

Royal Brighton Yacht Club

**ENVIRONMENTAL MANAGEMENT
SYSTEM MANUAL**

July 2023

TABLE OF CONTENTS

3: PURPOSE, SCOPE & ISSUE AND UPDATE

4: ENVIRONMENTAL POLICY

5: ENVIRONMENTAL ASPECTS & LEGAL REQUIREMENTS

6: OBJECTIVES AND TARGETS

9: OPERATIONAL CONTROL

21: EMERGENCY AND ACCIDENT RESPONSE, ROLES & RESPONSIBILITIES

24: EXERCISE, TRAINING & REVIEW

30: DOCUMENTATION

PURPOSE

This manual defines the scope of the RBYC Environmental Management System (EMS) and provides a linkage of system documents to the various elements of the EMS as required by The Marina Industry Association and The Department of Transport.

The principal elements of the system described in this manual are:

- Environmental Policy
- Environmental Aspects, Legal & Other Requirements
- Environmental Objectives and Targets
- Operational Control
- Emergency and Accident Response
- Resources, Roles, Responsibilities & Training and Awareness
- Communication
- Documentation
- Document Control and Control of Records
- Monitoring and Measuring
- Evaluation of Compliance
- Non-conformity
- Internal Audits
- Management Review

SCOPE

The RBYC EMS provides a mechanism for environmental management throughout all areas of the marina. The environmental management system is designed to cover environmental aspects which a facility can control and directly manage, and those it does not control or directly manage but can be expected to have an influence.

ISSUE AND UPDATE

This document will be stored in the EMS File in 'Marina Filing' under EMS and reviewed and updated annually by the Boating Manager or General Manager.

Environmental Policy

1 OUR COMMITMENT

RBVC seeks to ensure that it can contribute to a high quality of life by protecting and enhancing the environment and supporting environmentally sustainable practices. We will endeavor to abide by all rules and regulations set out by the government which directly affect the marina and its day-to-day operations.

We aim to work with local councils, Maritime Victoria and Parks Victoria to keep the environment as clean and healthy as possible.

Our hardstand conforms to wastewater discharge management entering Port Phillip and is under continual surveillance to ensure the cleanliness of the discharged water. **OUR GOAL**

The Environmental Management System for RBVC Marina and its clients ensures our commitment and continual improvement to reducing pollution risks such as;

- Hydrocarbon spills.
- Pollution from bilge water.
- Pollution from stormwater runoff.
- Pollution from boat maintenance.
 - Pollution due to cleaning of vessels in penned areas.
- Noise pollution causing nuisance or endangering health.
 - Contamination of bay from fertilizers/pesticides/green waste and erosion.
 - Dust generation from vessel maintenance.
- Contamination of the environment from stored hazardous goods.

RBVC Marina relies on the help of its tenants and clients to maintain these risks and contribute to a healthy environment for the years ahead. 'If you see something, SAY SOMETHING'.

Endorsed by Boating Manager on 22/07/2023

Colin Burgess

RBVC Marina Environmental Management System

ENVIRONMENTAL ASPECTS & LEGAL REQUIREMENTS

RBYC Marina identifies the environmental aspects which the facility controls and over which it may be expected to have an influence and determines which of those aspects are considered significant. These aspects are reviewed at least semi-annually or when a new or changed process or activity occurs at the facility.

The very nature of the operation on the bay necessitates the management being fully aware of environmental contamination and the effect a large spill into the bay could have.

The management strongly reinforces with all employees the need to abide by the prescribed working practices, which minimise the chance of environmental pollution as far as practicable.

If environmental pollution occurs, the manager will inform the following agencies and seek their direction regarding the appropriate remediation required.

