results in damage exceeding \$10,000 then the incident must be reported to the Environmental Protection Authority, NSW Health, Fire and Rescue NSW, Work Cover NSW and Liverpool Council. This report is the responsibility of the company's management

21. Consider whether this procedure needs updating

22. Complete an incident investigation report (available on Public Domain/Procedure Manual) looking to establish cause of spill

23. Implement preventative measures to prevent recurrence

24. All personal protective equipment must be cleaned using cleaning wipes provided then stored in correct location.

25. Used breathing apparatus cylinders to be placed on a pallet at the maintenance fitters area and phone contact made with external provider who will regas cylinders and return them to us by 6 am the following day. Contact details for the external provider are on all breathing apparatus equipment.

26. Replace used cylinders with spare ones to ensure equipment is ready for immediate use.



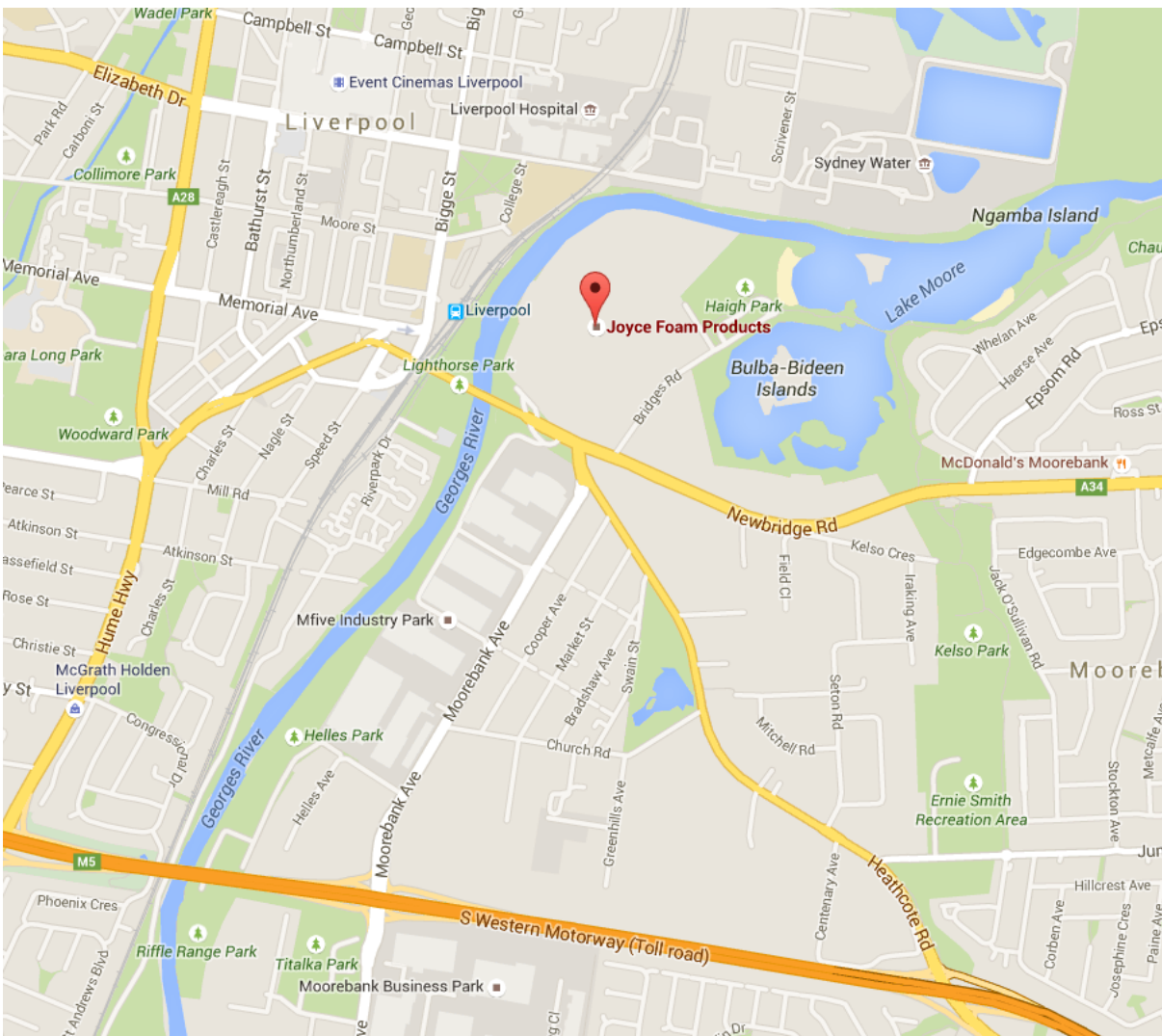
## Appendix F Geographical Map

Joyce Foam Products

5-9 Bridges Road, Moorebank

NSW 2170 Australia

Phone: 02 9821 8700



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