

<b>HUNTER DOUGLAS</b>  <b>RYDALMERE</b> <b>WHS MANUAL</b>	WHS-02.11.1
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	Issue No. 13
	Issue Date: 7/3/2025
<b>POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN</b>	
<b>PUBLIC VERSION</b>	

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## Amendment Register

Page	Date	Details	Authorised
13	05/02/14	Non-life-threatening numbers and order of notification added	Nichole Beasley
37	04/08/15	Roof store trade waste added	Nichole Beasley
38	11/04/16	Dangerous Good Map	Nichole Beasley
	10/04/17	Major review by Andrew Doig of ASBG	Nichole Beasley
	01/08/18	Incident Response Training carried out and contact details updated	Nichole Beasley
	21/08/19	Incident Response Training carried out	Nichole Beasley
	6/10/2020	Major review of Document by Andrew Doig of ASBG	Nichole Beasley
5	31/01/2022	Protocol for Notification of Pollution Incidents – Contact details updated	Nichole Beasley
	20/05/2022	Desktop exercised carried out by Andrew Doig ASBG	Nichole Beasley
	6/12/2023	Review and update carried out by Andrew Doig ASBG for this website PIRMP	Nichole Beasley
	24/01/2025	EPA License surrender application submitted	Stuart Fooks
	7/03/2025	Emergency Plan amended for: <ul style="list-style-type: none"> <li>- Dangerous goods significantly dropped.</li> <li>- Depot locations updated</li> <li>- Spill kit locations updated</li> </ul>	Stuart Fooks

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## 1. INTRODUCTION

Hunter Douglas Limited (Hunter Douglas) holds Environment Protection Licence #7022 for the premises located at 338 Victoria Rd, Rydalmere, where it operates a manufacturing facility for window coverings and other architectural products.

Licensees under the *Protection of the Environment Operations Act 1997 (POEO Act)* are required to prepare a Pollution Incident Response Management Plan (PIRMP) for each licensed activity, in accordance with the requirements set out in Part 5.7A of the *POEO Act* and in Chapter 7 Part 3A of the *Protection of the Environment Operations (General) Regulation 2009 (POEO(G) Regulation)*.

Clause 98D (2) and (3) of the *POEO(G) Regulation* requires that the PIMRP must be made publicly available via a publicly accessible website or by providing a copy of the plan, without charge, to any person who makes a written request for a copy.

Hunter Douglas has developed a PIRMP to meet their legislative requirements. They have also developed this abridged version of the PIRMP to meet the requirements for publicly availability of the plan.

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## 2. INCIDENT RESPONSE

### 2.1. Legislative Context

Part 5.7 of the *Protection of the Environment Operations Act 1997 (POEO Act)* requires anyone carrying on an activity or occupying a premises who becomes aware of a pollution incident where ‘**material harm**’ to the environment is caused or threatened to **immediately** report the pollution incident.

Furthermore, the *POEO Act* defines ‘**material harm**’ to the environment as:

- Actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- Actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 – where loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment

In addition to the duty to notify of pollution incidents, Licensees under the *POEO Act* are required to prepare a Pollution Incident Response Management Plan (PIRMP) for each licensed activity, in accordance with the requirements set out in Part 5.7A of the *POEO Act* and in Chapter 7 Part 3A of the *Protection of the Environment Operations (General) Regulation 2009 (POEO(G) Regulation)*.

Clause 98C (1) of the *POEO(G) Regulation* requires that the PIMRP must include:

- A detailed map (or set of maps) showing the location of the premises to which the licence relates and the surrounding area that is likely to be affected by a pollution incident

