

Spill Response Guideline

DOCUMENT CONTROL

Revision Number	Description	Reviewed by	Approved by	Review Date	Issue Date
0		B Downe	G Taylor	2008	2008
1		B Downe	J Oldfield	2009	2009
2	Review and significant edits: added reference to spill kit for minor spills in PoE fuel truck.	A Leonard	E Carstens	15/8/2011	15/8/2011
3	Reference to INX, new logo and oil spill on unsealed areas.	A Leonard		12/05/2015	12/05/2015
4	Inclusion of spill container. Information on spill kits.	C Aylott	A Leonard	18/08/2016	18/08/2016
5	Review and update logos.	A Leonard		22/06/2018	22/06/2018
6	Map of spill kits.	C Field	A Leonard	19/03/2019	19/03/2019
7	Updated procedure template.	M Hough	C Field	21/06/2019	21/06/2019
8	Biosecurity response references.	A Leonard	A Leonard	27/07/2-020	27/07/2-020
9	Biennial revision.	A Leonard	A Leonard	27/07/2020	27/07/2020
10	Added flow chart for minor spill cleanup.	A Leonard S Loones S Bates	A Leonard	22/02/2022	22/03/2022
10.1	Changed to guidelines.	N. Norrish	A Leonard	17/7/2023	17/7/2025
11	Review and update to current Guideline Template.	Environment Advisor	Environmental Manager	11/09/2024	31/10/2024

AUDIT

This Guideline shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Guideline
- following a significant incident involving this Guideline
- at least every two years.

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TERMS AND DEFINITIONS

Terms used in this Guideline are defined in 1 below.

Table 1: Terms and Definitions

Term	Definition
DWER	Department of Water and Environment Regulation
HAZMAT	Hazardous Materials
Major spill	Requires response from the Emergency Response Team. Has an extreme risk of impact.
Minor spill	Can be cleaned up within the work area with available equipment. Has a low risk of impact.
MSDS	Material Safety Data Sheet
Significant spill	Requires additional/specialist equipment, personnel, or other work areas to assist with the clean-up. Has a high risk of impact.
SPE	Southern Ports - Esperance

1 OBJECTIVE

This Guideline describes how to safely respond to stopping, containing and cleaning-up spills of liquids or solids. Following this Guideline will ensure a rapid, effective, and appropriate response to minimise impact to Southern Ports staff and contractors, the environment, and Port operations.

2 SCOPE

These Guidelines apply to all Southern Ports – Esperance (SPE) employees and contractors that may be required to respond to spillage, or loss of containment of liquids or solids, at SPE controlled areas. The Guideline includes response to the following spill events:

- Oil and fuel on land;
- Chemicals;
- Mineral concentrates; and
- Any other liquid or solid waste.

The Guideline excludes:

- Responding to oil spills in the marine environment. This is covered in the Oil Spill Contingency Plan (D20/13612) and the Draft First Strike Plan for the Port of Esperance (D24/6999).
- Incidents and spills involving biosecurity material. This is covered under the Biosecurity Incident Response Procedure (D19/4209) and the Use of Washbay for Biosecurity Treatments SWMS (D19/5573).

3 GENERAL INFORMATION

Under the *Environmental Protection Act 1986* (EP Act), a spill can be considered as a discharge with the potential to cause an emission to the environment. A discharge is described as allowing, causing, or permitting waste or other matter to escape, and failing to prevent it from being discharged. Therefore, adequate response to spills is required to ensure regulatory compliance and minimise impact to the environment.

Under the *Work Health and Safety (General) Regulations 2022* Section 357, where there is a risk of a spill or leak, provisions must be made for a spill containment system for containing and managing spills.

4 SPILL RESPONSE GUIDELINE

4.1 Assess health and safety risks

In the event of a spill, it is the responsibility of all personnel to protect their own safety and that of others by assessing the health, safety, and environmental risks of the spilt substance before initiating a response.

If safety precautions for the spilt substance is unknown, including any required PPE, refer to the MSDS. The MSDS's for all chemicals on site can be found on ChemAlert on the MyPort App Hub. Alternatively, seek advice from the work area supervisor, the Safety Team, or the Environment Team.