EPA

Parks Victoria

Maritime Victoria

Victoria Fire/ Police

OBJECTIVES AND TARGETS

RBYC Marina has developed objectives and targets for each significant environmental aspect. These objectives and targets define:

ISSUE	OBJECTIVE	TARGET	RESPONSIBILITY
Fuel Management			
Boat Fuelling	Minimise spills		
Fuel and oil waste management	Minimise air and water pollution	No impact on the bay water quality	Owner, Staff, clients and Contractors
Bilge water waste management	Minimise safety risks Promote correct disposal methods		
BOAT MAINTENANCE			
Cleaning Boats in and out of the water	Meet water quality objectives Minimise impact and promote correct cleaning methods	No impact on the bay water quality	Owner, Staff, clients and Contractors
SOLID WASTE			
Solid waste management	Reduce the generation of solid waste Ensure the correct disposal of solid waste	No impact on the bay water quality	Owner, Staff, clients and Contractors
LIQUID WASTE			
Liquid waste management	Reduce the generation of solid waste Ensure the correct disposal of solid waste	No impact on the bay water quality	Owner, Staff, clients and Contractors

ISSUE	OBJECTIVE	TARGET	RESPONSIBILITY
<p>HAZARDOUS WASTE</p> <p>Hazardous waste management</p> <p>Hazardous waste management</p> <p>Engine repair and maintenance</p> <p>Flares and battery management</p>	<p>Reduce the generation of hazardous waste Ensure the correct disposal of hazardous waste</p> <p>Encourage best practice procedures in relation to hull and topside</p> <p>Encourage best practice procedures in relation to engine maintenance and correct disposal of waste</p> <p>Promote correct oil, filters batteries and flare disposal methods</p>	<p>No impact on the bay water quality</p>	<p>Owner, Staff, clients and Contractors</p>
<p>WATER QUALITY</p> <p>Management</p>	<p>Prevent pollutants entering marina</p> <p>Manage run-off into water</p> <p>Monitor water quality within the marina</p>	<p>No impact on the bay water quality</p> <p>No impact on aquatic eco system</p>	<p>Owner, Staff, clients and Contractors</p>
<p>PLASTIC BAGS</p> <p>Management</p>	<p>Prevent plastic pollutants entering marina and waterways</p>	<p>No impact on aquatic eco system</p>	<p>Owner, Staff, clients and Contractors</p>

<p>WASTE WATER</p> <p>Sewage pump outs</p>	<p>Prevent sewage entering Marina Waterways through the provision of Pump-out facilities.</p>	<p>No impact on the bay water quality</p>	<p>Owner and Staff</p>
<p>GREY WATER</p>	<p>To provide adequate onshore Facilities (i.e. toilets)</p>	<p>No impact on the bay water quality</p>	<p>Owner and Staff</p>
<p>GROUND WATER</p> <p>Ground water management</p>	<p>Minimise impacts on ground Water quality and flow paths</p>	<p>Minimal impact on ground water quality</p>	<p>Owner and Staff</p>
<p>MARINA MAINTENANCE</p> <p>On-site maintenance (Lighting, recycling facilities pedestrian paths, road and car park storm water pits and noise</p>	<p>Maintenance of the Marina's public facilities and infrastructure to a high standard.</p> <p>Reduced environmental impacts through the adoption of best practice maintenance measures.</p>	<p>No impact on the bay water quality</p> <p>Minimise complaints from residents, public, EPA or council and comply with targets derived from EPA Guidelines</p>	<p>Owner and Staff</p>
<p>CLEANER PRODUCTION</p> <p>Water demand and usage</p>	<p>Reduction in water usage</p>	<p>No impact on the bay water quality</p>	<p>Owner and Staff</p>

This EMS for the RBYC Marina recognises the activities that have the potential to impact upon the environment of, or adjacent to, the business premises. The EMS requires activities to be planned and conducted in a manner that protects and preserves the environment and the waterways. The EMS will serve as a tool for environmental protection and management, this will be achieved by specifying monitoring and reporting requirements ensuring that the necessary controls are met. The EMS also makes provision, as appropriate, for unforeseen events by outlining corrective actions, which may be implemented during these situations.

OPERATIONAL CONTROL

The Environmental Protection sub-plans as included in this EMS detail the environmental protection measures to be performed during the operation of the Marina. The sub-plans are titled according to the particular management issue, which could be encountered during the operation of the Marina these management issues have the potential to have an impact on the Marina and the surrounding environment.

FUEL /OIL SPILL MANAGEMENT

Issue

Fuel and oil can be accidentally released into the environment during refuelling through spills.

Objectives

To minimise oil and fuel spills to the environment.

To minimise the generation of incomplete combusted hydrocarbon pollutants to the environment during fuelling operations.

