

ENVIRONMENTAL PLAN

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SPILL MANAGEMENT PLAN

FORESTRACK



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Spill Management Plan

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Spill Management Plan

Revision & Distribution

Revision

Draft issues of this document shall be identified as Revision A, B, C, etc. Upon initial issue (generally Contract Award) this shall be changed to a sequential number commencing at Revision 1. Multiple copies of copy #1 may be issued to the Client for tendering purposes. Following contract award, all copies shall be distributed in accordance with the Distribution List. On receipt of a revision, the copyholder shall incorporate the revised pages into this document. The document shall be subject to reissue after a practical number of changes have been made.

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TBA		

Spill Management Plan

Table of Contents

Document Controls

Contacts

Personnel Accountable for Implementing this Plan

24-Hour Emergency Contacts

Agency Contacts

SMP Amendments /Variations

Revision & Distribution

Section	Contents
1.0	Scope and Purpose
1.1	Environmental Policy Statement
1.2	Introduction, Scope of Work & Key Issues
1.3	Environmental Objectives and Targets
2.0	Statutory Requirements
3.0	Environmental Management System
3.1	Environmental Quality System
3.2	System Procedures
3.3	Safe Operation Procedures
4.0	Environmental Organisation Management
4.1	Duties, Responsibilities and Authority
4.2	Responsibilities
4.3	Organisation Chart
4.4	Consultative Arrangements
4.5	Communication and Reporting
5.0	Management Review
6.0	Risk and Safety Management
6.1	Environmental Risk Assessment
6.2	Safe Work Method Statements
7.0	Environmental Training
7.1	Training Register
7.2	Service Induction
8.0	Safe Workplace
8.1	Work Inspections
8.2	Environmental Rules
8.3	Rehabilitation
9.0	Plant Environmental
10.0	Emergency Preparedness
10.1	First Aid
11.0	Dangerous / Hazardous Substances
12.0	Accident / Incident Reporting

Spill Management Plan

12.1 Notification Incidents

12.2 Rehabilitation

13.0 Non-Conformance and Corrective Action

14.0 Control of SMP Documents

14.1 Amendments to SMP Documentation

ATTACHMENTS

1 Hazardous Substance Regulations

2 SDS Diesel

3 Incident Management Report

1. SCOPE AND PURPOSE

1.1 Environmental Policy Statement

The commitment of Forestrack to Environmental and Environmental Management is contained in the "Environmental Policy Statement".

This policy is displayed at all worksites.

1.2 Introductions, Scope & Key Issues

1.2.1 Introduction

This document is the Spill Management Plan for all Forestrack operations, which is based on ISO 14001 environmental management system. This document outlines the system elements used by Forestrack for the implementation and execution of the Spill Management Plan (SMP). The SMP is an integral part of Forestrack's integrated Management System (IMS). The IMS consists of a set of hierarchical documents.

The SMP in conjunction with the Safe Operating Procedures (SOPs), Site Specific Risk Assessments and Safe Work Method Statements shall form the management system for the project. This SMP addresses the requirements of the contract and provides procedures in a suitable framework to facilitate the successful implementation of Environmental management practices, the aims of which are to ensure the achievement and monitoring of uniform Environmental management standards on the project.

1.2.2 Scope of Work

The detailed Scope of Works covered by this plan is included in the IMS.

1.2.3 Key Issues

The key Environmental issues relevant to Forestrack are:

- Compliance with all Statutory Requirements.
- Ensure that systems of work and the work environment of the employees are safe and without risk to health when engaged in the cleaning up / disposal of chemical spills/waste residues.

To address these issues this SMP, Workplace Risk Assessments, Safe Work Method Statements and Safe Operating Procedures and Project Management Plan form part of the Environmental Management System developed for the project.

Section 1.3 Environmental Objectives and Targets

1.3.1 The Objectives of this SMP are to:

Endure as far as practicable the welfare of all employees, the general public and take all reasonable care to avoid exposing employees and the public to unnecessary risk of injury by:

- Zero Lost Time or Reportable Injuries;
- Zero medically treated injuries;
- Zero Safework Improvement Notices;
- Consultation with all levels of the project on Environmental matters;

Spill Management Plan

- At least 1 Toolbox Talk a week.
- Conduct spill response training
- Provided access to all SDS.

1.3.2 Targets

The following Targets have been set in order to achieve the SMP objectives:

No adverse impact on the environment – surface waters and groundwater.

2. STATUTORY REQUIREMENTS

Forestracks obligations under the relevant Environmental Legislation are identified in the “Register of Legislation” contained in the Corporate Integrated Management System (IMS). The documents are available for reference to all personnel and should be used as resource material for training purposes pursuant to:

ACT Environmental and safety legislation

Some of the terms introduced in the Safety Act 2011 are outlined below:

<i>Person conducting a business or undertaking (PCBU)</i>	A new term 'person conducting a business or undertaking' (PCBU) that includes organisations and individuals conducting a business or undertaking. Broadly speaking a PCBU replaces the term employer A PCBU has a primary duty of care to ensure workers and others are not exposed to risks to their health and Environmental while at work in the business or undertaking. The PCBU that commissions a construction project is the principal contractor with one exception. The new Regulation allows a principal contractor to engage a PCBU to be the principal contractor provided that they authorise the person to have management or control of the workplace
Workers	There is a new definition of 'workers' to reflect the diverse employment arrangements in many workplaces. A worker is any person who performs work in any capacity for a business or undertaking including labour hire staff, volunteers, work experience students, contractors, subcontractors, apprentices, trainees and outworkers.
Reasonably practicable	Reasonably practicable requires a PCBU to do what is effective and possible to ensure the health and Environmental of workers and others
Officer	Officer is a broad term that applies to people who can make decisions that significantly affect a business or undertaking. Officers must exercise due diligence to ensure their business or undertaking fulfils its health and Environmental obligations.

Health and Environmental Representatives (HSRs)	Health and Environmental representatives (HSRs) will play an important role in representing the health and Environmental interests of workers in a work group. They have certain powers and functions relating to work health and Environmental (WHS) such as: • representing workers in a work group • monitoring actions taken by the PCBU • investigating complaints from workers of the work group • looking into anything that might be a risk to the SMP of workers they represent.
SMP Regulator	Work health and Environmental regulator in your state: Worksafe ACT, phone (02) 6207 3000

Refer to Attachment 1 for regulations pertaining to Hazardous Chemicals

3. ENVIRONMENTAL MANAGEMENT SYSTEM

3.1 Environmental Quality System

Forestrack's Integrated Management System has been independently certified to have complied with the following Environmental Standards:

- AS/NZS 4801
 - WHSAS 18001
- ISO 140001 is currently being sought.

3.2 System Procedures

3.3 Safe Operation Procedures (SOPs)

As part of this Environmental Management System, WHS Procedures are contained in the various SOPs.