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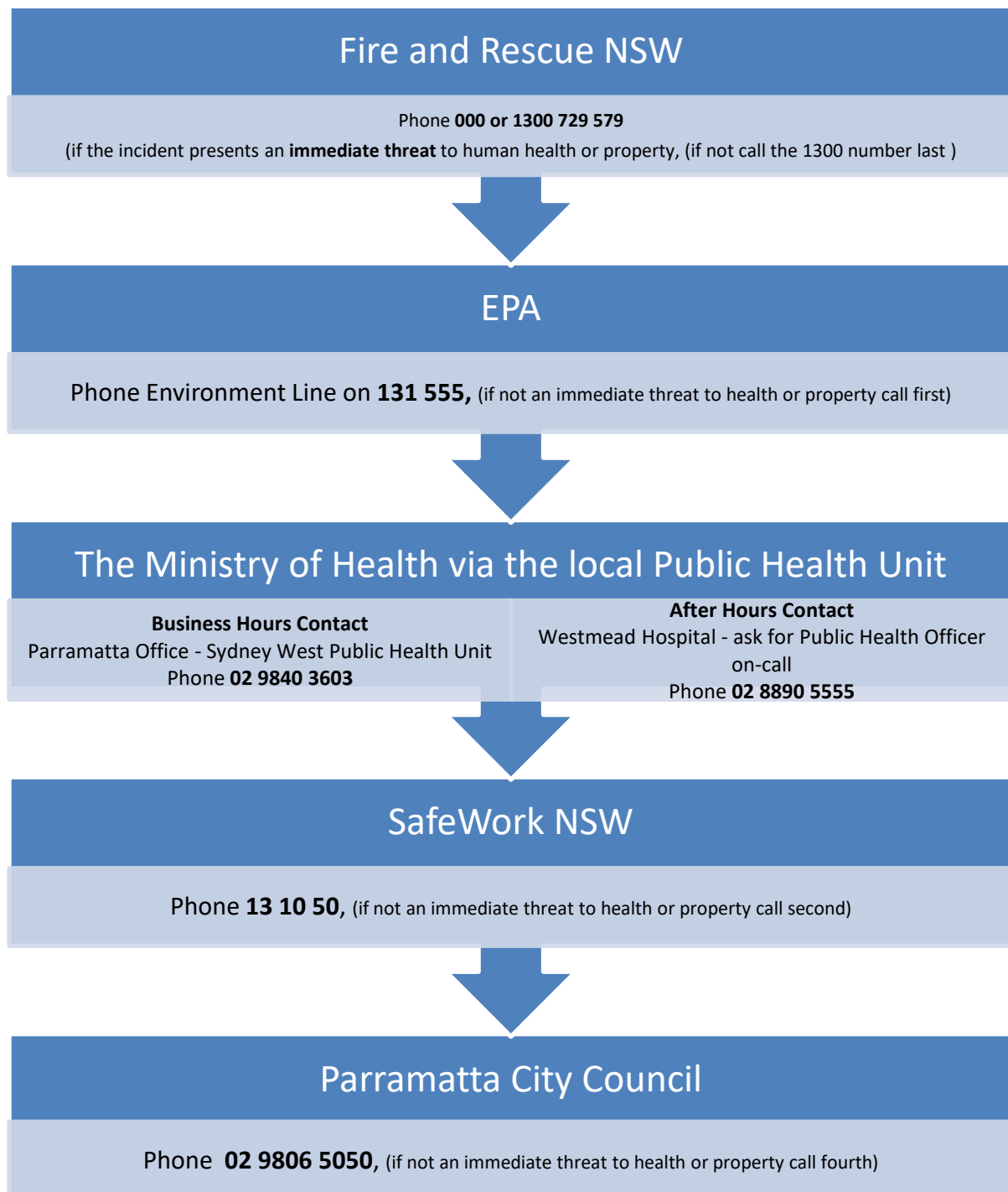
## 2.2. Protocol for Notification of Pollution Incidents

If a pollution incident occurs where **‘material harm’** to the environment is caused or threatened the following notification protocol will be followed:

1. Call **‘000’** if the incident presents an immediate threat to human health or property
2. If the incident does not require an initial combat agency, or once the 000 call has been made, **immediately notify** the relevant authorities in the order set out in Figure 1

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**Figure 1: Protocol for Notification of Pollution Incidents**



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## 2.3. Communication with Local Community

Communicating with neighbours and the local community is an important element in managing the response to any incident which may impact them.

In the event of a pollution incident occurring which might impact neighbouring premises or the broader local community, phone calls, letterbox drops and doorknocking of affected community members will be used to provide early warnings and regular updates to the owners and occupiers of premises who may be affected by the incident.

Should a large fire occur where neighbours are affected or likely to be affected by smoke, Hunter Douglas recommends closing of doors and window and other ventilation devices to prevent ingress of smoke indoors. Occupants of buildings and dwellings to remain indoors and avoid smoke inhalation. Notification to local neighbours, as above, will be made by either Hunter Douglas or emergency services on the status of the fire and smoke threat and when the all clear is given.

In the event of discharge of a pollutant to Subiaco Creek, the Incident Response Manager (see Section 2.2) will liaise with the local waterway manager, Parramatta City Council, regarding notifications required for any downstream users.