If the material cannot be identified or is classed as a hazardous material or dangerous good, contact the Shift Supervisor or Harbour Master, who may invoke the Emergency Response Procedure (D19/6331) if required. Hazards associated with any dangerous goods or chemicals may necessitate a response by specialised response teams, i.e. HAZMAT.

If the material has strong odours or vapours, work upwind of the spill site. It may be necessary to use respiratory protection in case toxic vapours are present, and to have first aid resources at hand.

If dealing with hydrocarbon spills, be aware of where you are placing your feet and try not to step on oily surfaces as this can present a slip hazard.

Only proceed with the response measures when all hazards have been assessed as safe.

4.2 Stop spill at the source

Consider actions required to control the source of the spill. This may include:

- Plugging the hole or shutting the valve / tap.
- Closing or sealing the packaging/container or tailgate.
- Identifying any other reasonable actions that may control the source including repositioning the container and stopping operations.

Note For spills from containerised goods, the containers should be placed in the spill container (refer to [Appendix B](#) for further details).

4.3 Contain spill

Initial containment measures should focus on minimising pathways to more sensitive receptors such as people, the surrounding community, and the marine environment (e.g. via stormwater drains).

The location of nearby ignition sources or incompatible chemicals that may increase the risks presented by the spill should also be considered.

Contain the spill by using absorbent material from the appropriate spill kit – oil and fuel spill kit or chemical spill kit (Refer to [Appendix C](#) for spill kit information).

- Oil and Fuel Spill Kits are to be used for diesel, fuel, unleaded petrol, hydraulic oils, grease and other petroleum based lubricant spills. They include oil absorbent booms, pillows and pads, kitty litter or peat. The absorbent materials in oil and fuel spill kits DO NOT ABSORB WATER (hydrophobic).
- Chemical Spill Kits are to be used for acids, bases (alkalis), paints, solvents, thinners, coolants, degreasers, herbicides, and pesticide spills.

Some options for containing a spill include:

- Creating an earthen perimeter bund or using oil absorbent booms to act as a barrier.
- Preventing access into stormwater drains by:
 - Using drain covers over pits (drain covers found in all small oil spill kits), or
 - Plugging the stormwater pipe using inflatable fenders.
- Use of absorbent pads around the edge of the hydrocarbon spill.
- Use of hydrophobic booms to restrict the flow of liquid and keep it pooled within the booms.
- Redirecting the flow of material to an area that poses less safety or environmental risk.
- Identify any other reasonable actions that may improve containment.



As a last resort, other materials such as sand may be used. Avoid using these materials as they create a large amount of contaminated waste.

For a solids spill, dust suppression measures may be required if dust is an issue.

4.4 Clean up

Once the source of the spill has been controlled and the spill contained (immediate threat to the environment has been minimised) the rest of the spill will need to be cleaned-up.

For oil/fuel spills, continue to use absorbent materials from oil spill kits around site to clean up the spill. Used and contaminated absorbent materials should be collected in 220L drums, the red Wren Oil hydrocarbon waste skip bin, and/or other skip bins (should be lined first) depending on the size of the clean-up. This applies for spills on sealed and gravel areas.

For spills on gravel areas/unsealed surfaces, clean-up will include collecting the used absorbent materials **AND** any contaminated soil in the area. The soil/gravel will need to be scraped up and stockpiled south of Shed 3. When stockpiling, **ALL** contaminated soil from an oil/fuel spill (hydrocarbon contaminated) **MUST** be placed on a tarpaulin, and be covered with a tarpaulin, to prevent further contamination. Notify the Environmental Team of the stockpile to ensure likely contaminants are known, as this will help organise treatment, reuse, or disposal.

For mineral concentrate spills, scrape up the spillage and engage the industrial cleaning contractor to suck up the product or wash down the affected area. Do not let wash waters enter stormwater drains. Where possible, the material shall be recovered and recycled. This may apply to:

- ore concentrate
- sulphur granules
- spodumene
- fertiliser
- chemicals e.g. solid caustic soda.