4. ENVIRONMENTAL ORGANISATION AND MANAGEMENT

The achievement of the Project Management Environmental Objectives relies on all personnel to diligently carry out their duties and to report all Environmental incidents, accidents, and any Potentially Hazardous Working Conditions and/or poor work practices.

4.1 Duties, Responsibility and Authority

Duties and responsibilities of personnel allocated to manage, implement and monitor the Environmental Management practices for the project are details below.

Spill Management Plan

NAME	PROJECT ROLE
TBA	Facility Site Manager
TBA	Risk Manager
TBA	Works Supervisor
TBA	Environmental Representative

4.2 Responsibilities

Manager

a) Description/Authority

The Facility Manager has overall authority in the determination of all matters affecting the implementation and operation of Environmental practices on the project.

b) Responsibilities

The Project Manager is responsible for:

- Identifying resources and equipment for Environmental purposes;
- Ensuring the training is provided to improve awareness of Environmental issues;
- Incorporating Environmental management aspects in project planning;
- Ensuring project operations are performed in accordance with requirements;
- Reviewing and authorising the Work Health Environmental Plan;
- Reviewing the effectiveness of the system for continuous improvement; and
- Ensuring adequate resources are assigned, to ensure that this Plan is fully implemented.

2) Risk Manager (RM)

a) Description/Authority

The RM is responsible for implementing the Environmental Plan and responsibility for Environmental matters. The RM has the authority to direct all activities to comply with the SMP.

b) Responsibilities

The RM is responsible for:

- Ensuring the SMP is implemented and maintained to meet the requirements;
- Assigning project staff to perform verification duties;
- Ensuring non-compliances are reported and corrective actions are taken;
- Reviewing inspection reports and ensuring any actions required are initiated;
- Ensuring subcontractors fulfil their Environmental obligations;
- Attending meetings called to discuss Environmental issues;
- Updating of the SMP;
- Reviewing and authorising Environmental procedures;
- Liaising with the Environmental representatives from the client and community groups;
- Preparing and submitting monthly Environmental management system reports; and
- Managing specialist Consultants and Environmental testing.

4.3 Project Organisational Chart

The inter-relationships of organisational positions and / or roles are shown in the Project Organisational Chart below:

Spill Management Plan

To be advised for the Hume site

4.4 Consultative Arrangements

Regular Toolbox Meetings are held at least once every week or as required with workers to discuss various site OH&S issues such as Training, Environmental Alerts, Environmental Hazards and control measures stated in the Safe Work method Statements, housekeeping matters etc.

4.5 Communication and Reporting

4.5.1 Communication

Communication and interfaces shall be conducted in accordance with the following table. Environmental issues specific to this project are communicated as follows:

Method/Medium	Frequency	Participants	Record
Inductions	At Start of the Job	All personnel	Induction record
Toolbox Meeting	Weekly or as required	Personnel & subcontractors	Meeting record
Management Review	6 monthly	PM/QM/Supervisors	Minutes
Meeting	As Required	PM/QM/Supervisors	Minutes
Progress Meeting	As per contract	PM/QM/Client/	Minutes
EPA & Other Statutory Authority Liaison	As Required	PM/QM/Client/EPA	Minutes, phone, reports etc
Community Liaison	As Required	PM/QM/Client	Activity notices, minutes, records etc
Interested Parties	As Required	PM/QM/Client/EPA	Minutes/Reports

5. MANAGEMENT REVIEW AND CONTINUAL IMPROVEMENT

The SMP will be reviewed to ensure its continuing suitability, adequacy and effectiveness for the service, in meeting the stated objectives and the specified requirements of environmental and safety in the ACT

Reviews will be carried out by the Facility Manager and members of the Management team at intervals not exceeding six (6) months as a minimum to address:

- *SMP Management System Documentation and Records*
- *Non- conformances and Corrective Actions*
- *Environmental Incidents*
- *Subcontractor Environmental Records for their works*
- *Opportunities for Improvement*

6. RISK AND SAFETY MANAGEMENT

Spill Management Plan

The schedule shows the potential Environmental hazards related to construction and operational aspects including the proposed SWMS controls to be implemented to eliminate the risk associated with the identified hazards and Environmental risk associated with chemical spills. The main potential activity for spills is with Fuel handing at the facility. Refer to Attachment 2 diesel SDS.

Activity: Fuel Spills		
Assessment No: RA-0301	Assessment Date: 20 June 2016	Review Date: June 2018 (3 years maximum)
Assessors. Decide who else should be consulted.		
Assessor(s): Glenn Rolleston, Michael Broderick, Temilya Broderick		
Identify/Explain the hazards associated with the thing or situation being assessed:		
- Adverse weather - hot, cold, windy, wet, Uneven or slippery surface, Objects on ground, Work outdoors, Fire - Hazardous Manual Tasks - awkward, twisting, bending positions, vibration, repetitious movements, pushing, pulling, throwing, pressing objects, lifting, carrying, or putting down objects - Static Electricity - re-fuelling - Fire - Mobile plant operating in work area - Refilling oils/Chemical Spills/Dust - Ingestion - Inhalation		

Risk Calculator/Assessment

OUTCOME AND SEVERITY		Very Likely Could Happen at any time	Likely Could Happen Sometime	Unlikely Could Happen but very rarely	Very Unlikely Could happen, but probably never will
Catastrophic	Kill or cause permanent disability or ill health, huge financial loss, could lead to closure of the organisation	1	1	2	3
Critical	Long term illness or serious injury, major financial loss, major disruption to business activities	1	2	3	4
Marginal	Medical attention and several days off work, moderate financial loss, disruption to a job	2	3	4	5
Nuisance	First aid needed, minor breakdown that can be fixed immediately, low financial loss	3	4	5	6

Risk Score

- 1 Very high risk, consider discontinuing activity until hazard eliminated or appropriate controls are implemented
- 2 High risk, immediate corrective action required to reduce risk
- 3 Substantial risk, correction required
- 4 Moderate risk, need for attention indicated
- 5 Low priority risk, do something when possible
- 6 Low risk, risk perhaps acceptable, monitor as possible

Current Risk Level Score

Assessed Risk Level	Description
☐ Low - Nuisance	Low risk, perhaps acceptable, monitor as possible
☒ Medium – Marginal	Low priority risk, do something when possible
☐ High – Critical	Moderate risk, need for attention indicated
☐ High - Critical	Substantial risk, correction required
☐ Extreme – Critical	High Risk, immediate corrective action required to reduce risk
☐ Extreme – Catastrophic	Very high risk, consider discontinuing activity until hazard eliminated or appropriate controls are implemented
Details/Notes/Concerns:	