Management Action

No refuel service is supplied.

- On-water re-fuelling will only be allowed where fuel is stored in a fixed tank on board the vessel.
- An oil and fuel spill response plan has been developed and is available in the Emergency Response Plan.
- Oil and fuel spill containment and clean-up kits are readily accessible and staff are trained in its use.

Monitoring

Action / Frequency / Responsibility

ACTION	FREQUENCY	RESPONSIBILITY
Oil spill containment and clean-up kits. Inspected to ensure that kits are complete and accessible.	Monthly	Owner and Staff

WASTE OIL MANAGEMENT

Issue

Waste oil can present environmental and public safety issues if stored and/or disposed of incorrectly.

Objective

To minimise negative environmental impacts and safety risks associated with the disposal of waste oil.

Management Action

- Provide controls and information for the disposal of unwanted oil products.
- In case of spillage clearly labelled containers are located in the spill kit area.
- Oil spills will be cleaned utilising absorbent material, which will be then disposed of in the appropriate manner.
- An oil and fuel spill response plan has been developed and is available in RBYC Marinas Emergency Response Plan.

Monitoring

ACTION	FREQUENCY	RESPONSIBILITY
Disposal and storage areas will be Inspected to ensure that waste is being handled correctly	Monthly	Owner and Staff
Oil and Fuel spill containment and Clean-up kits are inspected to ensure that kits are complete and accessible	Monthly	Owner and Staff

WASTE WATER MANAGEMENT

Issues

The discharge of wastewater presents a significant source of pollution. Objective To minimise the occurrence of contaminated wastewater and its discharge to the environment.

Management Actions

Boat users are advised not to discharge contaminated bilge water directly to the environment.

Monitoring / Action / Responsibility

Educational instruction is available from marina staff as required for marina users regarding the management of bilge water disposal from vessel.

SOLID WASTE

Issues

Solid waste can create a nuisance and become an eyesore if not managed correctly. The visual appearance of the Marina and waterways can be significantly reduced by the presence of solid waste. Additionally, solid waste can create hazards and pose a threat to human health.

Management to incorporate into the Marina operations a waste avoidance program which is the most desirable option followed by re-use, then recycling and disposal as the final option.

Objective

To reduce amount of solid waste generated within the Marina and to ensure that the waste produced is disposed of correctly.

Management Actions

- Marina staff and users are encouraged to develop new waste avoidance and re-use strategies.
- All waste will be disposed of in proper waste receptacles with wind / wildlife proof covers.
- Litter will be collected daily from both land and waterways.

MONITORING

ACTION	FREQUENCY	RESPONSIBILITY
Litterbins to be inspected to ensure they are in good working condition and that sufficient receptacles are provided.	Daily	Owner and Staff
Recycling Contractors are monitored to maintain their standards of practice	Monthly	Owner, Staff and Contractor
General site inspections are made to ensure that litter is not entering waterways.	Daily	Owner and Staff

Waste deposited in general litter bins Are being monitored to ensure that the receptacles are being utilised correctly.	Daily	Owner and Staff
Additional education programs will be implemented, if waste minimisation strategies are not being adopted.	As requested	Management

LIQUID WASTE

Issues

The release of liquid waste to the environment can significantly reduce water quality, threaten aquatic life and habitats and threaten human health and safety. Liquid wastes can include used oil, unwanted fuels and chemicals, bilge water, contaminated spill control material, used batteries, washing solvents and other hazardous wastes.

Objective

To minimise pollution through the release of liquid wastes to the environment.

Management Actions

- Information will be provided to boat berth/mooring holders and Marina users regarding methods to reduce the occurrence of liquid wastes and their correct disposal methods.
- Signage advising Marina patrons of correct liquid waste management will be displayed in prominent locations.
- Spill control materials are provided for emergency situations.
- A spill contingency plan is provided
- Storm water entry pits will be marked to inform public that the drain enters the waterway.
- Additional education programs implemented, if waste minimization strategies are not being adopted.

