ENV-001 Hydrocarbon Spill Response Procedure

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1.0	24/06/2014	n/a	Procedure approved and released
1.0	09/09/2014	Rebranding	Rebranding and recoding

1 Purpose

The purpose of this procedure is to outline the steps required for the management of hydrocarbon spills that may occur at Territory Generation site and includes information on:

- Control
- Containment
- Clean up
- Reporting.

2 Scope

This procedure applies to all Territory Generation maintained sites and is specific to hydrocarbon spill management.

In the event of chemical spill management refer to the product Safety Data Sheet and in the event of major incidents see site emergency plans.

3 Roles and Responsibilities

Role / Title	Responsibility
Chief Executive Officer	Shall ensure that : • All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control. • Initiates procedure review as required.
All Managers/Site Coordinators	Shall ensure that: • This procedure is put in place at all Territory Generation controlled power stations sites. • Personnel are advised and trained as necessary in the procedure to be followed. • Contractors are informed of and follow the procedure, where applicable. • Contribute to procedure reviews
Project Officers/Contract Managers	Shall ensure that: • Contractors under their control are informed of and follow the procedure, where applicable. • Contribute to procedure reviews
All Personnel	Shall ensure that: • This procedure is followed personally and by contractors/visitors under their control, where applicable • Contribute to procedure reviews
Document Owner	• The position responsible for the preparation, review and accuracy of this document.
Document Sponsor	• The position responsible for the approval and use of this document

4 Definitions

Hydrocarbon	Means an organic compound containing only carbon and hydrogen and often occurring in petroleum, natural gas, coal, and bitumen. Includes fuels, oils etc.
Safety Data Sheet (SDS)	Means a document that provides detailed information about a hazardous chemical. (formerly known as a Material Safety Data Sheet or MSDS) Information provided includes: • The identity of the chemical product and its ingredients • The hazards of the chemical including health hazards, physical hazards and environmental hazards • Physical properties of the chemical, like boiling point, flash point and incompatibilities with other chemicals • Workplace exposure standards for airborne contaminants • Safe handling and storage procedures for the chemical • What to do in the case of an emergency or spill • First aid information, • Transport information and • Personal Protective Equipment requirements.
Chemalert System	Means the intranet chemical database administered by Risk Management Technologies (RMT) which is subscribed to by Power and Water Corporation.
Shall	Mandatory requirement
Should	Advisory requirement

5 References

- NT Work Health and Safety (National Uniform Legislation) Act Jan 2012
- NT Work Health and Safety (National Uniform Legislation) Regulations June 2013
- NT Waste Management and Pollution Control Act 2013

6 Records

6.1 For reporting requirements see Section 10

6.2 All relevant records to be saved in GRACE and/or TRIM.

7 Control

7.1 If safe to do so, immediately control the source of the spill. For example, stand the drum upright or stop the pump.

7.2 Safeguard human life and property by eliminating all ignition sources (e.g. open flames, internal combustion engines etc.)

7.3 Restricting access to the spill area – Erect tape, bollards, cones, barriers etc. as appropriate to flag the area and restrict access.

7.4 Be aware that flammable/explosive vapours may accumulate in poorly ventilated areas or confined spaces. Do not place self or others at risk of inhaling vapours. Where safe to do so increase natural ventilation to area e.g. by opening doors, enclosures etc.

7.5 Contact your Line Manager/Supervisor immediately to report the spill. For more guidance on reporting - see Section 10.

7.6 Initiate the site Emergency Response Procedure in the event of major spill incidents (>1500L)

7.7 In the event of a major hydrocarbon spill the Chief Warden shall notify Emergency Services

a) The spill has spread, or has the potential to spread, beyond the boundary of the site
b) It is beyond the resources of the site to clean up the spill effectively or safely
c) The protective equipment; is inadequate for dealing with the situation
d) Staff are not experienced in dealing with the situation
e) Staff and the public are or could potentially be put at risk

8 Contain

8.1 Prevent the spill from entering drains, cable ducts or unsealed areas

8.2 Surround the spill with absorbent booms or banks of sand to prevent the spill from further impacting the environment

8.3 Review product Safety Data Sheet (see Chemalert database) for spill clean-up advice and commence spill clean-up immediately after containment.

