

# Traffic Impact Statement

**4 Featherstone Street, Parkhurst**

**Waste Transfer Station**

**Client: Veolia c/- ATC Williams**

*October 2019*

**ROCKHAMPTON REGIONAL COUNCIL**

**APPROVED PLANS**

These plans are approved subject to the current conditions of approval associated with

**Development Permit No.: D/102-2019**

**Dated: 19 March 2020**

31 October 2019

Attn: Rowan Cossins  
Veolia c/- ATC Williams  
Via Email

**4 Featherstone Street, Parkhurst - Waste Transfer Station**  
**Our ref: P10426**

Dear Rowan,

HIG have been engaged to prepare a traffic impact statement for the proposed Waste Transfer Facility at 4 Featherstone Street, Parkhurst (Lot 1 on RP617306) in response to a request from Rockhampton Regional Council's (RRC) Development Engineer Unit. The proposed site is located to the north of the Boundary Road (South) / Featherstone Street intersection and west of the Bruce Highway (Yaamba Road) (refer Figure 1).



Figure 1: Site Location (Queensland Globe)

The development site was previously occupied by a construction office and depot, storing heavy vehicles and construction equipment. It is understood that the site is currently unoccupied. The proposed Waste Transfer Facility will largely maintain and repurpose the existing building and sheds on-site. A development opening year of 2020 has been assumed due to the minimal amount of construction works associated with the development.



## 1. Traffic Impact

TMR's Guide to Traffic Impact Assessment (GTIA) indicates that intersections should be assessed for impact where the development traffic exceeds 5% of the base traffic for any movement in the design peak periods in the year of opening. HIG have therefore reviewed the likely impact of the development on the existing Boundary Road (South) / Featherstone Street intersection, in line with RRC's request.

2014 TMR data at the Bruce Highway / Boundary Road (South) intersection (volumes attached at rear of letter) indicates that the bi-directional flow on Boundary Road (South) was 269 vehicles (14% heavy) during the AM peak hour and 250 vehicles (8% heavy) during the PM peak hour.

Realignment works expected to be completed in 2020 as part of TMR's Rockhampton Northern Access Upgrade (RNAU) project will modify the existing traffic distribution of the surrounding local network by restricting turning movements at the Bruce Highway / Boundary Road (South) intersection to left-in / left-out (refer Figure 2). An upgraded signalised four-way intersection at the Bruce Highway / Boundary Road (North) intersection will allow the right turns to and from the western side of the highway to be maintained following the restrictions at the Boundary Road (South) intersection. Boundary Road (South) will be renamed to Gomersail Road as part of the works, and realigned to intersect with the Boundary Road (North) extension. It is noted that the RNAU does not include any upgrades at the Boundary Road (South) / Featherstone Street intersection.



Figure 2: Rockhampton Northern Access Upgrade (TMR)

Turn restrictions at the Bruce Highway at the completion of the RNAU project will considerably altered existing traffic movements along Boundary Road (South). Current traffic data at adjacent intersections would therefore not be representative of the future traffic distribution.

HIG have obtained forecast traffic volumes from TMR, representing expected volumes at the completion of the RNAU. The data includes assumed 2016 and 2038 AM and PM peak hour turning volumes at the intersection of Bruce Highway / Boundary Road (South) (volumes attached at rear of letter). The 2038 bi-directional flow on Boundary Road (South) is forecast to be 183 vehicles during the AM peak hour (13% heavy), and 70 vehicles (19% heavy) during the PM peak hour. For the purposes of this assessment it is conservatively assumed that traffic volumes on Boundary Road (South) during the 2020 opening year will be equal to the TMR provided 2038 volumes.

RRC have provided assumed current year AM peak (86 vehicles) and PM peak (94 vehicles) hour combined volumes on Featherstone Street. It is not known if traffic generated by the previously operating construction office and depot is included in the provided volumes. For the purposes of this assessment it is assumed that any traffic generated by the development will be in addition to the provided Featherstone Street traffic volumes. It is assumed during the AM peak hour (7:30am to 8:30am) that 75% of traffic on Featherstone Street is inbound, and during the PM peak hour (4:15pm to 5:15pm) that 35% of traffic on Featherstone Street is inbound.

TMR volumes at the Bruce Highway / Boundary Road (South) intersection indicate that the majority of traffic on Boundary Road (South) after the completion of the RNAU will be traveling in an westbound direction, with limited left turns expected from Boundary Road (South) onto the Bruce Highway expected during the peak hours. It is therefore expected that the vast majority of traffic currently exiting Featherstone Street will turn right and travel westbound.

Based on the above assumptions, HIG have estimated the opening year (2020) traffic distribution at the Boundary Road (South) / Featherstone Street intersection as shown in Figure 3.

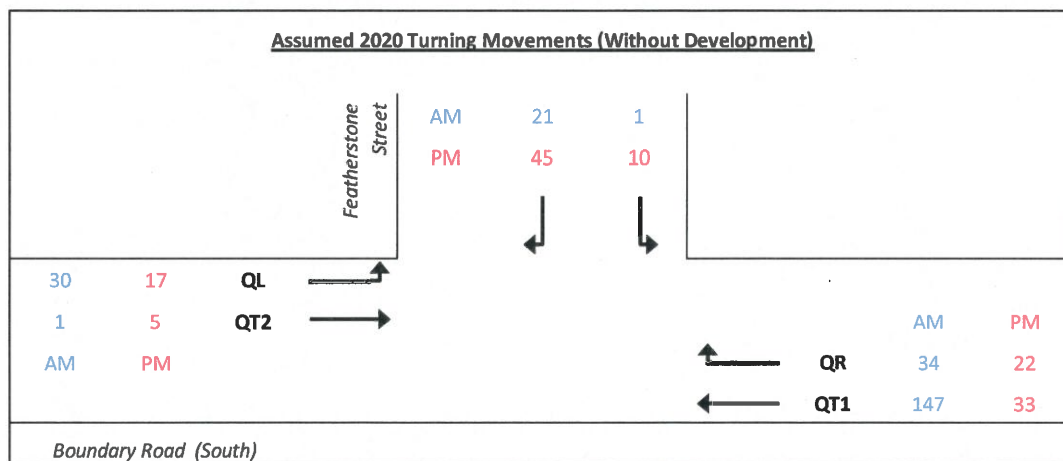
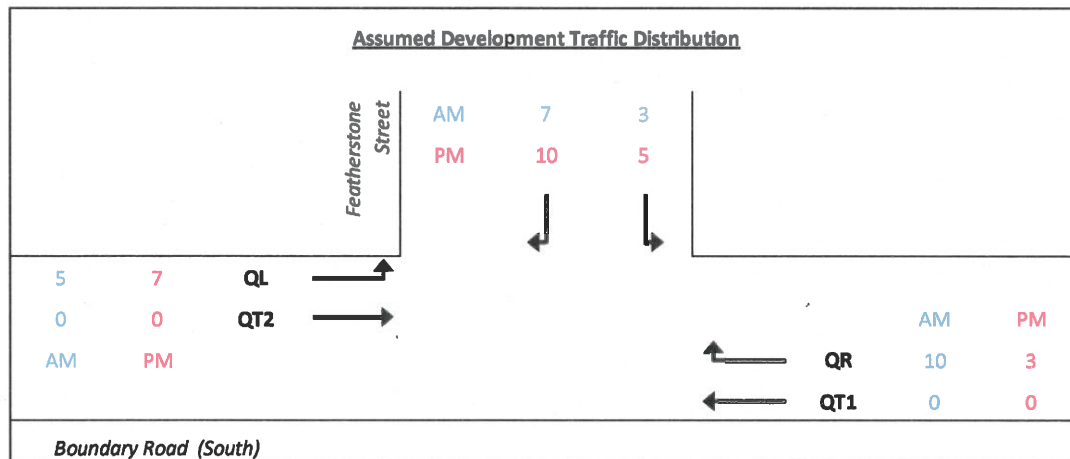


Figure 3: Boundary Street (South) / Featherstone Street Assumed 2020 Peak Hour Traffic Distribution Without Development

Based on developer supplied information, the proposed development is expected to generate up to 15 staff trip movements and 10 heavy vehicle movements during the AM and PM peak hours. Staff movements are expected to occur in an inbound direction during the AM peak hour, and an outbound direction during the PM peak hour. As heavy vehicles are expected to be stored overnight onsite, heavy vehicle movements are

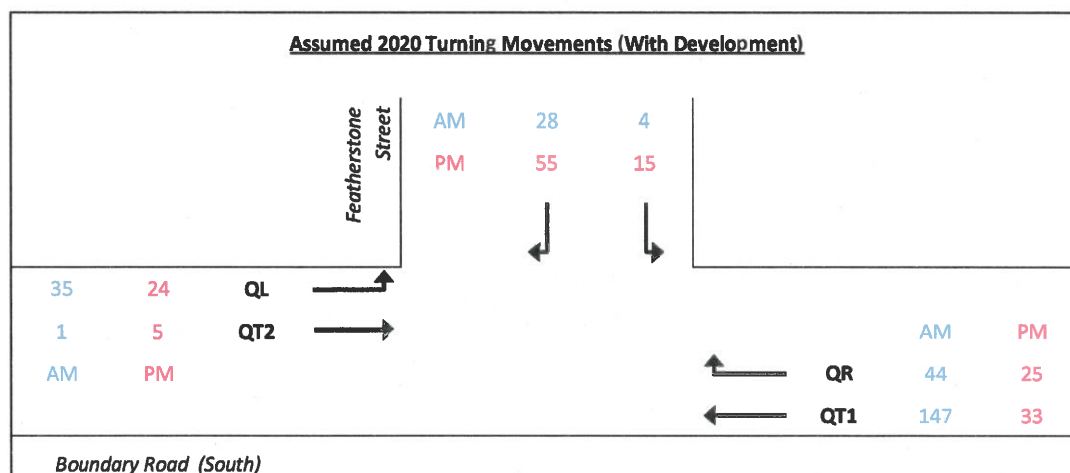


expected to occur in an outbound direction during the AM peak hour, and an inbound direction during the PM peak hour. All generated traffic from the development must use the Boundary Road (South) / Featherstone Street intersection to access the wider road network. The assumed development peak hour traffic generation and distribution at the Boundary Road (South) / Featherstone Street intersection is illustrated in Figure 4.



**Figure 4: Boundary Street (South) / Featherstone Street Assumed Development Peak Hour Traffic Generation**

The resulting opening year (2020) traffic distribution at the Boundary Road (South) / Featherstone Street intersection is shown in Figure 5.



**Figure 5: Boundary Street (South) / Featherstone Street Assumed 2020 Peak Hour Traffic Distribution Without Development**

HIG have undertaken traffic impact modelling using SIDRA Intersection 8.0 to assess the likely traffic impact of the development on the Boundary Street (South) / Featherstone Street intersection.

The SIDRA modelling (output attached to rear of letter) indicates that the proposed intersection will operate well within acceptable criteria (all movements with a Level of Service of A) with the development traffic added. The modelling indicates that the development will have a minimal impact to delays and queuing at the intersection, and would not trigger any upgrades based on performance.

## 2. Turn Warrants

The existing road width of the eastern approach of Boundary Road (South) to Featherstone Street is approximately 10.5m, while the western approach is approximately 8m wide. Boundary Road (South) has no kerbs on the western approach to the intersection. Featherstone Street is approximately 8.5m wide measured kerb to kerb. It is noted that the existing Boundary Road (South) / Featherstone Street intersection does not provide an formal BAR or BAL treatment, and widening of the roadway is likely to be constrained by existing overhead power poles, and the limited road verge width on the north western corner of the intersection (refer Figure 6).



Figure 6: Boundary Road (South) / Featherstone Street Intersection (Nearmap)

The unkerbed north-western corner of the Boundary Road (South) / Featherstone Street intersection indicates that frequently vehicles run off the existing road pavement when undertaking a left turn into Featherstone Street, leading to pavement edge cracking and depressions in the unsealed road shoulder (refer Figure 7). It is noted that this does not appear to be addressed as part of the RNAU project. Given the established nature of the industrial estate on Featherstone Street, the proposed development should not be responsible for the correction of these issues.





Figure 7: Boundary Road (South) / Featherstone Street Intersection (Google Street View)

Austrroads' Guide to Traffic Management Part 6 provides warrants for major road turn treatments at intersections based on the road design speed. Boundary Road (South) currently has a posted speed of 60km/h, with an assumed design speed of 70km/h. It is expected that the realigned road will maintain the existing design speed.

The assumed development traffic generation of the development does not warrant any increase in turn treatment at the intersection, with turn treatments remaining as a Basic Left (BAL) and Basic Right (BAR) as shown in Figure 8.

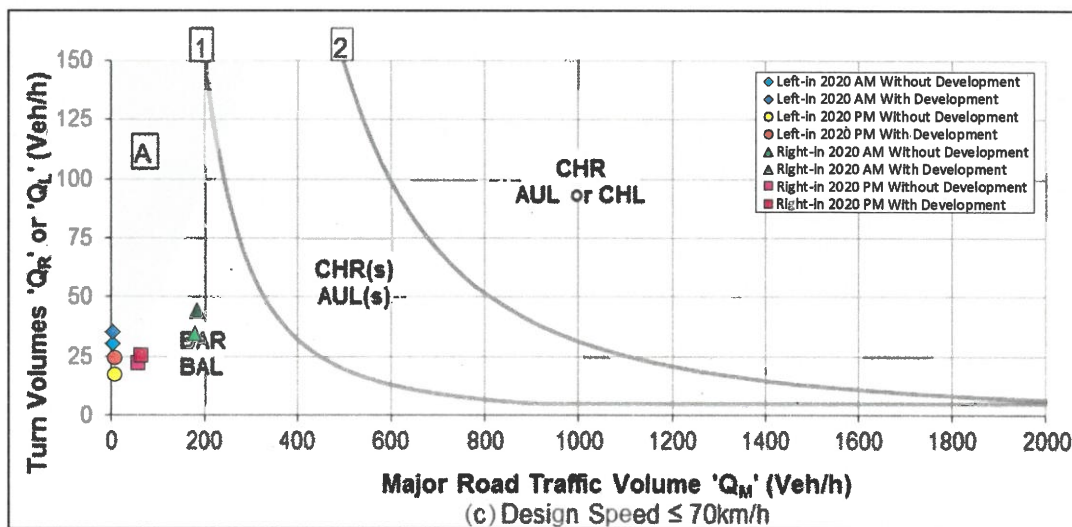


Figure 8: TMR Major Road Turn Treatment Warrants - Boundary Road (South) / Featherstone Street

There is no history of crashes at the intersection that would suggest the existing arrangement is unsafe. Further, 2020 volumes including the development traffic generation on Boundary Street (South) remain well below the surveyed 2014 volumes, and hence the intersection's crash risk in 2020 is likely lesser than prior to the RNAU completion.

### 3. Parking Requirements

A Waste Transfer Facility is best described as a Utility Installation under the Rockhampton Region Planning Scheme. The Access Parking and Transport Code of the scheme indicates that a Utility Installation must provide “sufficient spaces to accommodate the amount of vehicular traffic likely to be generated by the particular use”.

The existing site includes 17 parking spaces, including 1 space for People With a Disability (PWD). It is noted that the design of the existing car park is not compliant with Australian Standard AS2890.1 and AS2890.6 specifications, as is required under the scheme. Modification of the existing car parking linemarking would allow for 15x AS2890.1 User Class 1A parking spaces (suitable for staff) and 1x AS2890.6 PWD parking space and shared area (refer sketch in Figure 9), 16 spaces total, without requiring any modification to the car park pavement.



Figure 9: HIG Car parking Sketch Layout

It is understood that the total number of staff on-site would not exceed 12, and there would be no regular visitors to the site. As the car park is a blind aisle greater than 6 spaces deep, under AS2890.1 requirements an additional parking space should be dedicated as a turnaround bay, reducing the total number of parking spaces to 15 (14 + 1 PWD). However, as the car park is primarily for private staff use and is unlikely to be fully occupied, an additional parking space rather than a turnaround bay may be more appropriate.

A modified car parking layout, consistent with HIG's sketch layout is considered sufficient for the proposed development. It is recommended that a redesigned car park is incorporated into the development design.



#### 4. Access Requirements

In order to assess the access requirements of the development, HIG have undertaken Articulated Vehicle (AV) and Heavy Rigid Vehicle (HRV) service vehicle swept paths using Autodesk Vehicle Tracking. As no development plans including building outlines have been made available for review, the swept paths have been overlayed on georeferenced aerial imagery from Nearmap.

As demonstrated in Figure 10, an AS2890.2 compliant 19m long AV is capable of circulating around the development site as exists, maintaining a minimum 600mm clearance to the shown HRV parking locations and building walls. The swept path illustrates that the existing northern and southern accesses are insufficient to cater to a 19m long AV, and should be widened to accommodate the vehicle. It is suggested that the northern and southern accesses be modified to be consistent with a 9m B2 type driveway as detailed in Capricorn Municipal Development Guidelines Standard Drawing CMDG-R-042A (extract Figure 12). HIG's suggested modifications to the proposed car park would assist in maintaining sufficient separation between heavy vehicle movements and parked light vehicles.

The recommended 9m B2 type driveway would also be suitable for a 12.5m long HRV access (refer Figure 11).



Figure 10: AV Access and Circulation

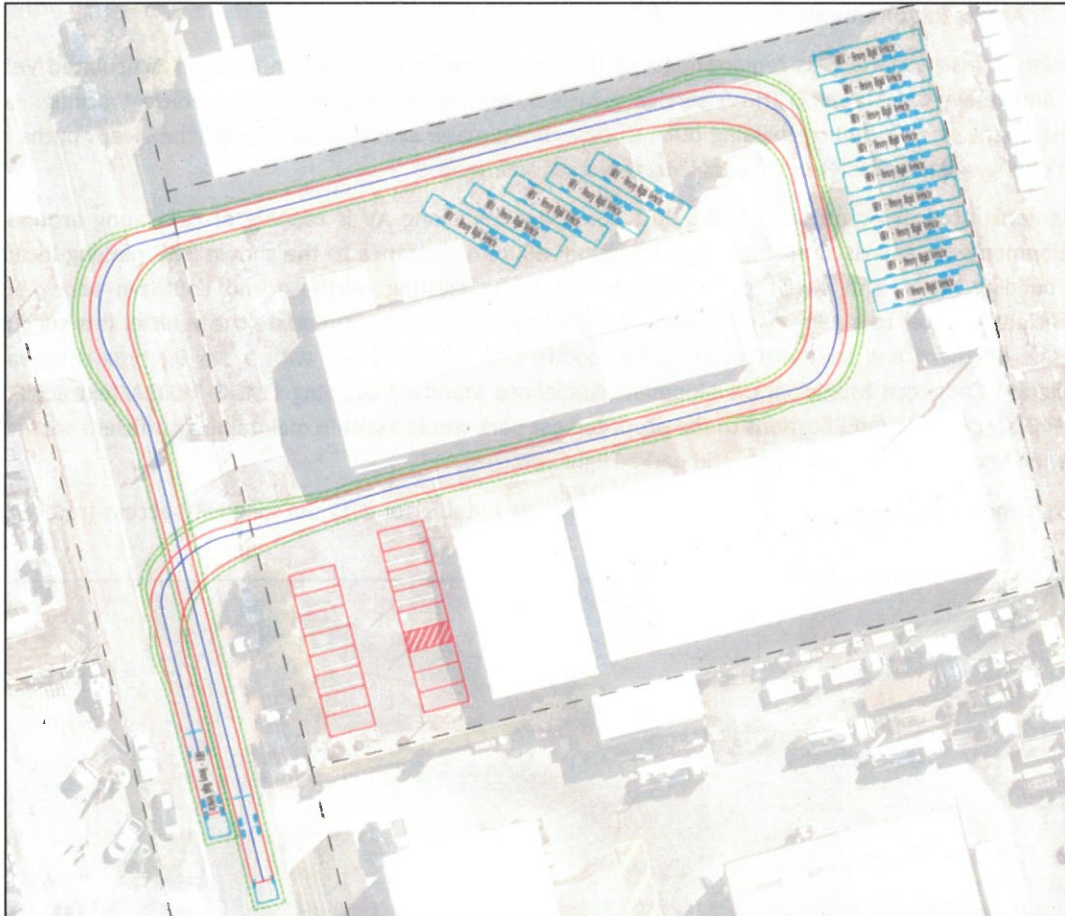


Figure 11: HRV Access and Circulation

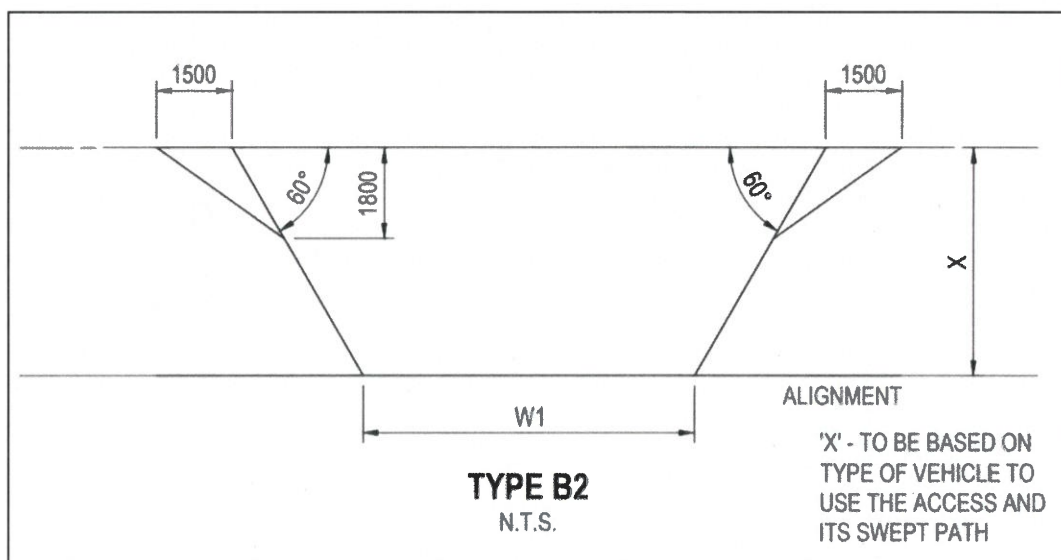


Figure 12: B2 Type Driveway (Capricorn Municipal Development Guidelines Standard Drawing CMDG-R-042A)



## 5. Heavy Vehicle Parking

HIG have confirmed the maneuverability of an AV into the Waste Transfer Facility (Figure 13) and HRV access to the heavy vehicle parking areas (refer Figure 14 and Figure 15). It is noted that although the existing buildings will not interfere with vehicle circulation, an existing tree to the east of the site may be required to be removed to facilitate all HRV parking locations.

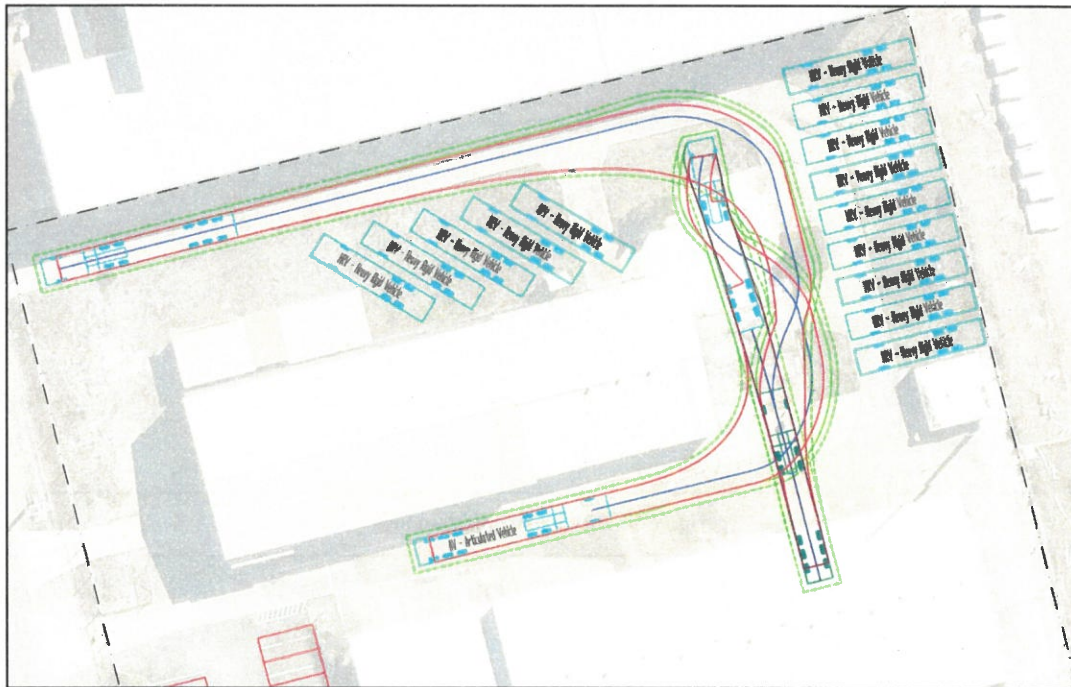


Figure 13: AV Access to Waste Transfer Facility

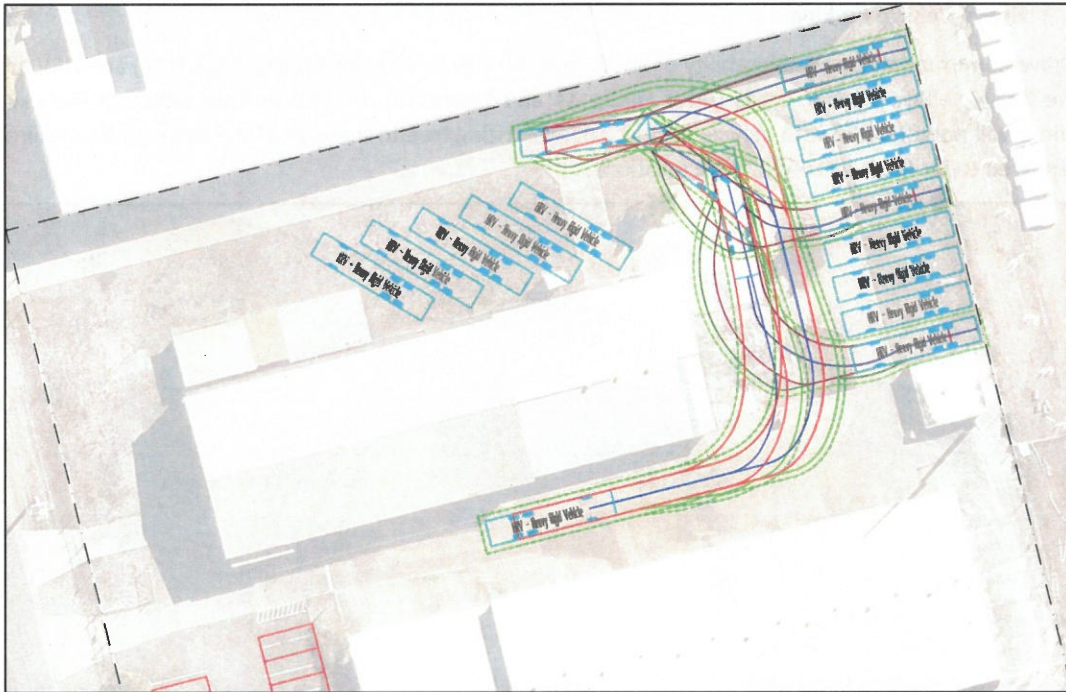


Figure 14: HRV Parking Eastern Side

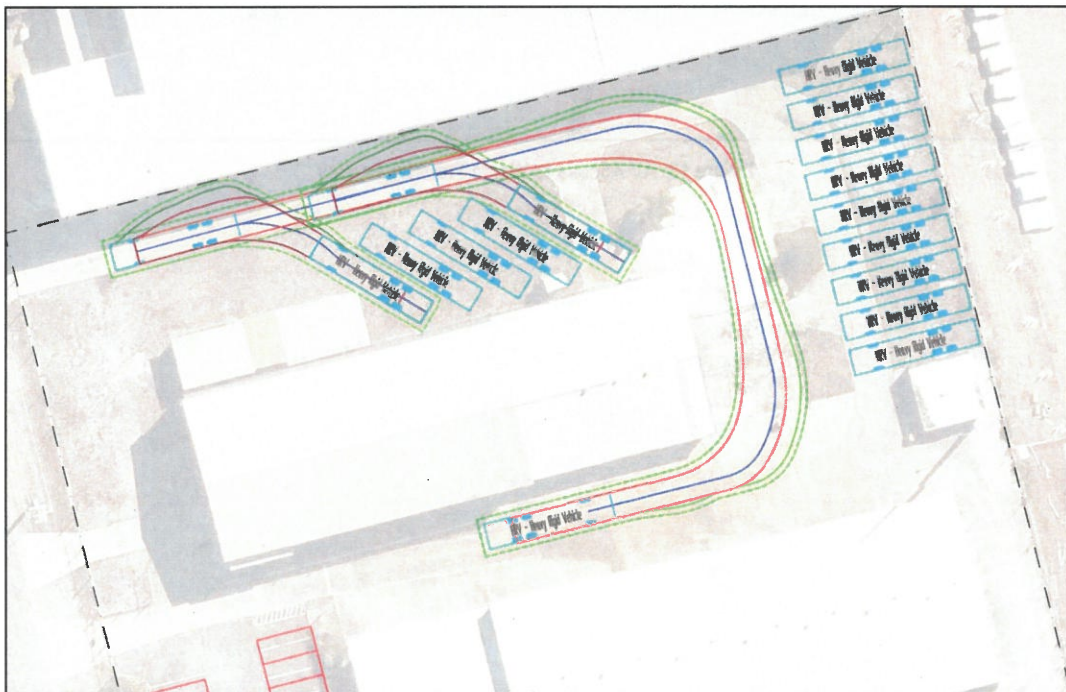


Figure 15: HRV Parking Northern Side



## 6. Conclusion

The proposed Waste Management Facility is likely to have a minimal impact on the performance of the Boundary Road (South) / Featherstone Street intersection, and does not trigger any new warrants for upgrades at the intersection.

The development's car park should be modified to comply with AS2890.1 and AS2890.6 standards, as required under the Rockhampton Regional Planning Scheme.

The development's northern and southern accesses should be widened to be consistent with the Capricorn Municipal Development Guidelines' 9m wide B2 Type Driveway.

The existing site layout should enable all proposed movements to be undertaken without requiring the removal of any existing buildings. A tree to the east of the site may need to be removed to allow for all HRV parking to be achieved.