MONITORING

ACTION	FREQUENCY	RESPONSIBILITY
Marina users will be monitored to Ensure liquid waste is being disposed Of correctly	Daily	Owner and Staff
Disposal and storage areas will be Inspected to ensure that		

waste is being handled correctly	Daily	Owner and Staff
Spill containment and clean-up kits will be inspected to ensure that kits are complete and accessible	Monthly	Owner and Staff
Additional education programs will be implemented, if waste minimisation strategies are not being adopted.	As Required	Owner and Staff

HAZARDOUS WASTE

Hazardous Waste Management Issues

Incorrect disposal of hazardous waste can threaten human health and safety and can have adverse impacts on the environment.

Objective

To minimise the generation of, and manage hazardous wastes generated within the Marina so as to control negative environmental impacts and threats to human health and safety.

Management Action

- Information to be provided to Marina users regarding methods to reduce the occurrence of hazardous wastes and the correct methods of disposal.
- Signage will be displayed on solid waste receptacles to avoid incorrect disposal of hazardous wastes.
- The use of alternative parts cleaning products will be encouraged.
- Spill control material is provided
- Wastes will be segregated to ensure that domestic waste is not contaminated by hazardous waste.
- A licensed contractor will remove hazardous waste.
- Storage containers are to be clearly labeled to avoid mixing incompatible hazardous wastes.
- Storm water entry pits will be marked in a way that informs the public that the drain eventually discharges into a natural waterway. This may act as a deterrent to illegal discharges.

- Additional education programs will be implemented, if waste minimisation strategies are not being adopted.

MONITORING

ACTION	FREQUENCY	RESPONSIBILITY
Marina users will be monitored to Ensure hazardous waste is being disposed of correctly	Daily	Owner and Staff
Disposal and storage areas will be Inspected to ensure that waste is being Handled correctly	Weekly	Owner and Staff
Spill containment and clean-up kits will be inspected to ensure that kits are Complete and accessible	Monthly	Owner and Staff
Additional education programs will be implemented if waste minimisation strategies are not being adopted.	As Required	Owner and Staff

HULL AND TOPSIDE PAINTING: MAINTENANCE

Issues

Hull painting and topside coating activities may result in the release of liquid solvents and harmful vapours to the environment. Hazardous wastes are often generated from painting activities (especially if solvents and I or heavy metals are contained within the paint materials).

Objective

To minimise the generation of hazardous waste and to manage the disposal of all hazardous waste.

Management Actions

- No painting of boats is allowed.

MONITORING

ACTION	FREQUENCY	RESPONSIBILITY
Boat Storage areas will be inspected to ensure they are in good working order.	Weekly	Owner, Staff and Tenants
Random inspections of boat berthing and marine maintenance areas will be undertaken to ensure the preferred maintenance methods are being implemented.	On Going	Owner, Staff and Tenants

Engine Repair and Maintenance**Issues**

Engines that are properly maintained are less likely to emit high levels of carbon monoxide, hydrocarbons, nitrous oxides and particulate matter to the air and aquatic environment. Waste generated during service and maintenance operations can present public health and environmental risks if this waste is not handled correctly.

Objective

To encourage boat owners/operators to maintain their vessels in good repair and to ensure that waste generated during servicing and maintenance is correctly disposed.

Management Action

- Boat owners and operators will be advised of designated boat repair and maintenance areas,
- Contractors must be used for all engine servicing

- Contractors providing boat maintenance services will be required to sign an agreement as to how boat materials are to be handled within the Marina.
- Absorbent materials are to be supplied by Contractors and Owner/Operators for the work they accomplish, however the Marina will maintain a backup supply on an emergency basis.
- Contractors and boat owners are to clean up their own spill and take full responsibility for their own actions.
- Disposal area will be made available for contaminated absorbent material and waste arising through boat maintenance activities.

Monitoring

ACTION	FREQUENCY	RESPONSIBILITY
Boat maintenance areas will be inspected to ensure they are in good working order.	Weekly	Owner and Staff
Waste storage areas will be inspected to ensure that waste is being handled correctly.	Weekly	Owner and Staff

Safety Flare Management

Issue

If disposed of incorrectly, out of date, damaged or water logged flares can create public safety risks.

Objective

To encourage the safe disposal of unwanted flares.

Management Actions

Boat and Marina users are informed by of the prohibition of the disposal of flares, or any hazardous materials in litterbins.