Spill Management Plan

Risk Control Action Plan

Task <i>List the tasks required to perform the activity in the sequence they are carried out:</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed:</i>	Risk Control Measures <i>List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard:</i>	Who is Responsible <i>Write the name of the person/s responsible (supervisor or above to implement the control measure/s identified):</i>
Fuel Spill		Wear correct PPE; gloves; long sleeved shirt; Safety glasses; long pants; Ankle height boots Maintain concentration Observe Environmental Conditions before use Aware of Manual Handling Know location of Fire Extinguisher Keep away from sparks and heat Procedure for Fuel Spillage • Wear appropriate PPE • If safe to do so, shut off or block the source of the spill • Ensure that spills are prevented from entering stormwater and drainage systems, creeks, culverts or dams • If the spill is spreading or has occurred on sloped ground, use <u>Sukerup</u> boom/s to contain the contaminated area • Tread down booms carefully to maximise contact area • For spills on water use loose <u>Sukerup</u> Organic or <u>Sukerup</u> hydrocarbon specific absorbents • Once the spill has been completely absorbed, place used <u>Sukerup</u> in the contaminated waste bags provided and seal with the ties. • Report spill and clean-up activities to the appropriate manager and authorities • Organise for a restock of the spill station kit	Contractor and Glenn Rolleston

Risk Review Post Risk Control Action Plan

Complete during or after Activity		Yes	No
1.	Are the planned control measure sufficient and effective at minimising the level of risk?	☒	☐
2.	Is the risk adequately controlled?	☒	☐
New Risk Score			
Assessed Risk Level		Description	
☒	Low - Nuisance	Low risk, perhaps acceptable, monitor as possible	
☐	Medium – Marginal	Low priority risk, do something when possible	
☐	High – Critical	Moderate risk, need for attention indicated	
☐	High - Critical	Substantial risk, correction required	
☐	Extreme – Critical	High Risk, immediate corrective action required to reduce risk	

Spill Management Plan

☐	Extreme – Catastrophic	Very high risk, consider discontinuing activity until hazard eliminated or appropriate controls are implemented
If the risk is still inadequately controlled – a Safe Work Method Statement is to be developed		
3. SWMS developed	☐	☒
Further Safety Notes/Detail Post Review:		

I am satisfied that the risks are not significant and/or adequately controlled and that resources required will be provided.		
Name: Temilya Broderick	Signature: TB	Date: 20/6/16
Position Title: Safety Officer		

SWMS

☐ Confined Spaces	☐ Mobile Plant	☐ Demolition	☐ Asbestos
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt up or pre-cast concrete
☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
☐ Involves a risk of a person falling more than 2m, including work on telecommunications towers			
☐ Working at depths greater than 1.5 Metres, including tunnels or mines		☐ Work in an area that may have a contaminated or flammable atmosphere	
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor		☐ In or near water or other liquid that involves risk of drowning	

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	MOST EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.		

PERSONAL PROTECTIVE EQUIPMENT (PPE): ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST
☒	☐	☒	☐	☐	☐	☒	☐	☐	☐	☐

Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAI-GLOBAL.COM](http://www.sai-global.com)

Spill Management Plan

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)					
Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident. Powered mobile plant	3H	Ensure all persons entering site have a General Construction Induction Card (white card). Check that plant operators are appropriately qualified with correct licence endorsements for the applicable item of plant. Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include: - Instructed on the use of this SWMS - Reporting procedures for incidents - Correct use of equipment including selecting, fitting, use, care of and maintenance - Correct use of all tools used - Emergency plans - Use of supervision where required (e.g. new starters or new equipment) - Conduct a pre-start toolbox talk to ensure that all workers have been made fully aware of the scope of work to be performed NOTE: Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs. IMPORTANT: If operating powered mobile plant e.g. excavator, skid steer etc., for this task, ensure there are separate, dedicated SWMS for the plant and that all workers/employees have relevant training and licensing	2M	All
Provision of information	Exposure to hazardous substances	1L	Wherever any substance is used in the workplace or laboratory, make sure a current Material Safety Data Sheet (MSDS) pertaining to the substance is available in each area. The MSDS must be consulted to obtain detailed information about the precautions necessary to be followed during the event of a leak or spill, such as information on health hazard, suitable neutralizing agents and the process for safe handling of the substance. Ensure the MSDS pertains to the substance currently in use.	1L	All
INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)					
			Ensure the MSDS is current, and less than 5 years old. All MSDS must be replaced every 5 years. Registers for MSDS must be clearly marked.		

Spill Management Plan

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
		<i>INHERENT RISK-RATING (IR)</i>		<i>RESIDUAL RISK-RATING (RR)</i>	
General Precautions	Exposure to hazardous substances	2M	In each area where the substance is to be used, a suitable spill control kit must be provided. Make sure the spill kit has the required PPE suitable for use in cases of leaks or spills. Wherever chemicals are used, handled and stored, ensure there is suitable eye and emergency wash facilities available. The spill control kit must be compatible and suitable to the materials stored. Ensure emergency eyewash and deluge shower is available in the work areas.	2M	ALL
Handling chemicals	Exposure to hazardous substances	3H	All persons handling chemicals must be instructed about the hazards of the substance, and the means of protecting themselves from the substance. If adequate ventilation cannot be provided, or the substance is an immediate risk to the health, provide suitable body, eye and respiratory protection as mentioned in the MSDS to all persons who are likely to be exposed to the substance. While using any chemical, keep hands well away from the body, face, mouth and eyes. Wash hands thoroughly with soap and water before eating and drinking or touching any part of the body. All corrosive substances must have safe handling instructions. Wearing of respirators, body protection, eye protection, liquid-proof gloves, apron and chemical-proof footwear is essential as required by the MSDS. Ensure people do not eat and drink in areas where chemicals are used and stored.	2M	All

Spill Management Plan

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)					
1 Spills and leaks	Exposure to hazardous substances	3H	Make sure of the availability of a neutralizing agent where substances are in use. For control of leaks and spills, always follow the procedures in the MSDS. If a spill or leak could result in a risk to health and safety, persons who may be affected must be provided by procedures to remove them to a safe place. All persons must be trained in the implementation of emergency procedures. Wherever an emergency could arise, emergency contacts must be clearly displayed. In case of exposure, make first aid facilities readily available. Before mixing, always check the reactivity of substances first. Make sure the neutralizing agent, when applied, will not cause a violent or uncontrolled reaction. Substances such as concentrated acids could react violently or ignite spontaneously in the presence of water - avoid adding water to such substances. For cleanup and recovery, always use a non-reactive tool or implement. Never use reactive metallic material or organic material with acids. Where chemicals are used, make sure a suitable spill kit is available readily. All persons must be aware of procedures to be followed in case of emergency. Make sure a trained person is always available readily. Emergency facilities must be provided. For safe handling and mixing of chemicals, always follow the MSDS procedures. Water must never be added to chemicals. Make sure containers and tools, etc., will not react with chemicals.	2M	All

