



Harvest Scientific Services
Environmental and Earth Science Consultants

BROWNLOW HILL QUARRY

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Prepared for:

TJ & RF FORDHAM PTY LTD

20th January, 2025

All Correspondence to: PO Box 427 Narellan NSW 2567
Unit 4A, 20 Somerset Avenue Narellan NSW 2567
www.harvestservices.com.au
Email: office@harvestservices.com.au
Tel: 02 4647 6177 • Mobile: 0408 677 709

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Annexure 1

Outline of Quarry showing Evacuation and Hazardous Storage locations

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Environment Protection Licence 20872

Annexure 3

Site Management Plan

DOCUMENT CONTROL

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1 INTRODUCTION

TJ & RF Fordham, as holders of Environment Protection Licence (EPL 20872) (see Annexure 1) Brownlow Hill Quarry site (the Site), have commissioned this Pollution Incident Response Management Plan (PIRMP) to ensure compliance with the provisions of the Protection of the Environment Operations Act 1997 (POEO Act). This PIRMP has been prepared in accordance with the NSW Environment Protection Authority - Environmental Guidelines: Preparation of Pollution Incident Response Management Plans 2012.

The objectives of the PIRMP are to:

- Ensure comprehensive and timely communication about a pollution incident to staff at the premises, the Environmental Protection Authority, other relevant authorities specified in the Act (such as local Councils, NSW Ministry of Health, SafeWork NSW, and Fire and Rescue NSW) and people outside the facility who may be affected by the impacts of a pollution incident;
- Minimise and control the risk of a pollution incident at the facility by requiring identification of risks and the development of planned actions to minimise and manage those risks; and
- Ensure that the plan is properly implemented by trained staff, identifying persons responsible for implementing it, and ensuring that the plan is regularly tested for accuracy, currency and suitability.
- As per legislative requirements, this plan was tested on 13 January 2025 for an unplanned fuel spill. The actions adequately addressed the possible incident.

1.1 LEGISLATIVE REQUIREMENTS

The specific requirements for PIRMPs are set out in Part 5.7A of the PO EO Act and the Protection of the Environment Operations (General) Regulation 2009 (POEO (G) Regulation). In summary, this provision requires the following of TJ & RF Fordham:

- Prepare a PIRMP (section 153A, POEO Act).
- The PIRMP must include the information detailed in the PO EO Act (section 153C) and be in the form required by the POEO(G) Regulation (clause 98B).
- Keep the PIRMP at the premises to which the EPL relates and where the relevant activity takes place (section 1530, POEO Act).
- Must test the PIRMP in accordance with the POEO(G) Regulation (clause 98E). If a pollution incident occurs in the course of an activity so that material harm to the environment is caused or threatened, immediately implement the plan (section 153F, PO EO Act).

The plan must include the following requirements:

- Description and likelihood of hazards.
- Pre-emptive actions to be taken.
- Inventory of pollutants.
- Safety equipment.
- Contact details.
- Communications with adjoining properties and the community.
- Minimising harm to persons on the premise.
- Maps.
- Actions to be taken during or immediately after pollution incident.
- Staff training.

1.2 THE SITE ACTIVITY AND SURROUNDS

A summary of the relevant details for the site such as the property details, approved extraction limits and surrounding land use are outlined in Table 1.

Table 1: Site Details

Item	Details
Address	Brownlow Hill Loop Road, BROWNLOW HILL
Lot on Plans	
Environment Protection Licence	20872
Approved Activities	Crushing, grinding or separating >500000 – 2000000 T annual processing capacity Land-based extractive activity >500000 – 2000000 T annual capacity to extract, process or store
Surrounding Land Uses	Predominantly rural

DESCRIPTION AND LIKELIHOOD OF HAZARDS

Pollution hazards on-Site include chemical and fuel spills, dust emissions and water contamination. These are shown in Table 2 - Pollution Hazard Identification, Likelihood and Pre-emptive Actions with the likelihood of the incidence and the pre-emptive actions taken by the Site to reduce the risk or prevent an incidence from occurring.

Table 2: Pollution Hazard Identification, Likelihood and Pre-emptive Actions

Hazard	Likelihood	Pre-emptive Actions Taken
Hydrocarbon spills during maintenance and refueling	Moderate	<ul style="list-style-type: none"> Refueling will be via mobile equipment Fuel or hazardous material is used for its intended use only (as specified on the Safety Data Sheets (SDS)). SDS are reviewed and available for reference for the correct clean up procedures. Compliance with the Workplace Health and Safety Management Plan. Supervision is provided when refuelling to ensure that overfilling does not occur. Vehicles are maintained in good condition and as per manufacturers' specifications. Pre-start checks are completed on plant and equipment daily which include inspection for oil leaks. Good housekeeping and tidy work areas are kept to help prevent <u>accidents and spills</u>.
Stored chemicals leakage and/or spillage causing contamination	Low	<ul style="list-style-type: none"> Hazardous materials are stored in a covered area and on appropriate drip trays where practicable. Fuel or hazardous material is used for its intended use only (as specified on the SDS). SDSs are reviewed and available for reference for the correct handling and clean up procedures. Compliance with the Workplace Health and Safety Management Plan. Good housekeeping and tidy work areas are kept to help prevent accidents and spills. See Table 3 - Hazardous Materials Inventory for list of chemicals stored <u>on-Site</u>)
Fire	Low	<ul style="list-style-type: none"> Store flammable and combustible liquids in an undercover area on appropriate drip trays. Fuel is not to be stored by permanent installations on-Site. Refuelling is undertaken only in designated areas where possible. Provision of appropriate spill kits and staff trained in their use. SDS are reviewed and available for reference for the correct fire prevention and fighting procedures. Compliance with the Workplace Health and Safety Management Plan. Good housekeeping and tidy work areas are kept to help prevent accidents and spills. Fire extinguishers are provided and staff are trained in their use. Staff and visitors to Site are instructed of the emergency procedures and <u>evacuation points</u>.

Discharge of water with elevated suspended solid levels	Low	<ul style="list-style-type: none"> Settling time is provided for waters within the settlement ponds prior to discharge. Clean and contaminated runoff is segregated. Sediment control measures are implemented and maintained. Water monitoring is undertaken in accordance with licence conditions.
Dust emissions from operations	Low	<ul style="list-style-type: none"> Hardstand areas and roads are kept in a damp state with the use of a water truck. Crushing and screening plant is enclosed with water sprays operating at transfer points. All loads are covered during transport.
General waste generated on-site incorrectly managed and entering the surrounding environment	Low	<ul style="list-style-type: none"> General waste and recycle bins are provided at the office and lunch room. General waste is taken to Council Landfill as necessary. Waste oil from machinery maintenance is stored correctly and disposed of at an oil recycler. Unserviceable machinery parts are reused or recycled where possible or waste metal sold to scrap metal merchant. Wastewater from the on-Site sewage and amenities waste water treatment tank is chlorinated and used to irrigate the office garden.
Refueling on site	Low	<ul style="list-style-type: none"> Store flammable and combustible liquids in an undercover area on appropriate drip trays. Fuel is not to be stored by permanent installations on-Site. Refuelling is undertaken only in designated areas where possible – see Appendix 1 Provision of appropriate spill kits and staff trained in their use. Compliance with the Workplace Health and Safety Management Plan. Good housekeeping and tidy work areas are kept to help prevent accidents and spills. Fire extinguishers are provided and staff are trained in their use. Staff and visitors to Site are instructed of the emergency procedures and <u>evacuation points</u>.

The Plan attached as Annexure 1 shows the location of the Site relative to the surrounding sensitive receptors. This plan indicates that there are several sensitive receptors within 500 metres of the Site.

3 PRE-EMPTIVE ACTIONS TO BE TAKEN

The TJ & RF Fordham Pty Ltd Site Management Plan (SMP - Annexure 2) identifies and outlines all necessary pre-emptive actions to prevent, minimise and manage all potential safety and environmental hazards. TJ & RF Fordham Pty Ltd has in place the following safe work compliant methods for:

- 1 Chemical storage.
- 2 Chemical spill management.
- 3 Schedule of Safety Equipment and Personal management of pollution incidents:
 - I. Spill kit.
 - II. Safety Data Sheet Register.
 - III. Fire Extinguishers.
 - IV. Hard Hats.
 - V. Steel Cap Boots.
 - VI. Dust Mask.
 - VII. Eye protection.
 - VIII. Rigger Gloves.

The SMP has been updated September 2022 allow amendments as per RR review and WH&S regulation (mines and petroleum sites) 2022.

4 INVENTORY OF POLLUTANTS (OVER 20 LITRES OR 20 KILOGRAMS)

A Hazardous Materials Storage register is kept on-Site and updated as necessary. The current hazardous substances stored on-Site are shown in Table 3 - Hazardous Materials Inventory.