Yours sincerely,



Chris Wright  
Traffic Engineer  
RPEQ#19663

**Attached:**

- 2014 Traffic Data - Bruce Highway - Boundary Road (South) (TMR)
- 2016 + 2038 Traffic Data - Bruce Highway - Boundary Road (South) (TMR)
- SIDRA Intersection Output
- HIG Swept Paths

## 2014 Traffic Data - Bruce Highway - Boundary Road (South) (TMR)

Boundary Road/Bruce Highway Td 9.016km												
	Leg 1				Leg 2				Leg 3			
	Thru	Right	Left	Thru	Left	Thru	Left	Right	Left	Right	Left	Right
	LV	HV	LV	HV	LV	HV	LV	HV	LV	HV	LV	HV
6:00-6:15	64	7	14	0	25	2	41	6	2	1	3	1
6:15-6:30	88	12	4	2	46	0	44	7	2	0	4	0
6:30-6:45	94	6	26	2	40	3	52	9	3	1	0	1
6:45-7:00	129	10	17	2	63	0	50	18	1	2	3	1
7:00-7:15	101	4	8	3	22	3	44	11	0	3	0	0
7:15-7:30	168	7	28	3	9	4	60	8	0	0	2	1
7:30-7:45	196	6	22	4	32	1	63	8	4	0	2	2
7:45-8:00	257	11	21	1	34	6	83	7	0	4	19	4
8:00-8:15	249	7	15	2	32	2	79	7	4	1	7	2
8:15-8:30	209	7	17	3	25	1	91	10	0	0	1	1
8:30-8:45	166	8	16	2	18	4	104	9	3	1	5	0
8:45-9:00	169	9	8	5	12	6	80	8	8	3	6	5
9:00-9:15	104	7	12	6	4	4	74	11	1	1	6	3
9:15-9:30	90	6	9	2	7	2	29	8	9	1	2	2
9:30-9:45	93	6	8	2	10	6	66	2	2	1	0	2
9:45-10:00	54	5	7	0	7	1	62	13	8	2	5	2
10:00-10:15	63	2	6	1	5	2	72	9	2	2	2	5
10:15-10:30	66	6	5	2	8	4	64	12	2	1	4	0
10:30-10:45	64	6	7	1	3	4	47	3	6	1	3	4
10:45-11:00	81	10	12	1	9	2	75	3	4	0	4	0
11:00-11:15	87	13	6	2	5	2	63	8	1	1	1	2
11:15-11:30	61	14	8	5	4	1	52	6	2	1	3	4
11:30-11:45	59	14	2	0	11	1	70	5	7	4	9	1
11:45-12:00	69	8	6	3	10	2	61	5	13	2	2	1
12:00-12:15	72	11	3	1	15	3	82	9	2	0	9	0
12:15-12:30	51	6	6	2	15	0	71	7	2	1	9	2
12:30-12:45	59	5	4	2	10	1	74	4	4	0	3	1
12:45-1:00	52	7	6	0	15	0	83	9	3	1	2	0
1:00-1:15	85	12	8	1	11	4	79	11	1	0	8	2
1:15-1:30	76	8	5	3	14	1	68	5	1	0	10	4
1:30-1:45	73	7	5	2	13	3	66	5	6	0	10	1
1:45-2:00	61	8	5	1	8	2	62	4	10	3	4	3
2:00-2:15	71	14	3	2	17	1	74	6	4	0	6	1
2:15-2:30	84	4	8	1	17	4	73	9	2	1	11	1
2:30-2:45	86	6	7	1	5	2	72	8	3	2	5	0
2:45-3:00	135	9	3	3	9	3	103	3	8	0	19	1
3:00-3:15	108	9	16	0	9	2	107	7	11	2	26	2
3:15-3:30	91	15	5	2	9	4	136	12	29	2	12	0
3:30-3:45	81	6	9	3	4	0	90	5	24	2	43	1
3:45-4:00	88	14	9	2	13	2	98	4	19	1	9	0
4:00-4:15	95	6	8	2	5	3	128	9	31	2	36	0
4:15-4:30	112	13	7	0	8	1	142	3	21	1	11	1
4:30-4:45	109	11	12	2	15	2	168	7	33	0	33	2
4:45-5:00	86	9	7	3	2	2	129	5	17	0	11	0
5:00-5:15	112	5	10	1	4	3	172	6	16	1	23	1
5:15-5:30	68	4	4	1	10	2	166	4	21	0	19	1
5:30-5:45	70	2	7	3	14	0	120	6	19	0	11	1
5:45-6:00	104	9	5	5	7	0	149	5	18	1	24	2
Total	4810	391	446	97	690	108	4038	346	389	53	447	71
Peak hour	Leg 1				Leg 2				Leg 3			
	Thru	Right	Left	Thru	Left	Thru	Left	Right	Left	Right	Left	Right
	Total	HV%	Total	HV%	Total	HV%	Total	HV%	Total	HV%	Total	HV%
AM 7:30-8:30	942	3%	85	12%	133	8%	348	9%	13	38%	38	24%
PM 4:15-5:15	457	8%	42	14%	37	22%	632	3%	89	2%	82	5%

### 2014 Volumes on Boundary Road

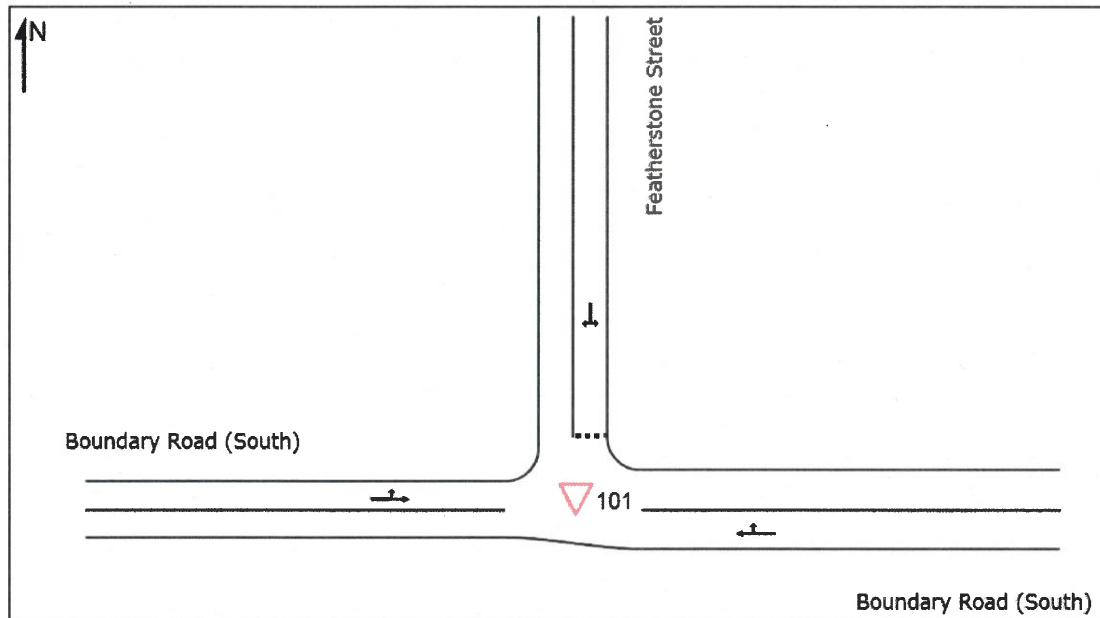
	Eastbound	Westbound	Bi-directional
AM Peak	51	218	269
PM Peak	171	79	250
12 hour volumes	960	1341	2301



## 2016 + 2038 Traffic Data - Bruce Highway - Boundary Road (South) (TMR)

			Business Case Design Option Intersection Turn Volumes											
			2016 AM Peak Hour Volumes (veh/hr)			2016 PM Peak Hour Volumes (veh/hr)			2038 AM Peak Hour Volumes (veh/hr)			2038 PM Peak Hour Volumes (veh/hr)		
Intersection	Approach	Movement	Total	LV	HV	Total	LV	HV	Total	LV	HV	Total	LV	HV
Bruce Highway / Boundary Road South	North	LT												
		TH	1,051	1,008	43	511	479	32	2,597	2,539	58	1,671	1,627	44
		RT												
	Approach Total		1051	1008	43	511	479	32	2597	2539	58	1671	1627	44
	East	LT												
		TH												
		RT												
	Approach Total													
	South	LT	145	127	18	44	34	10	181	161	20	55	45	10
		TH	438	379	59	843	834	9	1,194	1,113	81	2,403	2,369	34
		RT						25						
	Approach Total		583	507	76	887	868	44	1376	1274	101	2458	2413	44
	West	LT	2	0	2	12	12	0	2	0	2	15	14	0
		TH												
		RT												
	Approach Total		2	0	2	12	12	0	2	0	2	15	14	0

## SIDRA Intersection Output



## MOVEMENT SUMMARY

### Site: 101 [2020 AM Base]

Boundary Street (South) / Featherstone Street  
 Site Category: Without Development  
 Giveway / Yield (Two-Way)

#### Movement Performance - Vehicles

Mov ID	Turn	Demand Flows Total veh/h	HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
East: Boundary Road (South)												
5	T1	147	13.0	0.097	0.0	LOS A	0.2	1.7	0.05	0.11	0.05	57.7
6	R2	34	13.0	0.097	5.7	LOS A	0.2	1.7	0.05	0.11	0.05	44.7
Approach		181	13.0	0.097	1.1	NA	0.2	1.7	0.05	0.11	0.05	56.2
North: Featherstone Street												
7	L2	1	13.0	0.022	5.6	LOS A	0.1	0.5	0.03	0.58	0.03	34.6
9	R2	21	13.0	0.022	6.4	LOS A	0.1	0.5	0.03	0.58	0.03	46.4
Approach		22	13.0	0.022	6.3	LOS A	0.1	0.5	0.03	0.58	0.03	46.1
West: Boundary Road (South)												
10	L2	30	13.0	0.018	5.7	LOS A	0.0	0.0	0.00	0.56	0.00	40.9
11	T1	1	13.0	0.018	0.0	LOS A	0.0	0.0	0.00	0.56	0.00	51.1
Approach		31	13.0	0.018	5.5	NA	0.0	0.0	0.00	0.56	0.00	41.2
All Vehicles		234	13.0	0.097	2.2	NA	0.2	1.7	0.04	0.21	0.04	52.3



## MOVEMENT SUMMARY

### Site: 102 [2020 PM Base]

Boundary Street (South) / Featherstone Street  
 Site Category: Without Development  
 Giveway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
East: Boundary Road (South)												
5	T1	33	19.0	0.032	0.0	LOS A	0.1	1.0	0.07	0.22	0.07	55.5
6	R2	22	19.0	0.032	5.7	LOS A	0.1	1.0	0.07	0.22	0.07	41.2
Approach		55	19.0	0.032	2.3	NA	0.1	1.0	0.07	0.22	0.07	51.6
North: Featherstone Street												
7	L2	45	19.0	0.039	5.6	LOS A	0.2	1.2	0.02	0.56	0.02	35.5
9	R2	10	19.0	0.039	5.8	LOS A	0.2	1.2	0.02	0.56	0.02	46.8
Approach		55	19.0	0.039	5.7	LOS A	0.2	1.2	0.02	0.56	0.02	38.7
West: Boundary Road (South)												
10	L2	17	19.0	0.013	5.8	LOS A	0.0	0.0	0.00	0.45	0.00	41.7
11	T1	5	19.0	0.013	0.0	LOS A	0.0	0.0	0.00	0.45	0.00	52.7
Approach		22	19.0	0.013	4.5	NA	0.0	0.0	0.00	0.45	0.00	43.8
All Vehicles		132	19.0	0.039	4.1	NA	0.2	1.2	0.04	0.40	0.04	45.1

## MOVEMENT SUMMARY

### Site: 103 [2020 AM Development]

Boundary Street (South) / Featherstone Street  
 Site Category: With Development  
 Giveway / Yield (Two-Way)

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total Veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
East: Boundary Road (South)												
5	T1	147	13.0	0.105	0.1	LOS A	0.3	2.3	0.07	0.13	0.07	57.2
6	R2	44	19.3	0.105	5.7	LOS A	0.3	2.3	0.07	0.13	0.07	43.6
Approach		191	14.5	0.105	1.4	NA	0.3	2.3	0.07	0.13	0.07	55.3
North: Featherstone Street												
7	L2	4	81.3	0.037	5.8	LOS A	0.1	1.2	0.02	0.58	0.02	30.9
9	R2	28	43.8	0.037	6.8	LOS A	0.1	1.2	0.02	0.58	0.02	44.1
Approach		32	48.4	0.037	6.7	LOS A	0.1	1.2	0.02	0.58	0.02	43.1
West: Boundary Road (South)												
10	L2	35	21.4	0.022	5.8	LOS A	0.0	0.0	0.00	0.56	0.00	40.6
11	T1	1	13.0	0.022	0.0	LOS A	0.0	0.0	0.00	0.56	0.00	51.1
Approach		36	21.2	0.022	5.6	NA	0.0	0.0	0.00	0.56	0.00	40.9
All Vehicles		259	19.6	0.105	2.6	NA	0.3	2.3	0.05	0.25	0.05	50.7

## MOVEMENT SUMMARY

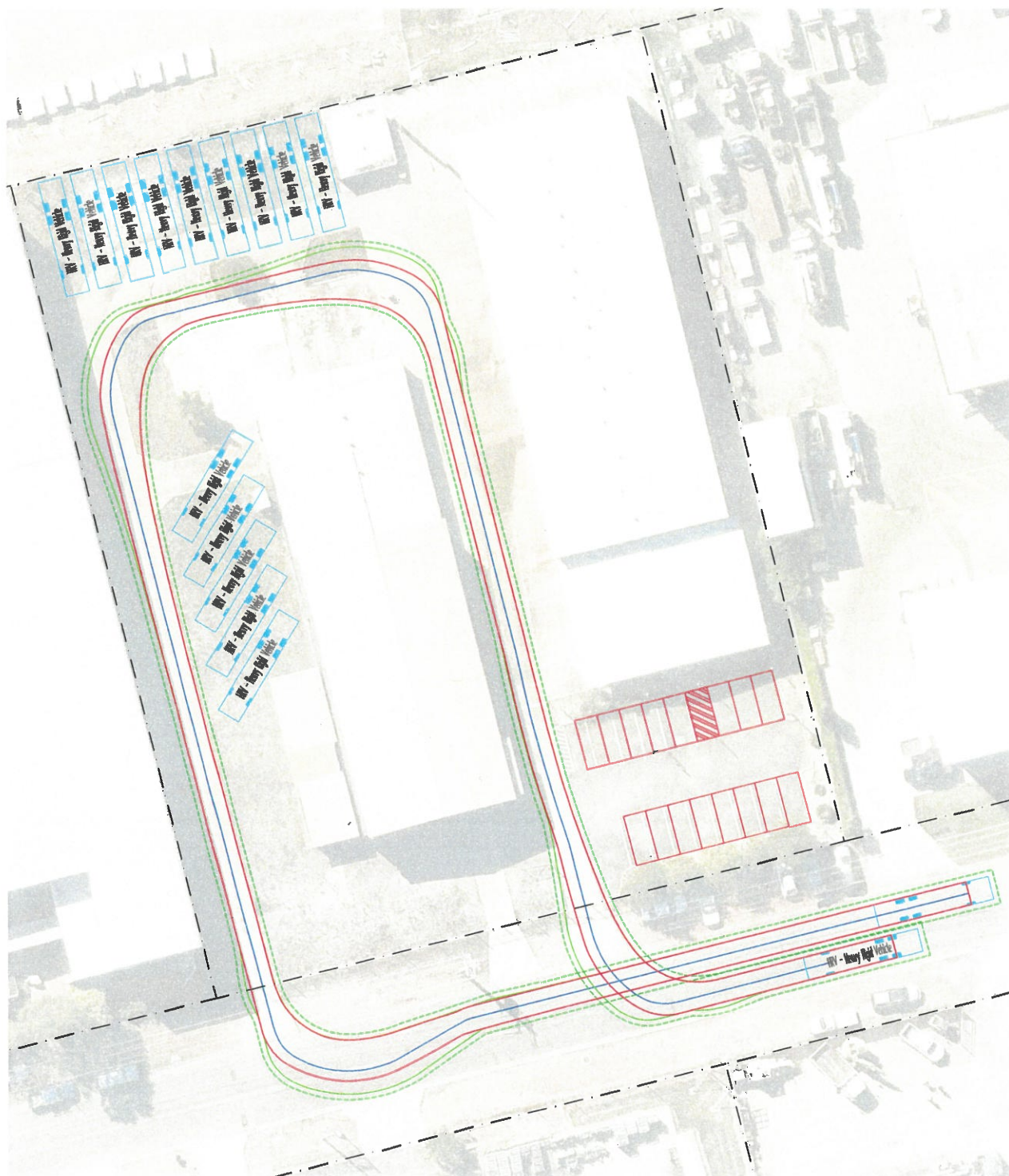
### ▽ Site: 104 [2020 PM Development]

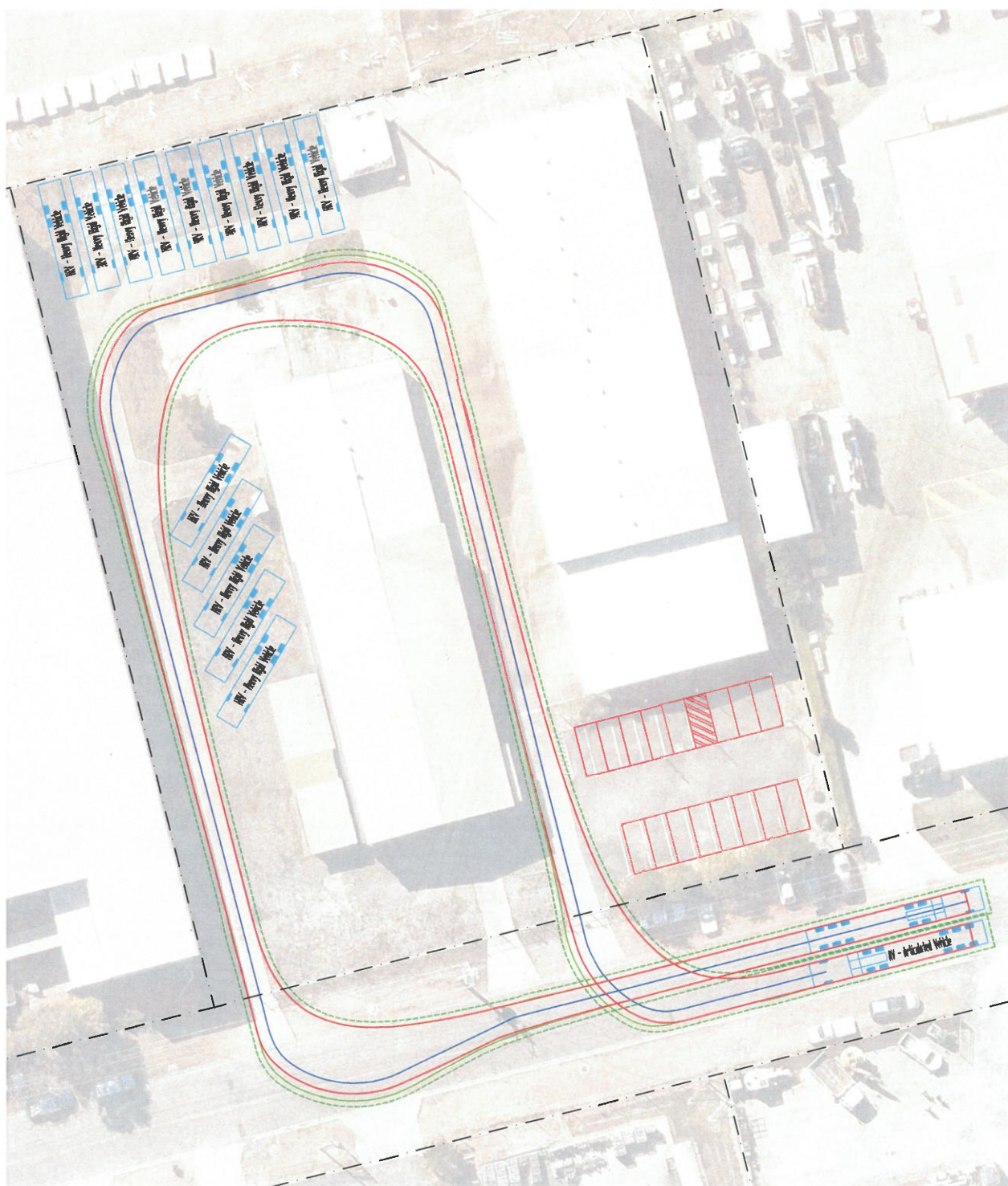
Boundary Street (South) / Featherstone Street  
 Site Category: With Development  
 Giveaway / Yield (Two-Way)

#### Movement Performance - Vehicles

Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
East: Boundary Road (South)												
5	T1	33	19.0	0.036	0.1	LOS A	0.1	1.2	0.10	0.23	0.10	55.4
6	R2	25	34.0	0.036	5.8	LOS A	0.1	1.2	0.10	0.23	0.10	40.0
Approach		58	25.5	0.036	2.5	NA	0.1	1.2	0.10	0.23	0.10	50.8
North: Featherstone Street												
7	L2	55	20.5	0.051	5.6	LOS A	0.2	1.6	0.02	0.56	0.02	35.4
9	R2	15	16.7	0.051	5.9	LOS A	0.2	1.6	0.02	0.56	0.02	46.9
Approach		70	19.6	0.051	5.7	LOS A	0.2	1.6	0.02	0.56	0.02	39.2
West: Boundary Road (South)												
10	L2	27	41.7	0.021	6.0	LOS A	0.0	0.0	0.00	0.48	0.00	40.9
11	T1	5	19.0	0.021	0.0	LOS A	0.0	0.0	0.00	0.48	0.00	52.5
Approach		32	38.1	0.021	5.1	NA	0.0	0.0	0.00	0.48	0.00	42.3
All Vehicles		160	25.5	0.051	4.4	NA	0.2	1.6	0.05	0.43	0.05	43.9