Spill Management Plan

JOB STEP	POTENTIAL HAZARD/s	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)					
11. First aid	Skin contact Eye contact Inhalation Ingestion	3H	Contaminated clothing must be removed and the patient placed under deluge shower to wash the affected area with soap. If skin irritation persists, ask for medical advice. Eyes must be washed with saline solution or water for at least 15minutes. In severe cases, seek medical advice. Remove patient to fresh air and try to keep warm. If symptoms persist, seek medical attention. Rinse the mouth of the patient, but do not induce vomiting unless medically advised. For severe cases, seek medical attention. Avoid any contact with spilt material. When handling contaminated objects, body parts, or clothing, always wear hand protection. If mouth-to-mouth resuscitation is to be given, use resuscitation mask.	2M	All
12. Disposal of waste and used chemicals	Environmental risk	2M	Appropriately dispose chemical waste, including material used for absorbing leaks and spills. Label all containers of waste chemicals clearly and transport to approved chemical waste disposal facility for disposal. Ensure chemicals are not disposed in sinks, sewers and drains. Also do not allow disposal in ponds, watercourses, etc. For transporting waste chemicals, use leak proof and sealed containers. Waste Chemical disposal should follow proper procedures, and endangering the environment must not be allowed.	2M	All
	Public safety		If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion.		

The Environmental Risks for the project shall be identified, assessed and controlled in accordance with System Procedure “Risk Management”.

6.1 Environmental Risk Assessment

The Environmental Risk Assessments for the service will be performed prior to commencement of each job.

6.1.1 Safe Work Method Statements

The Work Supervisor shall follow consultation with applicable project personnel and / or subcontractors etc, prepare – Safe Work Method Statements (SWMS) which address relevant legislation, specifications, codes, standards and / or

Spill Management Plan

requirements.

SWMS will be prepared in accordance with the Environmental Regulations for all work activities assessed as having the appropriate degree of risk. SWMS shall be communicated to all personnel involved in the process.

The table below lists SWMS pertaining to the management of spills.

SAFE WORK METHOD STATEMENTS No	SAFE WORK METHOD STATEMENTS TITLE	REVISION
001	Training and Capabilities	0
002	Provision of information	0
003	General Precautions	0
004	Handling chemicals	0
005	Spills and leaks	0
006	First aid	0
007	Disposal of waste and used chemicals	0

6.1.2 Risk Control

Control of the identified Environmental Risks shall be via the implementation of the “Control Measures” listed in any of the following documents:

- Environmental Risk Assessment
- Operational Procedures
- Work Instructions
- Safe Work Method Statements

The facility supervisor is responsible for implementing the “Risk Control Measures” for a particular activity and shall verify measures are implemented.

The effectiveness of risk controls shall be reviewed at monthly interval.

6.1.3 Work Procedures

Work procedures will develop for several activities and are included in Attachment 3 – Safe Work Procedures.

7. ENVIRONMENTAL TRAINING / COMPETENCIES / INDUCTIONS

The Environmental “Training, Awareness and Competency” needs of the project will be managed in accordance with Systems Procedure documented in the Management Plan to ensure that only trained and qualified personnel carry out operations.

As a minimum the “Training and Competencies” required for personnel working on the site:

Spill Management Plan

- WHS – Induction
- First Aid – Level 2
- Spill Management Procedures

7.1 Training Register

The training and competency levels of Forestrack's personnel is summarised on the "Training Register" included in the System Procedure "Training Plan".

7.2 Service Inductions

All service personnel including subcontractors are required to complete "Service Induction" training in accordance System Procedure "Training and Induction". All inducted personnel are required to verify their attendance and understanding of the matters discussed by signing the "Service Induction Register".

In addition, inducted personnel are required to complete their personnel details including any certificates of competency or qualifications on the "Induction Training Record".

8. SAFE WORKPLACE

8.1 Work Inspections

Workplace WHS inspections shall be performed by suitably trained and experienced personnel to ensure Risk Control measures detailed in Safe Work Method Statements and Environmental Procedures are implemented and are effective.

Good housekeeping practices shall be implemented to keep the workplace tidy and free of obstacles and materials which may cause injury to personnel engaged onsite. Generally, the following practices should be implemented and monitored:

- Hazards likely to cause tripping, slipping or falling must be removed
- Walkways kept clear for safe movement of materials and people
- Signage and parawebbing to be erected where appropriate
- Equipment and machinery inspection for leaks,

8.2 Site Environmental Rules

Environmental rules are explained to all personnel who attend the Induction process. The site and company Environmental rules are contained in the employee handbook. See Attachment 7.

8.2.1 Routine Hazard Reporting

Hazards reported routinely by site personnel, subcontractors shall be documented using the SWMS Proforma.

9. PLANT ENVIRONMENTAL

Spill Management Plan

All plant operators shall be suitably competent to operate items of plant that they are allocated. Plant and equipment shall be inspected prior to allocation to ascertain if “fit for purpose”.

10. EMERGENCY PREPAREDNESS

The response to Emergency situations is described in detail in the “Emergency Response Plan” detailed in the System Procedures as part of the Facility Management Plan.

The Facility Manager shall ensure that all emergency equipment is subject to a regular maintenance, inspection and monitoring program to ensure fit for use when required for emergency(s).

10.1 First Aid

The Facility Manager shall maintain a Register of qualified First Aiders. The names for qualified First Aiders will be listed in the Emergency Contact List.

All First Aid Treatments shall be recorded on Form FA02.

11. DANGEROUS GOODS / HAZARDOUS SUBSTANCES

The Facility Manager shall establish and maintain a SDS Library and HS/DG Register of all HS/DG used and stored for the project. These MSDS will be easily accessible to all personnel handling HS/DG.

12. ACCIDENT / INCIDENT REPORTING

All Environmental incidents shall be reported to the Project Manager and investigated in accordance with Systems Procedure ‘Incident Management’.

12.1 Notifiable Incidents

A copy of each “Notifiable Incident” reported to WorkSafe shall be provided to the Managing Director at the same time the notice is issued to WorkSafe,

12.2 Rehabilitation

Rehabilitation of injured workers and the preparation of “Return to Work” is managed by Forestrack’s Return to Work Provider on behalf of the companies Workers Compensation Insurance Company.

13. NON-CONFORMANCES AND CORRECTIVE ACTION

All non-conformances and the taking of Corrective and Preventative Action shall be carried out in accordance with the System Procedure “Control of non-conformances” and “Corrective and Preventive Action”.

14. CONTROL OF SMP DOCUMENTS

Spill Management Plan

The SMP shall be updated by addition and amendment as required throughout the contact period. Controlled copies of this SMP shall be updated by the Risk Manager in accordance with the System Procedures outlined in the Project Quality Plan.