Table 3: Hazardous Materials Inventory

Chemical Name	Use	Approximate Amount
Diesel	Mobile and stationary equipment fuel	None kept on site
Engine Oil	Machine maintenance	5 litres
Hydraulic Oil	Machine maintenance	None kept on site
Transmission oil	Machine maintenance	None kept on site
Gear oil	Machine maintenance	None kept on site
Engine Coolant	Machine maintenance	20 litres
Grease	Machine/plant maintenance	30 kg

4.1 INVENTORY OF POLLUTANTS IDENTIFIED BY THE CURRENT EPA LICENCE

The current EPL provided as Attachment 1 - Environmental Protection Licence, currently does not specify any pollutant limits to be monitored.

5 INCIDENT CONTACT DETAILS

External Contacts

- 1 Emergency Services - 000
- 2 Environment Protection Authority - 13 15 55 (Environment Line)
- 3 Ministry of Health - Camden and Campbelltown Public Hospitals – 02 4634 3000
- 4 Wollondilly Shire Council - 02 46771100
- 5 Endeavour Energy – 131 003 Emergency Assistance

Internal Contacts

Production Manager: Rob Burton

Ph: 0418 556 511

rob@nepeanquarries.com.au

Chief Executive Officer: Terry Fordham

Ph: 0418 246 854

Terry.Fordham@trn.com.au

6 COMMUNICATIONS WITH ADJOINING PROPERTIES AND THE COMMUNITY

In the event of an incident occurring the following methods of communication shall be employed depending on the severity and nature of the incident.

6.1 COMMUNICATIONS TO ADJOINING LANDOWNER OCCUPIERS

The surrounding land is rural residential properties with the closest residence approximately 700 m away. Due to the near distances of surrounding residences, should a severe incident occur, a door knock would be more appropriate and timely to advise neighbours of events.

6.2 COMMUNICATIONS WITH THE COMMUNITY

- Local Newspaper.
- Letter box drop.
- Door knock.

The extent of the communications with the neighbours and the community will depend on the:

- Magnitude of the incident.
- Type of pollutant.
- What that pollutant may impact - water, land and air.
- The potentially impacted area.
- Weather conditions.
- Potential duration of the impact.
- These factors will be considered in determining who will be contacted.

7 MINIMISING HARM TO PERSONS ON THE PREMISES

7.1 EMERGENCY MANAGEMENT KEY RESPONSIBILITIES (PRE-EMERGENCY)

The Quarry Manager or delegate is responsible for:

- The effectiveness and accuracy of the Emergency Plan, procedures and relevant emergency documentation.
- Maintenance of staff training in emergency preparedness, emergency information lists and emergency-related plant and equipment necessary for emergency evacuation compliance.
- Co-ordination of evacuation exercises.
- Post-emergency/exercise review.

Emergency Management Methods

- The Site has an emergency plan.
- A complete copy of the plan shall be displayed in all the main work areas.
- This plan forms part of the Workplace Health and Safety Plan.

Chief Emergency Controller (during and post-emergency)

The Emergency Controller for TJ & RF Fordham's quarry at Brownlow Hill Quarry is:
Quarry Manager - Quarry Manager Rob Burton Ph: 0418 556 511

Responsibilities include:

- Immediately responding to any emergency situation.
- Ascertaining the nature of the emergency and determining appropriate actions.
- Ensuring the appropriate emergency services have been notified.
- Co-ordinating the deployment of staff and any internal specialist resources.
- Where safe to do so take steps to contain or control the hazard.
- Ensuring that appropriate senior management are kept updated on the situation.
- Co-ordinating post-incident recovery strategies.

Staff, Employees and Contractors

Responsibilities include:

- Attendance of any emergency preparedness training.
- In the event of emergency event, report all emergency incidents to the Quarry Manager
- Follow instructions given in the event of an emergency.
- Co-operate with emergency personnel in the event of an emergency.
- When safe to do so take steps to contain or control the hazard.

7.2 EMERGENCY RESOURCES

Emergency Warning and Communications System

- Radios in all plant, weighbridge and vehicles, mobile phones, verbal.
- Communication with staff.
- In the event of a failure of the radio, landline telephone, emergency warning system and messages may be relayed via mobile phone or runner/driver.

Fire Fighting Appliances

The site facilities are equipped with various fire-fighting appliances which are strategically located throughout the site offices and plant as per the Emergency Response Plan.

Location of Extinguishers

Fire extinguishers are found in the following locations:

- On plant and in all Site offices as required.
- Next to fuel installation.
- The equipment shall comply with the relevant Australian Standards and be appropriately signposted.

All employees and contractors shall be competent in the use of the equipment.

All fire-fighting equipment shall be regularly checked and serviced. This will involve both internal inspections as well as external tests conducted by approved experts.

The Quarry Manager acts as the Fire Warden.

Incident and Accident Reporting

In the event that an injury is sustained to an employee or an incident occurs, contactor or visitor, the following contingencies have been put into place:

- Trained and accredited First Aid Officers will be in the workplace and shall be present on every shift.
- Contact number of the First Aid Officer is displayed on the Site office.
- All injuries shall be reported to the supervisor immediately and recorded on the injury report form as soon as practicable after injury.
- All injuries will also be investigated immediately and corrective actions instigated in accordance with TJ & RF Fordham Workplace Health and Safety Management Plan.

First Aid Equipment Locations

- Site Office.
- Quarry Vehicle.
- Loader.

7.3 EMERGENCY RESPONSE AND EVACUATION PLAN

Details regarding the Quarry's Evacuation Procedure are described within the Site Management Plan (Annexure 2). General principles are outlined as follows:

Discovering a Dangerous Situation

- Move persons away from danger if safe to do so.
- Contact relevant emergency services (i.e. Ambulance/Fire/Police).
- Announce evacuation if dangerous situation requires (Radio/Runner).
- Contact the Quarry Manager.

Reporting an Emergency Externally

When reporting an emergency to an external agency, the following information should be included:

- Name of organisation.
- Exact nature of emergency - are there any casualties?
- Exact location (including address and location on site).
- Name of person reporting emergency
- Contact number where applicable

This information is on display at the site office

External reporting is to be carried out by the Quarry Manager, but, in that person's absence, may be effected by their delegate

Evacuation Alert

Verbal instructions for evacuation are effected by calling out "emergency, emergency, emergency" over the radio system or verbal directive issued by the appropriate personnel from the Quarry Manager will constitute the evacuation signal.

Assembly Areas

In the event of an evacuation, persons should assemble at the nearest safe assembly area as stated in the Quarry Safety Management Plans.

First Aid

If First Aid assistance is required contact the relevant First Aid attendant. First Aid attendant lists can be found in the Site office.

Any injured people who can be moved safely should be taken to the nearest assembly area (whichever is more appropriate) for treatment. Those people who are trapped or unable to be removed immediately must be protected and given First Aid on the spot (providing it is safe to do so).

Media Liaison

No person other than the following can authorise or divulge any information to the media:

- Mr Terry Fordham CEO

Any form of contact from the media should be referred to those mentioned above under all circumstances.

Should any staff be approached by media representatives for comment, the staff member must refer them to the Quarry Manager or the person authorized to speak on their behalf such as a media officer.

8 ACTIONS TO BE TAKEN DURING OR IMMEDIATELY AFTER POLLUTION INCIDENT

8.1 DURING A POLLUTION INCIDENT

All actions taken during and after a pollution incident will vary depending on the nature of the pollutants and severity of the incident.

Any action taken shall be in accordance with any Workplace Health and Safety requirements which are incorporated within the Site Management Plan.

Detailed records/evidence collection shall be carried out, provided it is safe to do so and with approval of the person in control of the Site. Evidence may include photographs or samples taken and written notes.

Follow all directives given by the Emergency Controller.

Follow only safe work practices.

8.2 EMERGENCY TERMINATION

Only the Emergency Controller may deem the emergency terminated. This action shall take place once all emergency services have concluded their involvement.

Only the Emergency Controller may deem the Site safe to enter.

8.3 INCIDENT REPORTING

Reporting of the incident to the EPA shall follow the requirements as set out in the EPL, as follows:

- For recording of Pollution Complaints refer to Condition M6.
- For notification of Environmental Harm refer to Condition R2.
- For preparing a written report to EPA, refer to condition R3.

8.4 SITE PERSONNEL COMPETENCY

Management to ensure staff are competent in key functional areas, that ongoing training will be provided and currency of training monitored throughout their period of employment with TJ & RF Fordham.