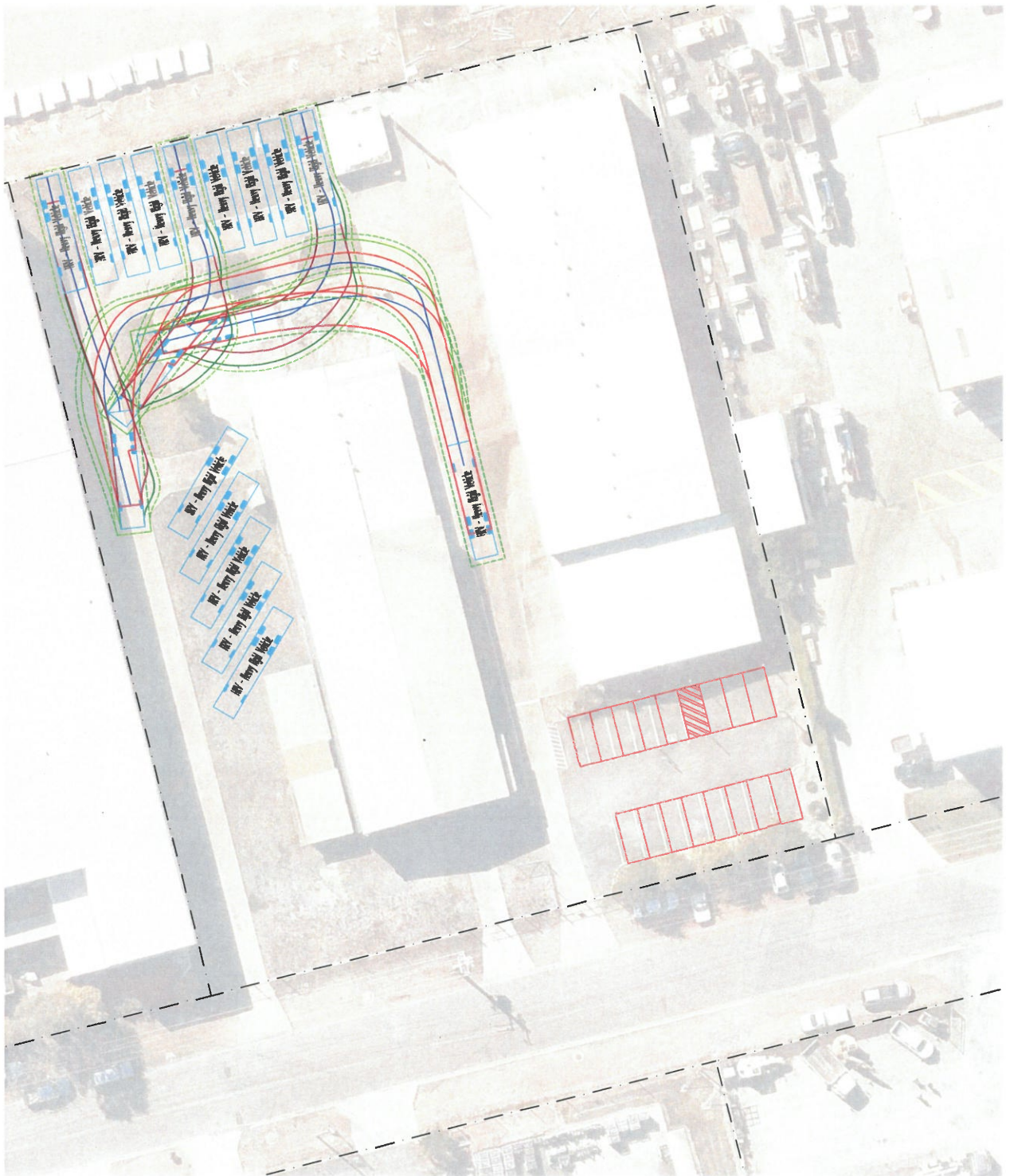




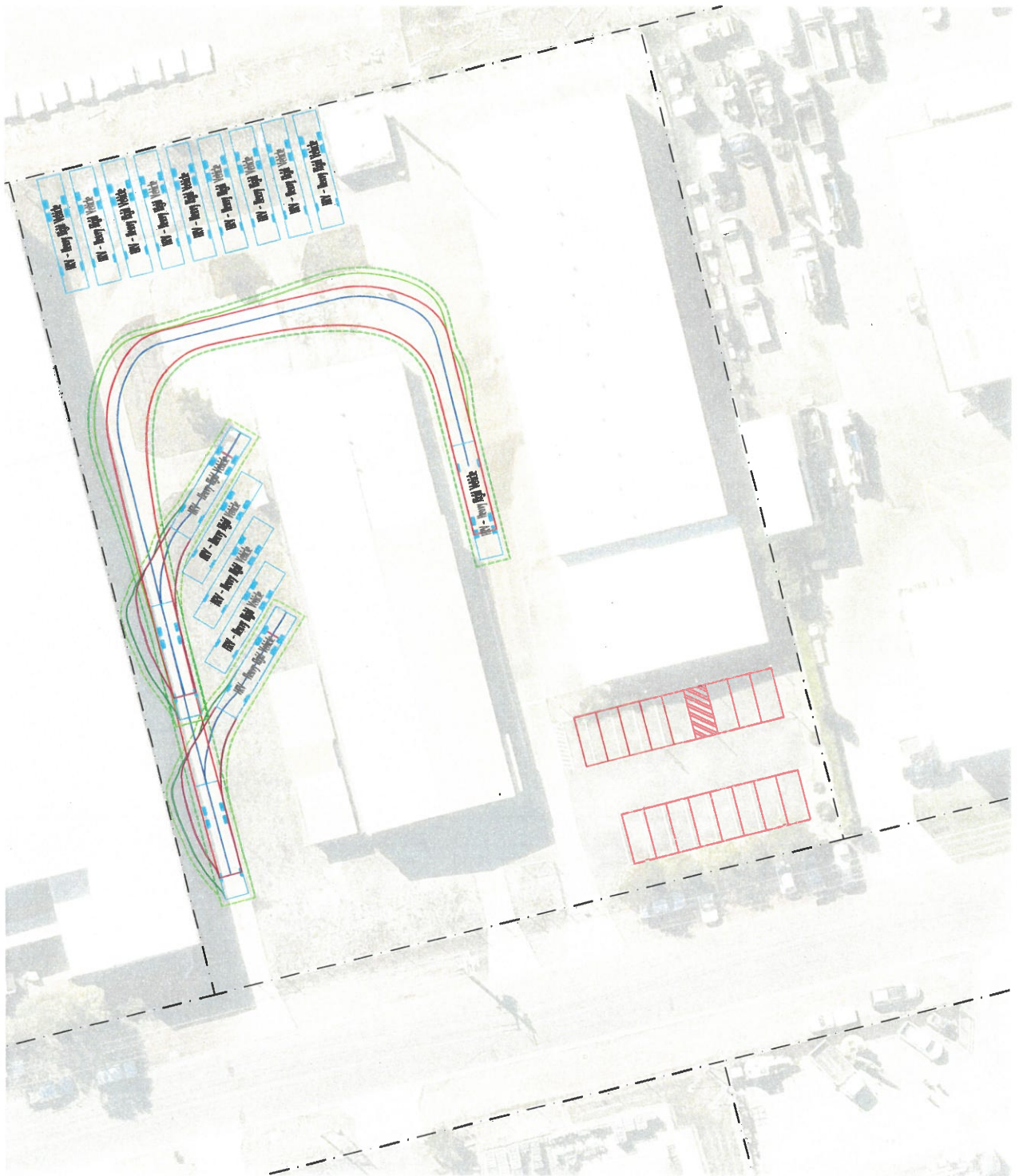




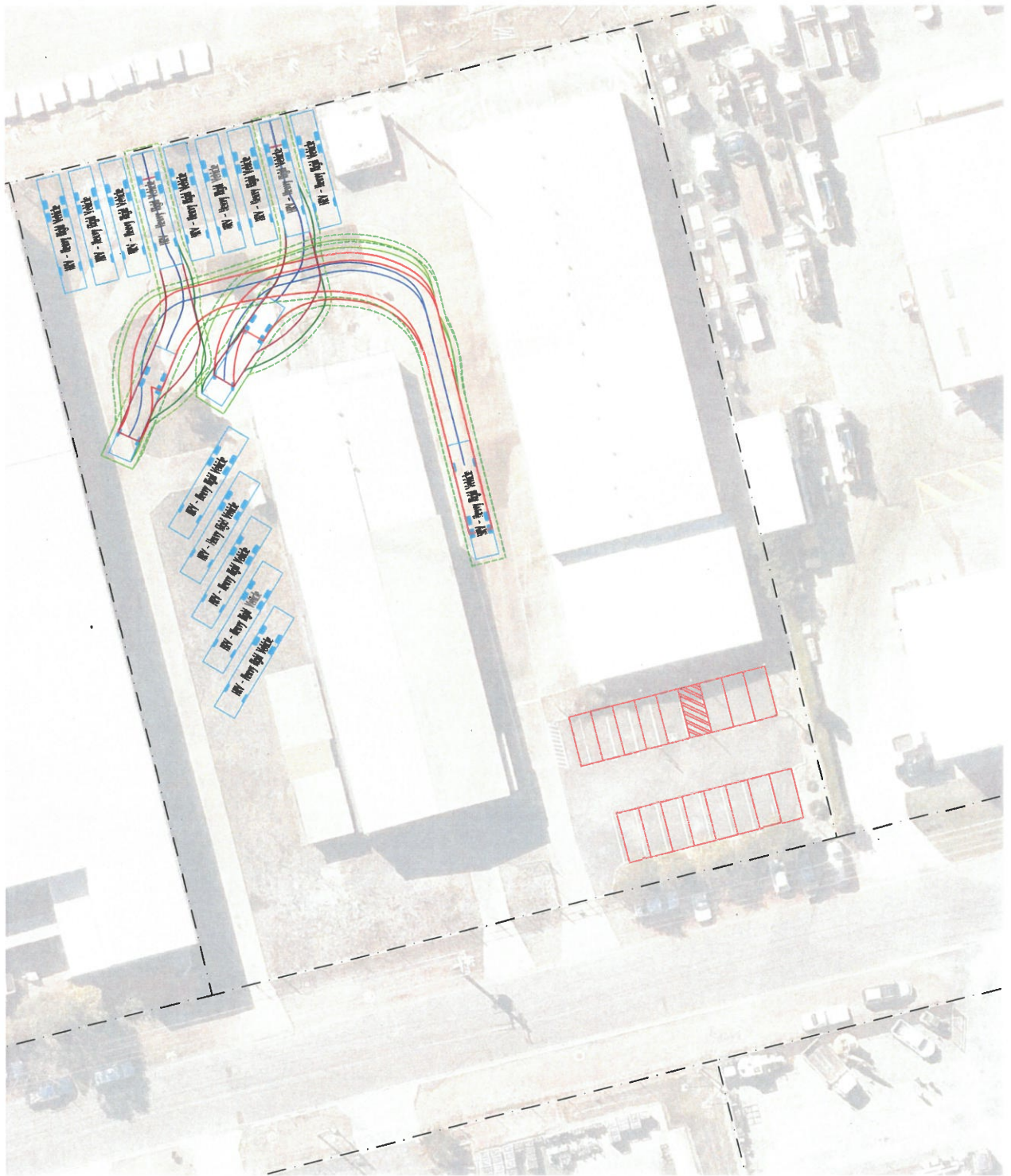


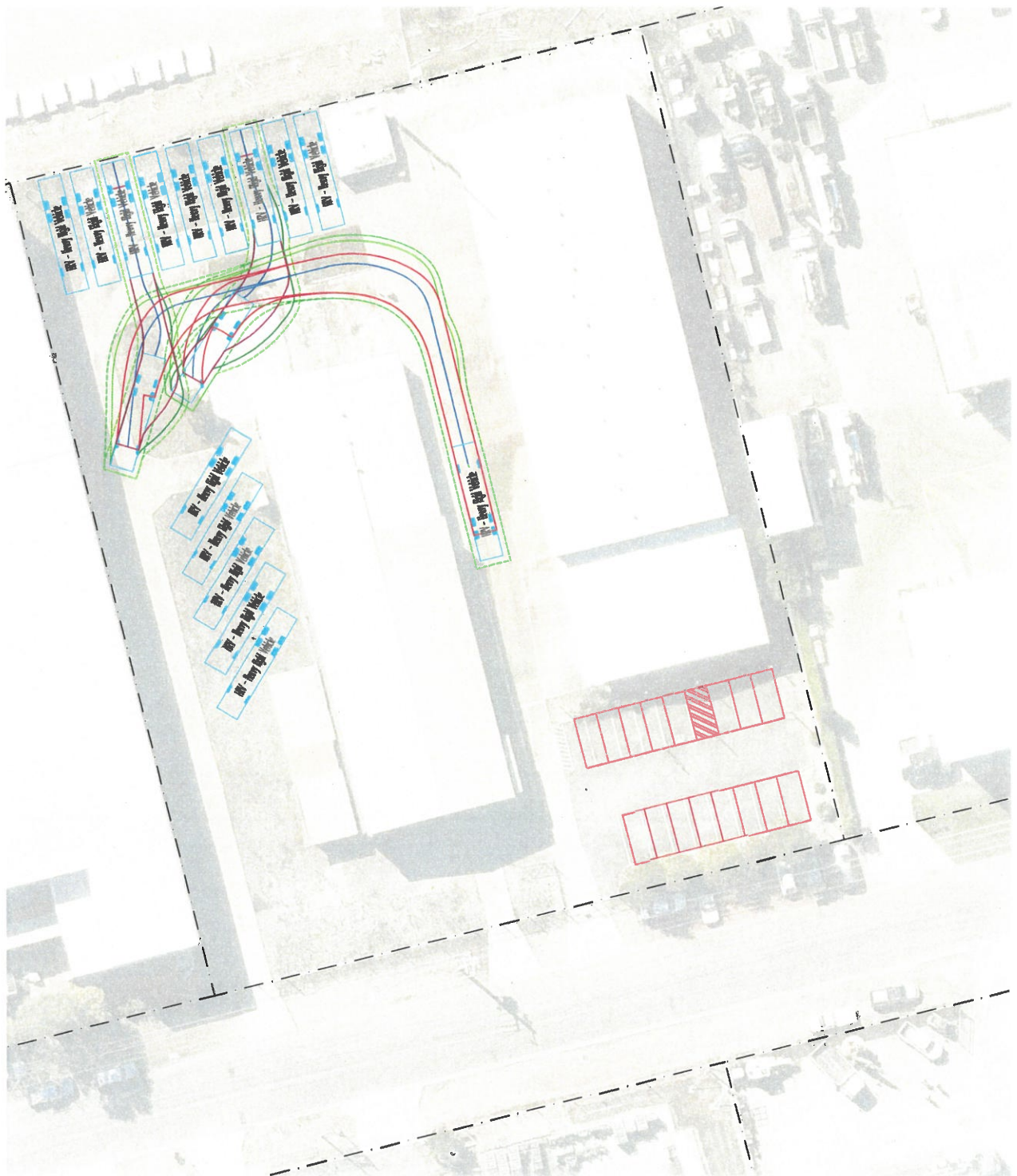








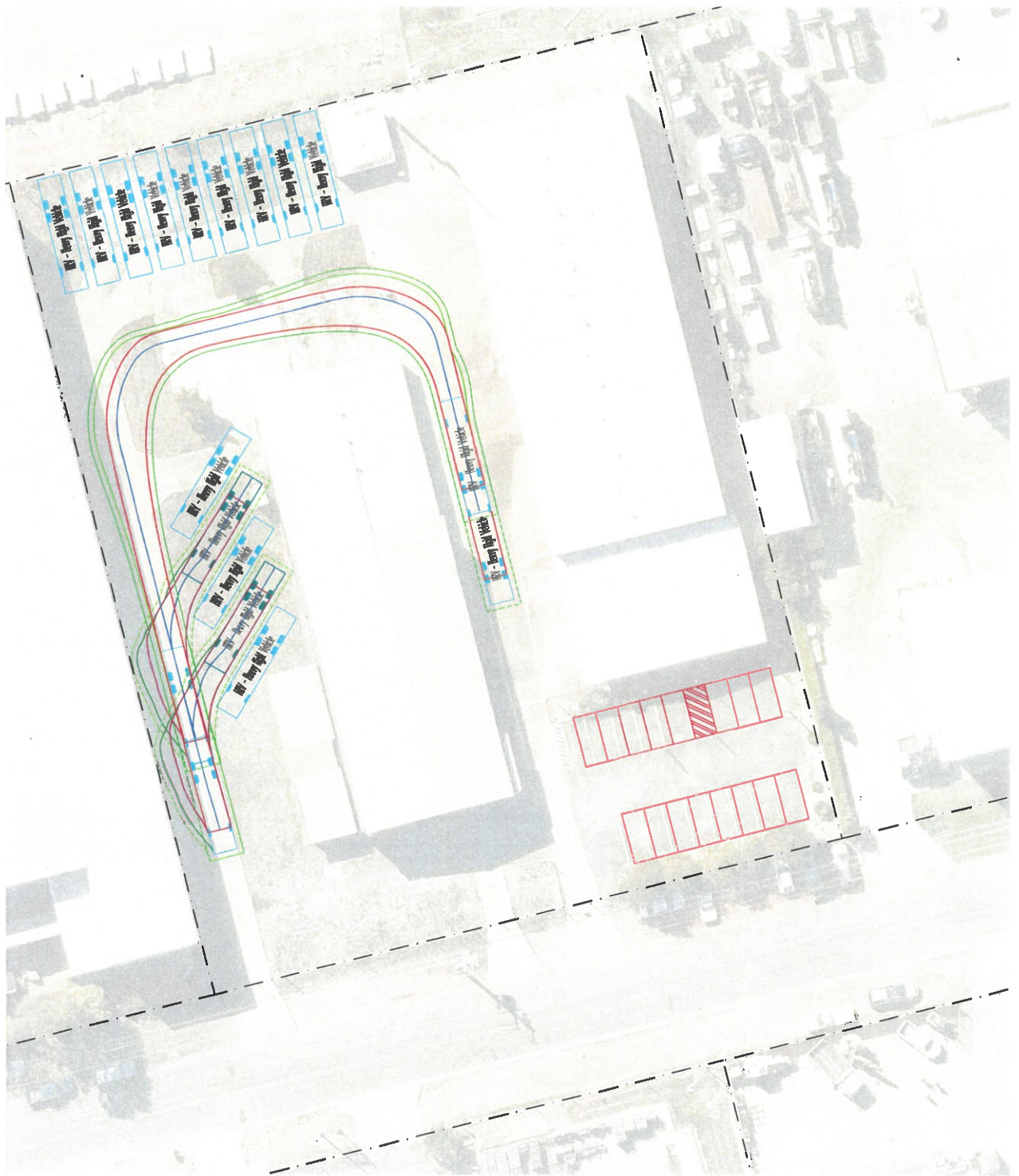


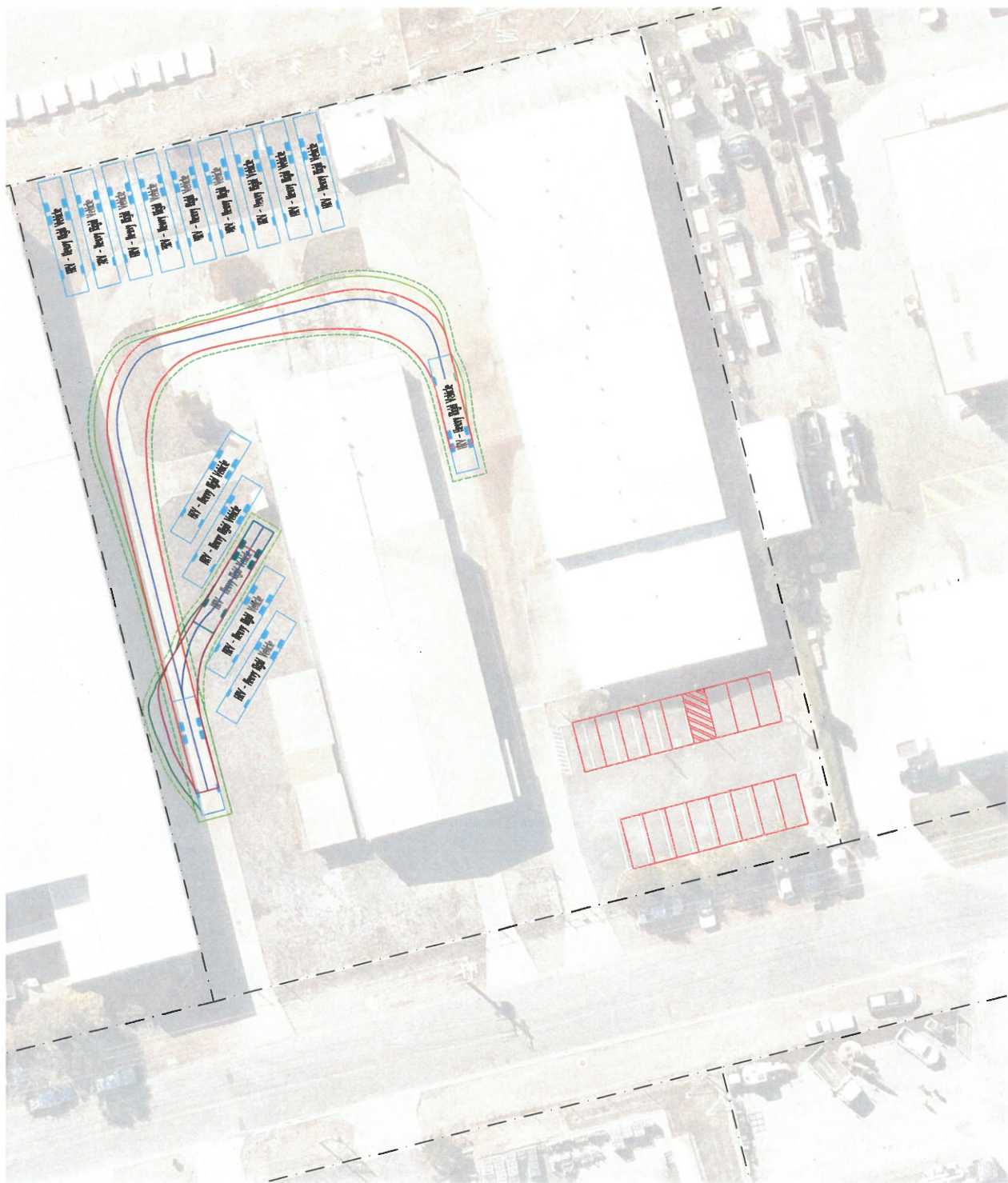










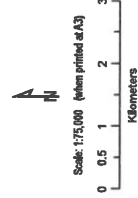
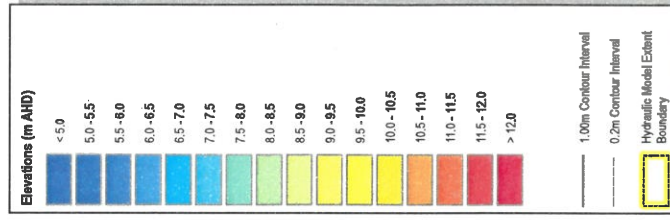




# 2014 TUFLOW MODEL

Peak Water Surface  
Elevations (1% AEP)  
Basecase

Figure 10



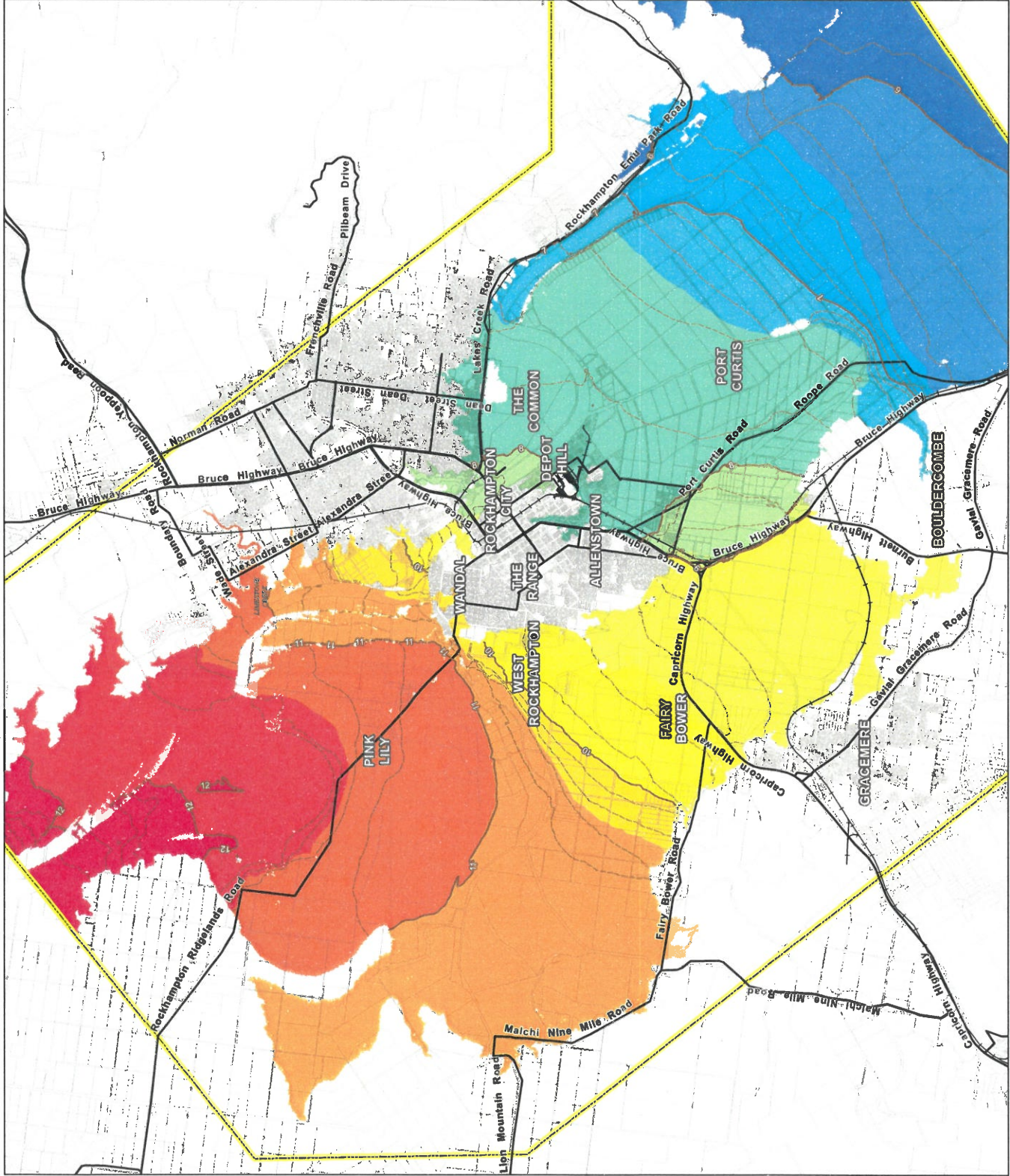
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PROJECT ID: 60313818  
LAST MODIFIED: 29 Aug 2014

FILE NAME: 60313818\_MIS\_0124

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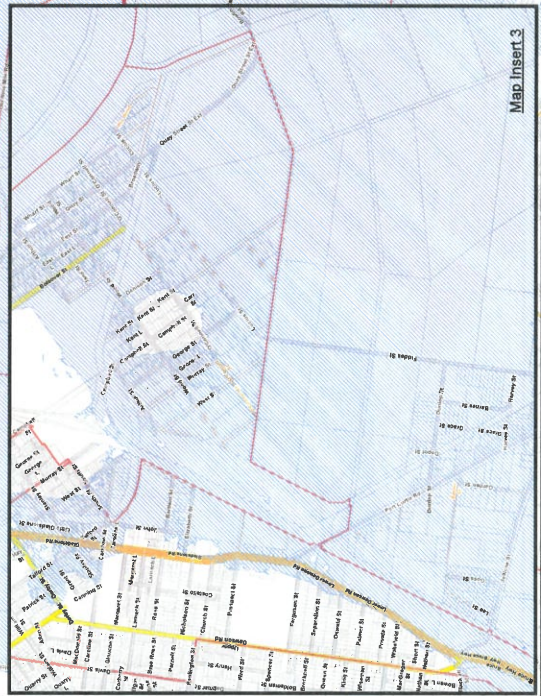
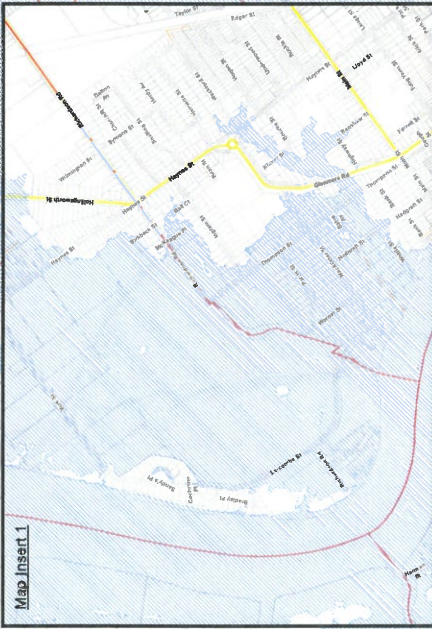
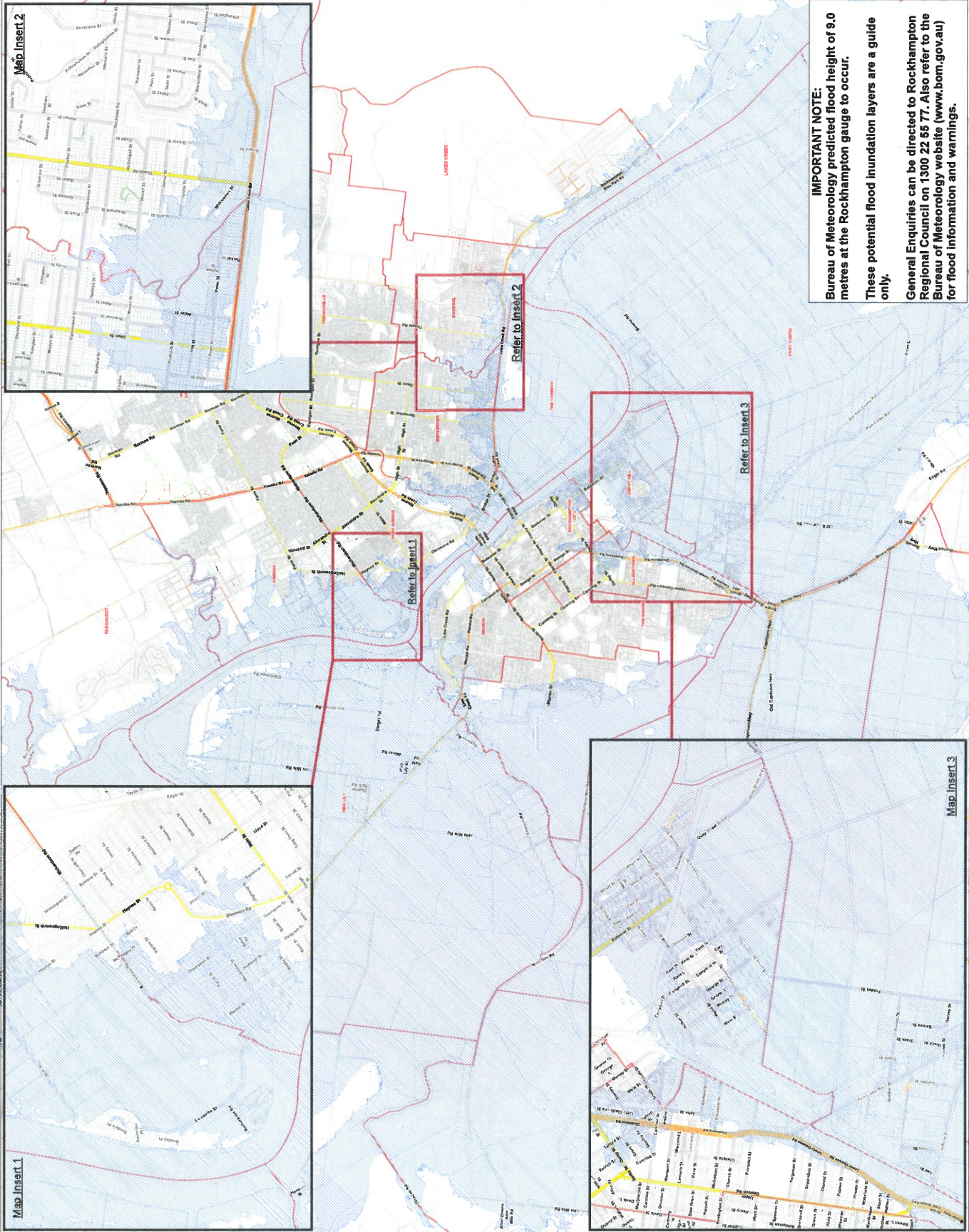
# Potential Flood Inundation

## Potential Flood Inundation at a Gauge Height of 9.5m

1:20,000  
0 0.475 0.95 1.9 Km



**IMPORTANT NOTE:**  
 Bureau of Meteorology predicted flood height of 9.0 metres at the Rockhampton gauge to occur.  
 These potential flood inundation layers are a guide only.  
 General Enquiries can be directed to Rockhampton Regional Council on 1300 22 55 77. Also refer to the Bureau of Meteorology website ([www.bom.gov.au](http://www.bom.gov.au)) for flood information and warnings.





# QUOTATION

No. QNTH080819TCT65OWR2B



# PETRO

HIRE



[petrohire.com.au](http://petrohire.com.au)

# PETRO HIRE



## WHY RENT?

DO YOUR BUSINESS A FAVOUR. DON'T BUY.

If you're buying capital equipment or machinery, paying upfront can put a serious dent in your cash reserves. And what are you left with in five years? Usually a seriously depreciated asset that isn't much use any more.

When compared to buying equipment outright, leasing helps preserve cash for projects and expenditure that offer better business returns or represent a more efficient use of capital and resources.

When it comes to expenditure, businesses should invest as little as possible in depreciating assets and as much as possible in appreciating assets. Renting provides a compelling option to keep the cost of depreciating assets down and pass obsolescence risk to a third party.

A common financial methodology for deciding if taking an asset on rental is more economic than buying is to compare and select the lowest net present value of the after tax cash flows of each alternative.

**SHORT TERM RENTAL | LONG TERM SOLUTIONS | RETURN WHEN FINISHED**





# PETRO HIRE



## OFF BALANCE SHEET FUNDING.

In most cases, rental payments don't appear as balance sheet liabilities. The monthly rentals are treated as an operating expense and are generally considered 100% tax deductible. Not only that, as an expense item, these payments may fall outside of annual capital budget allocations and the arrangement may result in improved balance sheet ratios. Naturally, you should check with your accountant or legal advisor first.



## RENT THE FULL PACKAGE.

You can bundle the cost of all ancillary equipment into your rental or lease. Pumps, meters, electronic tank gauging, electronic fluids management systems, in fact all PETRO HIRE accessory lines can be included in the one transaction.



## CASH IS STILL KING

When you rent or lease your equipment you get to keep your cash for better things. It takes the strain off your cash flow and when working with your accountant or legal advisor, usually results in a 100% tax break and a healthier balance sheet. Better still, it means you don't have to compromise on quality. You can afford the right equipment for the job.



## WE TAKE THE RESIDUAL VALUE RISK.

PETRO HIRE rental pricing builds the future expected resale value of assets into the pricing to keep your rental payments low.

The future resale value risk is assumed by PETRO HIRE, not you. What's more the costs of disposing of the asset at the end of the lease including environmentally friendly recycling of the assets (including potentially hazardous components) is also assumed by PETRO HIRE.



08/08/2019

Attn – Mark Grambauer

Mbl. 0409 013 849  
E-mail. mark.grambauer@veolia.com

Re: Fuel Tank Rent 2 Buy

Mark,

PETRO HIRE is pleased to provide you with the following quotation to supply equipment for rental to purchase.

The equipment is required onsite at Veolia, 14 French Street, Gladstone, Qld

Delivery is scheduled for TBA 2019.

Removal is expected approx. TBA.

Expected R2B term is 36 MONTHS.

**Equipment:** 2 x T65 PETRO Liquitainer (safe fill level 62,300 litres)

**Pricing is as follows:**

**Hire Charges:** 2 x T65 PETRO Liquitainer supplied as bare tank with 3" fill and suction lines for oily waste water  
\$1,850 per month each



**Availability:** We currently have 2 x T65's in Diesel Traffic available ex Narangba





ABN 98 154 472 492  
National Tank Hire Pty Ltd t/as  
83 Westgate Drive, Altona North VIC 3025  
P: 1300 4 TANK HIRE  
E: hire@petrohire.com.au

## Standard Charges:

### Cleaning Fee(s):

A minimum cleaning fee, Nil (as special condition replaces this charge) will be invoiced in conjunction with the first months hire charges. An assessment of the asset will be made on return and any extraordinary cleaning will be charged.

### Disposal of Liquid:

Any residual material or liquid left in the tank or bund on completion of the hire will be removed and disposed of in an environmentally friendly way. Charges for this will be passed on to the hirer.

### Consumables:

Unless otherwise stated, rates above do not include any on-going consumables, i.e. filters.

### Repairs:

Damage caused by misuse will be charged at standard workshop costs.

### Freight:

Freight can be arranged and included in the initial hire contract at a cost plus margin expense. If a crane is required onsite then additional costs apply.

### Callouts:

If required to attend equipment on site, callout charges will apply if found to be operator error.

### Labour:

Labour (if required) will be charged out at \$(market rates) per hour per man, during normal working hours.

### Extra Charges:

No allowance has been made for any inductions or permits other than where stated herein.

### GST:

Pricing is quoted exclusive of GST, this will be charged at the rate of 10%.

### Validity:

Rates are valid for 30 days from date of issue.

### **Note: Equipment quoted is subject to availability at time of order**

For further assistance or any query you may have regarding this quotation, I can be contacted on the below contact details. Rent from an independent and have the flexibility of best priced fuel supplies

Regards,

General Manager  
PETRO HIRE  
0400 586 974  
tonyc@petrohire.com.au

#### Specific Exclusions:

- Certification of dispensing equipment for resale.
- Preparation of earthworks for tank siting or any site preparation.
- Supply of any Dangerous Goods Licensing or on site risk assessment.
- Supply of any further works or equipment other than specified above.
- Any site inductions to be undertaken (these will be undertaken at an hourly rate of \$100.00 per hour)
- Supply of an electrician for any electrical work required to be done on site
- Supply of a genset to power pump
- Supply of EWP for set up of ladder & platform once onsite if required
- Crane to unload at site. (Customer to supply)
- Transport and crane hire at end of hire period
- If the commissioning is to be done by others, Petro Hire will not be held liable for any damage, spills or any other incidents that may be a result from this.

