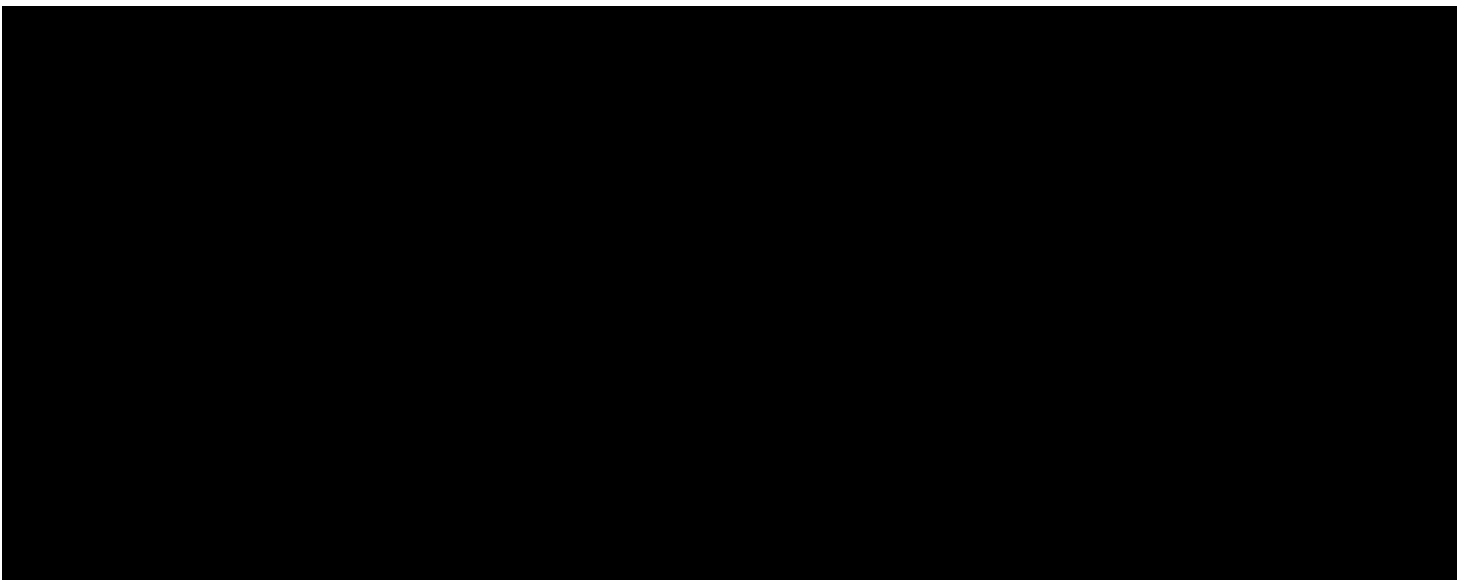


# HYDROCARBON & SPILL MANAGEMENT PROCEDURE



## 1. PURPOSE

The purpose of this document is to establish a work procedure for hydrocarbon and spill management throughout all work sites under the responsibility of Australian Garnet.

## 2. APPLICATION

This procedure applies to all Australian Garnet controlled projects and activities and to all Australian Garnets' personnel and contractor partners.

## 3. LEGAL AND OTHER REQUIREMENTS

Reference	Description	
Acts & Regulations	Western Australia	Work Health and Safety Act 2020 Work Health and Safety (Mines) Regulations 2022 Environmental Protection Act 1986 Environmental Protection Regulations 1987

## 4. DEFINITIONS / ABBREVIATIONS

<b>Bund</b>	A sealed surface that is purposely designed to prevent spilt material from coming into contact with soil or water.
<b>MSDS/SDS</b>	Material Safety Data Sheet/Safety Data Sheet
<b>Spill</b>	A spill is when chemical that is either hazardous to the health or safety of personnel, or has the potential to pollute the environment, leaves its designated containment area e.g. bund, vessel or container. Spills can be solid, liquid, or a combination of both.
<b>Minor Spills</b>	A spill where the individual(s) responsible feel that they are capable of handling the spill safely without the use of respiratory protection or the assistance of specially trained Emergency Services or Environmental Officers. Rule-of-thumb: Minor Spill < 20 litres
<b>Major Spills</b>	For the purpose of spill response, a spill is defined as 'Major' if the individual(s) responsible for the spill don't feel that they are capable of handling the spill safely without the use of respiratory protection or the assistance of specially trained Emergency Services or Environmental Personnel or special spill management equipment & materials. Rule-of-thumb: Major Spill 21 > 200 litres

