



# COMMUNITY CONSULTATION MANUAL FS MELBOURNE VIC



## Community Consultation Manual – FS Melbourne VIC

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### Section 1 – Introduction

This Fact Sheet contains important information for the local community about Freight Specialists, Truganina Distribution Centre. Under Part 5.2 of the Victorian Occupational Health and Safety Regulations 2017, Freight Specialists, Truganina Distribution Centre is defined as a Major Hazard Facility (MHF) and has begun the transition to become a licensed MHF.

Comprehensive measures are in place to protect the community from potential hazards and it is important that you know what to do in the unlikely event of an incident with a potential for off-site impacts.

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**Truganina VIC**  
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### Section 2 – Safety Philosophy & Safety Case Objectives

Freight Specialists Pty Ltd (FS) is committed to providing a safe and healthy workplace for all staff, contractors, visitors and the general-public. FS believes that it is unacceptable to place people at risk, whilst they are in the process of carrying out their assigned duties.

Our commitment to a safe and healthy workplace is a core organisational goal and therefore will not be compromised in the face of operational or service issues. Our commitment to safety will be achieved through all employees and managers working together to identify hazards and risks to health, and to identify and implement agreed control measures.

#### Objectives

Freight Specialists Safety Case states the following objectives:

1. Adequately identify hazards & risks that could lead to a major accident scenario
2. Adequately identify all Major Accident Scenarios related to our site
3. Ensuring that there is a sufficient allocation of adequate preventative & mitigative strategies
4. Ensuring the adequacy of controls
5. Ensure the provision of adequate safe systems of work.
6. Ensure adequate emergency planning & preparedness is instituted
7. Ensure the compliance with all legislative requirements and industry standards.
8. Provide information, instruction, training to all employees, sub-contractors and visitors
9. Adequately maintain critical safeguards, manage contractors and ensure asset integrity
10. Constantly review hazards and risks to ensure that they are effectively controlled.
11. Consult with employees on matters affecting or that have the potential to affect their health, safety and welfare.
12. Empower all employees and sub-contractors to assist in making decisions on matters that affect their health and safety.

### Section 3 – Operation Overview

Freight Specialists has operated as a third party logistics provider from our Truganina Distribution Centre for over 7 years without a single major incident or accident, and is a responsible business that makes an important contribution to the local community employing over 25 permanent employees at our Truganina facility.

Freight Specialists operates a Distribution Centre and its associated Transport Operations as a niche provider of Warehousing and Distribution services with a special focus on both Hazardous and Non-Hazardous goods, including several Schedule 14 chemicals which belong to the types, classes and categories referred to in table 2 of Schedule 14 of the Occupational Health and Safety Regulations 2017.

Its layout consists of 1 warehouse which on behalf of its clients, store and despatch various products that are brought into the site by shipping containers and heavy vehicles.

The specific activities that occur at the site, particularly those involving Schedule 14 and other hazardous chemicals include loading and unloading from heavy vehicles with forklifts and placement into pallet racking within the storage shed.

Container unloading also occurs on the site with stock being moved to its storage position via forklift. Hand unloading a container of packaged goods onto pallets dedicated for storage and despatch occasionally occurs, and on occasions this may involve Schedule 14 or other hazardous chemicals.

#### **Section 4 – MHF Requirements**

Freight Specialists, Truganina Distribution Centre has notified Work Safe Victoria that Schedule 14 materials are present in a quantity exceeding 10% of their threshold and under the terms of the legislation is required to demonstrate to the Regulator (Work Safe Victoria) how the facility achieves an acceptable level of risk.

Freight Specialists is required to develop and submit a detailed Emergency Plan and Safety Case Report which demonstrates to the Regulator that:

- All potential major incident scenarios have been identified,
- All hazards which could cause or contribute to a major incident occurring have been identified,
- A comprehensive Safety assessment has been undertaken,
- That effective risk control measures have been implemented,
- A comprehensive Safety management system has been implemented, &
- A comprehensive emergency response management plan has been implemented.