14.1 Amendments to SMP Documentation

Amendments to SMP documentation will be made by the Risk Manager where the SMP and associated Management System documentation:

- *Do not adequately address the Specification Requirements*
- *Are causing nonconformity*
- *Have to be revised as a result of an audit or System Improvement*
- *No longer represent current and /or appropriate practice.*

Amendments to the SMP documents will be recorded in the Amendments Register which will detail:

- Document details, i.e. Title, Document No etc,
- Revision No.
- Revision Status.

15. CONTROL OF ENVIRONMENTAL RECORDS

SMP records shall be controlled, approved disseminated, maintained, withdrawn, stored (7yrs) and disposed of in accordance with the System Procedures "Records Management", System Procedure and "Document and Data Control".

16. OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONSULTANTS

Forestrack engages consultants from time to time to furnish expert advice on health and Environmental matters.

17. AUDIT AND SURVEILLANCE

Audits on this SMP shall be performed at regular intervals in accordance with System Procedures outlined in the Project Management Plan.

18. APPROVAL AND ISSUE FOR USE

The issue and use of this SMP is approved by the Risk Manager.

19. Attachments

The following documents are attached to this SMP.

ATTACHMENT	CONTENTS
1	Hazardous Chemicals Regulation in the ACT
2	SDS Diesel
3	Incident Management Report

Attachment 1

Hazardous chemicals

Overview

Chemicals are regulated as 'hazardous chemicals' under Part 7.1 of the Work Health and Safety Regulation 2011 (the Regulation) if they present a significant risk to health and safety due to their physical properties or health effects.

The most common types of hazardous chemicals found in the ACT are gases stored under pressure, flammable liquids, toxic chemicals and corrosive chemicals.

The Regulation sets out requirements which apply to any person conducting a business or undertaking (PCBU) in relation to hazardous chemicals at the workplace.

Additional requirements apply if the PCBU manufactures, imports or supplies hazardous chemicals, including retailers who sell or supply household consumer products to the public.

Upcoming changes

A number of requirements in Part 7.1 of the Regulation refer to the hazards of a hazardous chemical as classified by the Australian manufacturer or importer under the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

Whilst references to the GHS in the Regulation presently refer to the 3rd Revised Edition, Australia will transition to use of the 7th Revised Edition of the GHS over a two-year period starting on 1 January 2021 and ending on 31 December 2022.

During this period, PCBUs in the ACT may be supplied with hazardous chemicals which have been classified under either the 3rd Revised Edition or the 7th Revised Edition of the GHS.

Spill Management Plan

For more information about the transition to use of the 7th Revised Edition of the GHS, refer to the [GHS 7 – transition](#) page on the Safe Work Australia website.

Exempt hazardous chemicals

The requirements in Part 7.1 of the Regulation do not apply to a hazardous chemical which is contained within:

- a battery that has been installed in an item of plant to provide power for its operation
- a portable fire extinguisher that has been installed at the workplace and is maintained as part of the available firefighting equipment
- an integrated refrigeration system of a refrigerated freight container.

These requirements also do not apply to fuel, oil and coolant products contained within any part of a system which provides or generates power for operation of a vehicle, an item of mobile plant or an appliance.

However, the PCBU must still manage any risks associated with these hazardous chemicals being present at the workplace, in line with their health and safety duties under the [Work Health and Safety Act 2011](#) (the Act).

The requirements in Part 7.1 of the Regulation will not apply to hazardous chemicals which are retail products being kept at residential premises for personal use unless the total quantity exceeds the limits set out in Table 328 of the Regulation (for example, more than 100kg or 100L of pool chlorine or spa sanitising chemicals).

If the limits set out in Table 328 are exceeded, the hazardous chemicals are subject to the same requirements which would apply if they were present at the workplace of a business or undertaking, and each person in control of the premises has the obligations of a PCBU.

Identifying hazards

A hazardous chemical may only be sold or supplied to a person in the ACT if it is correctly labelled under Part 7.1 of the Regulation – the label must be in English and the required information includes the product name and information about its hazards, together with other relevant information such as an expiry date.

If the hazardous chemical is being supplied to a business or undertaking, the PCBU must also be given a current Australian safety data sheet which provides further information about the product's hazards, requirements for safe use, handling and storage, and emergency response information.

The PCBU is responsible for ensuring that all safety data sheets at the workplace are current and obtaining the current versions from the supplier if they are found to be out of date.

A supplier may also provide safety data sheets for products which are not hazardous chemicals, but which can still cause harm if not properly used, handled or stored. For

Spill Management Plan

example, engine oils that are not flammable liquids may cause environmental harm if any spill or leak enters a waterway.

The requirements of Part 7.1 of the Regulation only apply to a product if the hazard information in Section 2 of its current Australian safety data sheet includes one or more hazard classes and categories from the Classification and labelling for workplace hazardous chemicals list published by Safe Work Australia. Section 2 of the current Australian safety data sheet should also include any corresponding hazard statements from the list and may also include any corresponding pictograms.

Managing risks

The PCBU must ensure that risks associated with work being carried out as part of the conduct of the business or undertaking have been assessed and are being managed in line with the work health and safety duties in Part 2 of the Act.

The PCBU must consider the information in the safety data sheet for each hazardous chemical present at the workplace, when assessing the risks and deciding how those risks will be managed. This includes the information about responding to an emergency such as a fire, dealing with a spill or leak, and treating a person who has been exposed to the chemical.

Part 7.1 of the Regulation also sets out actions that the PCBU must take as part of managing the risks of hazardous chemicals at the workplace, and the circumstances in which the PCBU must review and revise the existing risk control measures or take other action.

For example, the PCBU must ensure that emergency equipment and safety equipment is kept readily accessible and maintained in good condition, and that fire protection and firefighting equipment is tested at intervals consistent with Australian Standard AS 1851-2012 (Routine service of fire protection and equipment), with dated records being kept of test results and maintenance work.

Any person whose role involves assessing and managing risks associated with work under the Act involving the use, handling, storage or generation of hazardous chemicals should refer to the relevant approved codes of practice for further guidance on complying with these requirements – these codes of practice include:

- how to manage work health and safety risks
- managing risks of hazardous chemicals in the workplace
- labelling of workplace hazardous chemicals
- preparation of safety data sheets for hazardous chemicals.

Labels and placards

Containers holding packaged hazardous chemicals at the workplace must be correctly labelled under Part 7.1 of the Regulation. A hazardous chemical in a container is 'packaged' if the container has a capacity not exceeding 500L and a net mass not exceeding 500kg.

Spill Management Plan

This includes gas cylinders marked with a water capacity not exceeding 500kg, other than those which are connected to and form part of a manifold or cascade filling system in which the water capacity of all cylinders in the system exceeds 500kg in total.

For the purpose of the Regulation, the capacity of a gas cylinder in litres is the same as its marked water capacity in kilograms.

The PCBU must ensure that if any hazardous chemicals are transferred or decanted into another container whilst at the workplace, the container is labelled in English with the product identifier and hazard statements from the current Australian safety data sheet for that hazardous chemical, and that the container is not used to store any other substance.

