Environmental Incident Response Flow Chart

If there is an incident that causes concern for the health and safety of workers, the public and/or the environment, the following steps should be taken:

**In the affected area:**
- STOP WORK!!
- Assess the situation:
  - Identify the severity
  - (if necessary) evacuate
- Do not enter an area that could be unsafe for you.

**For Class 1 incident contact:**
- Site Manager
- HSR
- Project Manager
- WHSC Coordinator
- OEH/EMA
- And:
  - Emergency Services / 000
  - Act on their instructions

**For Class 2 or 3 incident contact:**
- Head Office
- Site Manager
- HSR
- Project Manager

**Release of Waste**
- Cease activity causing the release of waste off-site.
- The method selected must be carefully considered in light of the scale and type of problem.
- The Site Manager in consultation with the Project Manager, determines the most suitable process for cleaning up.

**Odours and dust**
- Apply odour / dust suppression agents (including water mist, soil, chemicals)
- Consider carefully which option to select in light of the scale and type of problem.
- The Site Manager in consultation with the Project Manager determines the most suitable corrective actions.

**Spills / escape of polluted water**
- Contain the spill - ensure that no further escape occurs, especially off-site.
- Determine whether clean-up is likely to be required - recover spill material.
- The Site Manager in consultation with the Project Manager determines the most suitable process for clean-up and disposal of contaminated materials.

**Disturbance of Heritage Items**
- The method selected must be carefully considered in light of the scale & nature of the problem.
- The Site Manager in consultation with the Project Manager determines the most suitable corrective actions.
- Notify OFI if a heritage item is discovered the Project Manager to be notified firstly who will then notify OEH etc. appropriately.

**Landslip**
- Isolate (turn off) water mains that could discharge into the area.
- Obtain specialist advice BEFORE attempting to rescue people or equipment - zone of the landslip is likely to be unstable.
- Once the source is contained or the discharge has stopped, determine whether clean-up is likely to be required;
- The Site Manager in consultation with the Project Manager determines the most suitable process for clean-up and disposal of materials.

**Incident Class**

When assessing the risk involved with each incident, the following Classes shall be used:

**Class 1**
- People - Causes or has the potential to cause damage which permanently alters the future of the individual (fatality, quadriplegia, amputee, disabled or psychological disturbance).
- Environment - Causes or has the potential to cause permanent environmental damage and results in remediation costs of > $50,000.
- Plant / Equipment / Property - Causes or has the potential to cause damage to plant / equipment and / or property > $50,000.

**Class 2**
- People - Causes or has the potential to cause an injury or disease resulting in temporary disability or time lost from work of one or more complete days or shifts.
- Environment - Causes or has the potential to cause damage to the environment which can be rectified and results in remediation costs of > $10,000 and < $50,000.
- Plant / Equipment / Property - Causes or has the potential to cause damage to plant / equipment and / or property > $1,000 and < $50,000.

**Class 3**
- People - Causes or has the potential to cause an injury which inconveniences the individual such as minor cuts or sprains, but allows the person to continue to carry out normal duties.
- Environment - Causes or has the potential to cause damage to the environment which can be easily rectified and results in remediation costs of < $10,000.
- Plant / Equipment / Property - Causes or has the potential to cause damage to plant / equipment and / or property < $1,000.