If material cannot be recycled, advice should be sought from the Environment Team on appropriate disposal methods to ensure compliance with the *Environment Protection Act*.



4.5 Re-stock spill kits

Any personnel who use spill response equipment must ensure it is appropriately replenished and returned to its storage position prior to resuming work. Additional consumables are kept in Stores. Regular checks of all spill response equipment are done as part of regular work order process through the Civil Team.

4.6 Report spill

The spill should be reported to the relevant Supervisor and the Shift Supervisor. The Harbour Master should also be notified if there was an emission to harbour waters. The Shift Supervisor, unless agreed otherwise, is to enter the spill report in INX as a Hazob (if occurred on sealed ground) or an Incident (if occurred on unsealed ground or entered stormwater/harbour waters). Actions taken, e.g. clean up and re-stocking of spill kit, should also be recorded as part of the INX entry.

The Environment Team also needs to be notified to ensure the regulator, DWER, is informed within 24 hours if there is an emission to the environment (Contacts in [Appendix D](#)).

5 SPILL HIERARCHY

A spill is either classed as minor, significant, or major based on the risk presented by the type of material and volume of the spill.

5.1 Minor spills

A minor spill typically:

- Is easily contained and does not pose a risk to human health or the environment.
- Can be cleaned up by an individual or within the work area using the available spill response equipment.

Spillage on a sealed area (e.g. concrete or asphalt) can be banded, recovered and restricted to a temporary hazard. Providing there is total clean-up of a spill on a sealed area it can be reported in INX as an Environmental Hazob.

If a spill occurs on an unsealed area, such as sand and gravel, it is an emission to land, groundwater and potentially stormwater and thus must be reported as an incident.

Refer to [Appendix A](#) for a flow chart of the process for minor spills.

5.2 Significant spills

A significant spill may:

- Not be readily contained by an individual or within the work area using the available spill response equipment.
- Require the involvement of additional personnel/team members from other work areas to contain and clean-up.
- Likely endanger safety, result in pollution, or disrupt port operations.
- Be an incident and require reporting and investigation in INX.
- Cause an emission and require reporting to DWER by the Environment Team.

5.3 Major spills

A major spill typically requires:

- The involvement of the Emergency Response Team and/or the evacuation of personnel in accordance with the Crisis and Emergency Management Plan (D18/24683).

Examples of major spills are:

- Oil spill into stormwater system or directly into the ocean.
- Large spillage of bulk product onto land or into the water.
- Substantial chemical spill into the stormwater system or ocean.
- Flammable materials or dangerous goods that are uncontained.
- Hazardous gases that are filling a confined space.
- Ship loading of dry nickel or copper concentrate resulting in a dust cloud.

6 CONTAINMENT TYPES

There are various types of material storage facilities on site, each providing different levels of containment.

6.1 Primary containment

Primary containment describes the vessel in which the material is primarily contained (e.g. a pipeline, drum, tank, container, or the “Spill Container” (refer to [Appendix B](#))).

6.2 Secondary containment

Secondary containment describes the infrastructure or facilities that surround vessels/containers (e.g. spill trays, concrete bunds) as added precaution in case the primary containment fails.

This type of containment is designed to collect or prevent material from spreading to other work areas.

It is a minimum requirement that the secondary containment can hold 110% of the volume of the largest container, or 25% of the total volume of materials stored in within the facility.

Chemicals that can result in safety or environmental impacts must have secondary containment.

6.3 Tertiary containment

Infrastructure often used in work areas that involve large volumes of hazardous materials where secondary containment is not adequate or practically achievable.

This type of containment is designed to capture spills from secondary containment facilities and prevent material causing environmental harm or exiting lease boundaries.