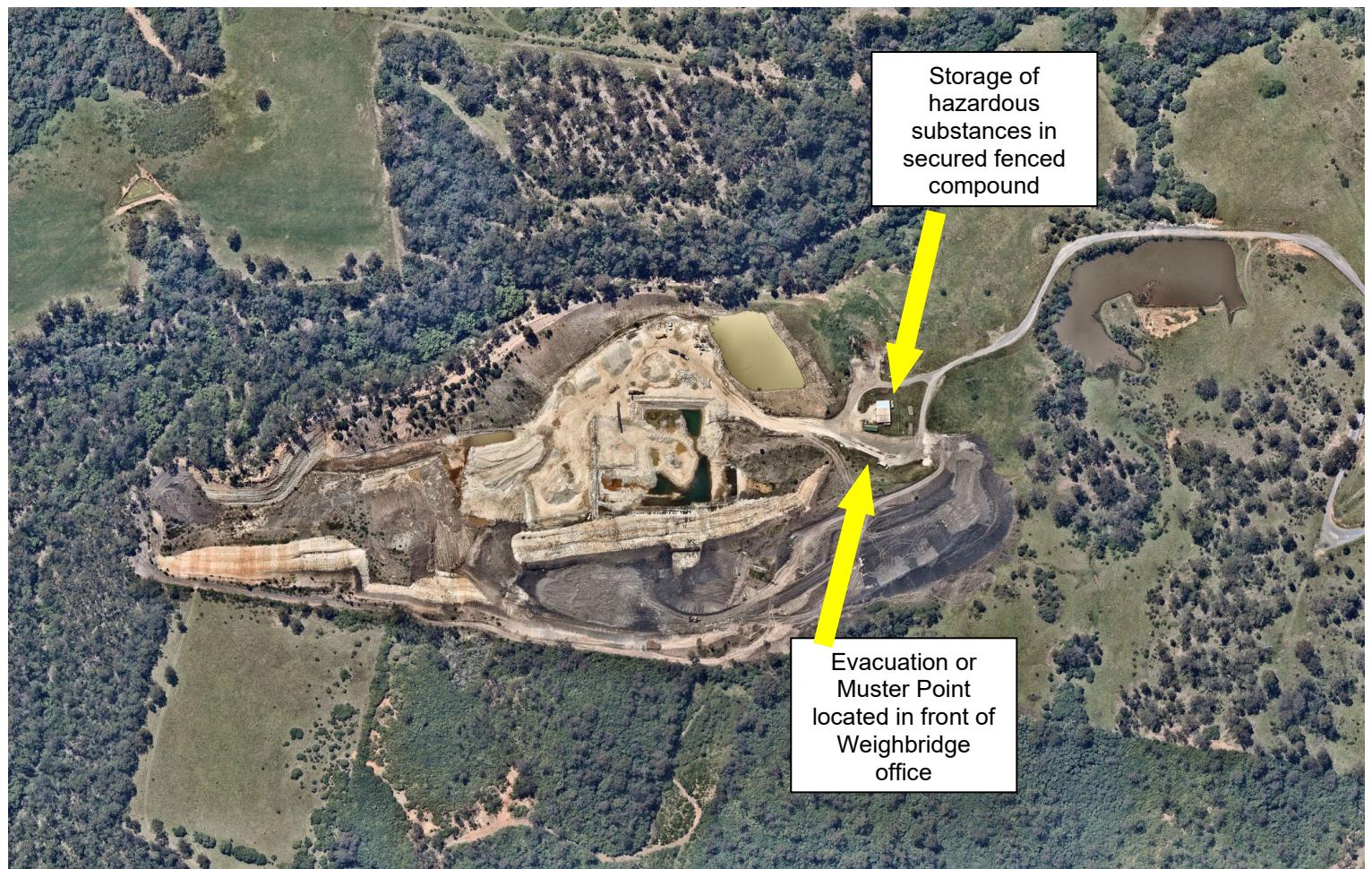
Records of training currency are maintained by the TRN Head Office. The Training Co-ordinator monitors expiry dates and arranges appropriate training as necessary and annual employee reviews are conducted to identify all required training needs.

Management will ensure Contractors are competent in key functional areas. Ongoing currency of skills will be monitored throughout the period of the contract with Quarry Solutions.

All personal are trained in general and Site specific Safe Work Method Statements.

Weekly tool box meetings are undertaken for quarry activities. All new Site employees and contractors shall be made aware of the PIRMP.

Staff training records related to this PIRMP are to be included in the Site Management Plan (Annexure 2).



Brownlow Hill Quarry – NearMap™ image dated 25th October, 2021

ANNEXURE 2

Environment Protection Licence

Licence - 20872



Licence Details

Number:	20872
Anniversary Date:	01-December

Licensee

T.J. & R.F. FORDHAM PTY LTD

PO BOX 431

CAMDEN NSW 2570

Premises

BROWNLOW HILL QUARRY

BROWNLOW HILL LOOP ROAD

BROWNLOW HILL NSW 2570

Scheduled Activity

Crushing, grinding or separating

Extractive activities

Fee Based Activity

Crushing, grinding or separating

Scale

> 500000-2000000 T annual processing capacity

Land-based extractive activity

> 500000-2000000 T annual capacity to extract, process or store

Region

Metropolitan - Illawarra

Level 3, NSW Govt Offices, 84 Crown Street

WOLLONGONG NSW 2500

Phone: (02) 4224 4100

Fax: (02) 4224 4110

PO Box 513 WOLLONGONG EAST

NSW 2520

Environment Protection Licence

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Environment Protection Licence

Licence - 20872



Information about this licence

Dictionary

A definition of terms used in the licence can be found in the dictionary at the end of this licence.

Responsibilities of licensee

Separate to the requirements of this licence, general obligations of licensees are set out in the Protection of the Environment Operations Act 1997 ("the Act") and the Regulations made under the Act. These include obligations to:

- ensure persons associated with you comply with this licence, as set out in section 64 of the Act;
- control the pollution of waters and the pollution of air (see for example sections 120 - 132 of the Act);
- report incidents causing or threatening material environmental harm to the environment, as set out in Part 5.7 of the Act.

Variation of licence conditions

The licence holder can apply to vary the conditions of this licence. An application form for this purpose is available from the EPA.

The EPA may also vary the conditions of the licence at any time by written notice without an application being made.

Where a licence has been granted in relation to development which was assessed under the Environmental Planning and Assessment Act 1979 in accordance with the procedures applying to integrated development, the EPA may not impose conditions which are inconsistent with the development consent conditions until the licence is first reviewed under Part 3.6 of the Act.

Duration of licence

This licence will remain in force until the licence is surrendered by the licence holder or until it is suspended or revoked by the EPA or the Minister. A licence may only be surrendered with the written approval of the EPA.

Licence review

The Act requires that the EPA review your licence at least every 5 years after the issue of the licence, as set out in Part 3.6 and Schedule 5 of the Act. You will receive advance notice of the licence review.

Fees and annual return to be sent to the EPA

For each licence fee period you must pay:

- an administrative fee; and
- a load-based fee (if applicable).

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The EPA publication "A Guide to Licensing" contains information about how to calculate your licence fees. The licence requires that an Annual Return, comprising a Statement of Compliance and a summary of any monitoring required by the licence (including the recording of complaints), be submitted to the EPA. The Annual Return must be submitted within 60 days after the end of each reporting period. See condition R1 regarding the Annual Return reporting requirements.

Usually the licence fee period is the same as the reporting period.

Transfer of licence

The licence holder can apply to transfer the licence to another person. An application form for this purpose is available from the EPA.

Public register and access to monitoring data

Part 9.5 of the Act requires the EPA to keep a public register of details and decisions of the EPA in relation to, for example:

- licence applications;
- licence conditions and variations;
- statements of compliance;
- load based licensing information; and
- load reduction agreements.

Under s320 of the Act application can be made to the EPA for access to monitoring data which has been submitted to the EPA by licensees.

This licence is issued to:

T.J. & R.F. FORDHAM PTY LTD

PO BOX 431

CAMDEN NSW 2570

subject to the conditions which follow.

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1 Administrative Conditions

A1 What the licence authorises and regulates

A1.1 This licence authorises the carrying out of the scheduled activities listed below at the premises specified in A2. The activities are listed according to their scheduled activity classification, fee-based activity classification and the scale of the operation.

Unless otherwise further restricted by a condition of this licence, the scale at which the activity is carried out must not exceed the maximum scale specified in this condition.

Scheduled Activity	Fee Based Activity	Scale
Crushing, grinding or separating	Crushing, grinding or separating	> 500000 - 2000000 T annual processing capacity
Extractive activities	Land-based extractive activity	> 500000 - 2000000 T annual capacity to extract, process or store

A2 Premises or plant to which this licence applies

A2.1 The licence applies to the following premises:

Premises Details
BROWNLOW HILL QUARRY
BROWNLOW HILL LOOP ROAD
BROWNLOW HILL
NSW 2570
LOT 101 DP 1174065

A3 Information supplied to the EPA

A3.1 Works and activities must be carried out in accordance with the proposal contained in the licence application, except as expressly provided by a condition of this licence.

In this condition the reference to "the licence application" includes a reference to:

- the applications for any licences (including former pollution control approvals) which this licence replaces under the Protection of the Environment Operations (Savings and Transitional) Regulation 1998; and
- the licence information form provided by the licensee to the EPA to assist the EPA in connection with the issuing of this licence.