## 5. RESPONSIBILITIES

Person	Responsibilities
<b>Managing Director</b>	➤ Approves this procedure and subsequent revisions
<b>Site Senior Executive</b>	➤ Provides the necessary resources, information and/or training to ensure full compliance with this procedure at project sites
<b>HSE Manager / HSEQ Coordinator</b>	➤ Recommends and/or approves any necessary amendments to this procedure ➤ Audits project sites to ensure compliance with this procedure
<b>Superintendent / Supervisor</b>	➤ Ensures personnel at project sites fully comply with this procedure ➤ Ensure all necessary material and human resources are provided in order to deal with spills, disposal, management and storage of hazardous substances
<b>All personnel</b>	➤ Fully comply with this procedure

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## 6. PROCEDURE

### 6.1. General Requirements

Australian Garnet are committed to not cause adverse effects on the environment resulting from the use of hydrocarbons and chemicals on our project sites and shall:

- Ensure all hydrocarbons and hazardous substances are approved for site use and alternatives have been considered based on risk and exposure.
- Ensure full adherence to client site-specific requirements; where applicable
- Maintain a register of hazardous substances and ensure an SDS sheet is available for each substance on site. This requirement must be communicated to all sub-contractors on site and must be followed
- Ensure storage and disposal of chemicals is done in accordance with the SDS and site requirements
- Enforce a safe process for transporting, handling, storing and disposal of hazardous materials, in accordance with Australian Garnet and project specific requirements.
- Ensure storage requirements for all hazardous substances (mainly hydrocarbons and fuels) include a bund to exceed storage capacity by at least 10 – 20%. All portable generators, welders, stationary engines and pumps shall be fitted with an external containment of 110% capacity of the total hydrocarbons contained in the equipment
- Ensure site vehicles approved to carry hydrocarbons or fuels are fitted with spill containment facilities and spill response equipment
- Conduct a risk assessment prior to handling hydrocarbons and chemicals near sensitive environments
- Ensure spill response kits (240L) are provided at each construction work area
- Provide spill management training and awareness sessions for personnel handling hydrocarbons, fuels and chemicals
- Immediately respond to spills, cleaning up contaminated area, removing contaminated soils and reporting the spillage
- Ensure that contaminated water in containment bunds is pumped out and disposed of by a licensed operator
- At project sites, ensure all client protocols and procedures regarding the handling, storage and management of hydro chemicals are adhered to.

### 6.2. Spill Control & Management

All hydrocarbon and chemical spills are to be reported immediately and investigated. The Site HSEQ Coordinator Site leadership team shall be informed of any spill immediately.

A spill of any hazardous substance can pollute the environment if it is not dealt with adequately and in a timely manner. If the right actions aren't taken, a spill on site may run straight into the storm water system and pollute the nearest stream, river, beach or groundwater. Even bio-degradable substances can harm our environment.

A spill can be of any size and any material that has the potential to impact the environment (e.g. oil/fuels, process water, process products, grease, paint, etc.).

It is important to estimate the amount of product spilled (litres or m<sup>3</sup>) as it is required for the reporting process. Different clients will have different regulations for reporting hydrocarbon spills to them, and it is important to make sure these requirements are discussed with them; as a rule-of-thumb:

- Minor Spill < 20 litres
- Major Spill 20 – 200 litres
- Severe Spill > 200 litres

All spills need to be contained to prevent further harm or contamination of the surrounding environment. Spills should be contained by:

- Isolating the source and ensuring there is no immediate danger to yourself and others.
- Using absorbent material to prevent the spill from increasing in area

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- Using barriers to contain larger spills; and
- Using spill trays or mats underneath machinery

Use absorbent sausages contained in the spill kits, which are available at different locations, in the workshop or stores; you may also construct earthen bunds to contain the spill.