7 ROLES, RESPONSIBILITIES AND DOCUMENTS

7.1 Roles and Responsibilities

Table 2: Roles and Responsibilities

Role	Responsibility
All	<ul style="list-style-type: none"> Any significant spills should be reported to the Incident Controller. In the marine environment this is the Harbour Master (HM), in any landside spills the Shift Supervisor (SS) is the Incident Controller. Either the HM, SS or their reports must notify the Environment Team as soon as practicable (before COB) and complete an INX report to trigger further investigation.
Emergency Response Team	<ul style="list-style-type: none"> Maintain Crisis and Emergency Management Plan (D16/3660) and Emergency Response Procedure (D19/6331). Ensure all safety/spill response equipment is maintained.
Environmental Manager & Advisor	<ul style="list-style-type: none"> Follow up non-conformance to ensure legal obligations are met including notification of DWER within 24 hours and check clean-up is sufficient.
Shift Supervisor	<ul style="list-style-type: none"> Supervise landside spill response, raise incident report in INX, and inform the Environment Team.
Harbour Master	<ul style="list-style-type: none"> Supervise waterside spill response, raise incident report in INX, and inform the Environment Team.

7.2 Legislation, Standards and Codes of Practice

Legislation, Standards and Codes of Practice referenced by this Guideline are shown in Table 3 below.

Table 3: Legislation, Standards and Codes of Practice

Document Reference	Document Title
	Environmental Protection Act 1986
	Work Health and Safety (General) Regulations 2022

