



The University of Newcastle

Infrastructure and Facilities Services

**ENVIRONMENTAL INCIDENT
REPORTING AND RESPONSE
PROCEDURE**

August 2021

Version 1.3

DOCUMENT CONTROL

Revision Record					
Rev No.	Date	Description	Prepared	Checked	Approved
Draft	March 2016	Original Draft	Daan Schiebaan		
1.0	April 2016	Version 1	Daan Schiebaan	Lynn Herd	Mark Mazzitello
1.1 Draft	July 2020	Version 1.1 Draft	Beth Millsteed		
1.1	July 2020	Version 1.1	Beth Millsteed	Daan Schiebaan	Daan Schiebaan
1.2	September 2020	Version 1.2	Beth Millsteed	Daan Schiebaan	Daan Schiebaan
1.3	August 2021	Version 1.3	Nik Mungilwar	Jo Humphris	

Approval and Reviews	
Approval Authority	IFS Director or Delegate
Advisory Committee to Approval Authority	N/A (IFS Reference Document)
Administrator	Manager Sustainability
Next Review Date	August 2023

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1 PURPOSE

To ensure that the University of Newcastle (UON) abide by a procedure in response to environment or pollution incidents that may occur on the UON controlled property or land.

To create internal process to comply with statutory obligations of the UON managed activities.

2 BACKGROUND AND SCOPE

2.1 BACKGROUND

Under *the Protection of the Environment Operations Act 1997 (POEO Act)* section 148 all pollution incidents causing or threatening material harm to the environment must be notified.

A leak, spill, escape of a substance, or circumstances in which this is likely to occur may be defined as a pollution incidence.

The following relevant authorities may need to be informed of pollution incidents quickly, so action can be coordinated to prevent or limit harm to the environment and human health generally:

- Appropriate Regulatory Authority (ARA) (In most cases, Local Council)
- Environment Protection Authority (EPA) (if they are not the ARA)
- Ministry of Health
- SafeWork NSW
- Local Authority (if they are not the ARA)
- Fire and Rescue NSW

2.2 SCOPE

This procedure applies to all organisational units of UON and its controlled entities.

All environmental incidents on the UON campuses must be logged and managed through UON's online incident reporting portal AIMS:

<https://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/hazards-incidents-and-injuries/online-incident-reporting>

And with reference to the UON's Health and Safety Management System Framework:

<https://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/health-and-safety-management-system>

2.3 POLLUTION INCIDENT DEFINITION

The material which may cause harm to the environment by pollution are defined below:

1. It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
2. It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and

3. 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. Material harm includes on-site harm, as well as harm to the environment beyond the premises where the pollution incident occurred.

3 NOTIFICATION & CLEAN UP PROCEDURE

FOR MINOR INCIDENTS WITH NO IMMEDIATE THREAT TO HUMAN OR ENVIRONMENTAL

1. UON staff or contractor must notify any pollution incident on Security Emergency Line at 0249215888 as soon as they are aware.
2. For Minor Liquid or Solid
 - Security Services or the owner of the material or the facility manager may contain the incident where safe and practical. Based on urgency Soft Services Contractors can be contacted.
 - The facility spill kit or IFS mobile spill kits can be used. The response should be in accordance with Safety Data Sheets of the chemical. The material owner or Facility Manager will be familiar with the material and associated risk.

*Please follow the spill kit instructions while using it. Refer to spill kit location in Appendix 2.

3. For Minor Gas Incident
 - Security Services or the owner of the material or the facility manager may contain the incident where safe and practical.
 - The supply of gas should be cut of at the source, if require contact supplier (most likely CoreGas at 0249685111). The response should be in accordance with Safety Data Sheets of the chemical, material owner or Facility Manager will be familiar with the material and associated risk.
4. Security Services must contact the On-Call Operations Team member to advise of the incident and arrange for clean-up and appropriate disposal of the spilled material. Please Contact Soft Services Contactor for clean-up.
5. The incident must be escalated to the Deputy Director Campus Services (or delegate), followed by the Sustainability Manager and Health and Safety Team.