The PCBU may also be required to label any pipe work at the workplace which contains hazardous chemicals, unless a sign has been installed nearby to identify the contents of the pipe work. For further information, refer to the approved code of practice [Managing risks of hazardous chemicals in the workplace](#).

Containers holding hazardous chemicals in bulk at the workplace do not require a label if Part 7.1 of the Regulation requires a placard to be displayed on or next to the container to identify its contents. A hazardous chemical in a container is 'in bulk' if the container has a capacity exceeding 500L or a net mass exceeding 500kg. This includes:

- storage tanks with a design capacity exceeding 500L
- manifold and cascade filling systems in which the water capacity of all cylinders in the system exceeds 500kg in total
- intermediate bulk containers (IBCs) with a capacity exceeding 500L which are used for transporting chemicals by road.

Placards may also need to be put up at the workplace to indicate an area where hazardous chemicals are stored, depending on the maximum quantity which would be stored in that area. For further information, refer to the approved code of practice [Managing risks of hazardous chemicals in the workplace](#).

Safety data sheets

A PCBU who manufactures or imports a hazardous chemical must prepare an Australian safety data sheet which identifies the product's hazards under the GHS, before supplying the hazardous chemical to another workplace.

A PCBU who supplies a hazardous chemical to the workplace of another business or undertaking must provide its current Australian safety data sheet when the product is first supplied, and then provide an updated version whenever the existing version is revised. They must also provide a copy of the current Australian safety data sheet whenever a person at the workplace asks for one.

Spill Management Plan

A hazardous chemical may only be supplied under a product identifier (product name) shown in Section 1 of the safety data sheet prepared by the Australian manufacturer or importer.

If a PCBU repackages the hazardous chemical in order to supply it under a product name which is not shown in Section 1 of the existing Australian safety data sheet, that PCBU has the same duties as an importer and must prepare their own Australian safety data sheet, a copy of which must be provided whenever the hazardous chemical is being supplied under the new product name.

A PCBU who has been supplied with a hazardous chemical must obtain the current Australian safety data sheet from the supplier (or from the Australian manufacturer or importer) if it was not provided when the product was first supplied or if the safety data sheet kept at the workplace is out of date.

An Australian safety data sheet for a hazardous chemical is out of date if it is more than five years old, or the hazards in Section 2 are described using risk phrases from the Approved Criteria for Classifying Hazardous Substances [NOHSC:1008 (2004)] which has since been replaced by the GHS.

The Classification and labelling for workplace hazardous chemicals list published by Safe Work Australia shows the hazard statements which should appear in Section 2 of a current Australian safety data sheet for a hazardous chemical, depending on its specific hazards.

The PCBU must ensure that the current Australian safety data sheet for each hazardous chemical at the workplace is kept as part of a register of hazardous chemicals, and is readily accessible to any worker who uses, handles or stores the hazardous chemical at the workplace.

Register of hazardous chemicals

The PCBU must keep a register of hazardous chemicals at the workplace which lists each hazardous chemical present on site and includes a copy of the current Australian safety data sheet for each product listed.

Packaged hazardous chemicals must be listed by the product identifier shown in Section 1 of the safety data sheet which matches the name on the container label.

The PCBU must ensure that the register of hazardous chemicals is readily accessible to any worker who uses, handles or stores hazardous chemicals at the workplace, and anyone else who is likely to be affected by a hazardous chemical at the workplace.

The PCBU must also ensure that each worker who uses, handles or stores hazardous chemicals at the workplace or is likely to be affected by a hazardous chemical at the workplace is trained in:

- how to access the register of hazardous chemicals and use it to find the safety data sheet for a particular product

Spill Management Plan

- the purpose of a safety data sheet and the information contained in each section, as set out in the approved code of practice Preparation of safety data sheets for hazardous chemicals.

The training must be provided in a way that complies with the approved code of practice Managing risks of hazardous chemicals in the workplace.

The register of hazardous chemicals may be kept in electronic form if workers have a reliable means of accessing it directly, such as using a tablet or smartphone. If it is kept in electronic form, the PCBU does not need to also keep a printed copy or to have a means of printing a copy at the workplace.

Manifest of hazardous chemicals

The PCBU must keep a manifest of hazardous chemicals at the workplace if the maximum quantity of hazardous chemicals at the workplace meeting the description in an entry in Table 11.1 of Schedule 11 of the Regulation exceeds the manifest quantity limit for that entry.

An emergency at a workplace where the hazardous chemicals on site exceed a manifest quantity limit can pose additional risks to firefighters and other persons in the area. A manifest of hazardous chemicals provides key information about the workplace to aid in dealing with the emergency.

The manifest quantity limits vary depending on how dangerous the hazardous chemical is in general. For example, the manifest quantity limits for gases under pressure depend on whether the gas has any corrosive, flammable or toxic properties.

Schedule 12 of the Regulation sets out the information which must be included in a manifest of hazardous chemicals, including the way in which the hazardous chemicals must be described and the details to be shown in a plan of the workplace.

A manifest of hazardous chemicals must be kept at the workplace in a way that makes it readily accessible to firefighters and other emergency service workers. A manifest of hazardous chemicals is considered 'readily accessible' if:

- it is stored in a weatherproof red container which has a keyed 003 emergency services lock, and which includes the words 'Emergency Information' in white lettering on the front
- the container is installed at the workplace in a location which is as close as practicable to the main entrance (or in an alternative location with the agreement of ACT Fire & Rescue), where it is clearly visible and can easily be reached in an emergency.

Enquiries about suitable alternative locations for a manifest of hazardous chemicals should be directed to ACT Fire & Rescue at ACTF-RRisk-Planning@act.gov.au.

Emergency plan

Spill Management Plan

The PCBU must ensure that an emergency plan is prepared for the workplace, and maintained so that it remains effective. For information about preparing an emergency plan, refer to the [Emergencies](#) page of the WorkSafe ACT website.

The PCBU must consider the information in the safety data sheet for each hazardous chemical used, handled or stored at the workplace when preparing the emergency plan, and should refer to the approved code of practice [Managing risks of hazardous chemicals in the workplace](#) for further guidance.

If the PCBU is required to keep a manifest of hazardous chemicals at the workplace, the PCBU must give a copy of the current workplace emergency plan to ACT Fire & Rescue. The emergency plan should be provided as an electronic document by e-mail to ACTF-RRisk-Planning@act.gov.au.

If ACT Fire & Rescue gives the PCBU a written recommendation about the content or effectiveness of the emergency plan, the PCBU must:

- revise the plan in line with the recommendation
- give a copy of the revised emergency plan to ACT Fire & Rescue
- ensure that workers are given any necessary information, training and instruction about the changes.