ACTION	FREQUENCY	RESPONSIBILITY
Litterbins will be inspected for Incorrectly disposed hazardous waste	Daily	Owner and Staff

Battery Management

Issues

Most Batteries contain an electrolytic sulphuric acid solution and lead. If incorrectly disposed, batteries can have a detrimental impact on both humans and the environment.

Objective

To encourage the safe disposal of unwanted batteries

Management Actions

- Boat Owners and Marina users are to be advised that unwanted Batteries are to be stored in our containment area.
- Workshop Batteries New and In-use will be stored undercover at all times.
- All workshop Batteries will be collected by an approved contractor for recycling.

ACTION	FREQUENCY	RESPONSIBILITY
Unwanted Batteries for disposal	Daily	Owners, Staff and Contractors

Fish Waste

Issues

Disposal of fish waste in high quantities within the Marina can deplete the dissolved oxygen in the water and consequently impact on water quality, Also high quantities of fish waste will lead to odour problems.

Objective

To minimise the impact of fish waste on the Marina environment.

Management Action

- The Marina Precinct has been designated as a fish Sanctuary.
- Boat operators are advised that no cleaning of fish is to be undertaken at the marina Facilities.
- Boat operators are advised that unwanted Bait and Fish Parts are not to be disposed of at the Marina and are encouraged to dispose of unwanted bait offshore.

Monitoring

ACTION	FREQUENCY	RESPONSIBILITY
Inspect the waste areas	Daily	Owner and Staff

Marina Water Quality

Issues

Maintenance of the water quality within the marina and surrounding areas will be critical to the Marina's long-term sustainability.

Boating and maintenance occurring within the Marina has the potential to impact on water quality through:

- Increased concentration of sediments, nutrients, metals or other pollutants entering the the bay.
- Contamination of run off waters resulting from spillage.
- Contamination of run off waters resulting from the use and storage of chemicals and oils, greases and fuel.
- Contamination of storm water runoff with salts, nutrients or suspended solids such as litter and anthropogenic floatable materials such as foams or scum.

Objectives

- To ensure that the Marina activities do not result in an increase in the loads or concentrations of pollutants entering the the bay.
- To monitor water quality.
- To protect aquatic eco-systems and biology.
- To ensure best practices.

Management Actions

- Ongoing water clarity monitoring as a common daily practice.
- Marina maintenance activities will be undertaken in order to ensure proper housekeeping to reduce the incidence of waste entering the waterway.
- The sewer pump out facilities will be in operation and maintained.
- All ground water points will be regularly monitored.
- Maintenance materials and equipment will be kept covered and away from waterways.
- Storm water pits will be regularly inspected and obstacles will be removed as soon as practicable.

Monitoring

ACTION	FREQUENCY	RESPONSIBILITY
Inspect Marina Waterways	Daily	Owner and Staff
Inspect storm water pits	Weekly	Owner and Staff

Waste Water

Issues

The discharge of domestic sewage into Marina waterways has the potential to significantly degrade water quality.

Objective

To provide adequate sewage pump out facilities.

Management Actions

- Pump out connection points are installed at the marina and will be maintained.
- Pump out equipment will be operated by trained marina staff.
- Marina users will be advised of these facilities.

Monitoring

ACTION	FREQUENCY	RESPONSIBILITY
Onshore Facilities condition inspection	Monthly	Owner and Staff

EMERGENCY AND ACCIDENT RESPONSE

Notification of Authorities:

Following is a list of Government Departments and company personnel that may need to be notified in the case of an emergency.

DEPARTMENT OR COMPANY	NAME	POSITION	PHONE NUMBER
RBYC Marina	Colin Burgess	Boating Manager	0418 240 313
RBYC Marina	Phil Hall	General Manager	0437 454 998
RBYC Marina	Brendan Fisher	Operations Manager	0448 588 801
Maritime Environmental Emergency Response	Duty Officer	-	8684 0000
EPA	Duty Officer	-	1300 372 842
Police	Duty Officer	-	000
Water Authority	Duty Officer	-	9328 6922
Wildlife helpline	Duty Officer	-	8400 7300

Notification of Neighbours:

The only neighbour to RBYC Marina is the Sea Baths to the Eastern side of the marina, and well away from the area. If the marina had a potential fuel hazard then the control officer would instruct one of the team members to inform them of the situation and according to the severity and warn their swimmers accordingly.