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2 Discharges to Air and Water and Applications to Land

P1 Location of monitoring/discharge points and areas

P1.1 The following utilisation areas referred to in the table below are identified in this licence for the purposes of the monitoring and/or the setting of limits for any application of solids or liquids to the utilisation area.

3 Limit Conditions

L1 Pollution of waters

L1.1 Except as may be expressly provided in any other condition of this licence, the licensee must comply with section 120 of the Protection of the Environment Operations Act 1997.

L2 Waste

L2.1 The licensee must not cause, permit or allow any waste generated outside the premises to be received at the premises for storage, treatment, processing, reprocessing or disposal.

4 Operating Conditions

O1 Activities must be carried out in a competent manner

O1.1 Licensed activities must be carried out in a competent manner.

This includes:

- a) the processing, handling, movement and storage of materials and substances used to carry out the activity; and
- b) the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity.

O2 Maintenance of plant and equipment

O2.1 All plant and equipment installed at the premises or used in connection with the licensed activity:

- a) must be maintained in a proper and efficient condition; and
- b) must be operated in a proper and efficient manner.

O3 Dust

O3.1 Activities occurring in or on the premises must be carried out in a manner that will minimise the generation, or emission from the premises, of wind-blown or traffic generated dust.

O3.2 The premises must be maintained in a condition which minimises or prevents the emission of dust from

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the premises.

5 Monitoring and Recording Conditions

M1 Monitoring records

M1.1 The results of any monitoring required to be conducted by this licence or a load calculation protocol must be recorded and retained as set out in this condition.

M1.2 All records required to be kept by this licence must be:

- a) in a legible form, or in a form that can readily be reduced to a legible form;
- b) kept for at least 4 years after the monitoring or event to which they relate took place; and
- c) produced in a legible form to any authorised officer of the EPA who asks to see them.

M1.3 The following records must be kept in respect of any samples required to be collected for the purposes of this licence:

- a) the date(s) on which the sample was taken;
- b) the time(s) at which the sample was collected;
- c) the point at which the sample was taken; and
- d) the name of the person who collected the sample.

M2 Recording of pollution complaints

M2.1 The licensee must keep a legible record of all complaints made to the licensee or any employee or agent of the licensee in relation to pollution arising from any activity to which this licence applies.

M2.2 The record must include details of the following:

- a) the date and time of the complaint;
- b) the method by which the complaint was made;
- c) any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;
- d) the nature of the complaint;
- e) the action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and
- f) if no action was taken by the licensee, the reasons why no action was taken.

M2.3 The record of a complaint must be kept for at least 4 years after the complaint was made.

M2.4 The record must be produced to any authorised officer of the EPA who asks to see them.

M3 Telephone complaints line

M3.1 The licensee must operate during its operating hours a telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises or by the vehicle or mobile plant, unless otherwise specified in the licence.

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M3.2 The licensee must notify the public of the complaints line telephone number and the fact that it is a complaints line so that the impacted community knows how to make a complaint.

M3.3 The preceding two conditions do not apply until 3 months after the date of the issue of this licence.

6 Reporting Conditions

R1 Annual return documents

R1.1 The licensee must complete and supply to the EPA an Annual Return in the approved form comprising:

1. a Statement of Compliance,
2. a Monitoring and Complaints Summary,
3. a Statement of Compliance - Licence Conditions,
4. a Statement of Compliance - Load based Fee,
5. a Statement of Compliance - Requirement to Prepare Pollution Incident Response Management Plan,
6. a Statement of Compliance - Requirement to Publish Pollution Monitoring Data; and
7. a Statement of Compliance - Environmental Management Systems and Practices.

At the end of each reporting period, the EPA will provide to the licensee a copy of the form that must be completed and returned to the EPA.

R1.2 An Annual Return must be prepared in respect of each reporting period, except as provided below.

Note: The term "reporting period" is defined in the dictionary at the end of this licence. Do not complete the Annual Return until after the end of the reporting period.

R1.3 Where this licence is transferred from the licensee to a new licensee:

- a) the transferring licensee must prepare an Annual Return for the period commencing on the first day of the reporting period and ending on the date the application for the transfer of the licence to the new licensee is granted; and
- b) the new licensee must prepare an Annual Return for the period commencing on the date the application for the transfer of the licence is granted and ending on the last day of the reporting period.

Note: An application to transfer a licence must be made in the approved form for this purpose.

R1.4 Where this licence is surrendered by the licensee or revoked by the EPA or Minister, the licensee must prepare an Annual Return in respect of the period commencing on the first day of the reporting period and ending on:

- a) in relation to the surrender of a licence - the date when notice in writing of approval of the surrender is given; or
- b) in relation to the revocation of the licence - the date from which notice revoking the licence operates.

R1.5 The Annual Return for the reporting period must be supplied to the EPA via eConnect *EPA* or by registered post not later than 60 days after the end of each reporting period or in the case of a transferring licence not later than 60 days after the date the transfer was granted (the 'due date').

R1.6 The licensee must retain a copy of the Annual Return supplied to the EPA for a period of at least 4 years

Environment Protection Licence

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after the Annual Return was due to be supplied to the EPA.

R1.7 Within the Annual Return, the Statements of Compliance must be certified and the Monitoring and Complaints Summary must be signed by:

- the licence holder; or
- by a person approved in writing by the EPA to sign on behalf of the licence holder.

R2 Notification of environmental harm

R2.1 Notifications must be made by telephoning the Environment Line service on 131 555.

Note: The licensee or its employees must notify all relevant authorities of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act.

R2.2 The licensee must provide written details of the notification to the EPA within 7 days of the date on which the incident occurred.

R3 Written report

R3.1 Where an authorised officer of the EPA suspects on reasonable grounds that:

- where this licence applies to premises, an event has occurred at the premises; or
- where this licence applies to vehicles or mobile plant, an event has occurred in connection with the carrying out of the activities authorised by this licence,

and the event has caused, is causing or is likely to cause material harm to the environment (whether the harm occurs on or off premises to which the licence applies), the authorised officer may request a written report of the event.

R3.2 The licensee must make all reasonable inquiries in relation to the event and supply the report to the EPA within such time as may be specified in the request.

R3.3 The request may require a report which includes any or all of the following information:

- the cause, time and duration of the event;
- the type, volume and concentration of every pollutant discharged as a result of the event;
- the name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event;
- the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort;
- action taken by the licensee in relation to the event, including any follow-up contact with any complainants;
- details of any measure taken or proposed to be taken to prevent or mitigate against a recurrence of such an event; and
- any other relevant matters.

R3.4 The EPA may make a written request for further details in relation to any of the above matters if it is not satisfied with the report provided by the licensee. The licensee must provide such further details to the EPA within the time specified in the request.

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7 General Conditions

G1 Copy of licence kept at the premises or plant

- G1.1 A copy of this licence must be kept at the premises to which the licence applies.
- G1.2 The licence must be produced to any authorised officer of the EPA who asks to see it.
- G1.3 The licence must be available for inspection by any employee or agent of the licensee working at the premises.

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Dictionary

General Dictionary

3DGM [in relation to a concentration limit]	Means the three day geometric mean, which is calculated by multiplying the results of the analysis of three samples collected on consecutive days and then taking the cubed root of that amount. Where one or more of the samples is zero or below the detection limit for the analysis, then 1 or the detection limit respectively should be used in place of those samples
Act	Means the Protection of the Environment Operations Act 1997
activity	Means a scheduled or non-scheduled activity within the meaning of the Protection of the Environment Operations Act 1997
actual load	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
AM	Together with a number, means an ambient air monitoring method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .
AMG	Australian Map Grid
anniversary date	The anniversary date is the anniversary each year of the date of issue of the licence. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
annual return	Is defined in R1.1
Approved Methods Publication	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
assessable pollutants	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
BOD	Means biochemical oxygen demand
CEM	Together with a number, means a continuous emission monitoring method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .
COD	Means chemical oxygen demand
composite sample	Unless otherwise specifically approved in writing by the EPA, a sample consisting of 24 individual samples collected at hourly intervals and each having an equivalent volume.
cond.	Means conductivity
environment	Has the same meaning as in the Protection of the Environment Operations Act 1997
environment protection legislation	Has the same meaning as in the Protection of the Environment Administration Act 1991
EPA	Means Environment Protection Authority of New South Wales.
fee-based activity classification	Means the numbered short descriptions in Schedule 1 of the Protection of the Environment Operations (General) Regulation 2009.
general solid waste (non-putrescible)	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997