#### PETRO CUBE – Self Bunded, Baffled Tanks

Model	Safe Fill Level (L)	Length (mm)	Width (mm)	Height (mm)	Empty Weight (kg)	Full Weight (kg)
CUBE 450	420L	1300	1000	750	380	763
CUBE950	860L	1670	1050	1235	680	1488
CUBE1100	1000L	1577	1132	1235	680	1680
CUBE2000	1800L	2550	1130	1235	980	2680
CUBE3000	2700L	2550	1650	1235	1150	3700
CUBE4500	4100L	3000	2000	1235	1650	5175
CUBE6300	5950L	3560	2166	1235	2150	7205
CUBE6500	5950L	3000	2400	1300	2500	7920
CUBE10000	9000L	5750	2108	1210	3500	11500
CUBE13000	12000L	6000	2400	1300	4500	15500

#### PETRO LIQUITAINER – Self Bunded Tanks, available

Model	Container Type	Safe Fill Level (L)	Empty Weight (kg)	Length (mm)	Width (mm)	Height (mm)
T12	10ft High Container	10 100L	4 500	3 000	2 438	2 900
T30	20ft High Container	26 500L	7 500	6 000	2 438	2 900
T65	40ft High Container	62 300L	14 500	12 000	2 438	2 900
T110		105 000L	21 000	14 400	3 000	3 200

#### PETRO SELF BUNDED FUEL TRAILER – Dual Axle

Model	Container Type	Safe Fill Level (L)	Empty Weight (kg)	Length (mm)	Width (mm)	Height (mm)
LP1250	1,000L including Pumping Equipment	1,000L	950	5 000	2 000	1 200





ABN 98 154 472 492  
National Tank Hire Pty Ltd t/as  
83 Westgate Drive, Altona North VIC 3025  
P: 1300 4 TANK HIRE  
E: hire@petrohire.com.au

Other Products offered by PETRO HIRE:

#### **Dangerous Goods Storage & Spill Containment Grates**

PETRO HIRE has available a wide range of Dangerous Goods Stores. These containers are the perfect storage solution for lubricants, thinners, chemicals and class 3 flammables. These units are portable, fully vented, and lockable, have a full floor bund and meet the Australian Standard AS1940. Contact us with your DG Storage problems and we will offer a solution.

PETRO HIRE also has available spill grates (3m x 2m) to capture any small spills that may occur while refuelling vehicles. These can be placed in-ground at front of tank with vehicle to be driven on top of unit when refuelling.



#### **PETRO CUBE Self Bunded Fuel Trailers**

PETRO HIRE has available a range of service fuel trailers that can be designed for various uses including mobile refuelling and servicing.

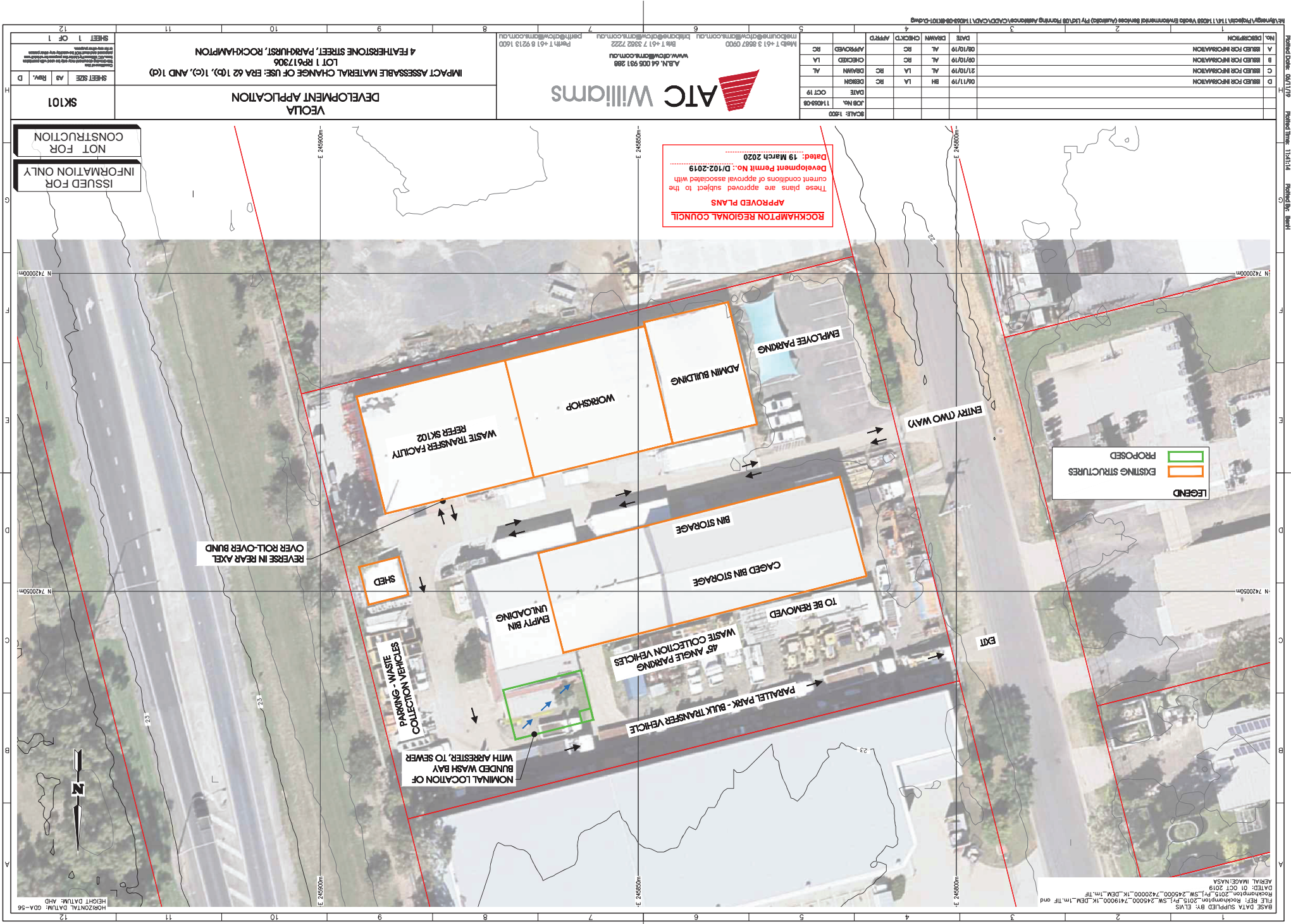
The 1250LP unit, offering a safe fill level of 1,000 litres, when fully loaded with fuel and fitted with dispensing equipment, weighs in under 2 tonne. Accordingly the PETRO 1250L Self Bunded Fuel Trailer can be towed without the need for any in vehicle brake controller unit. This is perfect for those customers who operate a fleet of equipment, the PETRO 1250L Self Bunded Fuel Trailer can be towed by any suitably rated vehicle in the fleet.



Link to PETRO HIRE images site: [www.petroimages.com/PETROHire](http://www.petroimages.com/PETROHire)

Link to PETRO HIRE web site: [www.petrohire.com.au](http://www.petrohire.com.au)

petrohire.com.au





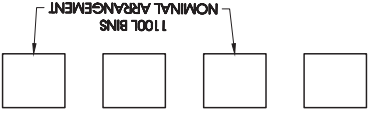
**ROCKHAMPTON REGIONAL COUNCIL**  
**APPROVED PLANS**

These plans are approved subject to the  
current conditions of approval associated with  
Development Permit No.: D/102-2019

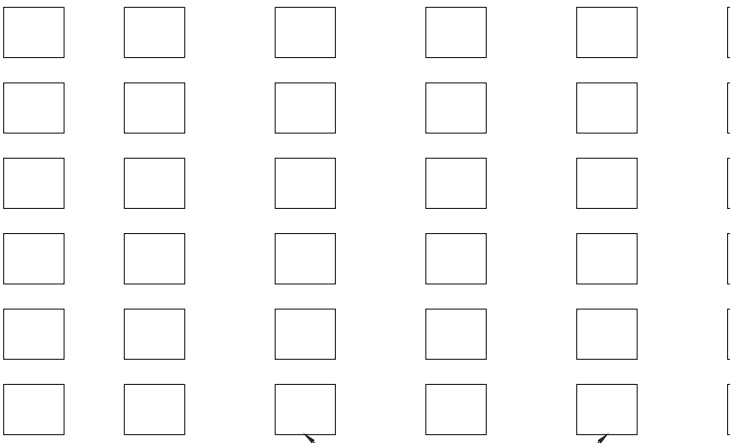
Dated: 19 March 2020

CONTINUOUS BUND WALL  
BETWEEN STORAGE AREA AND  
WORKSHOP, ACCESS VIA  
RAMP ONLY (IF REQUIRED)

WORKSHOP

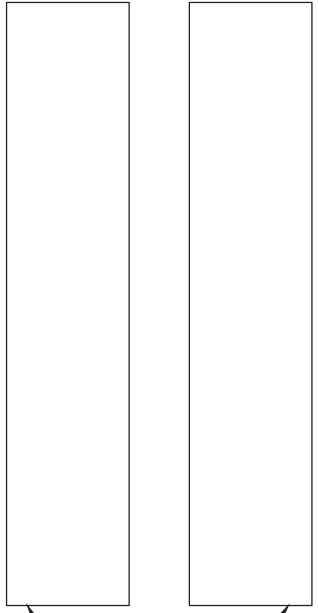


1 TOOL BINS  
NOMINAL ARRANGEMENT

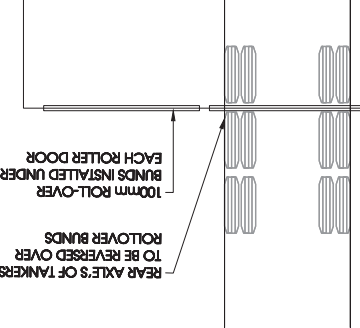


IBC'S  
NOMINAL ARRANGEMENT

BOLLARDS



2 x 166 PETRO CONTAINERS



REAR AXLES OF TANKERS  
TO BE REVERSED OVER  
ROLL-OVER BUNDS

100mm ROLL-OVER  
BUNDS INSTALLED UNDER  
EACH ROLLER DOOR

**NOTES**

1. ASSUMED BUILDING DIMENSIONS:  
24m (L) x 18m (W) x 9.6m (H)  
SECONDARY CONTAINMENT  
VOLUME = 24m x 18m x 0.1m  
= 43.2m<sup>3</sup>
2. INTERNAL BUILDING VIA SINGLE BLOCK HIGH (200mm)  
BESSE BLOCKS (WITH SEALED WALL AND FLOOR JOINTS).
3. SLAB LEVEL: 10.257
4. MINOR SPLITS TO BE CLEANED UP WITH SPILL KITS, WITH  
VACUUM, NO SLURP.
5. ASSUMED IBC DIMENSIONS:  
1.2m (L) x 1.2m (W) x 1.16m (H) - 1000L CAPACITY.

FOR FURTHER BUILDING DETAILS INCLUDING SECTION REFER  
TO GAUTEC McWILLIAM DWG 05R092-C01, C02 AND S04.



A.B.N. 64 006 931 288  
www.atcwilliams.com.au  
Bris T +61 7 3382 7222  
info@atcwilliams.com.au  
Perth T +61 8 9213 1600  
perth@atcwilliams.com.au

VEOLIA  
WASTE TRANSFER FACILITY CONCEPT  
LOT 1 RP617306  
4 FEATHERSTONE STREET, PARKHURST, ROCKHAMPTON

No.	DESCRIPTION	DATE	DRAWN	CHECKED	APPROVED
A	ISSUED FOR INFORMATION	06/11/19	RL	RC	RC
B	ISSUED FOR INFORMATION	21/03/19	RL	RC	RC
C	DESIGN				
D	DATE	OCT 19			
E	JOB No.	114038-08			
F	SCALE:	1:100			

ISSUED FOR  
INFORMATION ONLY

NOT FOR  
CONSTRUCTION

SK102

SHEET SIZE  
A3  
Rev. B

SHEET 1  
OF 1





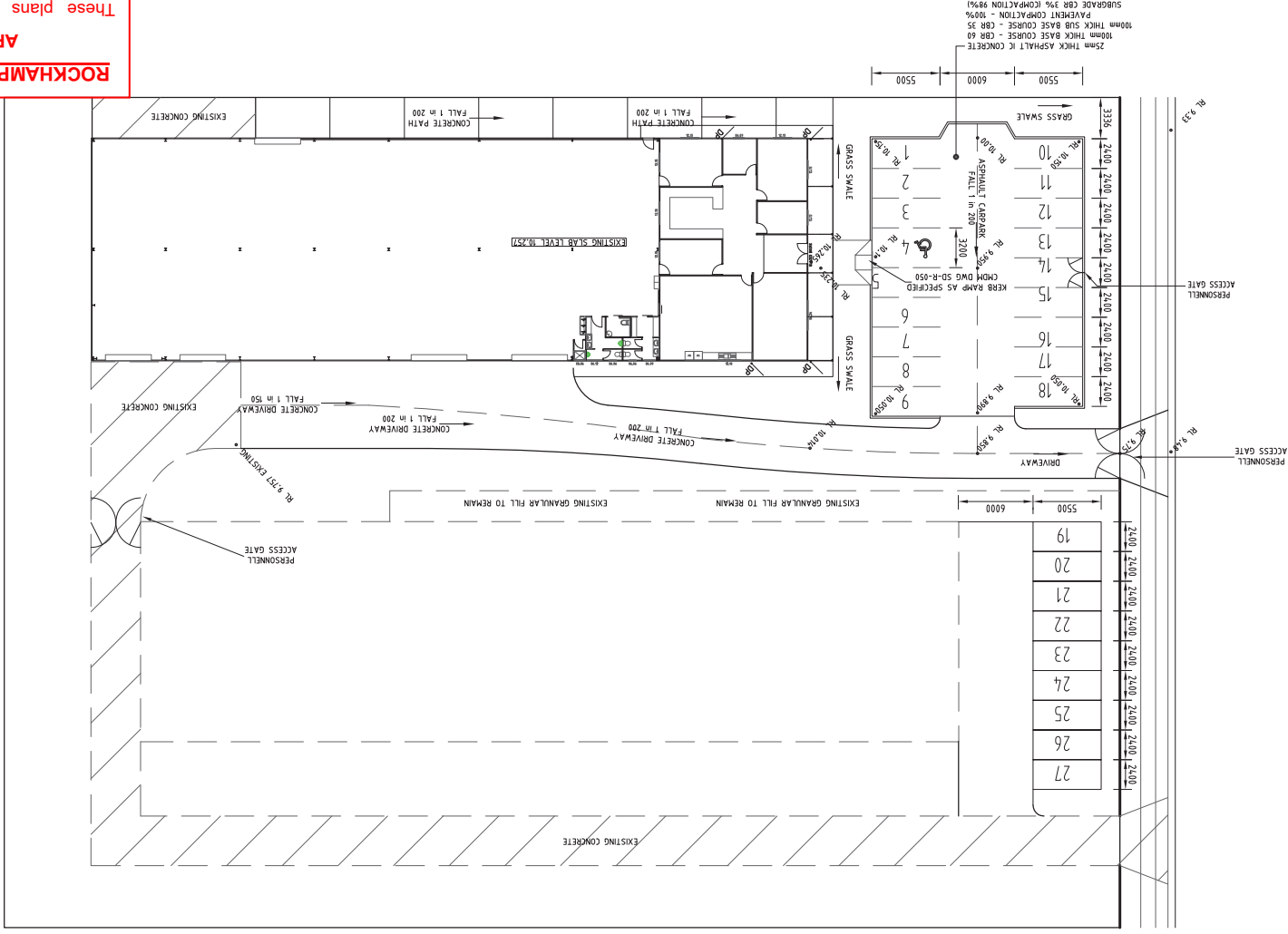
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[illegible]

PROJECT	PROPOSED SHED EXTENSION	DRAWING TITLE	SITE PLAN	DRAWING NO.	05R092-C01
CLIENT	NPM CONSTRUCTION	SCALES	1:300 @ A3	ISSUE	B
ARCHITECT					

ROCKHAMPTON REGIONAL COUNCIL  
APPROVED PLANS

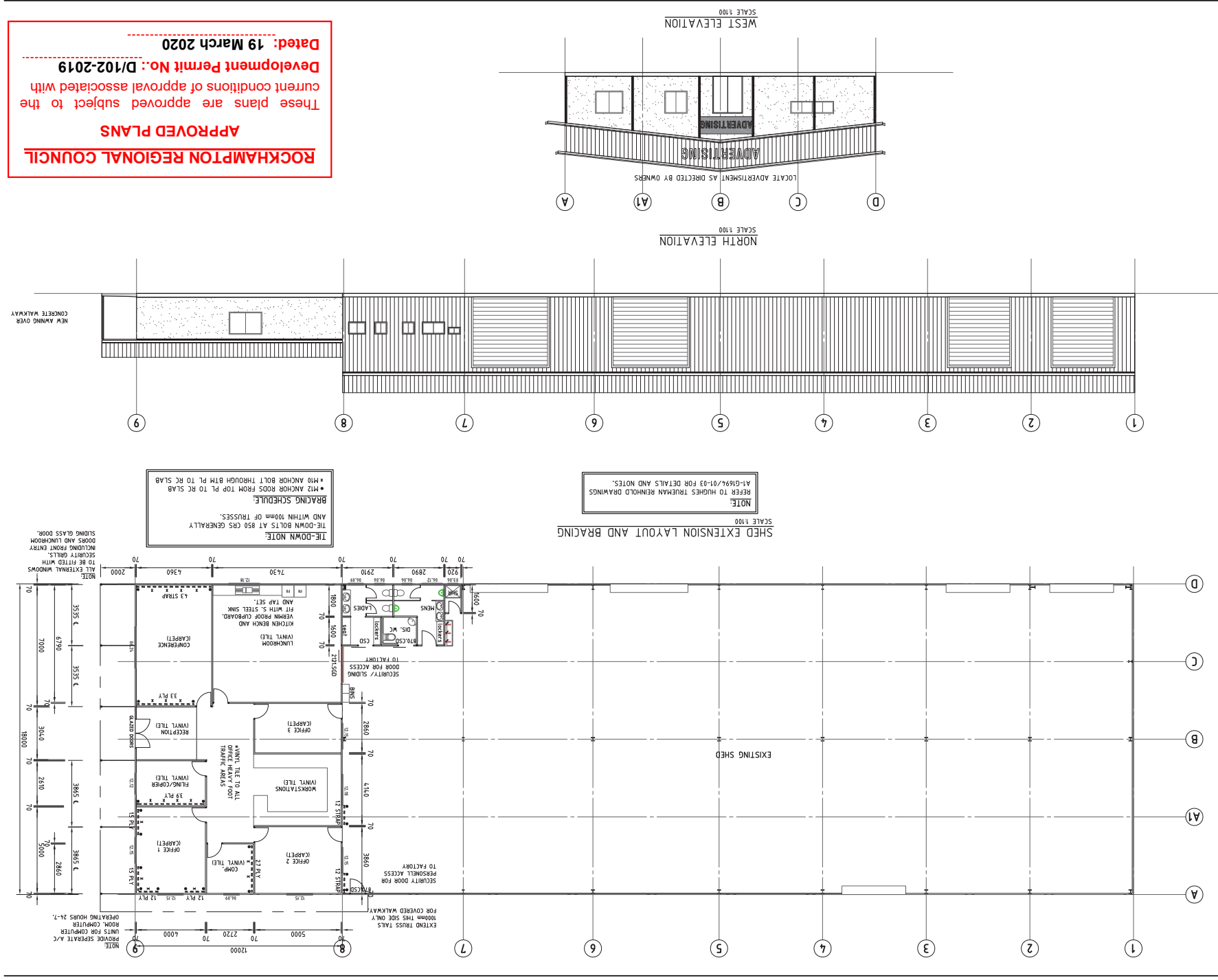
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 Dated: 19 March 2020







## A1 SHEET







# Site Emergency Response Plan - Rockhampton Industrial Services

**ROCKHAMPTON REGIONAL COUNCIL****APPROVED PLANS**

These plans are approved subject to the current conditions of approval associated with

**Development Permit No.: D/102-2019**

**Dated: 19 March 2020**

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**VANZ Template**

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**VANZ Template**

Issue Date 21/08/2019

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# 1. Emergency Response Plan, Purpose and Scope

Emergency response planning is the act of anticipating and preparing for emergency situations which may occur and impact the business. The basic principle of emergency response planning is to ensure the health and safety of workers and minimise any adverse effects to the environment and Veolia ANZ or client's property.

This document aims to ensure the Rockhampton Industrial Services can respond to any emergency situation (i.e. medical, fire, natural disaster) in a planned and rehearsed manner. This plan has been developed in line with the Crisis Management Manual and Emergency Management Procedure, by identifying key potential hazard situations which could be encountered at the facility.

The Emergency Response Plan (ERP) applies to all Veolia management, workers and contractors involved in work activities for Veolia at Rockhampton Industrial Services. Where Veolia workers of this site conduct work activities on a client site, workers will be required to respond to an emergency in accordance with any client site specific requirements and respond to appropriate directions from the client's emergency response personnel.

## 1.1 Facility Overview

Rockhampton Industrial Services.

The operation is located at 4 Featherstone Street, Parkhurst, Rockhampton, QLD. The site consists of an Administration Building with attached maintenance and storage facilities. There is a separate storage shed that houses bin and future secured regulated waste infrastructure. At present the facility accepts the following waste streams:

- General Waste Storage Bins;

A fleet of industrial services delivery vehicles operates from the site.

All wastes are subject to EPA waste tracking legislation.

## 2. Activation of Emergency Response Plan

The events which trigger activation of the Emergency Response Plan (ERP) are incidents with the potential to:

- Affect the health and safety of workers or the general public;
- Cause adverse effects to the environment; and
- Cause damage to Veolia property.

It is important to appreciate the ERP may not always be activated in isolation, and may be activated in conjunction with other plans such as the Business Continuity Management Plan (BCM), Disaster Recovery Plan (DRP) and Crisis Management Plan (CMP), depending on the nature of the emergency situation and potential impacts on the business.

**Note:** Plans to specifically manage incidents which impact the ability to continue operational activities are known as Business Continuity Management Plans (BCMP); these are owned and managed by the site. Plans to deal with a critical IT service-delivery failure are known as Disaster Recovery Plans (DRPs); these are owned and managed by the corporate IT department. Plans to deal with a crisis (i.e. significant damage, serious injury, environmental harm or media attention) are called a Crisis Management Plan (CMP); these are owned and managed by the State Head Office.

## 3. Unplanned Scenarios

In the event of an unplanned emergency situation occurring not considered in this ERP, management will work with site emergency response workers i.e. Chief Warden/ Warden and SHEQ Team to determine an appropriate response plan.

On completion of the emergency response, the review and evaluation processes will be conducted and necessary changes enacted.

# 4. Emergency Response Plan Access, Testing, Evaluation, Review and Maintenance

## 4.1 Access

The latest approved version of the ERP is maintained on the Business Management System (BMS), and a hard copy is held onsite at the Administration Building foyer of the Rockhampton industrial Services Depot. All site workers will be trained in this ERP when undertaking the site induction.

## 4.2 Testing

The ERP will as a minimum be tested annually in accordance with Emergency Response Procedure. Records of any testing conducted will be maintained

## 4.3 Review and Maintenance

### 4.3.1 General

The ERP will as a minimum be reviewed 6 monthly or at least annually, and amended as required when any of the following occurs:

- Significant operational changes (e.g. addition of new processes to a work area which introduce new potential emergency situations);
- Significant new emergency risks identified; and
- On completion of an emergency response.

This will ensure the relevance, accuracy and effectiveness of the information provided.

### 4.3.2 Post Emergency Response Plan Use, Evaluation and Review

After an emergency where the ERP is activated, the manager/supervisor must ensure the incident is entered in RIVO and coordinate an emergency response plan review involving key personnel from the site and other stakeholder groups involved in the management of the emergency.



The Emergency Response Plan Use Review Form must be completed, and where opportunities for improvement or required changes are identified, corrective actions must be documented, entered in RIVO and the ERP updated to reflect changes.

## 5. Governance, Roles and Responsibilities

Role	Responsibility
Managers/Supervisors	<p>Managers and supervisors have the responsibility to:</p> <ul style="list-style-type: none"> <li>• Notify Chief Warden/Warden of emergency situation;</li> <li>• Follow instruction from the Chief Warden/Warden and assist to manage the emergency in accordance with the relevant site ERP;</li> <li>• In the absence of Chief Warden/Warden contact emergency services if life or property is threatened;</li> <li>• If significant damage, serious injury, environmental harm or media attention, notify senior management or State Crisis Management team as soon as possible;</li> <li>• Manage all public/media/regulatory authorities in accordance with Crisis Management Plan (CMP);</li> <li>• Take notes of relevant information and significant event times to assist in the investigation and reporting process;</li> <li>• Ensure no fault, blame or speculation on the incident is made until a full investigation is undertaken;</li> <li>• Ensure no media or other unauthorised person access the site of the emergency;</li> <li>• Ensure no details of the emergency are released to anybody (other than emergency services) unless directed by senior management; and</li> <li>• Ensure the incident is entered in RIVO.</li> </ul>
Employees(Workers)	<p>Employees have the responsibility to:</p> <ul style="list-style-type: none"> <li>• Take immediate action to ensure own safety and the safety of others where safe to do so;</li> <li>• Not take any action which places your safety or the safety of others at risk;</li> <li>• Obtain assistance from others on site, never attempt to handle an emergency situation alone;</li> <li>• Advise the senior person on site of the emergency situation;</li> <li>• Apply the relevant site ERP; and</li> <li>• In the event of an emergency, and in the absence of instructions, assemble at the site emergency assembly area.</li> </ul>
Site Emergency Personnel	<p>Site Emergency Personnel Chief Warden or Deputy Warden, in the event of an emergency situation shall wear a white safety helmet with the wording Chief Warden printed across the front.</p>

Chief Warden/ Deputy Warden	<p>On becoming aware of an emergency, shall take the following actions:</p> <ul style="list-style-type: none"> <li>• Ascertain the nature of the emergency and determine appropriate action;</li> <li>• Ensure appropriate emergency service has been notified;</li> <li>• Ensure Fire wardens (where applicable) are advised of the situation;</li> <li>• If necessary, initiate evacuation and controlled entry to affected areas;</li> <li>• Ensure progress of the evacuation and any action taken is recorded in an incident log; and</li> <li>• Brief the emergency services personnel upon arrival on type, scope and location of the emergency and status of the evacuation and, thereafter, act on the emergency services instructions.</li> </ul>
Warden	<p>The Warden in the event of an emergency situation shall wear a red safety helmet with the wording Warden printed across the front. On hearing an alarm or on becoming aware of an emergency, the Warden shall take the following actions:</p> <ul style="list-style-type: none"> <li>• Implement the emergency procedures for the work area;</li> <li>• Ensure the appropriate emergency service has been notified;</li> <li>• Check or direct a responsible persons to check the work areas for any abnormal situation;</li> <li>• Establish a safe exit and commence evacuation if the circumstances in the work site warrant this;</li> <li>• Check to ensure fire doors and smoke doors are properly closed;</li> <li>• Search the work area to ensure all personnel have been evacuated;</li> <li>• Ensure orderly flow of persons into protected areas, e.g. stairwells;</li> <li>• Assist persons with disabilities;</li> <li>• Act as a leader of groups moving to nominated assembly areas;</li> <li>• Communicate with the Chief Warden by whatever means available and act on instructions;</li> <li>• Advise the Chief Warden as soon as possible of the circumstances and action taken;</li> <li>• Co-opt persons as required to assist during an emergency; and</li> <li>• Operate the intercommunication system.</li> </ul>
First Aid Officers	<p>First Aid Officers in the event of an emergency situation wear a green safety helmet with the wording First Aid Officer printed across the front. On hearing an alarm or on becoming aware of an emergency, shall take the following actions:</p> <ul style="list-style-type: none"> <li>• Take the portable first aid kit and follow the instruction of a warden;</li> </ul>

	<ul style="list-style-type: none"> <li>• Render medical assistance and guidance within their ability, training and scope; and</li> <li>• Determine whether an emergency ambulance should be utilised.</li> </ul>
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## 6. Emergency Response

### 6.1 General Emergency Response Requirements for all Situations

In the event of any emergency situation the following steps must always be followed in the first instance, regardless of the nature of the emergency situation.

#### 6.1.1 Danger

Consider the immediate safety of yourself and other personnel, in the vicinity. Where possible and **only where safe to do so**, make the situation safe by immediately eliminating or isolating the hazard.

#### 6.1.2 Send for Help

Obtain assistance through whatever means possible i.e. yelling out, activating manual emergency call points, phone, radio, alarm systems. Once you have assistance, provide the person with the following details:

- Who you are i.e. name, position;
- Nature of emergency;
- Where you are;
- List hazardous situations;
- Number of people involved; and
- What you need – i.e. first aid, immediate assistance by site personnel, emergency services (fire, ambulance, police).

Confirm the person you are speaking to understands the situation and what you need them to do by asking them to repeat back the information.

##### 6.1.2.1 Contacting Emergency Services Phone '000'

In the event emergency services are required phone '000'. If there is no access to a landline, dial 112 from a mobile phone. Advise the emergency services operator state you are in (i.e. QLD) and the service you require (fire, ambulance, police). You will be connected to the required section. You will need to provide the next operator with the following information:



- Exact location and address; and
- Nature of emergency situation i.e. person trapped in a rolled over vehicle who is unconscious and bleeding.

#### 6.1.2.2 Site Emergency Contacts

The Incident Management team, workers and other external agencies who have a responsibility or must be notified in the event of an emergency situation are listed in Appendix A Rockhampton Industrial Services Site Emergency Contacts.

#### 6.1.2.3 Notify Management and SHEQ Unit

Once immediate assistance is obtained, notification must be made to the manager/supervisor of the emergency. The manager/supervisor will ensure plan is enacted where appropriate, and notification is made as soon as practicable to the following:

- Site emergency personnel i.e. Chief Warden/Warden/First Aid Officer;
- Senior Manager;
- Group SHEQ Manager; and
- SHEQ Team.

### 6.2.1 Danger Response Send Airway Breathing Circulation and Defibrillator and Disability (DRS ABCD)

If the event you're the first person to respond to an emergency situation where there is a casualty(s) use the DRS ABCD action plan to assess and manage the casualty(s). In the event there are multiple casualties the unconscious casualty should be given priority.

The DRS ABCD Action Plan:

#### 6.2.1.1 Danger

Do not put yourself at risk, and where possible and safe to do so, remove the casualty from any immediate dangers.