Transport of hazardous chemicals by road

Part 7.1 of the Regulation does not apply to the transport of a hazardous chemical by road as part of the work of a business or undertaking if:

- section 14 of the current Australian safety data sheet indicates that the hazardous chemical is classified as a dangerous good under the [Australian Code for the Transport of Dangerous Goods by Road and Rail](#) (the ADG Code)
- the [Dangerous Goods \(Road Transport\) Regulation 2010](#) applies to the transport of the hazardous chemical as a dangerous good.

For information about the transport of hazardous chemicals as dangerous goods by road, refer to the [Transport of dangerous goods](#) page of the WorkSafe ACT website.

If the hazardous chemical is not classified as a dangerous good under the ADG Code or the Dangerous Goods (Road Transport) Regulation 2010 does not apply, the requirements in Part 7.1 of the Work Health and Safety Regulation 2011 will continue to apply during transport.

Several requirements in Part 7.1 include special arrangements for hazardous chemicals in transit. A hazardous chemical is deemed to be in transit whilst at a workplace if it is:

- supplied or stored in containers that will not be opened at the workplace
- not used at the workplace
- kept at the workplace for not more than 5 consecutive days.

Attachment 2

Safety Data Sheet

Diesel
Version 1.0
Effective Date 01.12.2015

1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND COMPANY/UNDERTAKING

Material Name	:	DIESEL
Other Names	:	Diesel, Caltex Diesel with Techron D, Automotive Gas Oil, Marine Gas Oil, Wintermix.
Recommended use / Restrictions of use	:	Fuel for diesel engines.
Supplier	:	Z Energy 2015 Limited 604 Great South Road, Greenlane Auckland 1051 New Zealand
Telephone	:	+64 9 583 5000
Fax	:	+64 9 950 3852
Local Contact		
Telephone	:	0800 733 835
Fax	:	0800 737 648
Email	:	cxservice@z.co.nz
Web location	:	www.Caltex.co.nz/resources
	:	
Emergency Telephone Number	:	0800 243 622 New Zealand free call - 24 hours +64 3 353 0199 International - 24 hours

2. HAZARDS IDENTIFICATION

HAZARDOUS SUBSTANCE. DANGEROUS GOODS.

Classified as hazardous according to criteria in the Hazardous Substances (Minimum Degrees of Hazard) Regulations 2001.

Classified as Dangerous Goods according to Land Transport Rule Dangerous Goods Amendment 2010 Rule 45001/2 - NZS 5433; 2007.

Hazardous Substances Classification	:	3.1D, 6.1E, 6.3B, 6.7B, 9.1B
Safety Hazards	:	Combustible liquid. Electrostatic charges may be generated during pumping. Electrostatic discharge may cause fire.
GHS Classification	:	Flammable Liquids, Category 4 Aspiration Hazard, Category 1 Skin Corrosion/Irritation, Category 3 Carcinogenicity Category 2B Aquatic Toxicity (Acute), Category 2 Aquatic Toxicity (Chronic), Category 2
GHS label elements		
Symbol(s)	:	



Safety Data Sheet

Diesel
Version 1.0
Effective Date 01.12.2015

Signal Word	: Danger
GHS Hazard Statements	: PHYSICAL HAZARDS: Flammable liquid. HEALTH HAZARDS: May be fatal if swallowed and enters airways. Causes mild skin irritation. Suspected of causing cancer. ENVIRONMENTAL HAZARDS: Toxic to aquatic life with long lasting effects.
GHS Precautionary Statements	: PREVENTION: Keep out of reach of children. Read label before use. Read Safety Data Sheet before use. Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Keep away from sparks, open flames and hot surfaces. No smoking. Wear protective gloves and eye/face protection. Avoid release to the environment. RESPONSE: GENERAL If medical advice is needed, have product container or label at hand. – This statement applies only where the substance is available to the general public. If exposed or concerned: Get medical advice/attention. Collect spillage. SWALLOWED IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician. Do NOT induce vomiting. SKIN If skin irritation occurs: Get medical advice/attention. STORAGE: Store in a well-ventilated place. Keep cool. Store locked up. DISPOSAL: In the case of a substance that is in compliance with a HSNO approval other than a Part 6A (Group Standards) approval, a label must provide a description of one or more appropriate and achievable methods for the disposal of a substance in accordance with the Hazardous Substances (Disposal) Regulations 2001. This may also include any method of disposal that must be avoided. Human Health Hazards

Safety Data Sheet

Diesel

Version 1.0

Effective Date 01.12.2015

Harmful, may cause lung damage if swallowed. Irritating to skin. Aspiration into the lungs may cause chemical pneumonitis which can be fatal.

SAFETY HAZARDS

Combustible liquid. Liquid can ignite leading to a flash fire, or an explosion in a confined space. May ignite on surfaces at temperatures above auto-ignition temperature. Vapour in the headspace of tanks and containers may ignite and explode at temperatures exceeding auto-ignition temperature, where vapour concentrations are within the flammability range.

ENVIRONMENTAL HAZARDS

Toxic to aquatic organisms. May cause long term adverse effects in the aquatic environment.

OTHER INFORMATION

This product is intended for use as a fuel in a closed system. If used for any other purpose, in open systems or as a spray, ignition and exposure risks will increase and a careful risk assessment should be carried out.

3. COMPOSITION/INFORMATION ON INGREDIENTS

Information on Composition : A complex combination of hydrocarbons produced by the distillation of crude oil. It consists of hydrocarbons having carbon numbers predominantly in the range C9 through C20, with an average of C15, and boiling in the range of 160°C to 400°C, with a flashpoint above 60°C. Very small amounts of performance enhancing additives may be included.

Hazardous Ingredients (GHS)

Chemical Identity	CAS	Identification number	Conc. [%]
Diesel Fuel	68334-30-5	269-822-7	100 %

4. FIRST AID MEASURES

Inhalation : If inhaled, remove affected person from contaminated area. Keep at rest until recovered. If symptoms persist seek medical attention.

Skin Contact : Wash affected area thoroughly with soap and water. Remove contaminated clothing and wash before reuse or discard. If symptoms develop, seek medical attention.

Eye Contact : If in eyes, hold eyelids apart and flush the eyes continuously with running water. Continue flushing for several minutes until all contaminants are washed out completely. Seek medical attention.

Safety Data Sheet

Diesel

Version 1.0

Effective Date 01.12.2015

Ingestion	: If swallowed, do not induce vomiting; transport to nearest medical facility for additional treatment. Wash out mouth and lips with water. If vomiting occurs spontaneously, keep head below hips to prevent aspiration.
First Aid Facilities	: An eyewash facility, and a general washing facility.
Notes to Physician	: Treat symptomatically.
Other Information	: For advice in an emergency, contact a Poisons Information Centre (Phone New Zealand 0800 764 766) or a doctor at once.