9 Clean up

9.1 Ensure personal protective equipment is available and worn as appropriate including safety glasses, gloves and any additional PPE specified in the product safety data sheet (SDS) and JSEA

9.2 For major spills (>1500L) specific clean up techniques may be recommended. Contact Environmental Services for advice in these instances.

9.3 For minor (few litres) or moderate spills (<1500L), soak up as much of the spill as practicable:

a) For spills on sealed surfaces (e.g. concrete) it is recommended that absorbent pads, and/or sand be used.
b) For spills on unsealed surfaces (e.g. soil) that have pooled it is recommended that appropriate absorbent materials are used (e.g. sand or spill kit materials).
c) For spills on water it is recommended that floating booms and a skimmer be used

9.4 Place clean up materials in a robust plastic bag or drum

9.5 Remove material protecting drains or unsealed areas once spill has been cleaned up. If this material has been contaminated, place in a robust plastic bag or drum

9.6 Wipe any excess spill from the outside of the bags or drums, placing rags etc. inside the bag/drum before sealing

9.7 Clearly label bags and drums containing contaminated materials to indicate contents

9.8 Dispose of bags and/or drums containing hydrocarbon waste via a waste disposal company. In centres where there are no specialised waste disposal services, transfer waste to the local landfill

10 Report

10.1 Reporting guidelines:

Spill amount	Spill contained i.e. into a bund	Spill to ground, unsealed surfaces, water, drains etc.
Minor (few litres)	No report required Depending on circumstances may be reported to Line Manager/Supervisor	Report to Line Manager/Supervisor Depending on circumstances may be reported into GRACE
Moderate (<1500L)	Report to Line Manager/Supervisor Report in GRACE	Report to Line Manager/Supervisor Report in GRACE Report to NT EPA
Major (>1500L)	Report to Line Manager/Supervisor Report in GRACE Report to NT EPA if there is a potential threat to cause pollution resulting in environmental harm	Report to Line Manager/Supervisor Report in GRACE Report to NT EPA

10.1 Under the NT *Waste Management and Pollution Control Act*, 2013 there is a duty to notify the NT EPA (formerly known as NRETAS) of any an incident where it causes or there is threat to cause pollution resulting in environmental harm. In the event of a serious environmental pollution incident the NT EPA must be informed as soon as practicable after the event and in any case within 24 hours of the event occurring.

10.2 Any hydrocarbon spill (oils/fuels etc.) that occurs in a bunded area that has not entered a drain or unsealed area and has been fully contained and cleaned up does not need to be reported to NT EPA.

10.3 All other hydrocarbon spills including uncontained hydrocarbon spills to ground or water must be reported to NT EPA.

10.4 In all instances if there is uncertainty as to if a spill is reportable to NT EPA – It should be reported.

10.5 On being made aware of an environmental incident senior site Managers/Coordinators are to assess and report the incident to NT EPA, where applicable.

10.6 Reporting can be done using the Pollution Hotline number 1800 064 567 (available 24hrs) which will register the incident on the NT EPA system.

10.7 Information requested by NT EPA may include:

a) Details of the incident (how the pollution occurred/or may occur)

b) The place where it occurred and date/ time of the incident

c) The attempts made to prevent, reduce, control rectify or clean up the pollution or resultant environmental harm caused or threatening to be caused by the incident

d) Details of the person reporting.

10.8 The NT EPA may also request the completion of an official report form covering the above information in the event of a serious incident. In this instance the report must be saved in TRIM and fully referenced in the associated GRACE event report.