Spills are to be confined, contained and cleaned up to ensure:

- The safety of all personnel
- Flora and fauna conservation
- Water pollution is prevented
- Safe, prompt disposal
- Environmental liability is minimized.

#### 1. **Confine**

- Turn off the tap or valve, plug the leak or roll the drum over – only if it is safe to do so.
- Confine with sand bags, absorbent sausages, or brooms

#### 2. **Contain**

- Liquid Spills: contain compatible materials so they can't spread.
- Powder Spills: cover with plastic to stop blowing around
- Block off access to storm water grates, sumps, etc.
- Where applicable, wear PPE, and take all necessary precautions, as indicated in MSDS
- Advise your supervisor or safety advisor
- Supervisor or safety advisor to advise the client and raise incident report, if applicable

#### 3. **Clean Up**

- Only if it is safe to do so - use a spill kit on site to clean up the spill

#### 4. **Dispose of Responsibly**

- Dispose of contaminated materials and clean up gear or clothing as hazardous waste or ask your waste disposal contractor to dispose of it for you.
- Do not hose spill, or tip wastes down drains
- Material used to clean-up the spill must be removed and disposed of correctly
- Do not put any used absorbent material back into the Spill Kit

#### 5. **Investigation**

- Assist with the investigation process to prevent re-occurrences.

#### 6. **Spill Reporting**

- Spills of products that are within the parameters for reporting to regulatory departments shall be completed in line with the specifications and timeframes of those specific requirements.
- Regulatory departments may include DMIRS and/or DWER as notifiable and/or reportable events.

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### 6.3. Refuelling on Site

Refuelling is a daily process on site. There are 2 x established refuelling facilities in addition to a mobile service truck. These refuelling facilities are well established with signage, bunded areas and spill kits in place.

While refuelling, several precautions are to be taken; breaches of these may result in disciplinary action

- No Smoking in and around the refuelling area
- Spill kits are available at the refuelling area and checked monthly
- No hot work or naked flames around the refuelling area
- Mobile phones are not to be used in and around the refuelling area
- A lined bunded area is to be established to capture fuel spillage and overflow
- Fuel usage shall be recorded every time refuelling is undertaken

**Note: All fuel spills are to be reported to the Site leadership team and HSEQ Coordinator immediately.**

### 6.4. Removal of Hydrocarbons and other Waste

- Hydrocarbon-contaminated material from any site is to be disposed of at a licensed facility. Where the material has been assessed as controlled waste, it shall be disposed of by a licensed operator
- Stormwater present within bunding must be immediately removed after a rain event and disposed of as contaminated water
- Oily waste materials, including liquid hydrocarbons, shall be segregated from general wastes and removed from site in accordance with regulatory requirements
- Waste disposal receipts shall be maintained as verification of type and amount of waste oil and oily materials removed from site
- Any contaminated soil shall be removed, and disposed of in to an approved bio-remediation facility. Disposal of contaminated soils will be at an approved disposal site
- Classified waste will be taken to an approved classified waste disposal site
- Contaminated water will be contained and removed from site by a licensed contractor for disposal
- Hydrocarbon-contaminated material must be transferred to a suitable storage container and placed in the Hydrocarbon-Contaminated Disposal Bin in the Workshop –where available- or placed next to the bin if the container is too heavy to lift into the bin. All hydrocarbon-contaminated spill kits and rags must also be placed into this bin
- All hydrocarbon-contaminated soil must be dug up and removed from the area to prevent harm being done to the environment

### 6.5. Spills Management

All hydrocarbon and chemical spills are to be reported immediately and investigated. The Site HSEQ Coordinator and leadership team shall be informed of any spill immediately.

## 7. DOCUMENTATION/VERIFICATION

Document	Description
AUG-PRO-HS-013	Hazardous Substances Procedure
AUG-PRO-HS-011	Emergency Preparedness and Response Procedure
AUG-PRO-HS-002	Incident Reporting and Investigation Procedure
AUG-PRO-HS-035	Land Management Procedure