

<p><b>SEC PLATING PTY LTD</b></p> <p>Copies: 1:- CM, 2:- (D:/share/..., 3:- SEC website</p> <p style="text-align: center;"><b>Controlled Copy 3</b></p>	<p style="text-align: center;"><b>WORK INSTRUCTION</b></p> <p style="text-align: center;">DOC. REF: SEC-PQD-031</p>	<p>ISS/REV: 1.0</p> <p>DATE: 17.07.2015</p> <p>W/I Page No: 1/2</p>
<b>Public Plan</b>		

## 1.0 PROCEDURE FOR CONTACTING THE RELEVANT AUTHORITIES

If the incident presents an immediate threat to human health or property, call 000. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

Once the 000 call has been made, notify the relevant authorities in the following order:-

Canterbury Council:	9789 9300
NSW Environment Protection Authority:	Emergency: 131555
Sydney Metropolitan Area Health Service:	<u>Business Hours</u> : 9515 9600 <u>After Hours</u> : Canterbury Hospital: 9787 0000 Royal Prince Alfred Hospital: 9515 6111
WorkCover Authority:	131050
Fire & Rescue NSW (if not previously contacted via 000):	1300 729 579
Sydney Water (if required)	132090 (24 hour emergency service)

Note: If the situation warranted calling 000 as a first point of notification, you do not need to ring Fire & Rescue NSW again.

## 2.0 Relevant information to be given

2.1 The relevant information about a pollution incident consists of the following:

- (a) the time, date, nature, duration and location of the incident
- (b) the location of the place where pollution is occurring or is likely to occur,
- (c) the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
- (d) the circumstances in which the incident occurred (including the cause of the incident, if known),
- (e) the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
- (f) other information prescribed by the regulations.

2.2 The information required is the information known to the person notifying the incident when the notification is required to be given.

2.3 If the information required to be included in a notice of a pollution incident is not known to that person when the initial notification is made but becomes known afterwards, that information must be notified immediately after it becomes known.

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### 3.0 Procedures for communicating with the community

In the event that any neighbouring properties may be affected, early warnings of incident notification shall be communicated to neighbours and the local community via S E C Plating Twitter account and/or website, by the use of telephone calls or SMS, letterbox drops and doorknocking of potentially affected community members, as appropriate to the circumstances.

Specific information that shall be provided to the community in order to minimise the risk of harm may include

- Keep away from S E C Plating Pty Ltd on 105 Lakemba Street, Belmore.
- Keep away from any liquid flowing out of 105 Lakemba Street, Belmore when there is a liquid pollutant discharge.
- Close windows and doors and remain inside for incidents involving emission of air pollutants.