#### 6.2.1.2 Response

- Check for a response (if unresponsive) – use voice, touch, and pain stimuli (in that order);
- If responsive ask the casualty what the nature of their medical emergency is and take appropriate action;
- If the casualty is suffering from a known medical condition, ask if they have a management plan i.e. asthma, diabetes or have medications you can get for them; and
- With all casualties, regardless of conscious state, talk calmly and reassuringly and tell them what you are doing.

#### 6.2.1.3 Send

Send for help (refer to Contacting Emergency Services phone '000'). Appoint a worker to meet the ambulance.

#### 6.2.1.4 Airway

- Is the casualty talking or responding to you? If yes, the airway is clear move to Breathing; and
- If no, the casualty is unconscious, open the airway by slightly tilting the head back and check for visible obstructions in the mouth. Never place fingers or materials which could break in the mouth of an unconscious person.

#### 6.2.1.5 Breathing

- Check if the casualty is breathing and consider if the breathing is normal. If yes, move to Defibrillation and Disability;
- If no, consider the quality and quantity of the breaths being made i.e. depth (shallow, deep), noise (gurgling, wheeze, stridor), too little: (<10 is not enough breaths per minute), too many: (>30-40 ineffective breaths); and
- What is the casualty's appearance (blue, red, pale, sweaty, distressed, anxious, gasping, clutching throat)?

#### 6.2.1.6 Circulation

- In the case of an unconscious casualty who has failed the breathing assessment, start Cardiopulmonary Resuscitation (CPR) by giving 30 compressions followed by 2 breaths;
- When providing 30 compressions (at approximately 100/min) and giving 2 breaths (each given over 1 second), this should result in the delivery of five cycles in approximately two minutes;
- If you are unwilling or unable to apply rescue breathing you should do continuous chest compressions without any pause at a rate of approximately 100/min; and
- If there is another person available who is able to assist in CPR until emergency services arrive, take turns delivering CPR by swapping every 2 minute cycle, as the effectiveness of CPR delivery substantially decreases with fatigue. When swapping, reduce the amount of time "off the chest" as much as possible.

#### 6.2.1.7 Defibrillator and Disability

##### Not Breathing (Defibrillation)

- If the unconscious casualty has failed the breathing assessment and is under CPR, attach an Automated External Defibrillator (AED) as soon as possible (where available) and follow the prompts. If a second person is present have them attach the pads whilst you continue CPR; and
- continue CPR until the casualty regains responsiveness or commences normal breathing (between 10-20 breaths per minute).

##### Breathing (Disability)

- If the unconscious casualty is breathing assess their disability;
- Disability refers to different aspects which consider the casualty's ability to function normally;
- Do they only open their eyes when you talk or touch them or provide a painful stimulus? Or do they not open their eyes at all? Are they sleepy?;
- When talking are they oriented to time, place and person? Or are they confused? Are the words inappropriate or incomprehensible? Do they just make noises? Or are they not making any noise at all?;

- In regards to movement, can they follow an instruction such as squeeze my hand? Are they combative? Do they withdraw from touch or painful stimuli? Do they do purposeful movements? Are they in fixed posture or positions? Or is there no muscle tone or movement at all?;
- After doing DRS ABCD treat any other injuries i.e. cuts, burns, broken limbs;
- Stay with the casualty until further medical assistance arrives; and
- Always keep constant watch on the casualty, and continuously reassess their response, airway, breathing, circulation and disability as it can quickly alter.

### 6.3.1 Emergency Assembly Area

In the event of a site emergency, and in the absence of specific instructions from the Chief Warden/Warden/manager/supervisor, all site personnel will gather at the Site Emergency Assembly Area and await further instructions from emergency services or Veolia management. Refer to Appendix D Rockhampton Industrial Services Evacuation Diagram.

### 6.4.1 Transport of a Worker to Medical Treatment

In the case of an injury to a worker, a first aid officer will determine whether there is a need to be transported via an emergency ambulance or whether the worker can be transported through other means arranged by Veolia. Where there is any doubt whether an worker is in a safe condition to be transported by means arranged by Veolia, an emergency ambulance should be engaged.

Where transport is arranged by Veolia, a worker may be transported (not the driver) in a vehicle to an appropriate medical facility. The worker's manager/supervisor will attend either by travelling with the worker or in a separate vehicle. If there is any concern by the first aid officer the employee's (workers) condition may deteriorate on route and possibly need medical assistance i.e. feeling dizzy and could faint, a qualified first aid officer must ride as a third passenger (not the driver) in the vehicle.

### 6.5.1 Managing the Emergency Response

- When the relevant emergency service arrives, Chief Warden/Warden/Manager/Supervisor/ worker should hand over control of the site and remain on hand to provide information and access, as required; and
- In most emergency situations it is expected the emergency response will be coordinated from the <enter area i.e. Office>. If safe to do so, the Chief Warden/Warden should remain in attendance throughout the emergency to provide information and assistance to the attending emergency service.



## 7.1 Medical Emergency

### 7.1.1 Medical Emergency Onsite

- Raise the alarm and gain attention by whatever means possible;
- Where possible notify site manager/supervisor; and
- Implement DRS ABCD

### 7.1.2 Medical Emergency Offsite

- Raise the alarm and gain attention by whatever means possible;
- Where possible notify the manager/supervisor;
- Implement DRS ABCD; and
- The manager/supervisor will arrange for emergency medical services to attend the scene if necessary or arrange for retrieval of the worker and medical treatment through normal processes.

## 7.2 Electrical Emergencies

### 7.2.1 Electrical Shock

Electric shock occurs upon contact of a body part with a source of electricity which causes sufficient current to pass from the source through the skin, muscles or hair. Depending on the severity and length of the shock, injuries can include:

- Burns to the skin;
- Burns to internal tissues; and
- Electrical interference or damage (or both) to the heart, which could cause the heart to stop (cardiac arrest) or beat erratically (fibrillation or tachycardia).

Upon being notified of a person who has suffered electric shock or discovering a person who has been shocked by electricity the following steps must be followed to ensure the health and safety of all workers involved:

#### **Danger**

- Check f your own safety and the safety of the casualty and bystanders;
- HIGH VOLTAGE wait until the power is turned off;and
- LOW VOLTAGE Immediately switch off the power. If this is not practicable, pull or push the casualty clear of the electrical contact using material, such as wood, rope, clothing, plastic or rubber. Do not use metal or anything moist.

#### **Responsiveness**

Check for response (verbal and tactile stimuli), touch and talk.

- Send/shout for help;
- Send a bystander to dial 000 and ask for Ambulance;
- If available send for Automatic External Defibrillator (AED); and
- If alone shout for help.

**Airway**

- Place the casualty on their back; and
- Tilt the head back and raise the chin forward.

**Breathing**

- Check for normal breathing, observe chest movement, listen and feel for breathing;
- Give two initial breaths; and
- In the absence of normal breathing and no one has gone for help, place casualty in recovery position and go for help.

**Circulation**

- Position hands on centre of the chest;
- Give 30 chest compressions followed by 2 breaths. Depress breastbone 1/3 the chest depth (approx 4 cm or 5 cm) at the rate of 100 compressions a minute;
- As soon as available attach AED and follow the instructions;
- Continue CPR, 30 compressions: 2 breaths;
- When casualty's normal breathing returns cease resuscitation and move the casualty into the recovery or coma position; and
- Keep a constant watch on the casualty, to ensure they do not stop breathing again, until trained assistants take over.

**Note:** The above is an extract from AS/NZS 3000:2007 Appendix L

**Medical Review**

Regardless of the size of the electric shock received, all workers who receive an electric shock must immediately attend an emergency medical facility for review. Electric shock has the potential ability to change electrical impulses of the heart and cause it to stop beating or beat erratically immediately, or some time later, even hours after the event. These changes in heartbeat may not be apparent to the casualty i.e. stating they feel fine. These types of changes can only be detected with specialist cardiac monitoring equipment, and hence the requirement for a medical review to rule out any such damage.

## 7.2.2 Power Lines Down

In the event that a worker identifies a power line coming down or already down, the following steps are to be followed:

- **Danger:** The worker is to ensure they remain outside of an 8 metre radius of the downed line, and ensure anyone in the immediate area is notified of the imminent danger. The area should be barricaded off to ensure no persons/vehicles can approach the fallen power lines. The area should remain under supervision to ensure no one enters the area until power company authorities attend and take control of the incident scene;
- **Send for help:** the worker is to notify **Ergon Energy on 13 22 96** and refer to Medical Emergencies if there are any injuries. The worker should contact their manager/supervisor and advise them of the situation; and
- **Re-entry to the area and removal of any barricades** must only be done under instruction from the power company, once they have declared the area safe.

### 7.2.3 Vehicle in Contact with a Power Line

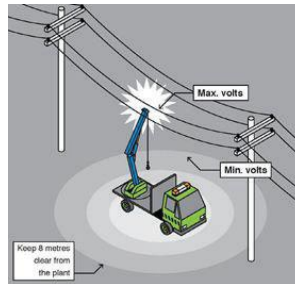
When a vehicle or mobile plant comes into contact with overhead power lines or a flashover occurs between a power line and the vehicle/mobile plant, the body and frame of the vehicle/mobile plant could become live. This would cause electricity to flow from the vehicle/mobile plant to the ground, forming a voltage gradient or rings of different voltages on the surface of the ground, moving out from the vehicle or equipment and reducing as the distance increases.

If the driver/operator was to touch the ground and the body of the vehicle/mobile plant at the same time they could receive a severe electric shock. If they were to simply run or walk away from the vehicle/equipment, their legs may bridge the voltage gradient from a higher voltage ring to a lower voltage ring which could also result in severe electric shock.

Where contact is made with an overhead power line or a flashover occurs between an overhead electric line and a vehicle, mobile plant or equipment the following actions must be taken:

- The driver/operator of the vehicle, mobile plant or equipment must remain inside the cab of the vehicle mobile plant, if safe to do so. The motor should be shut off and the vehicle/mobile plant secured. Windows can be opened to allow ventilation into the cab;
- The driver/operator must immediately phone Emergency Services (000) and advise of the emergency situation. The driver/operator should also phone the supervisor and advise of the emergency situation;
- Emergency Services will contact the local Electricity Supply Authority who will isolate the electricity supply to the energised overhead electric line;
- The driver/operator should remain in the cab of the vehicle/mobile plant until the electricity has been isolated and the all clear has been given by the Electricity Supply Authority at the scene of the incident;
- If it is essential for the driver/operator to leave the cab because of fire or other life threatening reason, they must jump from the cab, landing well clear of the vehicle/mobile plant with both feet together. They must not touch any part of the vehicle/mobile plant and the ground at the same time;
- When moving away from the vehicle/mobile plant, the driver/operator must hop or shuffle away from the mobile plant or heavy vehicle with both feet together until at least 8 metres from the nearest part of the vehicle/mobile plant. Under no circumstances are they to run or walk from the crane or mobile plant as the voltage gradient on the surface of the ground may cause electricity to pass through the body resulting in electric shock; and
- All other people and members of the public must be kept at least 8 metres away from the vehicle or mobile plant (see figure below). Do not allow people to approach or re-enter the vehicle/mobile plant until the Electricity Supply Authority has determined the site is safe. Remember electricity flows through the ground, so an electric shock could be received from walking close to the scene.





## 7.3 Mobile and Fixed Plant Emergencies

### 7.3.1 Failure of Plant

- Stop what you are doing;
- Activate emergency stops and turn off equipment where safe to do so;
- Check surrounding area for danger to yourself and others working in the vicinity;
- Notify manager/supervisor immediately, they will arrange for plant isolation; and
- Do not attempt to reuse the plant until such time as the manager/supervisor gives instruction the plant is safe for use.

### 7.3.2 Motor Vehicle Accidents

Refer to VES Motor Vehicle and Public Liability Accident Reporting Procedure.

### 7.3.3 Vehicle Roll Over

#### 7.3.3.1 Motor Vehicle

- If a vehicle roll over occurs, exit the vehicle where safe to do so;
- Raise the alarm and gain attention by whatever means possible;
- Where possible notify your site manager/supervisor; and
- Implement DRS ABCD.

#### 7.3.3.2 Forklift

In the event a forklift starts to tip, the operator is to:

- Stay in the cabin;
- Ensure seat belt is engaged;
- Brace themselves with their feet pressing down and their arms pushing them back into the seat;
- Stay with the forklift and lean in the opposite direction to the direction of tipping;

Note: Jumping from an overturning forklift often results in serious injury or death.

- Raise the alarm and gain attention by whatever means possible;
- Where possible notify your site manager/supervisor; and
- Implement DRS ABCD.

### 7.3.3.3 Vehicle Recovery

- Contact the manager supervisor who will arrange to contact the Group Manager to determine the most appropriate means for recovering the vehicle
- Stay near vehicle (maintaining a safe distance) until help arrives.

## 7.4 Working at Heights Emergencies

A fall from any height, even ground level, is capable of inflicting a life threatening injury. If the worker has fallen and has back, neck or other distracting injuries i.e. pain in another limb, minimise all movement and encourage the casualty to hold as still as possible until medical assistance arrives. Only ever move the casualty if in immediate danger (i.e. falling objects, risk of being struck).

Where a worker falls and is not undertaking a task is considered working at heights, implement DRS ABCD.

Where a worker falls and is undertaking a task that is considered working at heights, refer to the Working at Heights Procedure for more details.

## 7.5 Fire Related Emergencies

### 7.5.1 Fire Onsite

Upon hearing the emergency alarm or discovering a fire, alert the Chief Warden/Warden and take the following action:

- R – Remove people from the immediate vicinity of the fire;
- A – Alert the fire service by following Contacting Emergency Services Phone '000' or by operating the nearest manual call point [break glass alarm];
- C – Confine the fire and smoke by closing doors and windows in the affected area if safe to do so; and
- E – Extinguish or control the fire if trained and only if safe to do so.

Always obey the instructions of the warden(s) or emergency services, and if required to evacuate, proceed directly to your nominated emergency assembly area and remain there for further instruction. The site's emergency assembly area is identified in Appendix D Rockhampton Industrial Services Evacuation Diagram.

### 7.5.2 Fire During Transit (Solid Waste Vehicle)

- When a fire is observed during transit the driver is to stop the vehicle and park in a safe area, away from storm water drains where possible;
- Driver is to call fire service by following Contacting Emergency Services Phone 000;
- Where provided, the driver is to set-up emergency triangles or witches hats to warn others of the emergency and to avoid additional accidents if on a public road;
- The driver must notify their manager/supervisor immediately of the emergency;

- Where provided, and if safe and practical to do so, the driver should use the fire extinguishers on the vehicle in an effort to suppress the fire; Where spill kits are provided, storm water drains should be protected/ blocked off with gravel socks/absorbent booms or otherwise to prevent potential ingress of fire water/waste/liquid;
- Where necessary the manager/supervisor is to arrange transportation of the worker back to site, and if involving a Veolia owned vehicle, request the Veolia Workshop to arrange transportation of the vehicle (refer to Vehicle Recovery);
- The Appendix A Rockhampton Industrial Services Emergency Contact List must be available in all Veolia owned vehicles and vehicles used for company purposes; and
- Also refer to Appendix B – Fire Extinguisher Chart for details on the appropriate extinguisher for those trained in their use.

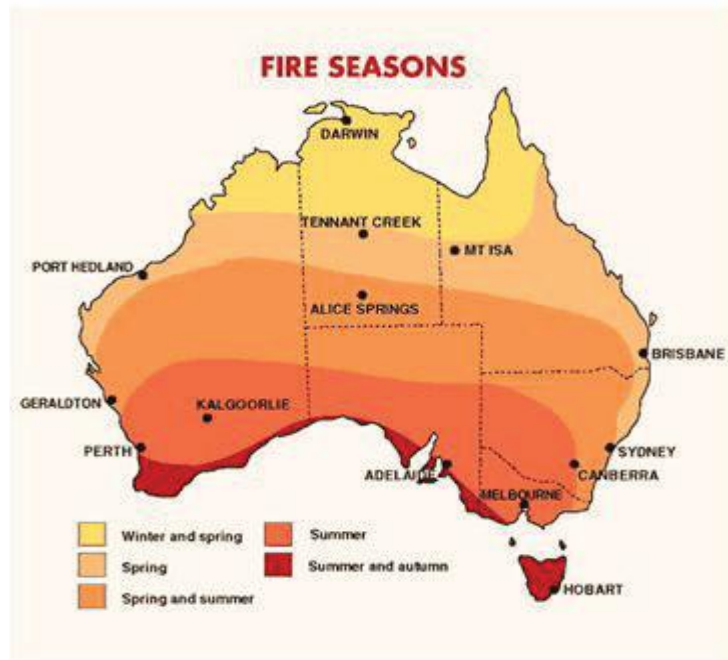
### 7.5.3 Fire in a Waste Load

Refer to Fire in a Waste Collection Vehicle

### 7.5.4 Bushfire

- Raise the alarm and obtain assistance if required;
- If required contact emergency services by following Contacting Emergency Services Phone 000;
- Immediately notify the Chief Warden/Warden and manager/supervisor of the situation;
- Restrict entry to the site by shutting the gate and manning with a worker
- Chief Warden and manager/supervisor will delegate workers to check and evacuate site work areas of any visitors to the site;
- If safe to do so and time permitting, relocate plant and equipment to **<insert details>** i.e. you may name a location and activate the fire suppression system or you may detail to move plant and equipment to clear ground>. Manager/supervisor is to secure office;
- Workers are to assemble at emergency assembly area and await further instruction from the Chief Warden/Warden and manager/supervisor (refer to Appendix D Rockhampton Industrial Services Evacuation Diagram);
- If the bush fire comes within a 5km radius of the worksite, all workers and where possible, plant and equipment is to be evacuated from the site. Where this occurs the Senior Manager and SHEQ Manager and/or SHEQ team must be advised of the situation as soon as practicable , and evacuate were safe to do so; And
- During the fire season (as detailed on the map below) the manager/supervisor is required to review the Bureau of Meteorology website each morning for fire weather warnings (<http://www.bom.gov.au/australia/warnings/index.shtml>). Where weather conditions are advised as catastrophic the site is to be closed to visitors and all workers advised of the potential for a bushfire. On catastrophic days the manager/supervisor is encouraged to regularly check the website for updates or listen to reports through local mediums i.e. radio, as weather warnings may be upgraded or downgraded as conditions change.





## 7.6 Explosion Related Emergencies

### 7.6.1 Explosion Onsite

- Immediately notify the Chief Warden/Warden and manager/supervisor of the situation.
- If required contact emergency services by following Contacting Emergency Services Phone 000;
- Provide information in relation to: type of emergency, location of emergency, number of people injured;
- Remove people from immediate danger, restrict access to the affected area
- Prepare for site evacuation; and
- If the explosion has caused the release of liquids on site, protect storm water drains and enact spill response processes.

### 7.6.2 Explosion During Transit

- If an explosion occurs during transit from the load carried and catches alight refer to Fire in a Waste Load; and
- If an explosion occurs during transit and the vehicles catches alight refer to [Heavy Vehicle Emergency Response Plan](#).

## 7.7 Spills (Hazardous/Non-hazardous/Solid/Liquid) Related Emergencies

- Refer to Chemical and Hazardous Materials Management; and
- If the spill is considered to present a significant risk to people, take immediate action to remove all people from the area and remain up-wind and uphill of the spill.

## 7.8 Hazardous Substances /Dangerous goods in Waste Related Emergencies

- On discovery of an intact container or drum in the waste, assess the likelihood of it containing a hazardous substance or dangerous good. Consider the following:
  - Is the container intact and sealed with a lid?;
  - Is the container large or small?;
  - Does it show hazard labels or markings?; and
  - Does its weight indicate it is full, part full or empty?
- If the container is considered potentially hazardous or dangerous, stop all activity in the immediate area;
- If necessary request assistance from other site operators;
- Advise the manager/supervisor of the situation;
- Wearing gloves and eye protection inspect the container, carefully check for leaking substances before handling;
- If the container is sound, transfer it to an appropriate and safe storage location;
- Do not open a container to check its contents. If there is a label on the container use this to assist with identification;
- The manager/supervisor will arrange for prompt removal and safe disposal; and
- If the container is damaged or there is evidence of a leak, apply Chemical and Hazardous Materials Management (refer to Spills (hazardous/ non-hazardous/ solid/ liquid) related emergencies).

## 7.10 Severe Weather and External Related Emergencies

### 7.10.1 Storm - dust/hail/ high wind/ lightning

- Refer to [Queensland Cyclone Response Plan](#)

### 7.10.2 Heatwave

A heatwave is defined by the Australian Bureau of Meteorology (BOM) as 3 days or more of high maximum and minimum temperatures unusual for the location. During long heatwaves it is easy for workers to become dehydrated and for the body to become overheated. If this happens, medical conditions such as heat cramps, heat exhaustion or even heat stroke may develop.

Where a heatwave is declared by the BOM ([Weather Warnings](#)) the following steps should be implemented to reduce any potential risk:

- Workers who are exposed to outdoor work in a heatwave, or work in areas that subject them to high temperatures for long periods of time should be trained on the common health effects of heat related medical conditions;
- Workers should be monitored by a manager/supervisor for heat related medical conditions;
- Workers should wear lightweight, light coloured, loose, porous natural fibre clothes;
- Workers should drink plenty of water (preferably chilled), even if not thirsty and avoid caffeine;
- Work should be programmed to avoid strenuous activity, where this can not be achieved, work should be programmed in the early morning and late afternoon/evening, in a shaded area to avoid the hottest parts of the day;
- Workers conducting strenuous activity should be rotated regularly, or where not possible afforded regular breaks in air-conditioned areas (buildings, vehicles, cool down rooms); and
- Workers should avoid direct sunlight by performing work in shaded areas, wearing a hat (broad brim or legionnaires), long sleeves, long pants, and wearing sunscreen.

### 7.10.3 Cyclone

- Refer to [Queensland Cyclone Response Plan](#)

### 7.10.4 Flood

- The [Flood Plan 9.5M](#) obtained from Rockhampton Regional Council confirms that the site is not subject to flood inundation.

### 7.10.5 Earthquake

The [Atlas of Seismic Hazards of Australia](#) indicates that Rockhampton is not subject to significant seismic activity.



## 7.11 Threats to Personnel Emergencies

### 7.11.1 Phone Threats Bomb/Chemical/Biological

For any threatening phone calls received, i.e. is bomb threats, chemical/biological threats:

- Keep the caller on the line for as long as possible;
- Obtain as much information from the caller as possible;
- Converse with the caller in a friendly manner, do not antagonise;
- Refer to the Bomb Threat Checklist asking as many questions as possible;
- Do not hang up even though the caller may have terminated the call;
- Attempt to attract another person's attention, indicate to them a bomb threat has been received;
- Advise the chief warden/warden as soon as possible who will contact the Police; and
- Follow instructions of the warden.

### 7.11.2 Threat by Mail or Other Communication

- Advise the chief warden/warden immediately;
- If a suspect item is discovered, do not touch;
- Discreetly ask people to leave the immediate area; and
- Prevent people from entering the area.

### 7.11.3 Unarmed/Armed Intruder or Holdup

Remember CODE A

- **Calm** – Try to remain calm;
- **Obey** – Obey offenders instructions, let the offender know you are doing what they ask; Make no sudden movements;
- **Description** – try to picture offender and any weapons;
- **Evidence** – Secure scene, touch nothing the offender may have touched; and
- **Alarm** – activate alarm and call police when safe

If the situation warrants such action, contact the Police, dial 000 and provide the following information:

- Your name and location;
- The exact nature of the emergency;
- Any other relevant information, which may be of use to them; and
- Preserve the scene of the crime, do not disturb the area.

### 7.11.4 Abusive and Threatening Behaviour

- Do not volunteer any information;
- If you cannot retreat, remain where you are until help arrives; and

- Record your observations quickly, i.e. description of the offender including: facial description, speech mannerisms, height, tattoos, jewellery, weapons used, motor vehicle used, registration number if possible, direction of travel.

## 7.12 Neighbouring Site Related Emergencies

If an emergency occurs at a neighbouring site:

- Attempt to contact the neighbouring site;
- If the neighbouring site can not be contacted or has not notified Veolia's Rockhampton industrial Services site of the emergency either directly or via the authorities, then the manager/supervisor (or other nominated person) will contact the emergency services to advise of the emergency;
- Manager/supervisor is to notify the chief warden/warden of situation;
- Chief warden/warden is activate or put on standby emergency response plan; and
- Where necessary notify other neighbouring sites of the emergency.

# 8. Emergency Communications

## 8.1 Initial Communications

Refer to the following sections:

- Contacting Emergency Services Phone 000;
- Site Emergency Contacts; and
- Notify management and SHEQ team

## 8.2 Notification of Appropriate Authorities and Organisations

The Manager/supervisor shall be responsible for notifying appropriate regulatory authorities and organisations.

## 8.3 Notification to Site Neighbours of Emergency

If an emergency occurs at a Veolia site which may impact on the neighboring operations the neighbors listed in Appendix C Site neighbours are to be notified as appropriate. The Senior Manager where necessary shall be responsible for notifying appropriate organisations and neighbouring properties etc., who may not have been notified during the emergency.

## 8.4 Public relations and debriefing

No site worker is to communicate with any member of the media or public. Any external requests for information relating to the emergency from sources, other than local regulators or emergency services personnel will be directed to the Rockhampton Industrial Services Facility Manager. The Marketing and Communications team will prepare press releases or debriefings for neighbouring properties as required.

# 9. Termination of Emergency Response

Before operations can be restarted after an emergency, the Senior Manager for the site will confirm, using external resources if necessary, all equipment affected by the emergency has been inspected and is in a safe condition to restart operations.

## 9.1 Restarting Facilities

Before operations can be restarted after an emergency, the Senior Manager for the site will confirm, using external resources if necessary, all equipment affected by the emergency has been inspected and is in a safe condition to restart operations.

## 9.2 Health Assessment and Surveillance

Depending upon the nature of the emergency, products released, combustion products, environmental conditions at the time (i.e. wind direction, etc.), contaminated material etc., an evaluation should be made and documented by the Senior Manager in consultation with emergency services, doctors, and other medical specialists to determine if an initial health assessment and ongoing surveillance is required for persons who may have been at risk of exposure during the emergency.

## 9.3 Statutory Investigation

Depending on the nature and effects of the emergency, there may be a statutory investigation. Relevant government authorities may also require investigations. All requests for information or interviews must be referred to the SHEQ GM, who will coordinate the release of required information.

A listing of all personnel onsite at the time of the incident is extremely important should an investigation follow. The visitors register and the result of any headcount should be retained.



## 9.4 Internal Information Process

For any incident the manager/supervisor must complete a report in RIVO as soon as practicable. Depending on the scale of the incident the manager/supervisor is responsible for either completing or co-ordinating the investigation.

There is generally a requirement in insurance policies to report accidents, loss or potential loss events to the business's insurer. The manager/supervisor is responsible for ensuring this report is completed.

## 10. Terms and Definitions

Term	Definition
Appropriate Medical facility	In a non-emergency situation this will be the site's preferred medical provider.
Emergency	Emergency is defined as a sudden, urgent, and usually unexpected event or occurrence which threatens the safety or well being of workers, other stakeholders, and the environment and requires immediate action
Emergency Response Plan (ERP)	Emergency Response Plan- needs more of an explanation.
Worker	<p>A person is a worker if the person carries out work in any capacity for Veolia, including work as:</p> <ul style="list-style-type: none"><li>• Employee;</li><li>• Contractor or subcontractor;</li><li>• an worker of a contractor or subcontractor;</li><li>• an worker of a labour hire company who has been assigned to work in the person's business or undertaking;</li><li>• Outworker</li><li>• Apprentice or trainee;</li><li>• Student gaining work experience; and</li><li>• Volunteer</li></ul>

# 11. Reference and Related Documents

Document Code/ Reference	Document Name
	Crisis Management Procedure
	Business Continuity Procedure
	Emergency Management Procedure
	Incident/Near Miss Management Procedure
	Working at Heights Procedure
	Fire in Waste Collection Vehicles
	Chemical and Hazardous Materials Management
	Severe Weather Procedure
	Bomb Threat Checklist
	Evacuation Diagram
	Emergency Contact List
	Fire Extinguisher Chart

# 12. Appendices

12.1 Appendix A Rockhampton Industrial Services Emergency Contact List

12.2 Appendix B Fire Extinguisher Chart

12.3 Appendix C Rockhampton Industrial Services Neighbours

12.4 Appendix D Rockhampton Industrial Services Evacuation Diagram



# Appendix A Rockhampton Industrial Services Emergency Contact List

## Internal Contacts and External Contacts





















































Internal Contacts			
Contacts	Name	Mobile	Landline
Chief Warden			
Deputy Warden			
First Aid Officer			
Veolia Switchboard			13 29 55
Site Main Office			
Site Supervisor			
Site Manager	Nathan Milburn	0436 466 594	
Manager - Regional North Queensland	Scott Southwell	0429 379 040	3246 5368
SHEQ Advisor	Tim Vollmer	0467 657 900	3275 0195
Group SHEQ Manager	Clint Theil	0467 785 606	3231 7424
Human Resource Manager	Emma Harrison	0401 869 210	
General Counsel			

## Appendix A Rockhampton Industrial Services Emergency Contact List External

External Contacts		
Contacts	Function	Contact Number
Police	Emergency Attendance	000
Fire	Emergency Bushfire Hotline	000
Ambulance	Emergency	000
If there is no landline or mobile phone reception , call '112' from a mobile phone		
Kinnect	118 Ward Street, MACKAY	1300 546 632
State Emergency Services	Emergency	4965 6651
Poisons Information Hotline	Information	13 11 26
National Security Hotline	Reporting	1800 123 400
Ergon Energy	Emergency/Faults	13 22 96
Rockhampton Regional Council (Water)	Emergency/Faults	1300 225 579
Telstra (Phones Lines)	Report Damage	13 22 03

## Appendix B Fire extinguisher chart

AS 2444-2001 Australian Standard Portable Fire Extinguishers and Fire Blankets – Selection and Location

Type of extinguisher		Type of Fire, Class and Suitability						Comments (Refer Appendix B)
Colour scheme	Extinguishant	A	B	C	E	F	D**	
AS/NZS1841 -1997	AS1841 -1992	Wood, paper, plastics, etc	Flammable liquids	Flammable gases	Energized electrical equipment	Cooking oils and fats	Metal fires	
		Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires
		Wet Chemical						Dangerous if used on energized electrical equipment
		Foam***						Dangerous if used on energized electrical equipment.
		Powder	ABE					Special powders are available specifically for various types of metal fires (see **).
			BE					
		Carbon Dioxide						Generally not suitable for outdoor use. Suitable only for small fires.
		Vaporizing Liquid						Check the characteristics of the specific extinguishant.
		Fire Blanket						

\* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have a limited extinguishing capability.  
 \*\* Class D fires (involving combustible metals). Use only special purpose extinguishers and seek expert advice.  
 \*\*\* Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

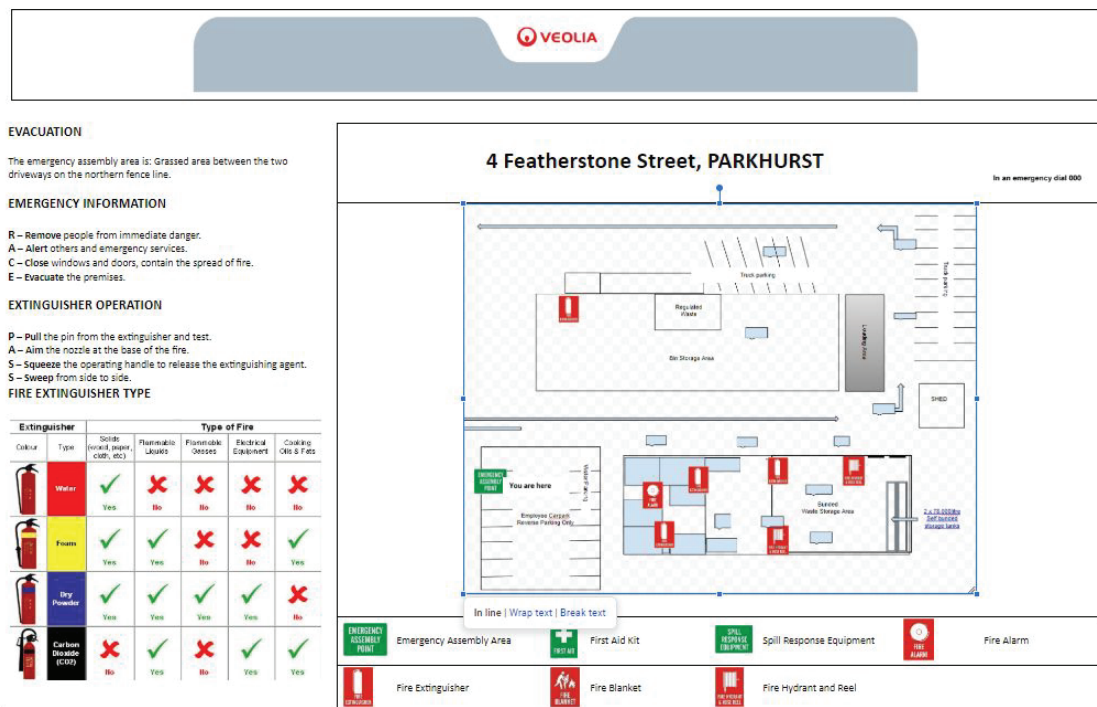
FIGURE A1 PORTABLE FIRE EXTINGUISHER/FIRE BLANKET SELECTION CHART



## Appendix C Rockhampton Industrial Services Neighbours

Site Neighbour	
Name of Company :	Truckline
Type of Operation:	Truck & Trailer Parts
Contact Name:	
Contact Number:	4936 1048
Geographical Location from site (i.e. north):	North
Site Neighbour	
Name of Company :	Robust Industries
Type of Operation:	Caravan & Camper Trailer Repairs
Contact Name:	
Contact Number:	4936 1116
Geographical Location from site (i.e. north):	North
Site Neighbour	
Name of Company :	Fatz Fabrication
Type of Operation:	4x4 and offroad vehicle modifications.
Contact Name:	
Contact Number:	4936 1588
Geographical Location from site (i.e. north):	South

# Appendix D Rockhampton Industrial Services Evacuation Diagram



4 Featherstone Street, PARKHURST - Evacuation Plan

# Hazardous Materials - Delivery, Storage & Handling Standard

## *Why is this Important?*

The purpose of this standard is to state the Veolia-wide minimum requirements that business units shall meet in order to prevent injuries to people and/or damage to the environment resulting from an incident involving hazardous materials.