5. FIRE FIGHTING MEASURES

Specific Hazards	: The vapour is heavier than air, spreads along the ground and distant ignition is possible. Will float and may be reignited on surface water. Flammable vapours may be present even at temperatures below the flash point.
Hazards from Combustion Products	Combustion is likely to give rise to a complex mixture of airborne solid and liquid particulates and gases, including carbon monoxide and unidentified organic and inorganic compounds.
Extinguishing Media	: Foam, fine water spray and dry chemical powder. Carbon dioxide, Clean Agents (e.g. Inergen, Argonite etc.), sand or earth may be used for small fires only.
Unsuitable Extinguishing Media	: Do not use water jet.
Protective Equipment for Firefighters	: Fire fighters should wear Self-Contained Breathing Apparatus (SCBA) operated in positive pressure mode and full protective clothing to prevent exposure to vapours or fumes. Water spray may be used to cool down heat-exposed containers. Fight fire from safe location. This product should be prevented from entering drains and watercourses.
Additional Advice	: Keep adjacent drums and tanks cool by spraying with water from a safe location. If possible remove them from the danger zone. If adequate cooling cannot be achieved, the area needs to be evacuated, and further fire fighting and cooling attempts should be carried out from a safe location.
Hazchem Code	: 3Z

6. ACCIDENTAL RELEASE MEASURES

Safety Data Sheet

Diesel

Version 1.0

Effective Date 01.12.2015

Personal precautions, protective equipment and emergency procedures	: Vapour can travel for considerable distances both above and below the ground surface. Underground services (drains, pipelines, cable ducts) can provide preferential flow paths. Remove all possible sources of ignition in the surrounding area. Contaminated clothing may be a fire hazard and therefore should be soaked with water before being removed. Ventilate contaminated area thoroughly. Do not breathe fumes, vapour. Do not operate electrical equipment. Avoid contact with skin, eyes, clothing. Wear chemical resistant knee length safety boots and PVC jacket and trousers. Wear safety glasses or full face shield if splashes are likely to occur. Extinguish or remove all sources of ignition. Wear appropriate personal protective equipment and clothing to prevent exposure. Stop leak if safe to do so. Increase ventilation. Evacuate all unprotected personnel. If possible contain the spill. Place inert absorbent, non-combustible material onto spillage. Use clean non-sparking tools to collect the material and place into suitable labelled containers for subsequent recycling or disposal. Dispose of waste according to the applicable local and national regulations. Cloth, paper and other materials that are used to absorb spills present a fire hazard. Avoid their accumulation by disposing of them safely and immediately. If contamination of sewers or waterways occurs inform the local water authorities and EPA in accordance with local regulations.
Environmental Precautions	: Prevent from spreading or entering into drains and surface waters (e.g. lakes, ponds, ditches, rivers and streams) by using sand, earth, or other appropriate non-combustible barriers. Inform local authorities if impacts cannot be prevented.
Methods and material for containment and clean up (Small Spillages)	: To minimize soil and groundwater contamination, absorb liquid with sand earth or other recommended adsorbent material, as soon as safe to do so after the spill. Sweep up and remove to a suitable, clearly marked container for disposal in accordance with local regulations. Do not dispose into an interceptor.
Methods and material for containment and clean up (Large Spillages)	: Prevent from spreading by making a barrier with sand, earth or other containment material. Dispose of as for small spills. Maritime Spillages: Maritime spillages should be dealt with using a Shipboard Oil Pollution Emergency Plan (SOPEP), as required by MARPOL Annex 1 Regulation 26.

7. HANDLING AND STORAGE

Precautions for safe handling	: Avoid naked flames. The vapour is heavier than air, spreads along the ground and distant ignition is possible. Avoid prolonged or repeated contact with skin. When handling product in drums, safety footwear should be worn and proper handling equipment should be used. Prevent spillages. Never siphon by mouth. When using do not eat,
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Safety Data Sheet

Diesel

Version 1.0

Effective Date 01.12.2015

drink or smoke. Avoid contact with skin, eyes and respiratory system. If using pressurised equipment, take extra care to avoid injection under the skin. Only use in well-ventilated areas. Take precautionary measures against static discharges. Ensure all equipment is properly bonded. Use local exhaust ventilation if there is risk of inhalation of vapours, mists or aerosols. Cloth, paper and other materials that are used to absorb spills present a fire hazard. Avoid their accumulation by disposing of them safely and immediately. In addition to any specific recommendations given for controls of risks to health, safety and the environment, an assessment of risks must be made to help determine controls appropriate to local circumstances.

Conditions for safe storage

: This product must never be stored in buildings occupied by people. Drums and small containers should be stored in well-ventilated areas, flameproof cabinets or stores. Keep container tightly closed in a dry, well ventilated place away from direct sunlight and other sources of heat or ignition. Keep in a bunded area with a sealed (low permeability) floor, to provide containment against spillage. Stack drums to a height not exceeding 3 metres without the use of racking. Locate tanks away from heat and other sources of ignition. Seek specialist advice for the design, construction and operation of bulk storage facilities.

Product transfer

: Electrostatic charges may be generated during pumping. Ensure electrical continuity by bonding all equipment. Avoid splash filling. Wait 2 minutes after tank filling (for tanks such as those on road tanker vehicles) before opening hatches or manholes. Wait 30 minutes after tank filling (for large storage tanks) before opening hatches or manholes. When filling tanks there is always a danger of static discharge leading to explosion. This is particularly hazardous when switch loading tanks. Product transfer may give rise to light hydrocarbon vapour in the headspace of tanks. This vapour may explode if there is a source of ignition such as static discharge. Partly filled containers present a greater hazard than those that are full, therefore handling, transfer and sampling activities need special care. Conditions, such as filling empty Filter Water Separator vessels, that lead to the formation of hydrocarbon mists are also particularly hazardous.

Attachment 3

Incident Management Report

INCIDENT DETAILS	FORM BTO2
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1. Description of the Incident (including names of employees/sub-contractors Involved)

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2. Who Reported the Incident?

Name:
Address:
Phone:
Time/Date Reported- When Happened?
Information Given- What Happened?

3. Incident Category

☐ Major ☐ Medium ☐ Minor

4. Information Gathering (If incident is a Major or Medium)

Location of:
Incident

Monitoring Sample Collection: (If Incident is a Spill)

Number, Location of Samples and times collected (sketch may assist):
Who collected:
Where Stored:
Time Sent:

Spill Management Plan

Comments:

Actions Taken if Non-Spill Incident:

What Action:
By Who:

Informing Relevant Authorities/Stakeholders:

	Person	How	Time	Comments
Authority Notified				
EPA				
FIRE BRIGADE				
OTHERS				

Informing Client:

Who Contacted:
Date:
Time:

Corrective/Remedial/Clean-up/ Follow-up Actions:

The following actions were Implemented on-site:

Why no action was taken

Other Information/Comments:

--

Name.....

Signed..... Date.....

Copies Sent to:

An Incident is deemed to be terminated once this Incident log has been signed off.