#### **Freight Specialists Risk Management Controls:**

Freight Specialists Pty Ltd is committed to providing a Safe and healthy workplace for all staff, contractors, visitors and the public. We have processes in place to control the potential risk to people, property or the environment and our risk control measures include:

- An extensive understanding of the major incidents hazards associated with the facility, whilst ensuring all safeguards are in place, maintained and monitored to assure ongoing acceptable levels of risk.
- Consideration of all practicable risk reduction measures to prevent or mitigate a loss of control of processes which could lead to a potential major incident scenario.
- Management systems that monitor and control the integrity of equipment and operational practices to reliably sustain safety performance.
- Suitable emergency response plans to contain, minimise and control an emergency at the facility.
- Sufficient education and training provided to person working at the facility to enable them to perform competently to the required standards.
- Ongoing consultation with employees and other relevant stakeholders to identify and manage risk at the facility.
- Reviews of the Management System and the development of additional actions to further reduce any risk where practicable

#### **Section 5 – Community Emergency Response**

Freight Specialists has operated from its Truganina site since 2011 and is committed to the safety of its employees, contractors and visitors whilst minimising the impact of our activities on the community and environment.

We have a range of measures in place to protect the community from potential hazards and incidents and it's important that you know what to do in the very unlikely event of an incident or accident with off-site consequences.

#### **Potential Major Incidents & Consequences**

Although very unlikely Freight Specialists has identified the following potential incidents that could have an off-site impact:

- Major Fire involving Toxic Plume
- A Major Loss of Containment of Hazardous Chemical

Toxicity criteria are used to define acceptable concentration and the duration of exposure and therefore will define the extent of exclusion or evacuation zones in an emergency event.

The consequences to health and safety if such incidents were to occur is dependant on the duration of exposure which can be taken from either the time assumed to evacuate and thus be exposed or the duration of exposure (commonly used for moving clouds of toxics which may pass by people).

#### **Section 6 – What to do in an Emergency**

Our Emergency Plan details how Freight Specialists will act in the event of an emergency and its impacts both on-site and off-site. The plan is shared with Regulators and the Emergency Services and is reviewed annually and updated whenever new information becomes available. All personnel on-site are trained in what to do in an emergency and the facility is well placed to deal with any emergency situation through its procedures and Emergency Control Organisation. Any emergency initiated at Freight Specialist will normally be contained on site, and not impact on neighbouring properties or the community. Emergency Services are the designated responders to all site emergencies.

In the unlikely event that an emergency situation cannot be contained, such as a release of toxic fumes or smoke, Freight Specialist will notify Emergency Services and request immediate assistance. Emergency services will advise the community what action to take, either in person or through radio and television broadcasts. Emergency services will work with representatives from Freight Specialists to define community areas which may be affected.

People within the community who may be affected by an offsite incident may be asked to Evacuate or stay indoors (shelter in Place). If you are required to:

1. **Evacuate:** Freight Specialist recommends that you follow the guidelines:
  - Evacuate promptly and safely as per the direction Emergency Services personnel.
  - Be mindful of wind direction where possible- avoid being downwind of any release from Freight Specialist where possible
2. **Stay in Shelter:** Freight Specialist recommends that you follow the guidelines:
  - Enact your site emergency plan
  - Go immediately indoors
  - Switch off all air conditioners and exhaust fans immediately
  - Close all door and windows, and place wet towels along any gaps to seal the room where possible.
  - Remain indoors until you receive instructions from Emergency Services (e.g. police, fire) to evacuate
  - Turn on and tune the radio or television to a local station for any updates, or an "all clear message"
  - Limit the use of telephones where possible, to ensure communication lines, remain free.

### Section 7 – Contact Details for More Information

If you would like further information about Freight Specialists Distribution Centre at Truganina, or wish to discuss any of the material contained in this fact sheet, then please do not hesitate to contact our Dangerous Goods Compliance Manager on the details listed below:

**Contact:** Paul Fay  
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