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flow weighted composite sample	Means a sample whose composites are sized in proportion to the flow at each composites time of collection.
general solid waste (putrescible)	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
grab sample	Means a single sample taken at a point at a single time
hazardous waste	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
licensee	Means the licence holder described at the front of this licence
load calculation protocol	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
local authority	Has the same meaning as in the Protection of the Environment Operations Act 1997
material harm	Has the same meaning as in section 147 Protection of the Environment Operations Act 1997
MBAS	Means methylene blue active substances
Minister	Means the Minister administering the Protection of the Environment Operations Act 1997
mobile plant	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
motor vehicle	Has the same meaning as in the Protection of the Environment Operations Act 1997
O&G	Means oil and grease
percentile [in relation to a concentration limit of a sample]	Means that percentage [eg.50%] of the number of samples taken that must meet the concentration limit specified in the licence for that pollutant over a specified period of time. In this licence, the specified period of time is the Reporting Period unless otherwise stated in this licence.
plant	Includes all plant within the meaning of the Protection of the Environment Operations Act 1997 as well as motor vehicles.
pollution of waters [or water pollution]	Has the same meaning as in the Protection of the Environment Operations Act 1997
premises	Means the premises described in condition A2.1
public authority	Has the same meaning as in the Protection of the Environment Operations Act 1997
regional office	Means the relevant EPA office referred to in the Contacting the EPA document accompanying this licence
reporting period	For the purposes of this licence, the reporting period means the period of 12 months after the issue of the licence, and each subsequent period of 12 months. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
restricted solid waste	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
scheduled activity	Means an activity listed in Schedule 1 of the Protection of the Environment Operations Act 1997
special waste	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
TM	Together with a number, means a test method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .

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TSP	Means total suspended particles
TSS	Means total suspended solids
Type 1 substance	Means the elements antimony, arsenic, cadmium, lead or mercury or any compound containing one or more of those elements
Type 2 substance	Means the elements beryllium, chromium, cobalt, manganese, nickel, selenium, tin or vanadium or any compound containing one or more of those elements
utilisation area	Means any area shown as a utilisation area on a map submitted with the application for this licence
waste	Has the same meaning as in the Protection of the Environment Operations Act 1997
waste type	Means liquid, restricted solid waste, general solid waste (putrescible), general solid waste (non-putrescible), special waste or hazardous waste

Mr William Dove

Environment Protection Authority

(By Delegation)

Date of this edition: 01-December-2016

End Notes



Brownlow Hill Quarry



**Brownlow Loop Hill Road,
Brownlow Hill**

Safety Management Plan Revision Record				
Revision	Date	Revision Description	Prep. By:	Authorised By:
3	June 2021	Review MSMP to align with PHMP	A. Flintham	L. Wright
3.1	Sept 2022	Review MSMP as per RR review	A. Flintham	L. Wright
3.2	October 2024	Review as per RR review	L. Wright	L. Wright

Company	Name and Address	Phone/ Fax
TJ & RF Fordham Pty Ltd (Trading as TRN Group)	54 Barrow Road, Spring Farm NSW 2570	Phone 02 4651 2565 Fax 02 4654 9999
ABN 56 000 548 354	Production Manager: Robert Burton	0418 556 511
ACN 000 548 354	TRN Group/Nepean Quarries	
Quarry Name	Brownlow Hill Quarry	

Register of Controlled Project Management Plans Issued		
Location & Person Issued to	Date	Copy No.
Rob Burton – Production Manager		1

Regular Review of the IPMHSMP by the Plant Manager				
Date	Date	Date	Date	Date
Sign	Sign	Sign	Sign	Sign

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INTRODUCTION & SCOPE

Introduction

This document is the Brownlow Hill Quarry Mine Safety Management Plan. This plan has been developed to provide guidance on how to ensure a safe system of work is implemented within Quarrying and associated operations.

In doing so, the company has:

- Developed policies, procedures, plans and processes for the effective management of WHS.
- Determined WHS responsibilities and accountabilities at all levels of the company.
- Developed measurable objectives and targets.
- Determined responsibilities and timeframes for the effective management and achievement of stated objectives and targets.
- Determined monitoring and measurement processes for reporting of performance against these stated objectives and targets.
- Developed monitoring and measurement processes for reporting of overall WHS performance of the company.
- Developed effective consultation and communication processes with workers.
- Determined and planned for the allocation of resources to ensure effective WHS management.
- Established and implemented arrangement for managing WHS incidents.
- Established, communicated and implemented site specific health & safety rules.
- Implemented arrangements for collection, assessment and monitoring of Safe Work Method Statements (SWMS's), ensuring consultation, communication and cooperation arrangements are an integral part of these arrangements.
- Ensuring personnel are made aware of this management plan and its contents.
- Establishing review periods of this plan when necessary and ensuring it remains up to date.

Processes are managed by TRN Group in accordance with our legal obligations and requirements listed above, and in accordance with the company's values and strategic plans.

A controlled copy of the document will be made available at the Quarry site.

As required under legislation, the Mine Safety Management Plan has been developed in consultation with employees working at the Quarry. Each section of the plan has been consulted at Toolbox meetings.

Scope

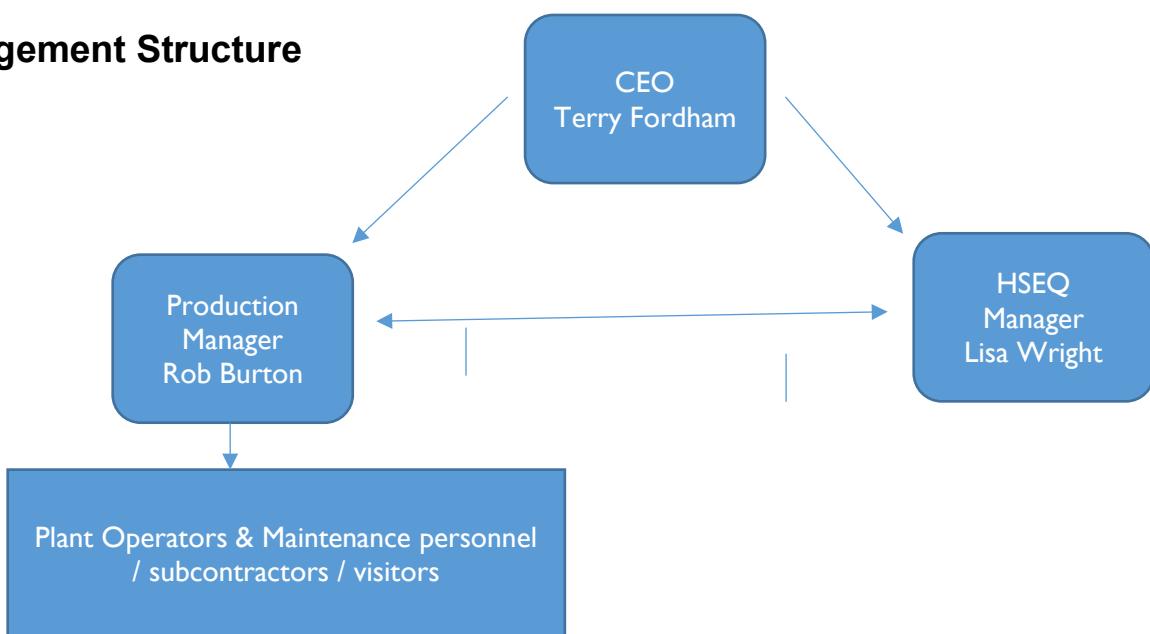
This Mine Safety Management Plan covers all work activities conducted as part of the Quarries operations. It covers the extraction, crushing, stabilising and dispatch of hard rock and associated activities.

Authorization & Policy (WHS Management Policy)

The Mine Safety Management Plan has been authorised by the Mine Operator (TRN Group) and the CEO has endorsed this plan and recognises that the implementation and adherence of this plan and all related procedures is essential to the safe operation of the Quarry. To further reinforce the commitment to Work Health & Safety, TRN Group has developed a WHS Policy.

RESPONSIBILITY & ACCOUNTABILITY

Management Structure



Key Responsible Persons -Brownlow Hill Quarry

Name	Position	Mobile
Rob Burton	Production Manager	0418 556 511
Lisa Wright	HSEQ Manager	0408 283 408

Mine Specific Health & Safety Responsibilities

No.	Item	Responsibility
1	Identify and assess the hazards associated with the works and document the hazard control measures to be taken.	HSEQ Manager/ Production Manager
2	Ensure compliance with WHS Mining legislation, regulations, standards, codes and the site-specific Site Safety Rules.	HSEQ Manager/ Production Manager
3	Assess and monitor subcontractors' capabilities and ensure they meet WHS requirements.	HSEQ Manager/ Production Manager
4	Manage the acquisition and communication of WHS information to managers and people working on the site. Ensure Consultation is operating.	HSEQ Manager/ Production Manager
5	Manage incident, accident and emergency procedures.	HSEQ Manager/ Production Manager
6	Maintain WHS records.	HSEQ Manager/ Production Manager

7	Ensure that Site Safety Rules are available and provided to people who may work on or visit the site.	Production Manager
8	Manage workplace injury management and rehabilitation.	HR Manager
9	Identify the WHS training needs of managers and personnel on site.	HSEQ Manager/ Production Manager
10	Conduct induction training, task training and refresher safety training, if required, for everyone working on the site.	Production Manager
11	Maintain appropriate records of WHS training	HR Manager
12	Be available, both during and outside normal working hours, to prevent, prepare for, respond to and recover from incidents.	Production Manager

Management Commitment & Review

Management is committed to the operation and continual improvement of this Mine Safety Management Plan (MSMP). Management reviews the results of internal audits, any incident or hazards reported, performance of contractors and WHS Performance which identifies opportunities for improvement and implements appropriate improvement actions and reviews these actions for effectiveness.

