



Dunlop Flooring

Pollution Incident Reporting

Procedure for the reporting of any emergencies that may affect the environment.

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1. Fire/general emergency

In the event of a fire, workers and visitors are our primary responsibility. We do not expect workers to fight fires if they are not comfortable (nor trained) to do so. Buildings and product can be replaced – people can't.

In the event of a fire/general emergency the following procedure should be initiated:

Worker/other person

- Worker/other person raise the alarm and evacuate. Worker to inform chief or area warden on the incident.

Chief warden (or their delegate)

- Chief warden and ERT leader to assess the situation and implement appropriate action.
Refer to following appendix for specific fire procedures:
 - appendix 15 Uptake Auger fire response procedure
 - appendix 16 Hopper 1 fire response procedure
 - appendix 17 Granulator fire response procedure
- ERT leader briefs ERT team and initiate response.
- Chief warden calls the fire brigade or other emergency services (as required). Chief warden to provide:
 - provide details of the emergency
 - give address of the site
 - give details of the area of emergency
 - explain steps undertaken so far
 - provide their name and contact number
- Chief warden to prepare the site for evacuation (if necessary) and if applicable, inform neighbouring properties about the incident and request them to evacuate if required.
- Initiate head count of workers and make telephone contact with those who are not on-site
- Follow all directions provided by the fire brigade or other emergency services
- When the fire has been extinguished and emergency services have given back control to the chief warden, the chief warden will broadcast the all clear to return to the premises
- Chief warden to initiate a debrief with the site manager (or their delegate) and ERT

Area warden (or their delegate)

- Conduct area search and ensure all occupants have left the building
- Area warden will collect sign-in records and conduct roll call

Site manager (or their delegate)

- Liaise with the Safety and Wellbeing business lead as there may be a requirement to notify the insurers and/or a regulatory body
- The Safety and Wellbeing business lead will notify the relevant authorities in the following order for environmental incidents:
 - [EPA – 131 555](tel:131555)

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- NSW Ministry of Health – 02 9391 9000
- NSW WorkCover – 13 10 50
- Local council – Fairfield City council 02 9725 0222
- Log the incident in incident/injury report
- Conduct full investigation as per the DF investigation procedure

Fire water runoff

- In the event of a site experiencing a fire emergency, it is recognised that the runoff from the water used to extinguish the fire may be contaminated and pose a hazard to the environment.
- Where possible, and only if safe to do so, the emergency response team is to engage drain wardens and keystone valve for containment.
- Where it is not possible or not safe to do so, firewater management is to be at the discretion of the emergency services.
- The business will abide by rulings from the Environmental Protection Authority (EPA).

2. Hazardous substances or dangerous goods (or chemical, biological, radiological)

The main hazard on site is the storage of chemicals and the potential failure of containment tanks.

Hazardous Chemicals Stored in Tanks in Chemical Room

Storage Area	Proper Shipping Name	UN No	Class/ Division	PG	Hazchem	Tank Type	Design Capacity	Diameter	Typical Quantity
Tank 1	Toluene Diisocyanate	2078	6.1	II	2Z	Above Ground, Steel Construction	27,500 kg	3.462 m	23,000 kg
Tank A	Toluene Diisocyanate Binder Mix	N/A	6.1	II	2Z	Above Ground, Steel Construction	6000 kg	1.5 m	6000 kg
Tank B	Toluene Diisocyanate Binder Mix	N/A	6.1	II	2Z	Above Ground, Steel Construction	6000 kg	1.5 m	6000 kg
Tank C	Toluene Diisocyanate Binder Mix	N/A	6.1	II	2Z	Above Ground, Steel Construction	6000 kg	1.5 m	NIL
Tank 3	Prosol (process Oil)	N/A	N/A	N/A	N/A	Above Ground, Steel Construction	10,000 litres		10,000 litres
Tank 2	Polyol	N/A	N/A	N/A	N/A	Above Ground, Steel Construction	33000 kgs	2.65m	30000kg

Controls in place consist of:

- drain wardens (prevent spill entering storm water)
- keystone valve (prevent spill entering storm water)
- bunding around chemical storage tanks, and unloading area (contain spill)
- spill kits (contain spill)
- chemical shower
- decontaminant (neutralize chemical)
- personnel protective equipment (PPE)
- safety data sheet (SDS)
- trained emergency response team (ERT)
- TDI air monitor
- Regular inspection & maintenance

Copy of SDS summary supplied as appendix 18 for above chemicals, full SDS available on site. Refer to SDS for specific hazards for each chemical

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In the event of a hazardous substances or dangerous goods incident the following procedure should be initiated:

Spill or substance exposure

Chief warden/ERT Leader

- Isolate the area the spill has occurred in. If the substance cannot be identified, do not make any attempt to clean up the substance
- Protect / cover any drains in close proximity to the spill
- Immediately retrieve a copy of the safety data sheet (SDS) if substance is known

Large spill

- If the spill is too large for immediate clean up, isolate the area and contact emergency services 000
- Spills entering water ways or drains, the key stone valve shall be immediately engaged.

Spill emitting toxic fumes

- If the spill is emitting toxic fumes:
 - turn off air conditioning and recirculation fans
 - turn off all effected equipment
 - open doors to ventilate air (if possible)
 - evacuate premises upwind of the spill
 - retrieve the TDI measuring monitor and measure the TDI levels (if applicable)
- Retrieve the site spill kit and:
 - apply absorbent material to the spill area (wearing the correct PPE)
 - use a stiff bristle broom to move the absorbent material around the spill area until all the liquid has been collected
 - when the absorbent material is ready for removal, use an appropriate tool (e.g. Spade) to gather the material and place in secure bags
 - when clean-up is complete, contact a licensed prescribed waste disposal company for collection of the material
- If applicable, evacuate the area, including all persons who may have been injured or suffered exposure to the substance involved in the incident. Ensure emergency assembly point is at least 200m clear of the spill. This may require a temporary change to the emergency evacuation assembly areas/points.
- If applicable, inform neighbouring properties about the incident and request them to evacuate if required.
- In case of emergency of radiation source contact immediately R & X Industrial Radiation Services Pty Ltd, Troy Jones on 0409 669 491.