INCIDENTS WITH IMMEDIATE THREAT TO HUMAN OR ENVIRONMENTAL OR MAJOR SPILL

1. UON staff or contractor must notify any pollution incident on Security Emergency Line at 0249215888 as soon as they are aware.
2. Based on threat, [the area responsible person or](#) Security Services must contact the relevant emergency services. Dial 000 for Fire and Rescue or Police or Ambulance for emergency assistance.
For larger uncontrolled spill which cannot be contained locally, Security Services should call Fire and Rescue NSW. Fire and Rescue will take responsibility to make the incident safe.

3. The UON will be responsible to finalise the clean-up and disposal of waste material as required. Security Services must contact the On-Call Operations Team member to advise of the incident and arrange for clean-up and appropriate disposal of the spilled material. Please Contact Soft Services Contactor for clean-up.
4. The incident must be escalated to the Deputy Director Campus Services (or delegate), followed by the Sustainability Manager and Health and Safety team.

3.1 FOR ALL ENVIRONMENTAL INCIDENT REPORTING

1. The Sustainability Manager will assist in assessing the incident and determine whether or not to formally notify the incident to the Appropriate Regulatory Authority /Environment Protection Authority or other authorities.
2. Should it be determined that the environmental incident must be reported, this will be completed via the Director Infrastructure and Facilities Services (or delegate).
3. UON must notify the relevant authorities if aforementioned staff members cannot be contacted within the same day. As per section 4 Relevant Authorities Notification Process should be followed.
4. Incident reporting UON staff or contractor must enter incident in AIMS. All environmental incidents require an Incident Report logged into the UON's online incident reporting portal AIMS. Please refer to:

<https://www.newcastle.edu.au/current-staff/working-here/work-health-and-safety/hazards-incidents-and-injuries/online-incident-reporting>

3.2 ADDITIONAL NOTES

For Radioactive Substance Incidents

- Please refer to the Facility Spill Procedures and the Radiation Management Plan for guidance.
- Please contact the Health and Safety Team immediately for advice and assistance.
- A Radiation Accident Reporting Form is required to be submitted to the EPA within 10 days by the UON Radiation Management Licence Holder.

For Biohazardous Material or Genetically Modified Material Incidents

- These materials are required to be handled in Physical Containment area/facility.
- Any breach of containment Contact the Health and Safety Team immediately for advice and assistance.
- A notification of the breach must be submitted to the Office of the Gene Technology Regulator (OGTR).

4 RELEVANT AUTHORITIES NOTIFICATION PROCESS

- In case of emergency Call 000 - Fire and Rescue / Police / Ambulance
- EPA environment line – 131 555
- The Ministry of Health via the Public Health Unit - 1300 066 055

- SafeWork Authority - 131 050 (Please refer to UON Health and Safety Guidelines: HSG 7.1 Incident Notification and Investigation)
- Notify Local Authority

CAMPUS	COUNCIL	CONTACT
Callaghan and City	Newcastle City Council	02 4974 2000
Gosford and Ourimbah	Central Coast Council	1300 463 954
Port Macquarie	Port Macquarie- Hastings Council	02 6581 8111
Taree	Greater Taree City Council	02 6592 5399
Tamworth	Tamworth Regional Council	02 6767 5555

4.1 NOTIFICATION INFORMATION

Under the Protection of the Environment Operations Act 1997 section 150 all relevant information needs to be notified. It is important to avoid speculation on origin, causes or outcomes of a pollution incident, in discussions with the authorities.

Relevant information

- Time, date, nature, duration
- The location or the place where pollution is occurring or is likely to occur, the nature, the 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

If the information required to be included in a notice of a pollution incident is not known at the time of notification, the person must notify information as soon as it was made aware.

If initial notification communicated verbally, then it must be followed by written notification within 7 days of the date on which the incident occurred as per Clause 101 POEO (General) Regulations 2009.

APPENDIX 1: CONTACT DETAILS

ROLE	CONTACT DETAILS
Security Services	02 49215888
Deputy Director Campus Services	Matt Lee 024985 4977 0407950453 Matt.lee@newcastle.edu.au
Associate Director Planning, Strategy and Engagement	Jo Humphris 0249854923 0417237071 Joanne.Humphris@newcastle.edu.au
Sustainability Manager	Nik Mungilwar 0249217315 0400873833 Nik.Mungilwar@newcastle.edu.au
Soft Services Contract Manager	Michelle Shotton Andrew.bull@newcastle.edu.au
Health and Safety	0240339999 usafe@newcastle.edu.au

APPENDIX 2: LOCATION OF MOBILE SPILL KITS (MANAGED BY IFS)

IFS managed spill kits are general purpose standard, the chemical specific spill kits must be managed by Facility.