Production Manager and HSEQ Manager are responsible and accountable for the operation and monitoring of the plan.

Temporary filling of Key Position Holders

TRN will ensure that when Key Position Holders are on leave or away for indefinite period then a suitably qualified and competent person will be engaged to fulfill the role until the position holder returns to duty. If the Key Position Holder is a Statutory Position then TRN will ensure that no productive work occurs until such time as a suitably qualified and competent person is engaged in writing to fulfill the Statutory Position.

COMMUNICATION

Consultation

Consultation arrangements are in place to facilitate a safe and injury free work environment. All contractors, workers and visitors will engage in the various forms of safety consultation. An effective consultation process is reliant on people's commitment to following established rules and a positive attitude towards the continued improvement of safety in the workplace, the consultative arrangement has been agreed to by the workforce.

Due to the nature of the workforce other agreed arrangements have been agreed upon which include but are not limited to:

- Primary forms of consultation are listed
- Face to face communications
- Toolbox and Prestart Meetings
- Inductions (including work activity inductions)
- Risk assessments/ Principal Mine Hazard Management planning

Coordination and Cooperation

Coordination of safe work activities between Brownlow Hill Quarry and other contractors relies on a systematic organised approach and full cooperation between all involved. This plan must be implemented in cooperation with and regard to others operating at the site. If required and where possible all cooperation that is required will be provided to unions or other interested parties.

Subcontractor Specific Cooperation

All contractors engaged on site are required to comply with policies, procedures, plans and SWMS/or approved SWMS. The HSEQ Manager is responsible for reviewing the contractors Safety Management Plan (SMP) (as required) and Safe Work Method Statements (SWMS).

Monitoring and supervision, internal and external auditing of contractor's activities will be carried out to ensure work health and safety compliance. The subcontractor shall provide in full any amendments required to be undertaken as a result of non-compliances identified.

ADMINISTRATION

Document Control & Record Control

Brownlow Hill Quarry requires that document and record management control be applied for all identified controlled documents. All documents will be identified via an unique number and are to be approved and maintained by the Systems Manager.

Controlled documents will include but not be limited to:

- Plans, policies, procedures, standard forms and templates
- Job Safety Analysis (JSA), Safe Work Method Statements (SWMS) and Risk Assessments
- Safety Data Sheets (SDS)
- Registers

All records are properly collected, identified, indexed and filed, accessed, stored, maintained and disposed as per records management process.

Records may include:

- WHS documents (Incident report, management plans)
- Training records
- Risk assessments
- Contractor records
- Mine related records

Records may be in the form of hard copy, electronic media or other media and will be maintained to allow them to be accessible as and when required.

Monitoring and Review

To ensure that Brownlow Hill Quarry maintains a safe and productive workplace they undertake regular Monitoring & Review of processes to ensure that the necessary information is collected to allow management to carry out an evaluation of performance, compliance and to ensure continual improvement. These reviews will occur at regular intervals and records for monitoring and reviews shall be maintained.

To assist in achieving this process Brownlow Hill Quarry has developed a schedule of activities.

Monitoring	Description	Frequency	Responsibility
Workplace housekeeping and safety inspection	General housekeeping and safety inspection to regularly check general safety risk such as electrical, fire, first aid, emergency management, housekeeping, PPE, etc.	Monthly	Production Manager
Review of incidents and injuries	Review of all reported injuries and incidents, including their root cause and effect.	Monthly	HSEQ Manager
Review of risks and controls	Formal review of risk register – all previously identified risks and controls for relevance and effectiveness.	Annually	HSEQ Manager
Review of new risks, controls and processes	Hazard ID and risk assessment for any new process, product or service, or any change to an existing process, product or service.	As required	Production Manager with input from workforce
Review of WHS legal requirements	Formal review of Standard and Legal Register – review all previously identified requirements for applicability and currency. Compliance review against all legal requirements previously identified.	Annually	HSEQ Manager
Review of performance against objectives and targets	Regular review of performance against current objectives and targets.	Quarterly management review	CEO & HSEQ Manager
Review of WHS objectives, targets, KPI's and associated plans	Formal review and update to current objectives, targets and implementation plans for the next period.	Annually	CEO & HSEQ Manager
Management review	Formal management review meeting to cover all inputs required by the standards including: Objectives & Targets; Internal audit results; Injury & incident reporting; Review of risk control measures	Quarterly	CEO; HSEQ Manager; Production Manager

LEGAL REQUIREMENTS

Safety standards and legal requirements are identified through access to in force legislation including Acts, Regulations, Standards, Codes of Practice, MDG's and Fact Sheets issued by Regulators. Access may be obtained through various online sources or hard copy. These requirements are reviewed at least annually.

- Work Health and Safety (Mines and Petroleum Sites) Act 2013
- Work Health and Safety (Mines and Petroleum Sites) Regulation 2022
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017

MINE SAFETY MANAGEMENT

Hazard Identification, Assessment & Control

General/ Risk Assessment Process

Brownlow Hill Quarry has developed and implemented a system for identifying EHS hazards and assessing risks and for planning safe work processes to control those risks are controlled. Documented procedures shall be implemented to cover all aspects of safe working including all the requirements under relevant Legislation.

All hazards (EHS) associated with the Quarry activities must be identified, documented and eliminated wherever practicable. Prior to an activity commencing a pre work evaluation will be undertaken.

Where hazards cannot be eliminated, they will be assessed based around likelihood of occurrence and consequence controls are then applied through the use of **hierarchy of control**. Level 1 control is most effective, becoming less effective as the number increases. PPE at level 5 is the least effective type of control.

1. Substitution
2. Isolation
3. Engineering Controls
4. Administrative Controls
5. Personal Protective Equipment (PPE)

Associated risks of injury must then be assessed using an assessment tool that rates these risks in terms of occurrence probability and consequence. Controls identified during the process must reduce the level of risk to the lowest practicable level. Risks are to be reassessed after application of the controls to determine effectiveness.

Brownlow Hill Quarry has developed a Broad-Brush Risk Assessment to capture risks and applicable high-level controls, this is supported by Principal Hazard Management Plans and Health Control Plans relevant to the site and activities performed.

Safe Work Method Statements (SWMS)

TRN Group will carry out hazard identification and risk assessments for activities carried out at the Quarry and where required will develop and implement SWMS.

The Production Manager is responsible for ensuring the site-specific SWMSs are retained on file and are readily accessible by all relevant personnel, and copies are presented to relevant interested parties on request. They shall be reviewed periodically to ensure currency.

Site specific SWMSs shall be used throughout the induction process to ensure all personnel working on site are aware of the relevant safe working methods for all tasks being performed.

Subcontractors are responsible for hazard identification, risk assessments & SWMSs for the activities that they have been contracted to perform. Evidence of the hazard identification, risk assessments and SWMS's will need to be demonstrated.

These SWMSs shall be reviewed by the HSEQ Manager in consultation with the relevant contractor and any other relevant personnel who may be involved with or working near the tasks being performed to ensure safe work methods stated are adhered to all times.

Brownlow Hill Quarry reserves the right to request the re-submission of contractor SWMSs in the event they are not deemed sufficient to control the associated hazards/risks of the work being performed.

Safe Work Method Statements must include the following:

- Name of the company and individual establishing the SWMS.
- The signature of the approver.
- The step-by-step sequence involved in performing the work.
- The potential hazards associated with the work & each step of the tasks to be performed.
- The risk rankings before the implementation of controls.
- The controls that will be put in place.
- The residual risk rankings after controls are in place.
- All health & safety instructions to be provided to personnel.
- Identification of the relevant codes, and legislation associated with the work.

Major Hazards

Brownlow Hill Quarry have identified that there are a number of Major hazards that are encountered as part of the Mining operation. Brownlow Hill Quarry have identified the following Major Hazards are present at Brownlow Hill Quarry.

- Geotechnical (PHMP-GBQ)
- Dust & Other Airborne Contaminants (PHMP-DACBQ)
- Fire & Explosion (PHMP-FEBQ)
- Mobile Equipment (PHMP-MEBQ)

To ensure that Major Hazards are effectively controlled Brownlow Hill Quarry have implemented Principal Hazard Management Plans and a Health Control Plan.