First aider

- First aider shall refer to the safety data sheet (SDS) to understand treatment
- The first aider will assess the nature and extent of the exposure/injury to determine the appropriate process to follow in relation to the medical emergency and will contact emergency services ([Call Ambulance 000, Medical response 98269000](#))
- Follow instructions provided by the emergency services operator and stay with the patient until emergency services arrive
- Do not move the patient unless they are in a life-threatening situation

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Site manager (or their delegate)

- Liaise with the Safety and Wellbeing lead as there may be a requirement to notify the insurers and/or regulatory bodies.
- The SH&E lead will notify the relevant authorities in the following order for environmental incidents:
 - EPA – 131 555
 - NSW Ministry of Health – 02 9391 9000
 - NSW WorkCover – 13 10 50
 - Local council – Fairfield City council 02 9725 0222
- Log incident in incident/injury report
- Conduct full investigation as per the DF investigation procedure

3. Gas leak

In the event of a gas leak, and if safe to do so, the following procedure should be initiated:

Worker/other person

- Worker/other person raise the alarm and evacuate. Worker to inform chief or area warden on the incident.

Chief warden (or their delegate)

- Stops all plant running immediately
- Advises all workers and sounds the alarm
- If safe to do so, the ERT team will isolate the gas supply at the source
- Chief warden calls the fire brigade or other emergency services (as required) and informs **neighbours** (as required).
- Chief warden to provide:
 - address, nearest intersection and best entrance address
 - what has happened
 - the type of gas that is leaking (e.g. Chemical name, refer to the safety data sheet [SDS])
 - any other hazards emergency services may encounter
 - their name and phone number
- Chief warden will follow instructions provided by the emergency services operator
- Designate someone to meet emergency services and direct them to the area of the emergency
- When the leak has been controlled and emergency services have given back control to the chief warden, the chief warden (or their delegate) will broadcast the all clear to return to the premises and advice neighbouring properties
- Chief warden to initiate a debrief with the site manager (or their delegate) and ERT

Area (or other) wardens

- Turn off the air conditioning and fans
- Remove all ignition sources (i.e. turn off the electricity at the main switch)
- Assist with evacuation of the building to the emergency assembly point, upwind of the leak
- Check all areas have been cleared and inform the chief warden
- Area warden will collect sign-in records and conduct roll call
- Maintain control of the emergency assembly point

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Site manager (or their delegate)

- Incident logged in incident/injury database
- Conduct full investigation as per the DF investigation procedure
- Liaise with the SH&E lead as there may be a requirement to notify the insurers and/or a regulatory body

4. Neighbouring property incident

In the event of an emergency (e.g. Fire) occurring at a neighbouring property, the business is to undertake the following procedure:

Chief warden (or their delegate)

- Close all doors to the site
- Chief warden calls the fire brigade or other emergency services (as required). Chief warden to provide:
 - address, nearest intersection and best entrance address
 - what has happened
 - give details of the area of emergency
 - any other hazards emergency services may encounter
 - their name and phone number
- Follow all directions provided by the fire brigade or other emergency services
- Chief warden or delegate to confirm the neighbouring property is aware of the incident
- Chief warden to prepare the site for evacuation (if necessary)
- Initiate head count of workers and make telephone contact with those who are not on-site
- Chief warden to initiate a debrief with the site manager (or their delegate) and ERT

Site manager (or their delegate)

- Incident logged in incident/injury database (if no evacuation, log as a near miss)

5. Severe weather including storm, cyclone, flood, earthquake etc.

In the event of a severe weather incident, the following procedure should be initiated:

Chief warden (or their delegate)

- Activate the ERP and ERT
- Stop all plant running before the severe weather hits (or as soon as it hits)
- If possible, store/secure loose items external to the buildings
- Secure all doors and windows
- If time permits, tape glass windows and doors and, if necessary, protect them with timber and/or sand bags
- If time permits, protect valuables, cover or move away from windows
- Chief warden calls the fire brigade or other emergency services (as required). Chief warden to provide:
 - address, nearest intersection and best entrance address
 - what has happened
 - how many people are injured
 - any hazards emergency services may encounter
 - their name and phone number
- Chief warden to follow instructions provided by the operator. Chief warden may

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- be directed to isolate and shut off electricity, water and gas services
- Chief warden to evaluate the need to evacuate if fire, gas leaks or structural damage occurs during the storm
- With site manager (or their delegate) input and if the storm is deemed severe enough, the chief warden should consider:
 - sending workers home before the weather hits the site (if there is any uncertainty workers should remain in a building, keeping away from windows, until the storm passes)
 - in advance, calling workers and advising them not to come into work until the weather has moved away from the site
 - stopping work and evacuating workers to a secure area off the site (e.g. Office)
 - isolating vulnerable areas of the site until the weather has moved away from the site
- Post-storm, the ERT should assess the damage and report it through to management
- Chief warden to initiate a debrief with the site manager (or their delegate) and ERT

Area warden (or their delegate)

- Check the Bureau of Meteorology (weather radar) or other services websites for details

Site manager (or their delegate)

- Liaise with the Safety and Wellbeing business lead as there may be a requirement to notify the insurers
- Incident logged in incident/injury report
- Conduct full investigation as per the DF investigation procedure
- Initiates site clean-up (this may require engagement from the national property/infrastructure team)

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