This standard provides guidance and allows flexibility in how the minimum requirements are met so local operating, regulatory and client requirements can be identified and addressed when handling hazardous materials.

## *Who does this apply to?*

This standard applies to all Veolia ANZ business undertakings and operations in which hazardous materials are handled.

All managers, employees, contractors, visitors or any other person working on Veolia ANZ business undertakings and operations shall adhere to this standard.

This standard applies across Australia and New Zealand (ANZ) throughout the Waste, Water and Energy lines of business and/or to any contractor working on behalf of Veolia.

This standard applies in addition to the requirements prescribed by relevant legislation, codes of practice, standards and health and safety recommendations from manufacturers and risk prevention organisations and bodies.

## Related Documents

- [VANZ Hazardous Materials - Delivery, Storage & Handling procedure](#)
- [VANZ Asbestos Management procedure](#)
- [VANZ Chemical Spill Response Quick Guide](#)
- [Life Saving Rules and Do's and Don'ts](#)

### **ROCKHAMPTON REGIONAL COUNCIL**

#### **APPROVED PLANS**

These plans are approved subject to the current conditions of approval associated with

**Development Permit No.: D/102-2019**

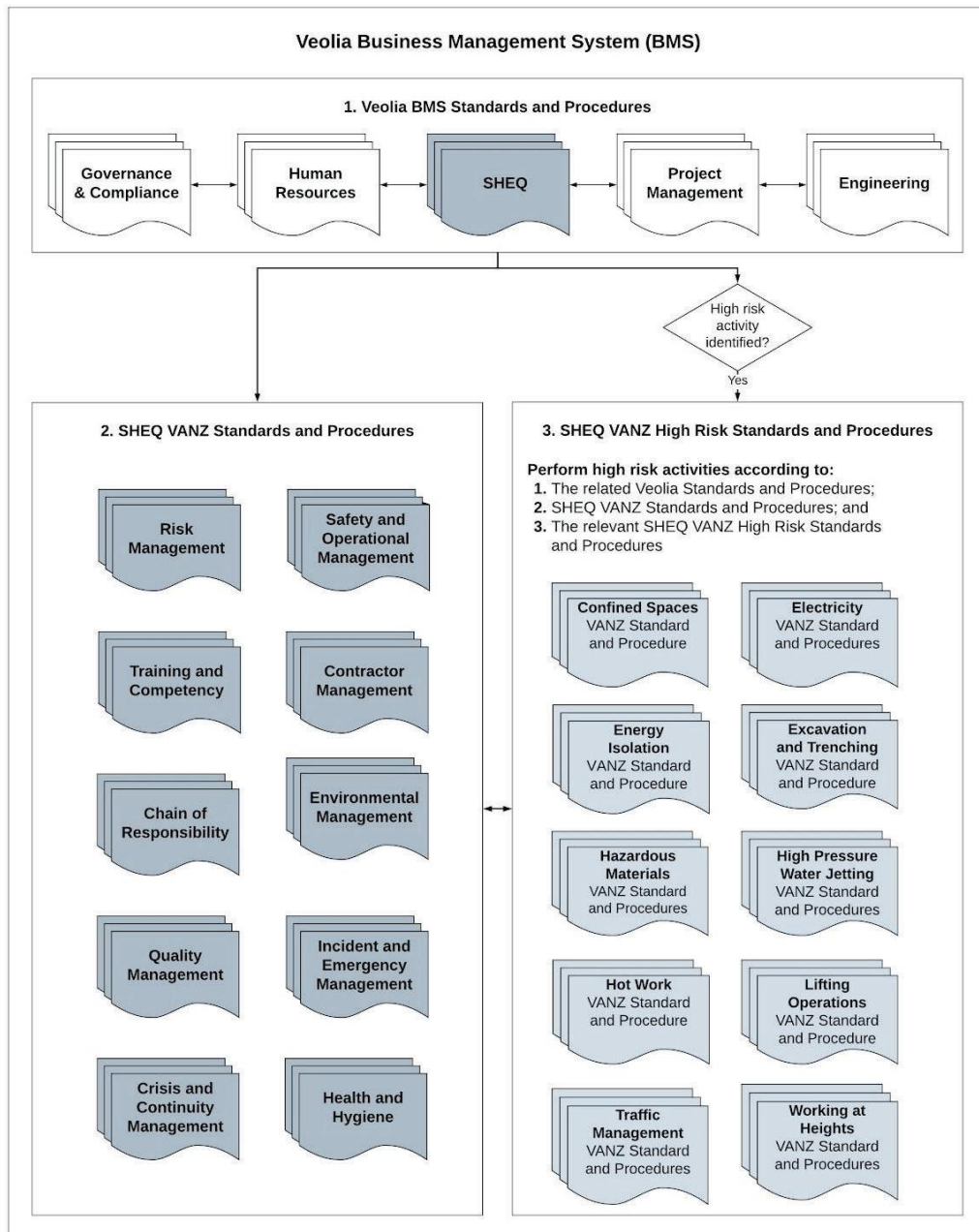
**Dated: 19 March 2020**



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# How to Use SHEQ VANZ High Risk Documents



# Document Hierarchy

VANZ Hazardous Materials - Delivery, Storage & Handling Standard			
<p>A standard:</p> <ul style="list-style-type: none"><li>- Defines the Veolia-wide minimum requirements</li><li>- Allows flexibility so local operating, regulatory, client and risk management requirements can be identified and addressed at a State/Region and site level.</li></ul> <p><b>Note:</b> VANZ standards can only be modified according to PRO-253 Management of Change</p>	VANZ Procedures		
	<p><b>- Hazardous Materials - Delivery, Storage &amp; Handling</b></p> <p><b>- Asbestos Management</b></p> <p>VANZ procedures provide a high level process on <b>how</b> to implement the VANZ standard.</p> <p><b>Note:</b> Can only be modified according to PRO-253 Management of Change</p>	State/Region Procedures	
		<p>State/Region procedures:</p> <ul style="list-style-type: none"><li>- Provide a process on <b>how</b> sites/work sites are to implement the VANZ standard and meet applicable local and client legislation.</li></ul>	Site Management Plans/ Permits
			<p>Site specific Management Plans describe specifically:</p> <ul style="list-style-type: none"><li>- The safety systems/risk controls that shall be implemented</li><li>- Who is responsible for implementing and maintaining the safety systems/risk controls.</li></ul>
Life Saving Rules / Dos and Don'ts			

# Minimum Standards

**Note:** Refer to the following terms and definitions when using this standard:

Term	Definition
Hazardous Materials	Any hazardous chemical and/or dangerous good.
Dangerous Good	Any good classified in the <a href="#">Australian Dangerous Goods Code (ADG)/New Zealand Dangerous Goods Code (NZDG)</a> .
Hazardous Chemical	Any chemical classified in at least one hazard class of the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).

The following standards apply to the use of hazardous materials:

Minimum Standards - Technical, Human and Organisational
<p>The following technical, human and organisational minimum standards shall be met:</p> <p><b>1. Technical Minimum Standards</b></p> <p>Each site shall have a process in place to:</p> <ul style="list-style-type: none"> <li>• Determine whether a substance is a hazardous material;</li> <li>• Create and maintain a Hazardous Materials/Dangerous Goods Register/Hazardous Substance Register and Manifest;</li> <li>• Ensure updated Safety Data Sheets (SDS) are available for each hazardous material present at the site;</li> <li>• Keep the Hazardous Materials/Dangerous Goods Register/Hazardous Substances Register and Manifest updated and readily accessible to all personnel;</li> <li>• Set a review date for the Hazardous Materials/Dangerous Goods Register/Hazardous Substance Register and Manifest, at a frequency determined by the risk assessment;</li> <li>• Obtain the relevant site licences/location compliance certificates according to the types and quantities of hazardous materials that will be present at the site;</li> <li>• Perform and document a risk assessment according to: <ul style="list-style-type: none"> <li>– The VANZ <a href="#">Risk Management procedure</a>; and</li> <li>– The VANZ <a href="#">Asbestos Management procedure</a>, where applicable</li> </ul> </li> <li>• Retain documentation relating to the risk assessment for the initial design and/or changes performed (consistent with the VANZ <a href="#">Management of Change</a> requirements) to process equipment which may come into contact with hazardous materials;</li> </ul>



- Regularly inspect, perform preventative maintenance on, and document any corrective maintenance performed for plant or equipment which comes into contact with hazardous materials;

### Minimum Standards - Technical, Human and Organisational

The following technical, human and organisational minimum standards shall be met:

#### 2. Technical Minimum Standards - *continued*

Each site shall have a process in place to:

- Design and implement environmental monitoring programs for hazardous materials which may pose a potential health and/or environmental impact to determine the levels of exposure;

**Note:** Refer to the VANZ [Asbestos Management procedure](#).

- Design and implement health surveillance programs for any employees potentially exposed to hazardous materials at the site, consistent with [Health Surveillance and Hygiene Standard](#) and the VANZ [Asbestos Management procedure](#);
- Provide fit for purpose Personal Protective Equipment (PPE) to all staff, consistent with the requirements of the SDS and the risk assessment conducted;
- Develop the emergency management documentation, according to the VANZ [Incident and Emergency Response standard](#);
- Make readily available on site the incompatibility chart/report;

**Note:** Australia only - Refer to [Appendix A](#) for an extract of the incompatibility chart/report taken from the [Australian Dangerous Goods Code](#). This incompatibility chart/report indicates possible reactions between the different types of hazardous materials present at the site.

- Ensure emergency services have easy access to all the emergency information needed in case of an emergency, including the incompatibility chart/report (i.e. A "hazmat box"/Emergency Manifest Box); and
- Conduct a change management process whenever there is a change in a process, substance, equipment or safety system/risk control, according to the VANZ [Management of Change Procedure](#).

**Minimum Standards - Technical, Human and Organisational - *continued***

The following technical, human and organisational minimum standards shall be met:

**3. Technical Minimum Standards - *continued***

Each site shall have a process in place to:

- Ensure areas where hazardous materials are present, meet the following, according to legislative standards and the VANZ [Asbestos Management procedure](#):
  - Have security and access control systems in place to adequately manage access (e.g. defining restricted areas etc.);
  - Are identified and well indicated (e.g. warning signs);
  - Are equipped with warning systems;
  - Have clearly marked and easily accessible emergency exits;
  - Are easily accessible to emergency services; and
  - Have emergency systems in place (e.g. eyewash stations, safety showers, etc.) as per legal requirements; and

**Note:** Eyewash stations and safety showers shall be located within 2 meters of unloading areas and areas where hazardous materials are mixed.

- Have defined, regular checks on the emergency systems in place and record and store the results of these checks.
- Ensure safety signs are placed on any pipes, vessels and/or equipment containing hazardous materials;
- Indicate the direction of flow within the pipes;
- Ensure draining valves, pressure relief devices and drip trays are installed on any equipment containing hazardous materials and are available at the site; and
- Control undesirable static electricity as per Australian Standard/New Zealand Standard AS/NZS 1020: The control of undesirable static electricity.

**Minimum Standards - Technical, Human and Organisational - *continued***

The following technical, human and organisational minimum standards shall be met:

**4. Human Minimum Standards**

Each site shall have a process in place to:

- Ensure all personnel are trained, qualified, competent and authorised to handle hazardous materials according to the duties they will perform and the VANZ [Learning and Development standard](#);
- Ensure the roles and responsibilities of personnel involved in hazardous materials operations at the site are clearly defined;
- Ensure the VANZ [Asbestos Management procedure](#) is understood and followed by all employees;
- Ensure hygiene practices are consistent with the [Health Surveillance and Hygiene Standard](#);
- Ensure enough employees handling hazardous materials are qualified to deliver first aid according to legal requirements on the Safety Data Sheets (SDS); and
- Ensure personnel do not work with hazardous materials where emergency systems (e.g. eyewash stations, safety showers, fire suppression, etc.) are not in place or are out of service.

**Minimum Standards - Technical, Human and Organisational - *continued***

The following technical, human and organisational minimum standards shall be met:

**5. Organisational Minimum Standards - Storage**

Each site shall have a process in place to:

- Procure hazardous materials in the minimum required quantity based on operational requirements;  
**Note:** Ensure all hazardous materials are stored in appropriate cabinets.
- Ensure storage areas are bunded and the bunds are suitable for the amount of material;
- Ensure the maximum amount of hazardous materials permitted at the site, which is dependant on the site licence and the risk assessment, is not exceeded;
- Ensure separate cabinets are used for each class of hazardous materials, according to the compatibility chart/report;
- Ensure hazardous materials stored in bulk containers and tanks are regularly inspected by a nominated person, to review their integrity, their labels/placards and to ensure they remain in a fit for purpose state as per manufacturer specifications;
- Protect containers which contain hazardous materials and any associated pipework or attachments against damage caused by an impact or excessive loads; and
- Store gas cylinders according to the VANZ [Gas Management Standard](#).



**Minimum Standards - Technical, Human and Organisational - *continued***

The following technical, human and organisational minimum standards shall be met:

**6. Organisational Minimum Standards - Transportation**

Each site shall have a process in place to:

- Ensure transportation areas are, as a minimum:
  - Demarcated;
  - Adjacent to storage areas;
  - Well-ventilated; and
  - Free from flammable/combustible sources.
- Ensure the vehicle used to transport hazardous materials has the appropriate licence and is of the appropriate standard, as per legal requirements;
- Ensure goods to be transported are in appropriate containers, which have been assessed as fit for transport;
- Ensure vehicles are fitted with appropriate bunding or spill containment;
- Ensure transportation of hazardous materials is conducted:
  - In a manner which minimises the:
    - Generation of vapour, dust and static electricity; and
    - Risk of spills and splashes (e.g. using portable bunds).
  - Using suitable dispensing equipment.
- Ensure gas cylinders are transported according to the VANZ [Gas Management Standard](#); and
- Develop a site specific hazardous materials pre-delivery checklist to ensure all the safety systems/risk controls are in place and followed when hazardous materials are delivered at the site.

**Note:** Refer to the VANZ [Asbestos Management procedure](#).

**Minimum Standards - Technical, Human and Organisational - *continued***

The following technical, human and organisational minimum standards shall be met:

**7. Organisational Minimum Standards - Operations**

Each site shall have a process in place to:

- Implement purchasing controls to manage the introduction of new hazardous materials to the site;
- Ensure not to introduce prohibited hazardous materials to the site;  
**Note:** Any hazardous materials not included in the site Hazardous Materials/Dangerous Goods Register/Hazardous Substance Register/Manifest and/or not included in the site licence are considered prohibited hazardous materials (also known as red list materials) and shall not be purchased.
- Ensure materials are not used if the use by date has expired;
- Ensure ignition sources are kept at least 3 metres away from hazardous materials; and
- Document all inspections, certifications, maintenance conducted, modifications and tests.

**Minimum Standards - Technical, Human and Organisational - *continued***

The following technical, human and organisational minimum standards shall be met:

**8. Organisational Minimum Standards - Disposal**

Each site shall have a process in place to:

Ensure all hazardous materials are disposed of according to:

Their corresponding SDS;

The VANZ [Hazardous Materials - Delivery, Storage & Handling procedure](#)  
Stage 8: Dispose of hazardous materials; and

The VANZ [Asbestos Management procedure](#).

**Minimum Standards - Technical, Human and Organisational - *continued***

The following technical, human and organisational minimum standards shall be met:

**9. Organisational Minimum Standards - Spills**

Each site shall have a process in place to:

- Develop site specific spill management procedures, according to the VANZ [Incident and Emergency Response Standard](#), this standard, the [Chemical Spill Quick Response Guide](#) and the relevant SDS.

# Appendix A: Incompatibility based on Classification

The following is an extract from the [Australian Dangerous Goods Code](#).

## PART 9: SEGREGATION

**Table 9.1: Incompatibility based on Classification**

Goods are considered incompatible if, in this table, any of the following conditions are met:

- (a) the primary hazard of one is incompatible with the primary hazard of the other; or  
(b) the primary hazard of one is incompatible with a subsidiary hazard of the other; or

CLASS or DIVISION	1	2.1	2.2	2.3	3	4.1	4.2	4.3	5.1	5.2	6	7 <sup>(7)</sup>	8	9	Food or Food empties	Fire-risk substances or Combustible liquids
<b>1 Explosives</b>	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)
<b>2.1 Flammable gas</b>	(1)	0	0 <sup>(3)</sup>	0	0 <sup>(2)</sup>	N	N	N	N	N	0	N	0	0	0	0
<b>2.2 Non-flammable non-toxic gas</b>	(1)	0 <sup>(3)</sup>	0	0 <sup>(4)</sup>	0	0	N	0	0	N	0	0	0	0	0	0
<b>2.3 Toxic gas</b>	(1)	0	0 <sup>(4)</sup>	0	N	0	N	0	N	N	0	0	0	0	N <sup>(8)</sup>	0
<b>3 Flammable liquids</b>	(1)	0 <sup>(2)</sup>	0	N	0	0	N	0	N	N	0 <sup>(6)</sup>	N	0	0	0	0
<b>4.1 Flammable solids</b>	(1)	N	0	0	0	0	N	0	N	N	0	N	0	0	0	0
<b>4.2 Spontaneously combustible</b>	(1)	N	N	N	N	N	0	0	N	N	0	N	0	0	0	0
<b>4.3 Dangerous when wet</b>	(1)	N	0	0	0	0	0	0	N	N	0	N	N	0	0	0
<b>5.1 Oxidising substances</b>	(1)	N	0	N	N	N	N	N	0 <sup>(6)</sup>	N	0 <sup>(5)</sup>	N	N	0 <sup>(5)</sup>	0	N
<b>5.2 Organic peroxides</b>	(1)	N	N	N	N	N	N	N	N	0	0 <sup>(5)</sup>	N	N	0 <sup>(5)</sup>	0	N
<b>Toxic or 6 Infectious substances</b>	(1)	0	0	0	0 <sup>(6)</sup>	0	0	0	0 <sup>(5)</sup>	0 <sup>(5)</sup>	0	0	0 <sup>(6)</sup>	0	N <sup>(8)</sup>	0
<b>7 Radioactive material <sup>(7)</sup></b>	(1)	N	0	0	N	N	N	N	N	N	0	0	N	0	N <sup>(8)</sup>	0
<b>8 Corrosive substances</b>	(1)	0	0	0	0	0	0	N	N	N	0 <sup>(6)</sup>	N	0 <sup>(6)</sup>	0	N <sup>(8)</sup>	0
<b>Miscellaneous dangerous goods / 9 environmentally hazardous substances</b>	(1)	0	0	0	0	0	0	0	0 <sup>(5)</sup>	0 <sup>(5)</sup>	0	0	0	0	0	0

Australian Dangerous Goods Code, 2018, Edition 7.6

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# Appendix A: Incompatibility based on Classification - *continued*

## PART 9: SEGREGATION

### In this table:

- 0 means compatible unless a numbered exception applies.
- N means incompatible unless a numbered exception applies.

### Exceptions (see Table 9.1):

- (1) Explosives are incompatible in transport with all other dangerous goods in all quantities except as provided in the Australian Explosives Code or, for Division 1.4S, where 9.1.2.2.2 applies.
- (2) Division 2.1 and Class 3 are incompatible in transport if both are in tanks or other receptacles with a capacity individually exceeding 500 L.
- (3) Division 2.1 is incompatible in transport with gases of Division 2.2 that have a subsidiary hazard 5.1 except when all are packed in cylinders or pressure drums not exceeding 500 L capacity.
- (4) Division 2.3 is incompatible in transport with gases of Division 2.2 that have a subsidiary hazard 5.1 except when all are packed in cylinders or pressure drums not exceeding 500 L capacity.
- (5) Class 5 is incompatible with those Class 6 or Class 9 materials that are fire-risk substances.
- (6) Some specific examples of these Classes or Divisions are incompatible—see Table 9.2.
- (7) See the Code of Practice for the Safe Transport of Radioactive Substances regarding the compatibility of Class 7 with undeveloped photographic film, personnel and mail.
- (8) Food and food packagings are incompatible with these classes in all quantities, except where 9.1.2.3 applies.

# Terms and Definitions

Audit terms and definitions are available in the BMS [Dictionary](#).

Term	Definition
Combustible Liquid	Any liquid with a flash point above 60.5°C. Combustible liquids are grouped into 2 categories: <ul style="list-style-type: none"> <li>• C1: A liquid having a flash point either at or above 60.5°C and equal to or less than 150°C; and</li> <li>• C2: A liquid with a flash point above 150°C.</li> </ul> Combustible liquids are not as easily ignited as flammable liquids.
Container	Any barrel, bottle, box, can, drum or similar vessel that can contain a hazardous material. For purposes of this document, pipes and vehicles operating systems are not considered to be containers.
Safety Data Sheet (SDS)	A document that lists information relating to occupational health and safety for a substances.
Dangerous Good	Any good classified in the <a href="#">Australian Dangerous Goods Code (ADG)</a> /New Zealand Land Transport Rule: Dangerous Goods 2005.
Flammable	Any substance that falls into one of the following categories: <ul style="list-style-type: none"> <li>• Flammable aerosol: an aerosol that yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;</li> <li>• Flammable gas: <ul style="list-style-type: none"> <li>○ A gas when at ambient temperature and pressure, forms a flammable mixture with air at a concentration of 13% by volume or less; or</li> <li>○ A gas when, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than 12% by volume, regardless of the lower limit;</li> </ul> </li> <li>• Flammable liquid: any liquid having a flashpoint below 38°C, except any mixture having components with flashpoint of 38°C or higher, the total of which make up 99% or more of the total volume of the mixture; and</li> <li>• Flammable solid: a solid, other than a blasting agent or explosive, which is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat. A substance shall be considered to be a flammable solid if it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.</li> </ul>

# Terms and Definitions - *continued*

Terms and definitions are available in the [BMS Dictionary](#).

Term	Definition
Flash Point	The minimum temperature at which a liquid can form an ignitable mixture with air.
Hazardous Chemical	Any chemical classified in at least one hazard class of the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).
Hazardous Materials	Any hazardous chemical, hazardous substance and/or dangerous good.
Job Safety and Environmental Analysis (JSEA)/Safe Work Method Statement (SWMS)	A document used to manage risk by documenting from start to finish the step-by-step process required to conduct a task, in order to identify the safest and most environmentally friendly way to complete such task.
Mixture	Any combination of 2 or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.
Risk controls	(Also referred to as safety systems) Safety actions or activities that can be used to prevent or eliminate a hazard/aspect or reduce it to an acceptable level.
Safety systems	(Also referred to as risk controls) Safety actions or activities that can be used to prevent or eliminate a hazard/aspect or reduce it to an acceptable level.
Shall	Refers to a mandatory requirement.
Should	Refers to a requirement where specific circumstances may mean implementation of the requirement is not reasonably practicable.

# Related and Referenced Documents

## Related Documents

Document Code/ Reference	Document Name
PRO-123	<a href="#">Hazardous Materials - Delivery, Storage &amp; Handling procedure</a>
PRO-126	<a href="#">Chemical Spill Quick Response Guide</a>
PRO-131	<a href="#">Asbestos Management procedure</a>
TEM-10757	<a href="#">Asbestos Management Do's and Don'ts</a>
STA-508	<a href="#">Life Saving Rules Do's and Don'ts</a>
PRO-263	<a href="#">Risk Management procedure</a>
STA-132	<a href="#">Health Surveillance and Hygiene Standard</a>
STA-294	<a href="#">Incident and Emergency Response Standard</a>
PRO-253	<a href="#">Management of Change Procedure</a>
STA-155	<a href="#">Learning and Development standard</a>
STA-107	<a href="#">Gas Management Standard</a>
TEM-436	<a href="#">BMS Dictionary</a>



## Referenced Documents

**Note:** Australian and New Zealand Standards can be found on the Veolia intranet.

Document Name
<a href="#">Australian Dangerous Goods Code (ADG)</a>
New Zealand Land Transport Rule : Dangerous Goods 2005
<a href="#">Globally Harmonised System of Classification and Labelling of Chemicals</a> (GHS)
The Australian <a href="#">List of Designated Hazardous Materials [NOHSC:10005(1999)]</a>
New Zealand <a href="#">Chemical Classification and Information Database (CCID)</a>
Australian Standard/New Zealand Standard AS/NZS 1020: The control of undesirable static electricity
Australian Standard AS 1940: The storage and handling of flammable and combustible liquids
Australian/New Zealand Standard AS/NZS 3833: The storage and handling of mixed classes of dangerous goods, in packages and intermediate bulk containers
Australian Standard AS 1319: Safety Signs for the Occupational Environment
Australian Standard AS 1345: Identification of the Contents of Pipes, Conduits and Ducts
<a href="#">Health and Safety at Work (Hazardous Substances) Regulations 2017 (New Zealand)</a>
<a href="#">The National Code of Practice for the Labelling of Workplace Substances [NOHSC:2012(1994)];</a>

# SHEQ Site Operational Management Plan

*ROCKHAMPTON INDUSTRIAL SERVICES*

**ROCKHAMPTON REGIONAL COUNCIL**

**APPROVED PLANS**

These plans are approved subject to the current conditions of approval associated with

**Development Permit No.: D/102-2019**

**Dated: 19 March 2020**



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Issue Date 30/11/2018

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# Purpose and Scope

The Safety Health Environment and Quality (SHEQ) Management Plan is a customised plan for Veolia sites across North Queensland, outlining each site's respective operational requirements, responsibilities and supporting procedures to ensure successful implementation of the Veolia ANZ SHEQ systems.

This plan identifies the overarching SHEQ requirements and is to be used in conjunction with the Business Management System (BMS) and relevant supporting plans which could include :

- [SHEQ QLD Strategy](#);
- Workplace Monitoring and Health Surveillance Plan;
- [Emergency Response Plan](#);
- [Traffic Management Plan](#);
- [Queensland Cyclone Response Plan](#) ;and
- Environmental Management Plan (Proposed);

# Roles and Responsibilities

Role	Responsibility
HSE or Compliance Manager	The SHEQ Specialist will review the proposed documents with a nominated team and ensure that the agreed processes comply with the Health, Safety and Environmental requirements as defined in the Veolia Business Management System (BMS)
Administrative Controller	The Administrative Controller will ensure that the issue of approved documents is controlled and that the recipient has the correct documentation. To ensure that previously issued documents are correctly destroyed and file copies are archived correctly. Destroyed documents where practical will be sent for recycling.
Document Users	Supervisors, Leading Hands, Quality Assurance personnel, Administrators, Tradesman and Trades Assistants will use the document(s) for reference as provided by the Administrative Controller. Documents are not to be copied or have additional information added. Document users must return documents once the Project is completed.

# Site Application

The SHEQ Management Plan - Rockhampton Industrial Services {MAN-xxxx-1} outlines the requirements to be implemented by sites.

This includes information and guidance to Site Managers on:

- How the plan interacts with client requirements;
- Variations to the plan; and
- Client specific SHEQ requirements.