These Kits are in place to manage larger spill incidents and are not intended to replace facility spill kits which are required to be in place at locations where hazardous materials that pose a spill risk are stored or handled and are the responsibility of the area

Contact Person	Spill Kit Location (Building and Room Number)	Contact Number
CALLAGHAN CAMPUS		

Daniela Warren Spotless, Stores Department	CENTRAL STORE Store, adjacent to the safety shower, just inside the western roller door	0456901 618
Abdul Mannan College of Health, Medicine and Wellbeing, SBSP	LIFE SCIENCES BUILDING LSB level 3 Kitchenette	0249217954
Monica Rossignoli College of Science	SCIENCE BUILDING Ground Floor, Kept beside the door of SB105	02492 16545
Jane Hamson Faculty of Science Chemical Engineering	EB- ENGINEERING CHEMICAL& MATERIALS BUILDING Main corridor of Chemical Engineering Lab adjacent to Process Lab EBG00	02498 54430
Jae-Hun Yang Faculty of Science,	ADVANCED TECHNOLOGY CENTRE Level 2 Southern corridor outside ATC 265 Level 2 southern corridor outside ATC 245 Level 1 Remediation Lab (ATC170).	02403 39632
Jordan Rowe Faculty of Science, GCER		02405 53190
Jordan Rowe Faculty of Science GCER		02405 53190
NEWCASTLE INSTITUTE FOR ENERGY AND RESOURCES		
Jane Hamson Faculty of Engineering and Built Environment	NIER A A309	02498 5440
Josh Sutherland Faculty of Engineering and BuiltEnvironment,	NIER D D101	024033 9080 0401 026 380
Daniel Eschebach Faculty of Engineering and BuiltEnvironment	NIER K K102	02491 18770
OURIMBAH CAMPUS		
Leonie Holmesby Faculty of Science, SELS	*SCIENCE LABORATORIES 1 Flammable Store SL1 room 1.31	02434 84160
Luke Stubbs (Spotless) Ourimbah Campus Facilities	GROUPS SHED	0403 675 304
HUNTER MEDICAL RESEARCH INSTITUTE		
Cameron Morton Facility Manager, HMRI	HMRI Level 1 Level 1 West (1113) Hazchem 240L Level 1 East (1615) Oil Only 240L Level 1 East (1406) Hazchem 240L	0411 235 038

Cameron Morton Facility Manager, HMRI	HMRI Level 2 Level 2 West (2208) Hazchem 240L Level 2 East (2519) Hazchem 120L	0411 235 038
Cameron Morton Facility Manager, HMRI	HMRI Level 3 Level 3 West (3214) Hazchem 120L Level 3 West (3301) Hazchem 240L Level 3 East (3518) Hazchem 120L	0411 235 038

APPENDIX 3: SECURITY RESPONSE ACTIONS PLAN FOR ENVIRONMENT AND SPILLS

1. Attend the site ASAP.
 - a. For incidents with **immediate threat** to human or environmental or major uncontrolled spill call Emergency Services at 000.
 - b. For minor incidents with **no immediate threat** to human or environmental, attend the site.
2. If safe to do so stop the leakage
 - a. For Liquid: use the local or mobile spill kit. (If possible, contact material owner or facility contact person who is familiar with the material and associated risk.)
 - b. For Gas: Locate shut valve and close at the source (If required, call supplier eg Coregas 024968 5111)
3. As required, escalated incident to the Deputy Director Campus Services or Precinct Manager, followed by the Sustainability Manager and Health and Safety team.
4. Note for Radioactive Substance: Refer to the College Spill Procedures and the Radiation Management Plan, please contact Health and Safety team.
5. Note for Biohazardous Material or Genetically Modified Material: The materials are required to handle in Physical Containments, please contact Health and Safety team.