

Appendix 21



# COMMUNITY CONSULTATION MANUAL FS MOREE NSW



## Community Consultation Manual – FS Moree NSW

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### Section 1 – Introduction

This Fact Sheet contains important information for the local community about Freight Specialists, Moree distribution centre. Under Chapter 9 of the Workplace Health & Safety Regulations 2011, Freight Specialists Moree is defined as a Major Hazard Facility (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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### 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 objectives include that we will:

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. Ensure that there is a sufficient allocation of adequate preventative & mitigative strategies
4. Ensure 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 Major Hazard Facility from our Moree Distribution Centre for several years without a single major incident or accident and is a responsible business that makes an important employment contribution to the local community.

Freight Specialists operates a warehouse distribution centre transport operation as a niche 3PL provider with a special focus on both Hazardous and Non-Hazardous goods, including several Schedule 15 chemicals which belong to the types, classes and categories referred to in Schedule 15 of the Workplace Health & Safety Regulation 2011

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

The specific activities that occur at the site, particularly those involving Schedule 15 and other hazardous chemicals include loading and unloading from heavy vehicles with forklifts and placement into pallet racking within the storage sheds.

#### Section 4 – MHF Requirements

Freight Specialists, Moree is a licensed Major Hazard Facility and under the terms of the licensing is required to demonstrate to the Regulator (SafeWork NSW) 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 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 Moree site for over 10 years 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

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

#### 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 with the facility well placed to deal with any 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 Specialist 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 of 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 Moree, or wish to discuss any of the material contained in this fact sheet, then please do not hesitate to contact our Regional Safety & Compliance Manager on the details listed below:

**Contact:** Harry Vandenberg

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