Specific tasks and requirements to be compliant with the SHEQ Management Plan and who is responsible for them. The SHEQ Management Plan should be used in conjunction with the relevant supporting plans, which also prescribe additional compliance requirements.

# External Certification

Veolia ANZ participates in external audits conducted by a certification provider (currently Lloyds of London) to ensure ongoing compliance with the relevant SHEQ standards and maintenance of Veolia's Standards certification. Qualified auditors undertake the external audits in accordance with the appropriate JAS/ ANZ guidelines.

External audit findings are tracked using the audit findings function in Rivo. External audit corrective actions shall be reviewed and closed out by the external auditor or their representative.

This process is detailed in Audit Procedure.

# Licences

## Regulated Waste

The Department of Environment and Science (DES) is responsible for policing the prevention of and/or controlling pollution (including noise) and improving the quality of the environment.



DES regulates activities which may present a danger or risk to the environment including the licensing of certain scheduled premises.

DES licences cover the following which are also maintained the [Licenses and other Permits Register](#) held in the BMS.

- Regulated Waste Transport
- Regulated Waste Storage and Treatment

# Legal and Other Requirements

## Legislation

The SHEQ QLD Legal and Other Requirements Register is to be used in addition to the online subscription to EnviroLaw and SafetyLaw.

The reviewing of external compliance requirements shall be in accordance with:

- Compliance Procedure.

Key legislation underpinning the SHEQ Management Plan are:

- Work Health Safety Act 2011;
- Work Health Safety Regulations 2011;
- Environmental Protection Act 1994;
- Environmental Protection Regulations 2008;
- Electrical Safety Act 2002;
- Electrical Safety regulations 2013;
- Mining and Quarrying Safety and Health Act 1999
- Mining and Quarrying Safety and Health Regulation 2017;
- Mine Safety and Inspection Act 1994; and
- Mine Safety and Inspection Regulations 1995.

## Standards

Veolia QLD employees can access the Australian/New Zealand Standards relevant to their job role through the online subscription to [SAI Global](#). Access details are available through the [Australia/New Zealand Intranet - Tools](#) section.

Key standards underpinning the SHEQ Management Plan for Rockhampton are:

- AS/NZS ISO 9001 Quality Management Systems;
- AS/NZS ISO 14001 Environmental Management Systems;
- AS/NZS 4801 Safety Management Systems; and
- OHSAS 18001 Occupational, Health and Safety Management Systems;

## Policies

Senior Management provides endorsement and direction with regard to Safety, Health, Environment and Quality (SHEQ) through policies.

Veolia Policies relevant to SHEQ are:

- Workplace Health and Safety Policy;
- Sustainability Policy;
- Water Quality Policy;
- Quality Policy;
- Environment Policy;
- Diversity Policy;
- Asset Management Policy;
- Fitness for Work Policy;
- Governance Risk and Compliance Policy;
- Road Transport – Chain of Responsibility Policy;
- Learning and Development Policy Workplace; and
- Injury Management Policy Veolia Procedures.

## Veolia Procedures

The hierarchy of Veolia SHEQ procedures are:

- National – Policy, Standards, Procedure, HRMS (High Risk Management Standards);
- State – Policy, Procedures; and
- Site level – Work Instructions.

National and state level procedures form the basis of the North Queensland SHEQ system and site-level work instructions address implementation and compliance in each site and/or state/region.

If there is a variation or contradiction between Veolia and Client procedures, the higher SHEQ standard shall apply. If the procedure is a Veolia procedure, written approval shall be obtained from the client for use of the procedure on the project.

## Documents

Records, data and documents relating to the implementation of the SHEQ Management Plan shall be created and stored in line with the following procedures:

- Quality Management Standard; and
- Document Information Procedure.

Controlled documents and information are uploaded into Business Management System (BMS):

- [Documented Information Procedure](#) .

Uncontrolled records, data and documents are to be stored electronically in accordance with:

- [File Management Procedure](#).

# SHEQ Management Systems Requirements

Veolia Australia has developed and implemented a Business Management System (BMS). BMS is the information management system housing all Integrated Management Systems (IMS) documentation.

BMS supports:

- Documentation - Policy;
- Standards;
- Procedures,
- Forms; and
- Templates (Plans and Manuals).

RIVO supports:

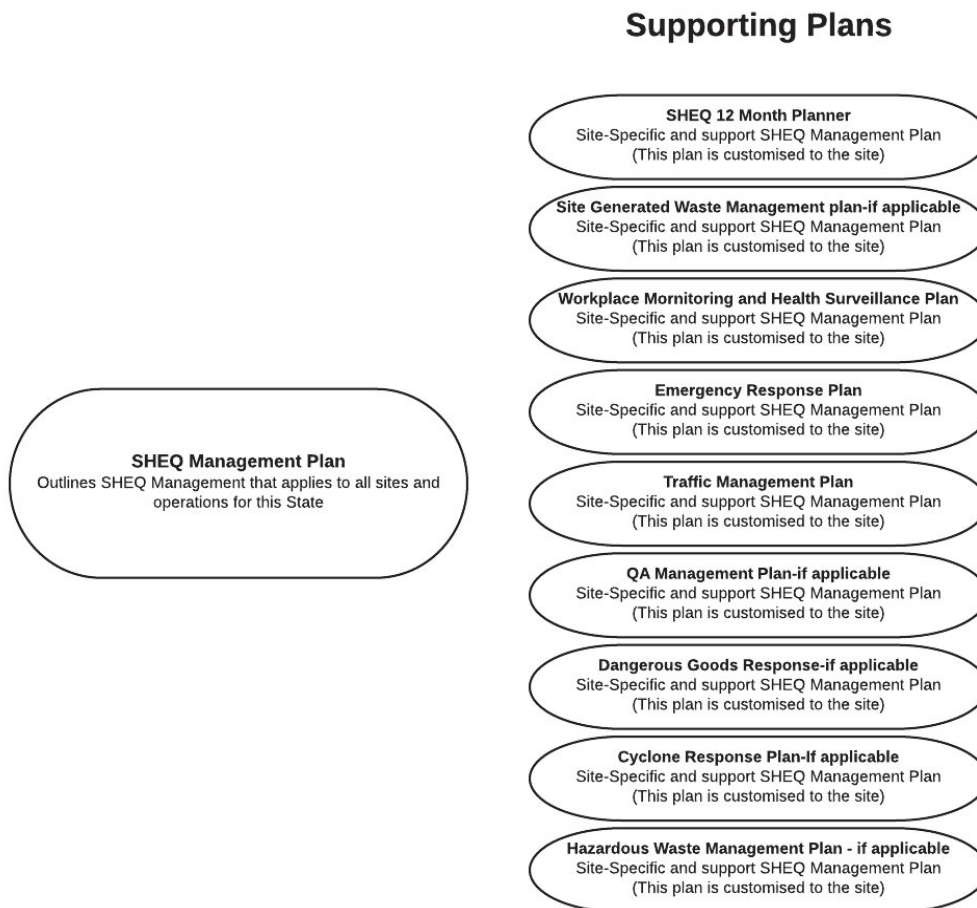
- Hazards;
- Near Misses;
- Incident Management;
- Auditing Management; and
- Action Management.

Documentation and information contained within BMS and RIVO is deemed controlled. Once a document is accessed and printed, the material is considered uncontrolled and should be checked against the electronic version for validity. Document and data control shall be in accordance with the national procedure:

- Documented Information Procedure; and
- Business Management Systems Manual.



# SHEQ Management Systems Structure



## SHEQ Supporting Plans

Each site shall develop the required supporting plan/s identified:

- [SHEQ QLD Strategy](#);
- Workplace Monitoring and Health Surveillance Plan;
- [Emergency Response Plan](#);
- [Traffic Management Plan](#);
- [Queensland Cyclone Response Plan](#) ; and
- Environmental management Plan

## SHEQ Key Hazardous Activities

The following are the Key Hazardous Activities identified and conducted by Veolia:

- Workshops, lay-down yards and offices;
- Waste collection;
- Plant and equipment;
- Regulated waste storage and treatment;
- Driving and transportation; and
- Industrial services operations including HPWJ.

## Supporting Software

The software platforms listed below support the implementation and ongoing compliance with the SHEQ Management Plan. Use of these systems is integral to the successful management of SHEQ on Veolia sites and operations:

- RIVO;
- Business Management System;
- Safety Dashboard™;
- Ereport;
- ChemAlert;
- SAI Global – AS/NZS Standards; and
- Environmental Essentials - Compliance Register
- EnviroLaw and SafetyLaw
- Felix
- Bridge

# SHEQ Implementation

The successful implementation of this Site Operational Plan requires contribution from all Veolia employees. Managers and supervisors are responsible for the safety of their employees and the environment they work in.

Additional information regarding responsibilities are detailed in the Position Descriptions, and referenced procedures.

Key requirements regarding the implementation of the Business Management System (BMS) include:

- Ensure all employees receive the information, instruction, training and supervision to perform their requirements under the Site Operational Management Plan;
- Ensure all plant and equipment shall be fit for purpose and have documented maintenance and risk assessments to ensure it remains safe for use; and
- Ensure all employees are supported at all levels by leadership that encourages superior SHEQ performance and reporting.

## Risk Management

Veolia is committed to the goal of zero harm.

The Risk Management Policy and associated procedures provide guidance on how SHEQ risk management is applied throughout all sites:

- Risk Management Standard;
- Governance, Risk and Compliance Policy; and
- Conducting a Risk Assessment.

### Risk Register

There shall be an overarching Risk Register for each site. The sites are to ensure risks specific to their operation are identified and recorded in their respective Risk Register using the Risk Register Template.

## Hazard Identification and Reporting

Veolia has adopted a risk management approach which aims to constantly reduce harm through prioritising and managing hazards which are a high risk to the safety of our employees or the environment.

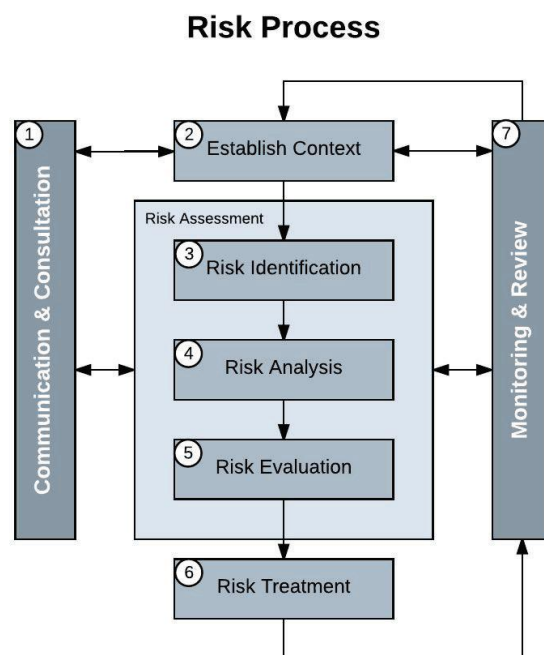
All hazards/near misses shall be reported using the Hazard/Near Miss Report, and investigations should be undertaken to the appropriate level to ascertain the causes of hazards/near misses and identify appropriate corrective or preventive actions in accordance with the:

- Risk Management Procedure; and
- Incident Management Procedure.

The hazard/near miss and relevant corrective actions should be recorded into RIVo.

## Hazard Identification Process

To manage the exposure to SHEQ risks which can arise from workplace hazards, Veolia has adopted a 7 steps approach as follows:



The Veolia Risk Management framework is defined within:

- Governance, Risk and Compliance Policy; and
- Risk Management Procedure.

Veolia undertake the 3 Tier process for the identification of hazards which include:

- Take 5;
- Job Safety Environment Analysis (JSEA); and
- Work Instruction (WIS).

## High Risk Management Standards (HRMS)

Veolia Australia has identified 11 high risk areas for activities and has developed prescriptive requirements for the management of safety when engaged in those activities. The High Risk



Management Standards (HRMS) are enforced company-wide and compliance shall be required within all Veolia operations.

Each Key Hazardous Activity identifies the high risk areas relating to the activity and requirements to be met.

The 11 High Risk Management Standards are:

- Working at Heights;
- Traffic, Mobile and Fixed Plant;
- Lifting Operations
- Hot Works;
- High Pressure Water Jetting;
- Hazardous Substances;
- Gas Management;
- Excavation and Trenching;
- Energy Isolation;
- Electricity; and
- Confined Space.

## Veolia's Life Saving Rules

All Veolia employees and subcontractor employees are required to understand and comply with the Veolia Life Saving Rules. The Life Saving Rules detail required standards of personal and safety behaviour required to be displayed on Veolia or client work sites. Where hazards exist, Personal Protective Equipment (PPE) and safety equipment shall be treated with care and maintained in good condition.

## Veolia Do's and Don'ts

Each HRMS has a complementary set of Do's and Don'ts which shall be read and understood by all employees prior to completing these tasks.

## Induction and Training

Prior to commencement of employment, it is a requirement all employees shall undertake mandatory and appropriate Veolia site-specific inductions, which include but are not limited to:

- Employee Induction Process;
- Corporate Induction Presentation; and
- All required Client/Site Specific Inductions.

Training and inductions are delivered under the following policies and procedures:

- Learning and Development Policy;
- Planning and Delivery of Training and Competency Procedure; and

- Development of Training and Assessment Resources Procedure.

The training requirements for the Key Hazardous Activities are set out in the SHEQ Compliance Plan.

## Registers

In order to monitor equipment, devices and other substances which may directly impact on the safety of employees and/or the environment, a plan with register requirements should be used which are set out in the SHEQ Compliance Plan and in the relevant Key Hazardous Activities.

## Inspections

Inspection requirements to be undertaken should be contained in the SHEQ Compliance Plan and in the relevant Key Hazardous Activities.

## Communication and Consultation

Effective SHEQ management requires constant communication with stakeholder groups, especially employees. In addition to informal communication relating to SHEQ, formal communication methods are identified below:

- Leadership Procedure;
- Consultation Procedure;
- Incident Management Procedure SHEQ Alert;
- Health and Safety Consultative Committees;
- Veolia Newsletter – Published quarterly by the Veolia Australia and includes articles relating to SHEQ issues and improvements;
- SHEQ Noticeboard – Displayed prominently at Veolia Sites;
- Pre-start meeting – Held daily prior to the start of each shift and minutes taken; and
- Toolbox meeting – Held monthly (at least) and minuted.

Higher level of consultation and communication with employees leads to more effective identification and management of SHEQ issues and solutions.

## Fitness for Work

The Fitness for Work Policy and Health Surveillance Procedure provides guidance to assess the general health and wellbeing of employees and promote minimum health (physical and mental) standards for employment eligibility and continual performance. Veolia maintains an alcohol and drug-free work environment and all employees are expected to meet the minimum requirements of presenting as Fit for Work (FFW).

The policies and procedures outlining the requirements for health and fitness of employees include:

- Workplace Health and Safety Policy;
- Fitness for Work Policy;
- Drug and Alcohol Procedure;
- Health Surveillance Procedure; and
- Hygiene and Infectious Diseases;

## Always Safe Interactions

The Always Safe Interaction program underpins the Always Safe Charter by facilitating a process of assessing a task or work situation through observation, discussion, reinforcement of positive aspects, and correction of negative aspects. The key objective of the Always Safe Interaction is to raise employee safety awareness, recognise good work practices, and where applicable, agree and communicate safer work practices.

Always Safe interactions are conducted in accordance with:

- Always Safe Interactions.

Always Safe interaction findings and actions shall be entered into the RIVO system.

## Management of Change (MOC)

The Management of Change process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorisation and approval for release of all changes to Veolia processes, practices and documentation.

The procedure supporting the change management process is:

- Management of Change Procedure.

## Contractor Management

Contractor Management is managing outsourced work performed by an individual company and/or persons. Veolia has a system in place to manage contractors' health and safety information, insurance information, training programs and specific documents pertaining to the contractor:

- Contractor Management Standard; and
- Contractor Management Procedure.

## Visitor Management

A visitor is a person not employed on the site, and may be a Veolia employee not in their normal workplace.

The basic rules for visitors include, but are not limited to:

- All visitors shall sign in at the site office;
- All visitors shall undergo a Veolia Visitor Induction prior to entering site;
- All visitors shall wear all required Personal Protective Equipment (PPE) and be fully escorted by a site inducted person at all times;
- Visitors shall not perform manual work while on site in a visitor capacity; and
- All personnel who visit this site shall comply with all Veolia requirements.

The following procedure addresses visitor management:

- Visitor and Contractor Induction Procedure.

## Supplier Management

All goods and services purchased for use at this site shall be purchased through the Veolia procurement department and in accordance with the requirements of the Purchasing Standard and Procedure. This shall ensure compliance with relevant standards or codes is checked prior to purchase. All goods shall be checked for safety and environmental suitability prior to being used on site.

The following procedures address supplier management:

- Purchasing; and
- Purchasing Procedure.

## Personal Protective Equipment (PPE)

PPE shall be used as required under the Personal Protective Equipment Procedure and/or site rules, and whenever exposure to known workplace hazards exists. PPE and safety equipment shall be treated with care and maintained in good condition. The PPE procedure defines the minimum standards required to be complied with when working on Veolia sites.

The following procedure address PPE management:

- Personal Protective Equipment (PPE).

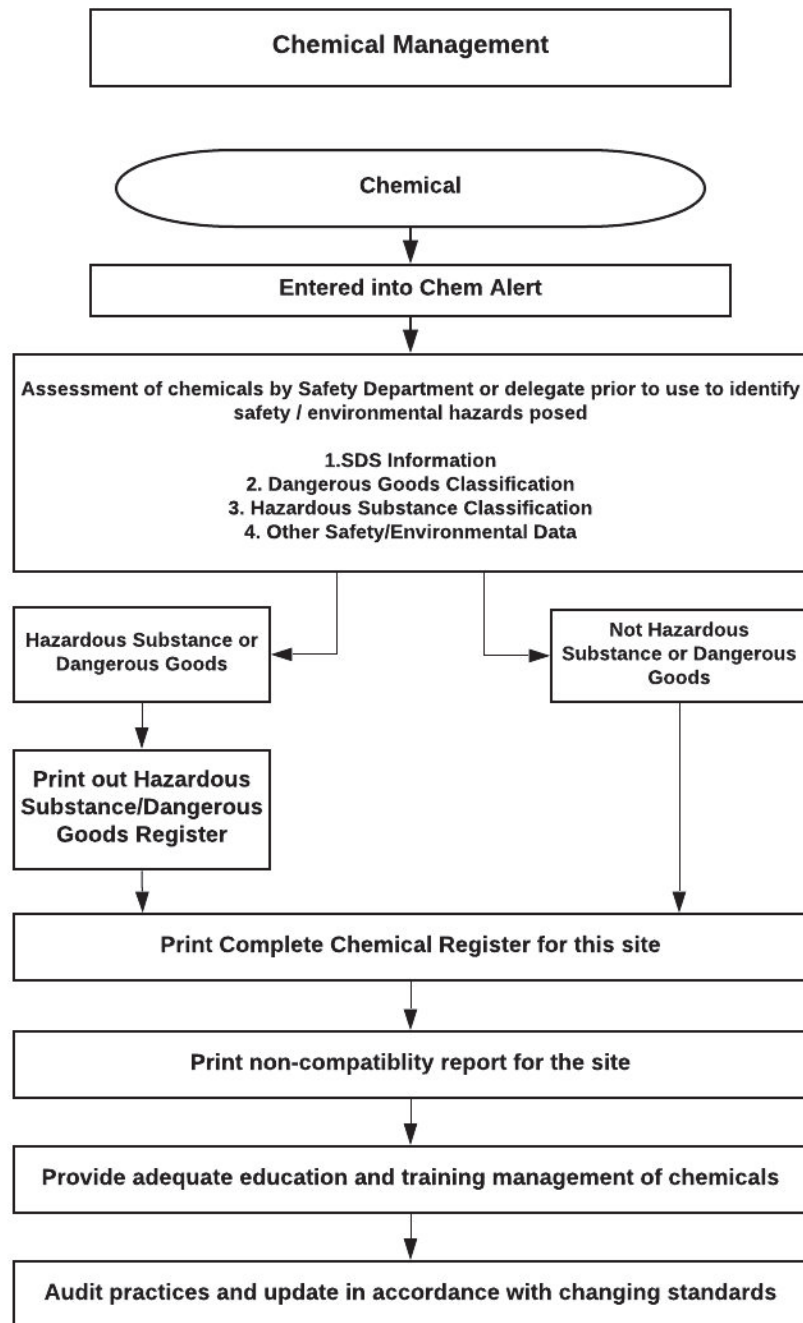
## Hazardous Material and Chemical Management

Hazardous Material and Chemical Management ensures products brought onto the site are handles in accordance with:

- Hazardous Materials and Chemical Delivery;
- Storage and Handling Standard; and
- Chemicals and Hazardous Materials Management.



Chemicals shall be assessed prior to use, to determine whether they pose a safety or environmental hazard. Chemical storage shall be in accordance with the Safety Data Sheet (SDS) provided and compatibility with other chemicals stored within the area. The site's chemical inventory, including associated risk assessments, shall be recorded in the Chem Alert system, or in the Site Hazardous Substances and Dangerous Goods Register.



## Hazardous Materials and Chemical Storage

Bulk storage areas for fuels, oils and chemicals are contained within purpose-built impervious bunds to retain any spills and prevent contamination of stormwater runoff.

Storage systems shall be designed to ensure incompatible materials are kept separate.

All site employees working with any chemicals shall be trained in chemical handling, spill management and have ready access to the relevant Safety Data Sheet (SDS).

A copy of the site manifest and chemical SDSs shall be kept on/or be immediately available on site. If Veolia have operational control of the site, a copy shall also be stored in a cabinet at the entry of the site.

## Incident Management

All incidents shall be reported immediately. Forms shall be provided to all supervisors and employees to facilitate the reporting of incidents and should be completed at the time of the incident.

Completed incident forms shall be entered into RIVO within 48 hours of initial report.

Investigations should be undertaken to the appropriate level to ascertain the root cause(s) of the incident and identify any appropriate corrective or preventive actions to prevent re-occurrence as outlined in the following procedures:

- Incident Management Procedure; and
- SHEQ Reporting Procedure.

<b>Injury/Occupational Illness</b>	Any physical or psychological harm which occurred as a result of an unplanned work related event.
<b>Environmental Incident</b>	An unplanned event resulting in damage to the environment.
<b>Security/Crime Incident</b>	Any event resulting in security breach or crime.
<b>Property Damage</b>	Any event resulting in damage of Veolia or third party property.
<b>Motor Vehicle Incident</b>	Any event involving either a Veolia motor vehicle or third party vehicle.
<b>Quality Event</b>	Any event resulting in an effect to the quality of business.

## Injury Management

Injury management shall be initiated as soon as possible following a work related injury or illness to assist the employee in returning to meaningful and productive work. An individually planned Return to Work (RTW) program shall be implemented and monitored by the Return to Work Coordinator or external provider when necessary to return an employee to the workplace.

The procedures supporting the injury management process are:

- Workplace Injury Management Policy;
- Injury Management Procedure; and
- Injury Management Manual (State/region Specific).

## Auditing

Veolia shall audit and monitor the implementation of the SHEQ Management Plan. The auditing process is managed with the following procedures:

- Quality Management Standard; and
- Audit Procedure.

and undertaken:

- Internal Audits (site) - 6 monthly; and
- External Recertification Audit (National) – annually.

## Audit tools

The Site Operational Management Plan and Business Management System (BMS) shall be audited in accordance with the Audit Management Procedure using the developed templates in RIVO-Support Management System.

## Non-conformance and Corrective Actions

Non-conformance and corrective actions are entered into the RIVO system and managed with the following procedures:

- Product Service and Control of Nonconforming Outputs Procedure; and
- Continual Improvement Procedure.

## Reporting

The following SHEQ reports shall be prepared by this site using following :



- SHEQ Reporting Procedure;
- Monthly SHEQ Report;
- Monthly SHEQ Incident, Hazard Action Report; and
- Monthly Outstanding Action Report.

The report shall be distributed to (in order of receipt):

- QLD State Group General Manager SGGM;
- Manager - Regional North QLD; and
- Branch Manager;

## Management Review

The SHEQ Management Plan and its requirements and responsibilities shall be reviewed annually by the Senior Management Team to ensure continual improvement in SHEQ performance:

- Management Review Procedure.

## Management Commitment

Veolia Management shall monitor the effectiveness of the SHEQ System and procedures through monthly reporting and revision of SHEQ records. Additional resources shall be provided when necessary to support the SHEQ System.

Veolia Management shall provide visual safety leadership and continually reinforce the importance of SHEQ in all activities conducted by Veolia. This commitment shall be demonstrated through attendance of SHEQ meetings when on site and participating in SHEQ inspections, tool box meetings, pre-starts and other site activities:

- Leadership Procedure; and
- Roles and Responsibilities within all procedures.

Management shall also demonstrate their commitment to SHEQ through active involvement in the Always Safe Interaction Program.

## Improvement Plans

Continuous improvement in SHEQ performance shall be primarily driven by addressing corrective, preventive actions arising from a hazard/near miss, and incident reports. Additional improvement opportunities shall come from the findings of audits and inspections. Actions arising shall be recorded and monitored in RIVO.

Outstanding actions are regularly reviewed by SHEQ and Operations Management:

- Actions outstanding by >60 days are reviewed at a state/region level; and
- Actions outstanding >90 days reviewed at a national level.

Outstanding actions not actioned within the required time frames shall be investigated by the responsible manager/supervisor to ensure a timely resolution of all actions.

## Targets and Objectives

SHEQ targets and objectives for Veolia shall also be set annually by Veolia ANZ and shall be supported by site based targets and objectives:

- Veolia ANZ SHEQ KPI scorecard;
- Veolia ANZ SHEQ Targets and Objectives;
- Veolia QLD SHEQ Targets and Objectives; and
- Client site SHEQ Targets and Objectives.

## Key Performance Indicators

Veolia North Queensland progress towards meeting targets and objectives shall be recorded on the Veolia National SHEQ KPI scorecard, which is reviewed monthly by the SHEQ ANZ committee.

Lead indicators for Veolia QLD are recorded in the Monthly SHEQ reports which are distributed to Management with the relevant section been shared with all Veolia employees at regular safety meetings.

Lag indicators measuring the incident rates on sites shall be compiled on the Safety Dashboard and should be displayed as a 12 month trend for Lost Time Injury Frequency Rate (LTIFR), Serious Injury Frequency Rate (SIFR) and All Injury Frequency Rate (AIFR).

## Planning

The planning instruments supporting the SHEQ Management Plan are developed for each state/region in accordance with the:

- Business Planning Procedure.

Planning programs include :

- Veolia ANZ - Strategic Plan;
- Veolia ANZ SHEQ Targets and Objectives;
- Veolia QLD Strategic Plan;
- Veolia QLD SHEQ Targets and Objectives; and
- Site SHEQ Targets and Objectives including Client Target and Objectives.

# Environmental

Veolia is committed to ensuring minimal environmental impact and, wherever possible, environmental impacts are identified through the hazard/near miss notification system.

Veolia educates our customers on the greenhouse gas impact of their waste streams and assists them in reducing the carbon emissions associated with the management of their waste. Veolia sets annual measurable targets and objectives aimed at improving health, safety, environmental and quality performance:

- SHEQ Reporting Procedure; and
- National Greenhouse and Energy Reporting (NGER) Procedures.

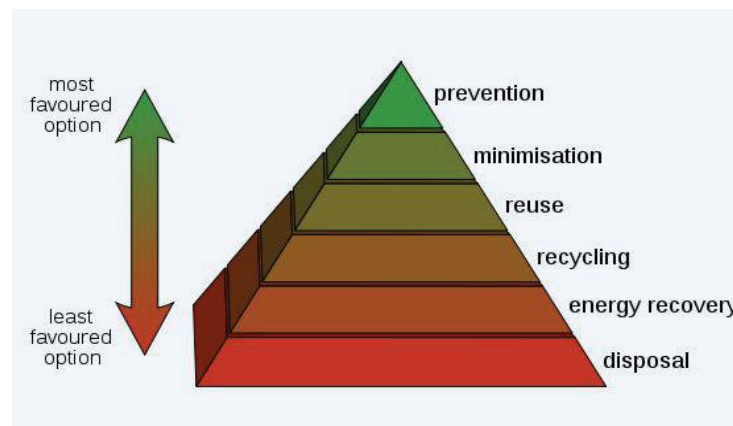
Veolia reviews and reports on these both internally and through the annual publication of the Sustainable Development Report.

## Waste Management

Site Managers shall implement processes that support the:

- Environment Management Procedure (PR-ANZ-000).

This includes demonstration of a commitment to waste minimisation, recycling and safe and efficient waste disposal in compliance with environmental legislation using the 3 Rs hierarchy philosophy of REDUCE, RECYCLE, REUSE.



# Key Hazardous Activities

The following Key Hazardous Activities have been identified for Veolia sites within North Queensland. The following section outlines the Key Hazardous Activities controls and key relevant references to manage these. Each site identifies the relevant Key Hazardous Activities undertaken on that site.

There are additional details on the specific tasks, activities and responsibilities relating to these Key Hazardous Activities contained in the SHEQ Compliance Plan North Queensland:

- Workshops, laydown yards and offices;
- Waste collection;
- Plant and equipment;
- Driving and transportation; and
- Industrial services.

## Workshops, Laydown Yards and Offices

The key hazardous activity of operating workshops, laydown yards and offices relates to the:

- Storage of plant and equipment;
- Vehicle and pedestrian interaction;
- Temporary (in transit) waste storage; and
- Office space for administrative duties.

### Types of Equipment

Typical classes of plant and equipment used in workshops, laydown yards and offices are, but not limited to:

Equipment Type	Purpose
Ancillary Equipment	Equipment used to assist with the undertaking of workshop activities e.g. forklift.
Heavy Vehicles	Equipment used to undertake the day to day activities of the different business units e.g. front lift truck, Industrial vacuum truck.
Light Vehicles	Required for the transportation of materials, small equipment/tools and employees.
Other Office Equipment	Office equipment used to ensure business unit administrative duties can be undertaken e.g. printers, computers.



## Activity Requirements

Workshops, laydown yards and offices can be categorised in the following activities:

Activity	Definition
Traffic Management	Control of vehicle and pedestrian traffic interaction in and around the workshop, laydown yards and offices to prevent incidents or disruption to the movement of equipment while performing work duties.  Workshop, laydown yards and offices should be designed to minimise the interaction between vehicles and pedestrians.
Storage Management	Control of storage requirements for: <ul style="list-style-type: none"> <li>Plant, workshop and office equipment; and</li> <li>Ensuring everything has a place and is appropriately managed.</li> </ul> This process focuses on the layout of the whole workplace, including line marking, adequacy of storage facilities and maintenance.
Waste Management (To be developed)	Process of how site generated waste is disposed of. The preferred method is to recycle oils, coolants, batteries, cardboards, steel etc. by storing the materials on site in appropriate storage areas until ready for collection.
Facility Management	Process on how a site shall be controlled and maintained to ensure it is compliant to the relevant legislation and code of practices.

