

Issue date: 29-Aug-2025	 Albright & Wilson Experience Matters	Document No. 1215
Authorised by: HSE Manager		HSE

Notification of Pollution Incident Procedure

1. PURPOSE & SCOPE:

This procedure outlines the process for the notification of pollution incidents to relevant authorities which are applicable to the Albright and Wilson's Wetherill Park site.

2. HSE STATEMENTS:

This procedure relates to a statutory requirement under Section 148 of the Protection of the Environment Operations Act 1997 (POEO Act). Failure to comply with the requirements of the Act could lead to prosecution and fines.

3. DEFINITIONS:

EC	Emergency Coordinator - an employee approved by the HSE Manager is to coordinate with all employees in an emergency and facilitate the evacuation of all personnel in the Wetherill Park site when required with the aim of reducing risk to personnel. Leading hand or if unavailable the most senior operator acting in the position are approved as Emergency Coordinator
Notifiable Pollution Incident	Pollution incidents causing or threatening material harm to the environment. Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred. a) Harm to the environment is material if: - It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial (not minor), or - It results in actual or potential loss or property damage of an amount in aggregate, exceeding \$10,000. 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. Examples of notifiable pollution incidents would include incidents involving: - Fire where travels beyond the boundary causing or potentially causing harm to the environment or community. - Immediate threat causing the evacuation of neighbouring sites or site personnel due to site emissions and spills; or - A spill/leak that has exited the site to stormwater with the potential to threaten local ecosystems.

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4. ASSOCIATED DOCUMENTS:

- 1205 - AWAL Emergency Contact List
- 1209 - EC Emergency Response & Evacuation Procedure
- NSW Protection of the Environment Operations Act 1997 (Part 5.7 Clauses 147-153)

5. PROCEDURE

No.	Requirement	Key Points	Responsibility
1.	If Operations or HSE Manager is not immediately contactable in a potentially notifiable pollution related incident, follow step 3 onwards.	Ensure that Operations & HSE Manager is briefed on the situation as soon as possible.	EC
2.	If Operations or HSE Manager is contactable, provide information of the situation.	Operations or HSE Manager, if contacted immediately, shall follow step 3 onwards.	EC
3.	Once notified of a potentially notifiable pollution incident conduct direct observation if possible, to confirm against the definition that the incident is reportable.	See Section 3 for definition	Operations or HSE Manager if contactable or EC if they can't be contacted.
4.	Once confirmed immediately make contact as indicated in key points.	Notify the relevant authorities as defined in section 148(8) of the POEO Act in the following order. - EPA – 131 555 - Fairfield Hospital – 9616 8111 - WorkCover – 13 10 50 - Fairfield City Council – 9725 0222 - Fire and Rescue NSW – 1300 729 579 Use the table in Appendix A to record the notification of authorities. Numbers for these authorities are also contained in <i>Emergency Contact list</i> held at each warden resource station.	Operations or HSE Manager if contactable or EC if they can't be contacted.

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No.	Requirement	Key Points	Responsibility
5.	Provide the following information to the authority.	Use the table in Appendix A to record the information required for authorities as listed below. - The time, date, nature, duration and location of the incident - Location of the place where pollution is occurring or is likely to occur - The nature, estimated quantity or volume and the concentration of any pollutants involved, if known - The circumstances in which the incident occurred (including the cause of the incident, if known) - The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known - Any other information deemed required by the authority If not immediately known, then it is to be provided as soon as it is known	Operations or HSE Manager if contactable or EC if they can't be contacted.
6.	Continue contact with the authorities as required.	Ensure the Operations and HSE Manager is briefed if they were initially not contactable. If media involved do not make any statements – inform the media liaison contacts in Emergency Contact list held at each warden resource station.	Operations or HSE Manager if contactable or EC if they can't be contacted.
7.	Raise a Momentum	Only use factual information	Operations or HSE Manager if contactable or EC if they can't be contacted.

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6. TRAINING & ADDITIONAL REQUIREMENTS

No.	Requirement	Responsibility
1.	Work through the procedure with leading hands and senior base plant operators every year	HSE Manager
2.	Record training on the Training Log form	HSE Manager
3.	Store a copy on file and update training matrix	HSE Manager
4.	Review the document every 10 years or as required within this period	HSE Manager

7. REVISION HISTORY

Version Date	Revision History
14-Dec-2006	First draft and issue
11-Nov-2008	Reviewed and update contact list
11-Nov-2010	Reviewed and update contact list
06-Jun-2012	Reviewed and update contact list with minor changes
07-Jul-2014	Reviewed and update contact list
03-Jun-2016	Reviewed and update contact list
25-Aug-2018	Reviewed. No change.
06-Aug-2020	Reviewed. Format changed. Refresher training period and document review interval changed.
1-Oct-2021	Updated Section 4 Associated Documents and replaced the document in AWAL website
30-Jul-2024	Reviewed. Changed OIR to Velocity.
29/08/2025	Reviewed. Changed Velocity to Momentum.

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APPENDIX A

Record the notification of authorities and information required by authorities in the table

No	Authorities	Authorities Notified, Name of person Date, Time and By whom
1	EPA – 131 555	
2	Fairfield Hospital – 9616 8111	
3	WorkCover – 13 10 50	
4	Fairfield City Council – 9725 0222	
5	Fire and Rescue NSW – 1300 729 579 (If 000 not called)	
Information Required by Authorities		Information
1	The time, date, nature, duration and location of the incident	
2	Location of the place where pollution is occurring or is likely to occur	
3	The nature, estimated quantity or volume and the concentration of any pollutants involved, if known	
4	The circumstances in which the incident occurred (including the cause of the incident, if known)	
5	The action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known	
6	Any other information deemed required by the authority	