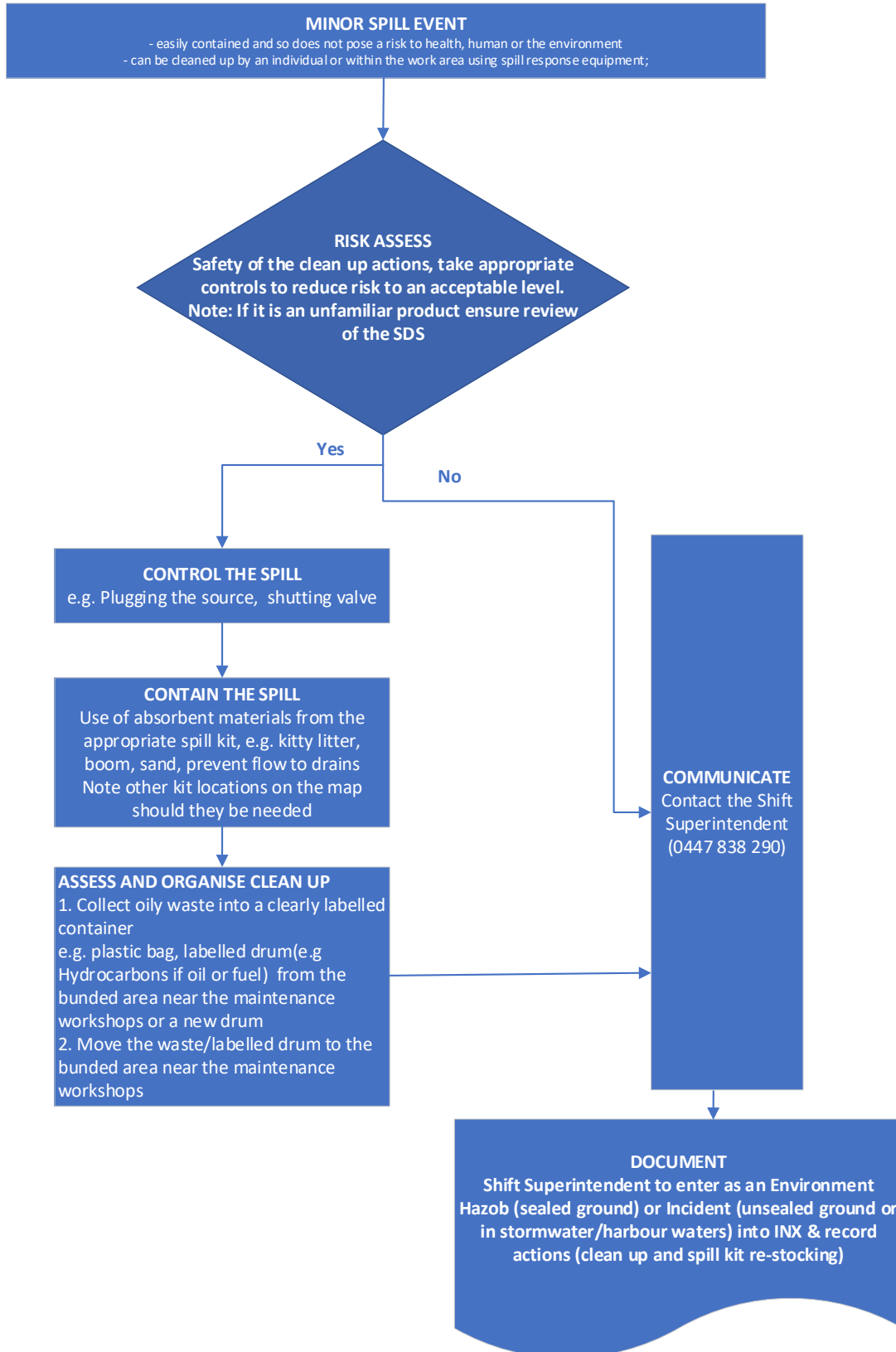
7.3 Southern Ports Documents

Southern Ports documents referenced in this Guideline are shown in Table 4 below.

Table 4: Southern Ports Documents

Document Reference	Document Title
D19/4209	Biosecurity Incident Response Procedure
D18/24683	Crisis and Emergency Management Plan
D19/6331	Emergency Response Procedure
D20/13612	Oil Spill Contingency Plan
D19/5573	Use of Washbay for Biosecurity Treatments SWMS

APPENDIX A – FLOW CHART FOR MINOR SPILLS



APPENDIX B – SPILL CONTAINER

The spill container is used to contain liquid or solids from a leaking container and can be moved by forklift or skel trailer. The leaking container is stacked on top and there are valves on either side of the container to decant liquid into IBCs or other containment for easier storage and transportation. The spill container is stored on the unsealed container hardstand on the reclaim area.



APPENDIX C – SPILL KIT INFORMATION

Table 5: Location and Capacity of Oil and Fuel Spill Kits.

Spill Kit Bin Size (L)	Description of Location	Max. Absorbent Capacity (L)
240	Fuel Bowser (diesel) – Container Hardstand	235
120	Fuel Bowser (diesel) – Qube Yard	55
120	Waste Oil Tank – near Maintenance Workshop	55
240	Car Dumper - inside	235
120	Shed 1 - Western End	55
240	Shed 2 – Western End	235
120	Shed 3 - Western End	55
120	Shed 4 – Western End	55
120	Shed 5 – Eastern End	55
120	Fitters Workshop – outside side door	55
120	Shed 6 – Western End	55
2x 120	Qube Fuel Truck	110
120	Mechanics Workshop	55
240	Oil Store	235
120	Stores	55
660	Berth 1	770
660	Berth 2	770
660	Berth 3	770

Location and Capacity of Hazardous Chemical Spill Kits

Spill Kit Bin Size (L)	Location	Max. Absorbent Capacity (L)
120	Stores	55
120	Fitters Workshop – outside side door	55

Spill Response Guideline



Figure 1: Location of chemical and oil/ fuel spill kits at SPE. Note: Unleaded fuel bowser on NW corner of reclaim has been removed along with its spill kit.

APPENDIX D – SPILL RESPONSE CONTACTS

Contact Name	Organisation	Phone Number	Address & Email
Shift Supervisor	Southern Ports - Esperance	0447 838 290	poe.shift.superintendents@southernports.com.au
Harbour Master	Southern Ports - Esperance	9072 3344 0417 922 501	pilots@southernports.com.au
Environmental Manager	Southern Ports - Esperance	0429 073 546	alex.leonard@southernports.com.au
Environmental Advisor	Southern Ports – Esperance	0436 821 278	natasha.norrish@southernport.com.au
Pollution Response Hotline	Department of Water Environment Regulation (DWER)	1300 784 782 (24hrs)	pollutionwatch@dwer.wa.gov.au
Maritime Environmental Emergency Response	Department of Transport	(08) 9480 9924 (24hrs)	Marine.pollution@transport.wa.gov.au