Fitness for Work

To ensure safe and productive workplaces, there is a requirement to ensure workers are not impaired from safely performing their duties. The Fitness for Work process has been established by Brownlow Hill Quarry to ensure there is a systematic process for identifying potential risk factors that may cause the impairment of a worker, then establishing strategies to address these risks these is achieved through a risk management approach. To assist Brownlow Hill Quarry will adopt TRN Group's "Fitness For Work" Policy Ver 2.1.

Health Surveillance & Monitoring

Where applicable, Brownlow Hill Quarry have identified those situations where employee health surveillance is required and, if necessary, implemented appropriate systems. To assist TRN Group has adopted a Health Control Plan.

Workers have access to their own individual health surveillance results. Where specified by legislation, the health of workers exposed to specific hazards is be monitored and recorded.

Plant & Mobile equipment

Risk Assessment & Introduction of Plant

All equipment whether owned or hired by Brownlow Hill Quarry shall undergo a Risk Assessment to identify hazards associated with the maintenance and operation of plant and equipment and to identify controls to lower risk, prior to the introduction to site.

Following this risk assessment and before delivery of plant to site equipment undergoes an inspection by a competent person. The risk assessment and visual inspection are reviewed to ensure identification of adequate controls and development of SWMS as well as the equipment being 'fit for purpose'.

Where registration is required of high-risk plant the registration will be verified prior to plant coming to site.

Use, Maintenance & Storage

Procedures and instructions are in place to ensure safety operation and maintenance of equipment. These are developed following the plant risk assessment and plant is only operated by competent persons.

All plant and equipment will be maintained by a suitably competent person. Critical items such as electrical, lifting and firefighting equipment shall indicate inspection and test status. (Tags may be used for this purpose). Registers for critical equipment are maintained with Inspection status shown.

All equipment is to be serviced and maintained in accordance with the OEM requirements as the minimum standard. All such servicing, maintenance and repairs are to be thoroughly documented on company records as well as any equipment service booklet etc. (e.g., vehicle service booklet).

Such records must show as a minimum the following.

- date of work performed
- type / description of work
- reason for work
- parts replaced
- reason for part replacement
- work performed by

MINE SAFETY MANAGEMENT PLAN

- location work performed
- next date / time service due

Current maintenance records shall be available at all times.

Plant / Equipment that is not in use must be securely stored to control risk of injury to persons at the site. Stored plant / equipment must not allow inadvertent operation, movement or unauthorised access. Unused plant / Equipment should be stored away from work activities and isolated wherever possible

Work Environment

Hazardous Chemicals

Where hazardous chemicals or dangerous goods are used, the current SDS must be obtained and reviewed before use. Risks associated with hazardous chemicals are assessed and controlled with appropriate instruction and training given to persons using the substances.

Storage, handling and disposal of hazardous chemicals must be in accordance with the respective SDS which are available to workers.

Brownlow Quarry also maintains a register of hazardous chemicals for the site (Appendix D)

Electrical Equipment

To prevent the risk of electric shock or electrocution:

- All electrical equipment must be suitably tested and tagged by a competent person no greater than three (3) months intervals
- RCDs must be used on power supply to all electrical equipment
- Portable RCDs where used must be tested daily by the operators of electrical equipment
- Electrical leads are to be suspended off the ground by the use of insulated stands
-

Personal Protective Equipment

Personal protective equipment is to be used at all times in accordance with written instructions such as SWMS and site-based signage.

The minimum personal protective equipment for working on this site shall be.



Site Safety Rules

To assist in the management of WHS Brownlow Hill Quarry has developed and implemented Site Safety Rules which are enforced on the Brownlow Hill Quarry site. (Appendix C)

Facilities/ Amenities

Brownlow Hill Quarry will supply amenities for workers which are appropriate to the nature and size of the workforce. These will include but not limited to:

Lunchroom
Ablution Block
Access to fresh drinking water

Regular inspection will occur to ensure compliance to legislative requirements and that the facilities are clean and fit for purpose.

Excavation

All excavations will be Managed in accordance with the Code of Practice- Excavations and will include controls such as:

- Adequate access / Egress
- Battering, Benching or Shoring
- Fencing / Windrows to restrict unauthorised access
- Regular inspection by a Competent Person

TRAINING & COMPETENCE

The training and competency need of all personnel performing activities affecting WHS are identified, and suitable training, instruction and assessment is provided. All required certificates and authorities must be held for specified (high risk) work.

During induction training, inductees will provide information relating to skills, qualifications, and licences appropriate to their intended role. Licenses and certifications will be provided, sighted and verified by the Production Manager.

All visitors to the site will be inducted into site emergency procedures as a minimum and must remain accompanied at all times.

Records of all inductions, awareness and other training are maintained including copies of all required authorities. All persons who undertake the site induction will have their details recorded on the Site Induction register and must provide evidence of completion of the OHS Construction Induction course (White Card), prior to entry or commencement of work. (Appendix A&B)

Additional on-site training will include:

- General safety rules of the site.
- activity based safety practices.
- Emergency preparedness & response.
- Hazard identification & reporting.
- Injury & incident reporting.
- PHMP & HCMP (As required)

CONTRACTOR MANAGEMENT

Prior to commencement on site the contractors are to prepare a Contractor Health & Safety Management Plan (if required) and associated documents i.e., SWMS, which is reviewed by the Production Manager & Systems Manager. If the contractor's system is found to meet TRN requirements then acceptance will be given in writing, however if the contractors system is not adequate then the contractor may be inducted into the TRN safety system.

The following list of contractors are not required to produce a Contractor Safety Management Plan:

- Delivery Services
- Office Equipment Services
- Office Cleaning Services
- Catering services
- Labour Hire Services

Contractors are made aware of and adhere requirement to the health & safety requirements of the site. All contractor information provided shall be retained on file and remain confidential. The files shall be maintained by the Production Manager.

TRN Group is committed to ensuring the health safety of contractors who carry out work at Brownlow Hill Quarry

INCIDENT MANAGEMENT

Incident Reporting & Notification

All accidents, incidents and near misses/hits, damage to infrastructure and equipment, spills and releases must be managed appropriately in the first instance by the site team and then detailed in writing on the incident reporting form.

Where there has been a serious injury or incident that is reportable under legislation, the relevant regulatory authorities must be notified immediately. Brownlow Hill Quarry shall submit to the relevant regulatory authorities an initial written incident report within twenty-four hours of any reportable incident.

All site incidents shall be discussed in detail at the next scheduled Toolbox Meeting.

Incident Investigation & Corrective Action

Management will investigate all incidents and accidents. Root causes are analysed, corrective and preventive actions are identified and implemented. Management reviews all actions for effectiveness.

INJURY MANAGEMENT & RETURN TO WORK

First Aid / Medical injury

First Aid facilities and equipment based on the risks encountered at the site must be provided and maintained at all times.

Initial steps to be taken are as follows:

1. Contact 000 in the event of medical emergencies, if safe to do so provide immediate assistance to casualties and notify first aiders.
2. Facilitate first aid treatment on site.
3. Report immediately to site supervisor, who will assess the situation further and notify authorities as required
4. First Aider(s) will record all first aid treatments in the First Aid Register
5. Raise an incident report.

Return to work

If injuries sustained require a return to work plan the following, this will be developed in accordance with Rehabilitation Policy and Procedure Ver2.1.

EMERGENCY PREPAREDNESS & RESPONSE

Potential emergencies related to the site are to be identified and responses to these emergencies are to be planned and communicated to all workers at induction. Information related to emergency responses is to be displayed clearly. Exits, and where applicable, escape routes must be clearly defined.

Emergency management plans must include all preparation activities and identify responses in the event of the emergency.

TRN Group have defined and communicated process for emergency response. (Appendix C)

Emergency assembly points are designated. All workers must be made aware of the emergency response processes during inductions with any changes immediately communicated to workers.

Instruction and drills are to be conducted and recorded to ensure workers understand the process.

TRAFFIC MANAGEMENT

Traffic on and around the site must be managed accordingly to reduce and control health and safety risks. To achieve this Brownlow Hill Quarry has developed and implemented Traffic Management and Control plans, where applicable.