All work shall be conducted according to Veolia procedures and Client SHEQ requirements (when superior to Veolia).

## SHEQ Registers

Where applicable, additional SHEQ Registers that are to be maintained by sites in QLD include:

- Calibrated Equipment Register;
- Confined Space Register;
- Electrical Register;
- Fire Extinguisher Register;
- Working at Heights Equipment Register;
- JSEA Register;
- External Licence / Approval Register;
- Lifting Equipment Register;;
- Noise Register;
- High Risk Tools Register;
- Site Required PPE Register;

- Classified Plant Register;
- Constant Improvement Client Register; and
- Archive Register.

## **Inspections**

Additional inspections to be conducted by sites are:

- SHEQ Workplace Inspection Checklist.

## Relevant References

Ref No.	Workshop, Laydown Yards and Offices Description	Traffic Management	Storage Management	Waste Management	Wash Bay	Facility Management
Legislation						
	Work Health Safety Act 2011					
	Work Health Safety Regulation 2011					
	Environmental Protection Act 1986					
	Environmental Protection (Controlled Waste) Regulation 2004					
Standards and Codes of Practices						
COP	Traffic Management in Workplaces (COP 2013 Draft)	✓				
COP	Prevention of Falls at Workplace					✓
AS 1657	Fixed platforms, walkways, stairways and ladders - design construction and installation					✓
AS 1319	Safety Signs for the Occupational Environment					✓
AS 1470	Health and Safety at Work - Principles and Practices					✓
AS 3012	Electrical Installations					✓
AS 3831	Waste Management - Glossary of terms			✓		
Veolia Procedures						
	Measurement		✓			
	Working at Heights					✓
	Electricity					✓
	Energy Isolation					✓
	Lifting Operations					✓
	Confined Spaces					✓

	Security of Facilities					✓
	Energy Isolation Procedure					✓
	Confined Space Entry Procedure					✓
	Management of Noise and Hearing Conservation Procedure					✓
	Housekeeping and Inspection Procedure					✓
	Forklift Operation Procedure					✓
	Electrical Safety Procedure					✓
	Site Traffic Control Procedure	✓				
	Working at Heights Procedure					✓
	Lifting Operations Procedure					✓

## Waste Collection

The key hazardous activity of Waste Collection relates to:

- Collection and removal of waste from customer sites and transport of waste inter-site or to landfill locations within North Queensland; and
- Replacement of waste collection bins and supporting activities directly required to complete these task.

### Types of Equipment

Typical classes of plant and equipment used to undertake Waste Collection are, but not limited to:

Equipment Type	Purpose
Liquid Tanker	Assists with the bulk collection and disposal of liquid waste from customer sites, which includes but is not limited to, the pumping and transporting of bulk liquid waste and sludge.
Front Lift	Used to undertake the day to day bulk waste activities.
Hook Lift	Used to undertake the day to day bulk waste activities.

## Activity Requirements

Waste Collection can be categorised in the following activities:

Activity	Definition
Controlled Waste	A - Plating and Heat Treatment; B - Acids; C - Alkalis; D - Inorganic Chemicals; E - Reactive Chemicals; F - Paints, resins, Inks and Organic Sludges; G - Organic Solvents; H - Pesticides; J - Oils; K - Putrescible and Organic Wastes; L - Industrial Wash Water; M - Organic Chemicals; N - Soils and Sludge; R - Clinical and Pharmaceutical; and T - Miscellaneous – research and development, photographic chemicals, used tyres.

All work conducted by Veolia shall be conducted according to Veolia procedures and our client SHEQ requirements (when superior to Veolia).

## Inspections

Additional inspections to be conducted by sites are:

- SHEQ Workplace Inspection Checklist (TEM-25-4).

## Plant and Equipment

The key hazardous activity of Plant and Equipment relates to the purchasing and maintenance of all plant and equipment.

### Types of Equipment

Typical classes of plant and equipment used for Plant and Equipment are, but not limited to:

Equipment Type	Purpose
Light Vehicles	Transportation of materials, small equipment/tools and employees.



Heavy Industrial Vehicles	Required to undertake the business unit's daily activities.
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## Activity Requirements

Plant and Equipment can be categorised in the following activities:

Activity	Definition
Maintenance and Repair	<p>All work shall be conducted according to Veolia procedures and Client SHEQ requirements (when superior to Veolia).</p> <p>Repair and Maintenance can be categorised into the following:</p> <ul style="list-style-type: none"> <li>• Preventative Maintenance;</li> <li>• Defect Repairs; and</li> <li>• Breakdown.</li> </ul>
Preventative Maintenance	<p>The primary goal of preventative maintenance is to avoid or mitigate the consequences of failure of equipment by the care and servicing by personnel for the purpose of maintaining equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection and correction of incipient failures either before they occur or before they develop into major defects.</p> <p>The planned maintenance activities are carried out at set intervals, which are specified by the manufacture or in accordance with Veolia policies and procedures. Scheduling is monitored against time used or distance travelled. All maintenance activities are recorded and maintained in the SAP PM.</p> <p>Maintenance which includes tests, measurements, adjustments, and parts replacement, performed specifically to prevent defects from occurring.</p> <p>Preventive maintenance activities include partial or complete overhauls at specified periods, oil changes, lubrication, restore equipment reliability by replacing of worn components before they actually fail and so on. In addition, employees can record equipment deterioration so they know to replace or repair worn parts before they cause system failure.</p>
Defect Repairs	<p>Defect repairs are faults identified by the operator when they undertake the daily pre-start inspection of equipment and are recorded and reported accordingly.</p> <p>Once reported, the Pre-Start Checklist or Daily Vehicle Register (DVR) report is reviewed by a member of the Fleet Management team to determine the priority level of repair required.</p>

Breakdown	<p>Vehicle breakdown is the mechanical failure of the plant/equipment in such a way that the underlying problem prevents the vehicle from being operated at all, or impedes the vehicle's operation so much, that it is very difficult, nearly impossible, or else dangerous to operate.</p> <p>Vehicle breakdowns can occur for a large number of reasons. Depending on the nature of the problem, the vehicle may or may not need to be towed to the workshop complex.</p> <p>Once a breakdown report has been made, the Fleet Division shall be contacted and conduct the breakdown repairs as required.</p>
Procurement	<p>Procurement is the acquisition of plant/equipment and services from an outside external source. It is favourable if the goods, services or works are appropriate and they are procured at the best possible cost to meet the needs of the business in terms of quality, quantity, time, and location.</p> <p>The choice of plant/equipment is based on a Critical Success Factor (CSF) criterion and is managed through the Fleet Department and in consultation with the relevant Business Unit/Commercial Manager/s.</p>

All work conducted by Veolia ANZ shall be conducted according to Veolia procedures and our client SHEQ requirements (when superior to Veolia).

## SHEQ Registers

Additional SHEQ Registers to be maintained by sites are:

- Calibrated Equipment Register (001);
- Confined Space Register (002); and
- Equipment – Vehicle and Plant Register (004).

## Inspections

No additional inspections have been identified.

## Relevant References

Ref No.	Plant and Equipment Description	Procurement	Repair and Maintenance
<b>Legislation</b>			
	Occupational Safety and Health Act 1984		

	Occupational Safety and Health Regulation 1996		
	Motor Vehicles Standards Act 1989		
	Motor Vehicles Standards Regulations 1989		
	National Transport commission (Road Transport Legislation Vehicle Standards) Regulations 2006		
	Road Transport Reform (Vehicle Standard) Regulations		
	Motor Vehicle Repairers Act 2003		
Standards and Codes of Practices			
	Australian Design Rules	✓	
	Confined Spaces – COP		✓
	Safeguarding of Machinery and Plant – COP		✓
AS 2865	Confined Spaces		✓
AS 4024	Safety of Machinery Series		✓
Veolia Procedures			
	FRRP Mobile and Fixed Plant		✓
	Plant and Equipment Procedure	✓	
	Mobile and Fixed Plant Procedure		✓
	Plant Maintenance Servicing of Plant and Equipment		✓
	Plant Maintenance Vehicle Defect Flow Chart		✓

	Plant Maintenance Work Request Breakdown/Defect Procedure		✓
	Plant and Equipment Management Policy		✓
	Plant Maintenance – Pre Delivery Procedure for Plant and Equipment	✓	

## Driving and Transportation

The key hazardous activity of Driving and Transportation relates to:

- Operation of dedicated vehicles for the transportation of waste to/from metropolitan areas and remote locations. Waste may be transported inter-site or to various landfill facilities throughout North Queensland;
- Support vehicle operation including light vehicles; and
- The Chain of Responsibility (COR) to ensure regulation in areas such as speeding, fatigue, mass, loading and dimensions.

### Types of Equipment

Typical classes of plant and equipment used to undertake driving and transportation are, but not limited to:

Equipment Type	Purpose
Light Vehicles	Required for the transportation of materials, small equipment/tools and employees.
Heavy Industrial Vehicles	Required to undertake the business units daily activities.

### Activity Requirements

Driving and transportation can be categorised into the following activities:

Activity	Definition
Light Vehicles	Used for the transportation of materials, small equipment/tools and employees to and from and around a site the metropolitan or remote areas.  A Current C class licence is required to undertake this activity.

Heavy Industrial Vehicles	<p>Used for the collection, transportation and disposal of customer waste in metropolitan and remote areas.</p> <p>A Current HR, HC or MC class licence is required to undertake this activity.</p>
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All work shall be conducted according to Veolia procedures and Client SHEQ requirements (when superior to Veolia).

## SHEQ Registers

Additional SHEQ Registers to be maintained by sites are:

- Drivers' Licence Checking Register (020).

## Inspections

Additional inspections to be conducted by sites are:

- Pre-start inspections.

## Relevant References

Ref No.	Driving and Transportation Description	Light Vehicles	Heavy Vehicle
<b>Legislation</b>			
	Occupational Safety and Health Act 1984		
	Occupational Safety and Health Regulation 1996		
	Road Traffic Act 1974		
	Road Transport Reform (Mass and Loading) Regulations 1993		
	Transport Operations Road Use Management Act 1995		
	Dangerous Goods and Safety Act 2004		



	Environmental Protection Act 1986		
	Environmental Protection (Controlled Waste) Regulation 2004		
Standards and Codes of Practices			
Code	Road Traffic Code 2000		
Code	Australian Dangerous Goods Code (ADG7) 2008		
COP	Working Hours 2006		
COP	Fatigue Management for Commercial Vehicle Drivers 2004		
Veolia Procedures			
	Road Transport Fatal Risk Prevention Protocol		
	Driving and Licence Declaration		
	Lone and Remote/Isolated Workers Procedure		
	Heavy Vehicle Driver/Operator Procedure		
	Regulated Waste Transport Procedure		
	Heavy Vehicle Daily Vehicle Report (DVR) Procedure		
	Journey Management Plan Procedure		
	Heavy Vehicle Load Management Procedure		
	Heavy Vehicle Speed Management Procedure		

	Heavy Vehicle Fatigue Management Procedure		
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## Industrial Services

The key hazardous activity of Industrial Services relates to:

- Cleaning of plant and equipment;
- Removal of waste using High Pressure Water Jetting (HPWJ) systems;
- Utilising vacuum loaders for the removal and transport of waste; and
- Any related support activities directly required to complete these tasks.

### Types of Equipment

Typical classes of plant and equipment used to undertake Industrial Services are, but not limited to:

Equipment Type	Purpose
HPWJ Pump	A unit designed to deliver pressurised water. It is a positive displacement-style pump with pistons or rubber diaphragm/hydraulic systems and discharges water into a common manifold in which hoses connect to lances, water tools and nozzles. High Pressure Water Jet pumps come in the following assembly units: <ul style="list-style-type: none"> <li>• Trailer mounted;</li> <li>• Skid mounted; and</li> <li>• Drain cleaning unit – skid mounted.</li> </ul>
HPWJ Hand Guns and Robots	Handguns are connected to the pump to deliver pressurised water to the surface area that requires cleaning.
Truck Mounted Vacuum Loader	A vacuum truck is a tank truck with a heavy duty vacuum designed to pneumatically load solids, liquids, sludge or slurry through suction lines typically 2-4" in diameter with 3" being the norm. The typical pump used in the industry is the rotary vane vacuum pump. Also referred to as Vac Truck, Gully Sucker, Combo Unit.

## Activity Requirements

Industrial Services can be categorised in the following activities:

Activity	Definition
High Pressure Water Jetting (HPWJ)	The use of high pressure water, with or without the addition of other liquids or solid particles, to remove unwanted matter from various surfaces. Where the pressure of the system exceeds 5600 bar/litres it is referred to as a Class B system.
Vacuum Loading	The vacuuming of solids, slurries, dry powder, sludge and hazardous waste Veolia uses positive displacement blower liquid ring pumps, normally using a truck or trailer mounted vacuum.

All work shall be conducted according to Veolia procedures and Client SHEQ requirements (when superior to Veolia).

## SHEQ Registers

Additional SHEQ Registers to be maintained by sites are:

- Calibrated Equipment Register (001);
- Confined Space Register (002); and
- HPWJ Equipment Register, with Test Certificates (015);

## Relevant References

Ref No.	Industrial Services Description	High Pressure Water Jetting	Vacuum Loading	Surface Preparation and Coating	Scaffolding
<b>Legislation</b>					
	Occupational Safety and Health Act 1984				

	Occupational Safety and Health Regulation 1996				
Standards and Codes of Practices					
API 2219 Ed.3 (2005/R 2012	Safe operations of Vacuum Trucks in Petroleum Services				
AS 4233.1	High Pressure Water Jetting systems  Part 1 : Safe operation and maintenance				
COP	AUSJET Safe Use and Application of High Pressure Water Jetting Equipment				
Veolia Procedures					
	High Pressure Water Jetting Procedure				
	Industrial Vacuum Loading Procedure				

# Terms and Definitions

Term	Definition
Employee	Includes Veolia employees, labour hire, contractors, sub-contractors and visitors.
Hazard/Near Miss	Any event with the potential to cause harm. Any event that nearly happened.
Injury/occupational Illness	Any physical or psychological harm which occurred as a result of an unplanned work related event.
Environmental Incident	An unplanned event resulting in damage to the environment.
Security/Crime Incident	Any event resulting in a security breach or crime.
Property Damage	Any event resulting in damage of Veolia or third party property.
Motor Vehicle Incident	Any event involving either a Veolia motor vehicle or third party vehicle.
Quality Event	Any event resulting in an effect to the quality of business.
Waste	Includes matter whether liquid, solid, gaseous or radioactive and if useful or useless, which is discharged into the environment; or prescribed by the regulations to be waste.
Waste Service	The collection, transport, storage, treatment, processing, sorting, recycling or disposal of waste; or the provision of receptacles for the temporary deposit of waste; or the provision and management of waste facilities, machinery for the disposal of waste and processes for dealing with waste.



# Reference and Related Documents

## Related Documents

Document Code/ Reference	Document Name
<a href="#">MAN-169</a>	Business Management Manual
<a href="#">STA-72</a>	Quality Management Standard
<a href="#">PRO-52</a>	Compliance Obligation Procedure
<a href="#">STA-294</a>	Incident and Emergency Response Standard
<a href="#">PRO-263</a>	Risk Management Standard
<a href="#">PRO-251</a>	Hazard Identification Procedure
<a href="#">PRO-161</a>	Audit Management Procedure
<a href="#">STA-31</a>	Environment Management Standard
<a href="#">STA-235</a>	High Risk Management-High Pressure Water Jetting Standard
<a href="#">STA-205</a>	High Risk Management-Traffic Management
<a href="#">STA-235</a>	High Risk Management-Working at Heights
<a href="#">STA-184</a>	High Risk Management-Lifting Operations
<a href="#">STA-166</a>	High Risk Management-Hot Works
<a href="#">STA-119</a>	High Risk Management-Hazardous Material, Chemical Delivery, Storage and Handling
<a href="#">STA-107</a>	High Risk Management-Gas Management
<a href="#">STA-62</a>	High Risk Management-Energy Isolation
<a href="#">STA-32</a>	High Risk Management-Electricity

## Referenced Documents

Document Name
ISO-9001 Quality Management System
ISO 14001 Environmental Management System
AS/NZS 4801 Occupational Health and Safety Management System

## Abbreviations

Abbreviation	Definition
AIFR	All injury Frequency Rate
AS/NZS	Australia / New Zealand Standard
BSI	British Standards institute
DER	Department of Environment Regulation
DMS	Document Management System
EPA	Environmental Protection Authority
FRPP	Fatal Risk Prevention Protocols
HASP	Hazardous Activity Sub Plan
IS	Industrial Services
JSEA	Job Safety & Environmental Analysis
KPI	Key Performance Indicator
LTIFR	Loss time injury Frequency Rate
NIMS	National Integrated Management System
SDS	Safety Data Sheet (formerly MSDS)

SHEQ	Safety, Health , Environment & Quality
SHR	Safety and Health Safety Representative
SIFR	Serious injury Frequency Rate (Total recordable injury Frequency Rate)
WA	Western Australia
WIS	Work Instruction

# Traffic Management Plan - Rockhampton Industrial Services

**ROCKHAMPTON REGIONAL COUNCIL****APPROVED PLANS**

These plans are approved subject to the current conditions of approval associated with

**Development Permit No.:** D/102-2019

**Dated:** 19 March 2020

# Site Information

Site Name:

**Rockhampton Industrial Services**

Site Location:

**4 Featherstone Street, PARKHURST**

Site Purpose:

**Industrial Services Depot and Waste Storage**

Temporary or Fixed Site:

**Fixed site**

Site Operating Hours:

**06:00 hrs to 18:00hrs**



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# Purpose and Scope

This Traffic Management Plan (TMP) details the framework for traffic management on-site. It covers all vehicles and pedestrian travel throughout all sites operated by Veolia.

This procedure covers Traffic Management at 4 Featherstone Street, PARKHURST.

This plan is applicable to all persons working on or visiting this site. It is considered to be a live document and shall be regularly reviewed and improved. It shall be made readily available to all approved stakeholder groups, as and when required throughout the duration of the Contract.

# Governance, Roles and Responsibilities

Role	Responsibility
Operations Manager	The operations managers have the responsibility for ensuring suitable resources and plans are in place to manage traffic risks for Sites.
Safety, Health, Environment and Quality (SHEQ) Team Member	<p>The SHEQ team has the responsibility to:</p> <ul style="list-style-type: none"><li>• Review and approve any revisions to this procedure;</li><li>• Ensure on-site implementation of and compliance with this procedure;</li><li>• Monitor the effectiveness of the Traffic Management Plan (TMP);</li><li>• Manage changes to the TMP and communicate to the all interested parties.</li><li>• Review and monitor the implementation of this TMP;</li><li>• Conduct site traffic and site access investigations to promote a safe work environment;</li><li>• Ensure corrective actions from audits and incident investigations relevant to site traffic movements are carried out; and</li><li>• Provide feedback to management of outcomes and observations.</li></ul>

# Site Traffic Management

## Workplace Transport Risk Assessment

A [Workplace Transport Risk Assessment](#) has been completed for this site.

### Traffic

This section covers:

- Accessing Site;
- General Site Traffic Rules;
- Employees on Site;
- Site Vehicle Drivers;
- Noise;
- Deliveries; and
- Pedestrians.

#### Accessing Site

- All vehicles accessing site shall adhere to the Deliveries and Site Visitor Entry Restrictions;
- All roadways are a shared zone for both vehicles and pedestrians;
- All personnel accessing site are to report to the site office and sign in; and
- Perform a BAC test when required.

#### General Site Traffic Rules

- Drivers are to obey all speed restrictions;
- All posted signage shall be observed and followed;
- Vehicles carrying a load have right of way over vehicles without a load;
- Vehicles travelling in reverse have right of way over other vehicles;
- All vehicles are to have flashing lights operating when being used;
- Where provided marked pedestrian walkways or lines shall be used by pedestrians;
- A spotter shall be required in the movement of any Elevated Work Platform (EWP); and
- Site traffic rules have been communicated to all employees, contractors, delivery drivers and visitors on this site. Site inductions include the reference to site traffic rules.

#### Employees on Site

- All site traffic rules shall be employed by all entrants to this site. Breaches of the site traffic rules shall cause site entrant to be banned from this site;
- All site entrants shall receive an appropriate site induction prior to entering the site;
- All site entrants shall wear the appropriate Personal Protective Equipment (PPE);
- All entrants shall alert site management to all circumstances where site rules are not followed; and



- All visitors and contractors shall be authorised to enter the site, undertake an appropriate site induction, and shall be accompanied by a site inducted employee at all times on this site.

## **Site Vehicle Drivers**

All personnel operating machinery and plant or driving light/heavy vehicles shall adhere to Veolia driving requirements. Personnel required to operate or drive vehicles on site shall produce the following:

- A valid state/region driver's licence and/or competencies to operate plant and equipment related to their role on site;
- Permission to operate Veolia vehicles;
- Any relevant licences/tickets associated with a vehicle;
- A valid alcohol test to demonstrate they are fit for work as required;
- If applicable, evidence of completion of a nationally accredited 4WD training course or defensive driving course in order to drive a light vehicle (within 30 days of commencement of employment)
- All operators shall attend and complete the site induction;
- Any driver intending to drive a 4x4 vehicle off of a known roadway or track (off-road) shall complete a nationally accredited 4WD training course; and
- All off road 4x4 driving shall be approved by the Site Manager.

## **Noise**

- Noise shall be generated during operational activities and by vehicles accessing or travelling around the site, this is to be minimised and/or monitored by persons performing the task and, if necessary, reported to the SHEQ Team; and
- If a complaint is made by a member of the public it is to be reported directly to the SHEQ Team for investigation.

## **Deliveries**

- General deliveries of miscellaneous materials shall occur over the duration of the operation. Deliveries of all materials shall be scheduled, where feasible;
- All delivery drivers shall report to on site security/reception for instruction; and
- Where required delivery drivers shall undertake a Delivery Driver Induction prior to proceeding on site.

## **Pedestrians**

- All pedestrians shall ensure appropriate people are aware they shall be entering a site;
- Pedestrians shall use walkways designed for pedestrian use;
- If a vehicle is approaching the pedestrian shall:
  - Stop and face the oncoming traffic;
  - Gain eye contact with the driver; and
  - Remain stationary until the traffic has passed.

- Pedestrians shall wear appropriate Personal Protective Equipment (PPE) as per company induction, and at all times they are traversing the site.

## Site Actions/Procedures

This section covers:

- Journey Management Plans;
- Site Parking;
- Traffic Flows;
- Signage;
- Speed Limits;
- Recovery of Vehicles and Mobile Equipment;
- Compliance Monitoring; and
- Vehicle inspections.

### Journey Management Plans (where required)

- Journey Management Plans (JMPs) have been a major consideration in the development of this Traffic Management Plan (TMP). All personnel operating vehicles on the sites shall comply with the limitations and conditions specified; and
- Please refer to the Journey Management Plan and Register of JMP Journeys for instruction.

### Site Parking

All vehicles on site shall be parked in designated parking areas as defined in the site plan at [Appendix 1](#). On this site the parking rules are:

1. All vehicles shall park in designated parking spaces;
2. All vehicles shall reverse park; and
3. When reversing on site, vehicles shall have a competent person assisting unless defined.

### Traffic Flows

All traffic flows, pedestrian routes and vehicle waiting areas are defined in the site plan at [Appendix 1](#).

### Signage

- Road signs shall be designed in accordance with AS 1742 - Manual of Uniform Traffic Control Devices or equivalent (and manufactured in accordance with AS 1743 - Road Sign Specifications or equivalent);
- Signs are to be checked for damage and cleanliness and repaired, replaced or cleaned as necessary; and
- Changes to sign location shall be communicated at daily pre-starts and toolbox meetings with the associated updates to this TMP undertaken as necessary.

- Signs and devices shall be erected with consideration of the following:
  - They are properly displayed and securely mounted;
  - They are within the driver's line of sight;
  - They shall not be obscured from view;
  - They do not obscure other operating vehicles from the driver's line of sight;
  - They do not become a possible hazard to workers or vehicles; and
  - They do not direct traffic into an unsafe situation or cause conflicting traffic flow.

## Speed Limits

- Maximum speed limits on this site is 10 km/h; and
- All changes to speed limits or associated road conditions shall be approved by the Site Manager.

## Recovery of Vehicles and Mobile Equipment

Recovery of bogged/stranded plant and light vehicles is to be coordinated by the site team in conjunction with the subcontractor and other stakeholders as required.

## Compliance Monitoring

- The SHEQ Team shall ensure audits are undertaken for the application of this TMP to ensure compliance with any requirements; and
- Any changes to the traffic conditions, which have an impact on, or have the potential to affect operations, shall be authorised by the Site Manager.

## Light Vehicle Inspections

- All vehicles shall be inspected visually on a daily basis prior to use;
- All vehicles shall be inspected at least weekly with reference to the [Traffic Management Procedure](#) and the [Light Vehicle Inspection Checklist](#);
- Where light vehicles used on site are required to have an In-vehicle Monitoring System (IVMS) installed, IVMS data shall be managed in accordance with Veolia Company Policy; and
- Vehicles shall be serviced as per the Vehicle Service Log Book.

# Other Considerations

'Not Applicable'.

# Terms and Definitions

Term	Definition
Queensland Gas Company (QGC)	Queensland Gas Company
Sites	Relates to Veolia sites and facilities.
In-vehicle Monitoring System (IVMS)	IVMS is a system whereby from a central place of management, vehicle usage and components can be monitored for compliance purposes. Depending on the required implementation, the specifications may change.
Journey Management Plan (JMP)	A set of process that you follow for planning and undertaking road transport journeys in compliance with SHEQ requirements, and with the goal of arriving safely.
Elevating Work Platform (EWP)	Is a telescoping device, scissor device or hinged boom device used to position personnel, equipment and materials at work locations, and to provide a working area for persons working from the platform.
Vehicle	Light vehicle, heavy vehicle, forklift truck, Manitou forklift, articulated vehicle , EWPs and including, but not limited to, other fixed wheel vehicles.
Spotter	A person who walks in front of an EWP to ensure safe passage.
BAC	Blood Alcohol Content

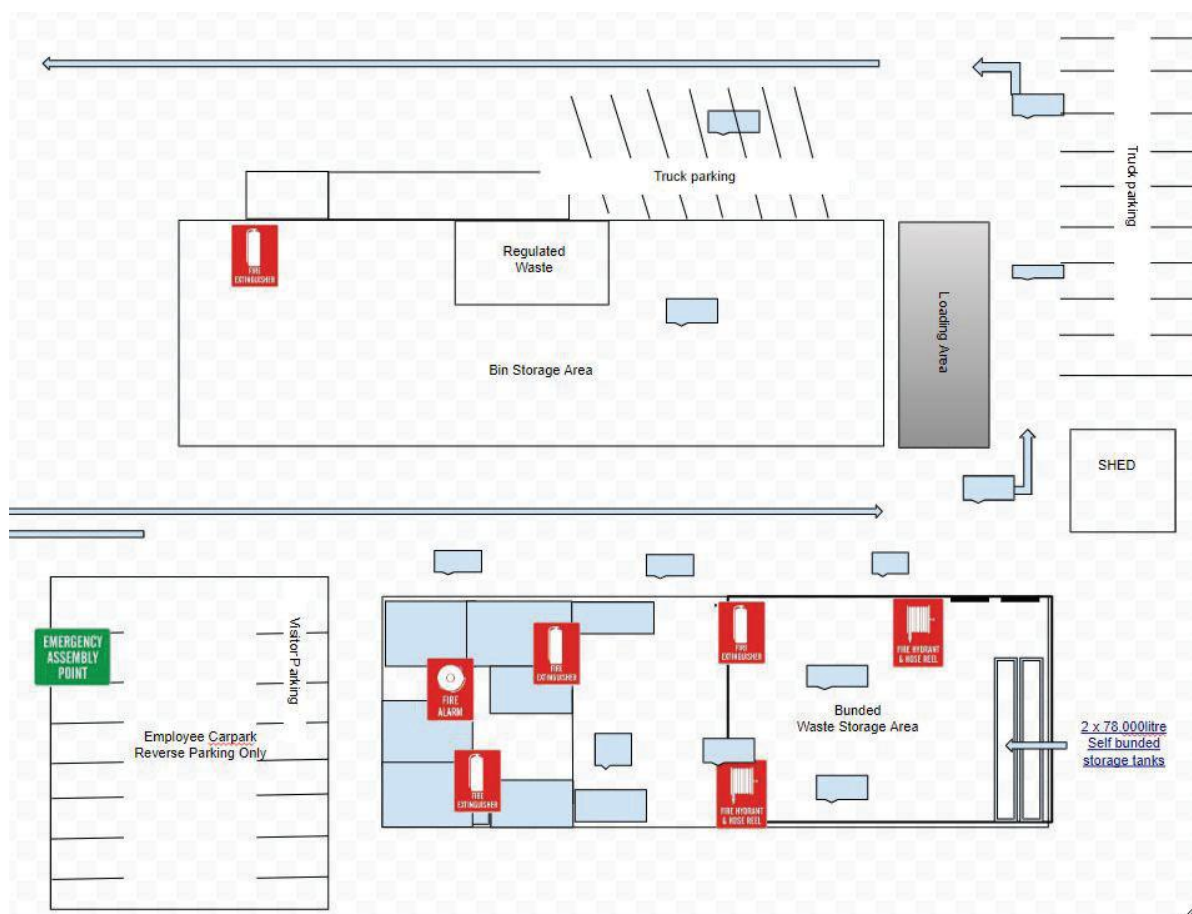
# Reference and Related Documents

Document Code/ Reference	Document Name
<a href="#">PRO-232</a>	Traffic Management Procedure
<a href="#">PRO-221</a>	Site Traffic Management Procedure
<a href="#">TEM-234</a>	Light Vehicle Inspection Checklist

<a href="#">PRO-232</a>	Journey Management Procedure
<a href="#">TEM-233</a>	Journey Risk Assessment and Management Plan
<a href="#">PRO-232</a>	Temporary Traffic Management Procedure
<a href="#">POR-161</a>	Audit Management Procedure
<a href="#">STA-153</a>	Training and Competency Standard
<a href="#">PRO-129</a>	Documented Information procedure



# Appendix 1



## Site Plan - 4 Featherstone Street