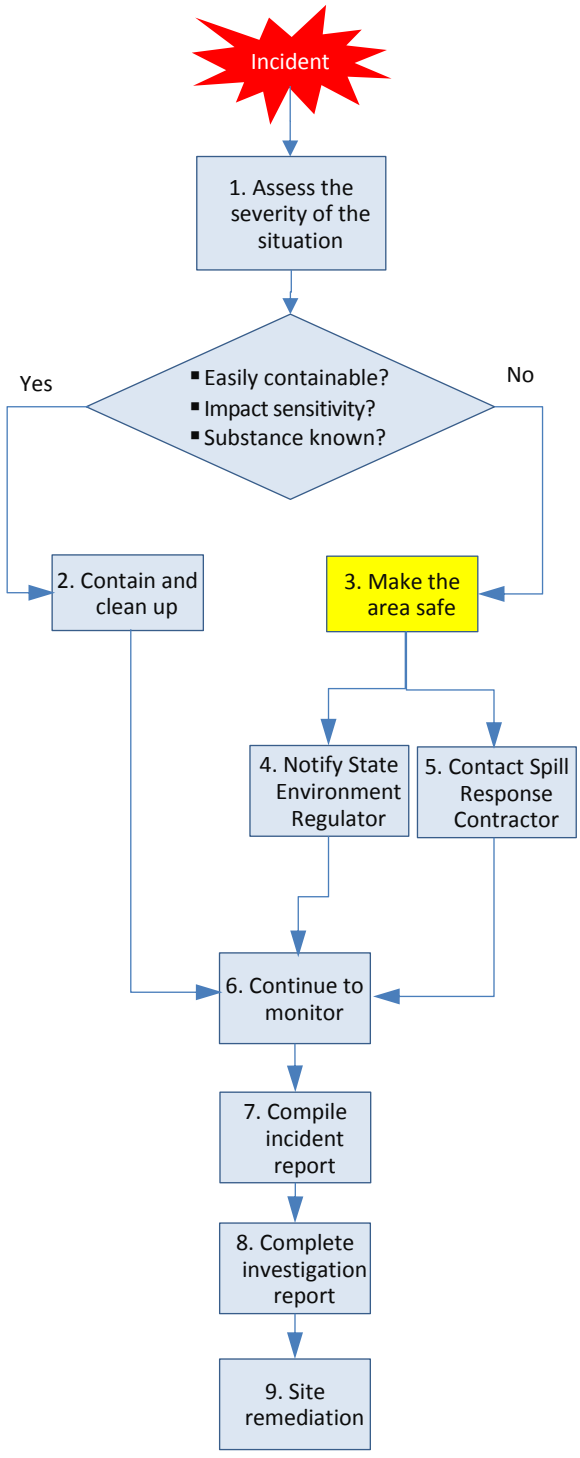
1. **Document #**	1610 Env GLB Document # convention yymm Env abc (abc: your location abbreviation)		
2. **Approved by**	Site Manager – Goulburn	3. **Authorised by**	Chief Operations Officer, CFRS
4. **Work Site**	Islington		
5. **Last Review on**	13/10/16	6. **Next Review by** - No more than 6 months from the Last Review	13/04/17

⚠ **IN CASE OF AN ENVIRONMENTAL INCIDENT TAKE THE FOLLOWING STEPS**:-



#	Step	Responsible
1.	Assess the severity of the situation: ▪ Can the spill or contamination be easily contained? ▪ It is not likely to impact sensitive receptors? ▪ Is it a known substance that is safe to handle without expert assistance?	Local Manager
2.	Contain and clean up as much of the spill/contamination as possible using available spill/contamination response kits.	Fire Warden
3.	Make the area safe for yourself and others. Order evacuation as required. If so refer to your local Fire Emergency plan.	Fire Warden
4.	Notify State Environment Regulator: ▪ **NSW EPA 131 555** and other agencies: ▪ **Poisons Info 13 11 26** ▪ **Fire & Rescue 02 4822 1608** ▪ **Local Council 02 4823 4444** ▪ **Ministry of Health 02 4827 3003** ▪ **WHS Regulator 13 10 50**	Local Manager
5.	Contact Spill Response Contractor in consultation with the Emergency Services Contact Number **02 4821 0007**	Local Manager
6.	Continue to monitor situation until incident is resolved	Local Manager
7.	Compile incident report use form CFAP FOR OCM 003 in accordance with work instruction CFAP WOI OCM 002	Local Manager
8.	Complete investigation report in accordance with procedure CFAP PRO OCM 002 – Refer also to Environment Management procedure CFAP PRO OCM 701	Local Manager
9.	Arrange for site remediation as required – Refer to Environment Management procedure CFAP PRO OCM 701	Local Manager

END OF DOCUMENT