Appendix A-INDUCTION LIST

No	Date	Name	Inducted by
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
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38			
39			
40			
41			
42			
43			
44			

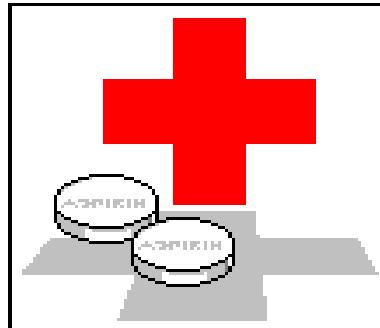


Appendix B-VISITORS LOG BOOK

Appendix C- SAFETY SIGNS

Brownlow Hill Quarry

Emergency Procedure



- 1. NOTIFY OF EMERGENCY ON UHF RADIO (EMERGENCY-EMERGENCY -EMERGENCY) or CONTACT PRODUCTION MANAGER**

ROBERT BURTON
(CONTACT VIA MOBILE IF NOT IN SIGHT – 0418 556 511)

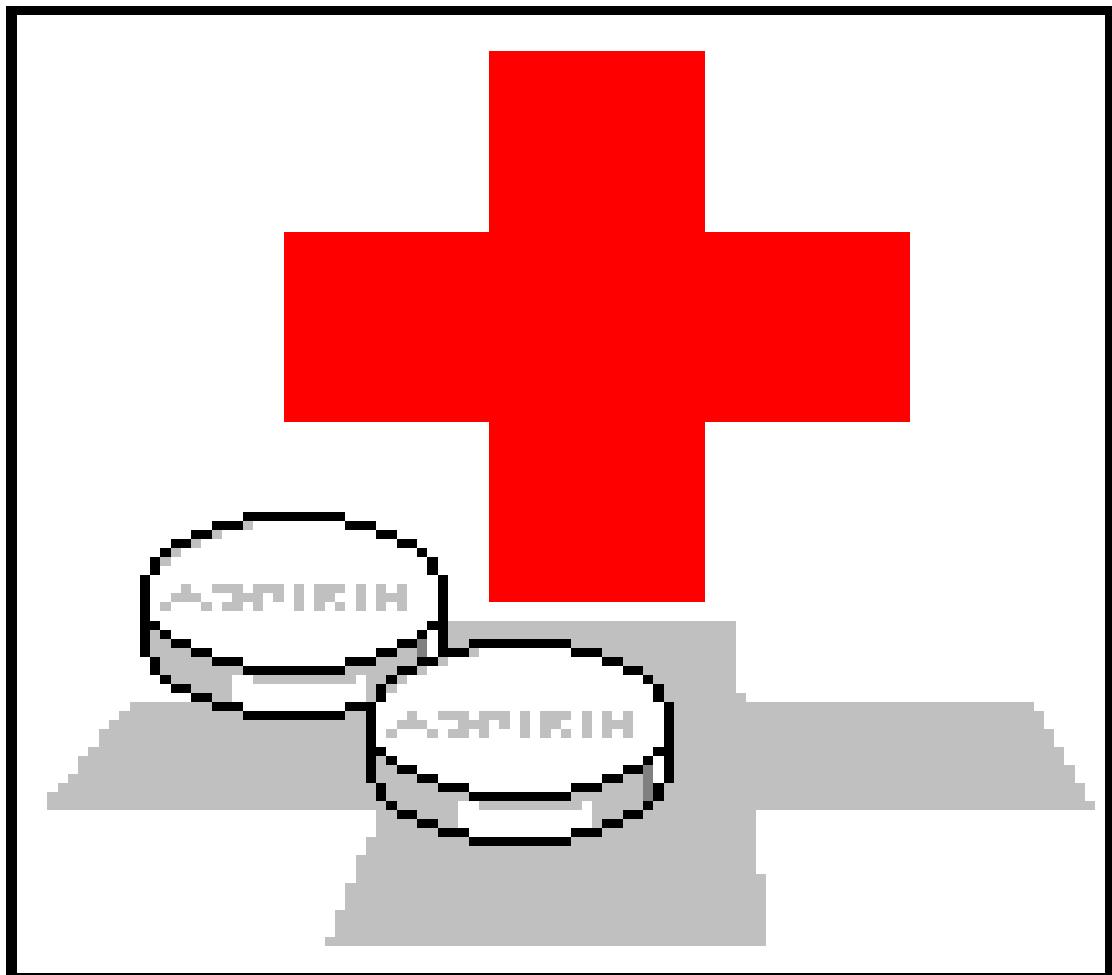
- 2. THE PRODUCTION MANAGER WILL ATTEND WITH FIRST AIDER AND WILL RENDER FIRST AID TREATMENT**
- 3. THE PRODUCTION MANAGER WILL TELEPHONE FOR EMERGENCY SERVICES IF REQUIRED AND ADVISE ADDRESS. (GPS COORDINATES)**
- 4. IF POSSIBLE, SEND SOMEONE TO FRONT GATE TO DIRECT EMERGENCY SERVICES.**



ENSURE WORK INJURY REGISTER IS COMPLETED AFTER GIVING TREATMENT
&
WHERE AN L.T.I. IS IDENTIFIED NOTIFY H.O. AND SEND OFF FORMS TO PAYROLL

TRN Group

FIRST AID ATTENTION



IF YOU NEED FIRST AID ATTENTION

CONTACT: Robert Burton

HOW: MOBILE 0418 556 511



EMERGENCY PHONE NUMBERS.



Emergencies (Life Threatening Situations)	000
Police Station, Fire Brigade & Ambulance	000
Campbelltown Hospital	4634 3000
Before You Dig Australia	1100
Poisons Information Centre	131 126
Electricity. Endeavour	131 003
Sydney Water	132 092
Gas Jemena	131 909
Telstra	132 203
EPA Pollution Line	131 555
RMS	131 700
SafeWork N.S.W.	13 1050
Incident Report hotline – DPI	1300 814 609
Terry Fordham	0418 246 854

TRN Group

EVACUATION PROCEDURE



In the event of an evacuation you will be contact via UHF radio and the following procedure will apply.

- 1. Do not use the equipment!**
- 2. Notify all workers as you proceed to the Muster point.**
- 3. PROCEED DOWN IN AN ORDERLY MANNER.**
- 4. Production Manager will check that all employees and personnel signed in on the visitor's book are present.**
- 5. If you notice any person is not present who should be notify the Production Manager immediately.**
- 6. The Production Manager will if necessary, contact any emergency services.**
- 7. No person is allowed to return to work until authorised by the Production Manager**

Authorised by
Terry Fordham
Director

BROWNLOW HILL QUARRY SAFETY RULES

Below is a short list of TRN Group Quarry safety rules in general a format. This is by no way the only safety rules to be followed on the Quarry.. If you are a sub contractor your own company safety rules must be followed and those developed especially for TRN Group such as WMS and the MSMP.

- Everyone must attend a site safety induction before commencing work or entering the site.**
- Reflective vests or shirts must be worn at all times.**
- Protective footwear must be worn at all times.**
- All visitors must report to the site office.**
- No vehicles allowed on site without the approval of TRN.**
- All accidents, incidents or near misses are to be reported to the Production Manager**
- All waste generated on site to be contained and disposed of correctly.**
- Pedestrian traffic around machinery must be restricted where possible to a minimum and all operators to be made aware of personnel working in their machine area.**
- All subcontractors must supply a signed safe work method statement before commencing work.**
- Drivers are not to leave their vehicles whilst being loaded.**
- Be aware that machinery noise, vibration and dust could disturb nearby residents.**
- Safe operating procedures are followed when operating plant.**
- All mobile plant to be isolated and switches checked before any maintenance.**
- All persons on site must be aware of emergency procedures.**
- All persons working on the site must have a WH&S Induction Card.**
- All visitors must be accompanied at all times while on site.**
- Mobile Telephone must not to be used whilst operating plant or equipment or whilst carrying our instructions from supervisor**
- All plant and machinery to stay on designated haul roads. Under no circumstance should you get out of your vehicle or machine to talk to another operator in areas of heavy plant operation. UHF is to be used.**

- **Refer to the Vehicle Movement Plan daily when signing into the site. All workers are to remain within their designated areas and be aware of heavy plant haul routes. If there are any issues or questions, raise these with the site foreman/supervisor**

Appendix D-Hazardous Chemicals Register

Instruction:

- ✓ Prior to substances being used on site, Safety Data Sheets (SDS) must be submitted and placed on this register. Subcontractors must also provide a risk assessment for the safe storage handling and use on site of any substances.

Project: Brownlow Hill Quarry		Date: March 2021				
Contractor:		Production Manager: Robert Burton				
	Product Name	Product Use	SDS must be provided to First aid? Yes / No	RISK ASSESSMENT Class 1 HIGH RISK Class 2 Medium Risk Class 3 Low Risk	Controls based on the risk class	
1	Diesoline	Fuel	Yes	1	As per SDS	
2	Cat ELC Coolant	Antifreeze coolant	Yes	1	As per SDS	
3	Shell Degreasing fluid	Degreaser	Yes	1	As per SDS	
4	GP10 super truckwash	Truck wash	No	3	As per SDS	
5	Retinax LX 2 (red)	Auto & Ind. Grease	No	3	As per SDS	
6	Shell Tellus Oil 68	Hydraulic oil	No	3	As per SDS	
7	Advance 4T AX5	Engine oil	No	3	As per SDS	
8	Coolguard HD 50	Antifreeze and coolant	Yes	1	As per SDS	
9						
Comments:						