Emergency Response Team:

First Aid Location: Shed at Main Walk Way Ramp

Assembly Area: 1 – By South Crane

POSITION	NAME	JOB DESCRIPTION
Control Officer 1) 2) 3)	Colin Burgess Phil Hall Brendan Fisher	Take control of the whole situation and delegate tasks to others.
Communication 1) 2)	Phil Hall Colin Burgess	Effectively communicate to all emergency organisations.
First Aid	Colin Burgess Phil Hall	Be responsible for all first aid and accounting for personnel during an emergency.

Fire and Spillage Control	Colin Burgess Phill Hall Brendan Fisher	Use of fire extinguisher and control of spills.
Control of Public	Colin Burgess Phill Hall Bredan Fisher	Keep onlookers at a safe distance and notify neighbours of any immediate problems.

In any emergency response team all team members should be trained to handle a variety of tasks that are likely to be needed.

All emergency procedures must be documented, staff must be trained and exercises carried out on a regular basis to ensure the effectiveness of these procedures.

Alarm Initiation:

The definition of an alarm is "a communication act to which there must always be an appropriate response".

An alarm can be made by various methods, eg. bells, sirens, 000 telephone numbers or by verbal communication. It would be expected that at the Marina all alarms would be made verbally.

Exercise, Training and Review:

The emergency response plan is only as good as the training the emergency response team has received. It will be necessary for the manager to train and develop the staff to a high level of proficiency to be able to handle all emergencies likely to occur.

After each training exercise or real emergency, the effectiveness of the response will have to be reviewed and if necessary, modifications to the response plan made.

Description of Emergencies:

Following are types of emergencies most likely to occur at the Marina:

1. Fire
2. Spillage of flammable liquids (inc on jetty)
3. Injuries to staff or customers
4. Natural events - flood, earthquake, cyclones, wind and electrical storms
5. Environmental Pollution

In the following sections how to deal with these emergencies will be discussed.

Methods of Handling Emergencies:

Fire

Fire On Jetty		Fire at Buildings	
Small Fire	Large Fire	Small Fire	Large Fire
1. Switch off power to all pumps	1. Switch off power to all pumps	1. Evacuate customers	1. Evacuate staff and customers
2. Keep customers from immediate danger area call the fire brigade	2. Call fire brigade	2. If electrical equipment is involved, switch off power to the equipment	2. Call the fire brigade
3. If boat is on fire, move clear of pumps (if safe to do so)	3. Evacuate customers and staff from danger area	3. Use the appropriate extinguisher (if safe to do so)	3. Switch off all electric power
4. Use the appropriate extinguisher (if safe to do so)	4. Move boat (if safe to do so) Deploy fire hose reel	4. Call the fire brigade	4. Attempt to contain and extinguish the fire. Use appropriate extinguishers (if safe to do so)
	5. Attempt to contain and extinguish the fire. Use the appropriate extinguishers and hose reel (if safe to do so)		
AFTER THE FIRE			
<ul style="list-style-type: none"> • Do not leave the area unattended. • Advise the manager, ascertain damage and loss, and arrange clean-up procedures. • Arrange for recharging of extinguishers. 			

CLOTHING ON FIRE

Smother the flames with a fire blanket or similar articles, or roll the victim on the ground.

Hose the victim gently with a cold water spray for at least ten minutes.

Follow the instructions that appear later in this document. (Item 3 below)

Spillage of Flammable Liquids

Minor Spills and Overflows:

- Advise customers of spillage and request that no boat engine is started until clean-up has been completed and notice given. Do not allow any smoking/naked flames.
- Cover the entire spillage area with an absorbent material, keep customers away from the area and sweep up (stock of absorbent material should be retained on site). Remove the contaminated material to an open, safe area, wash gently with water and allow to dry. Remove the contaminated material to an approved disposal dump.
- If product enters the bay deploy fuel spill kit from fuel hut and contain product with absorbent booms and pads. Contact professionals to clean up the spill as soon as possible to prevent spreading.
- When clean up is complete and the area safe, advise customers, thank them for their co-operation and resume filling operations.

Major Spills and Overflows:

Major spillage or overflows are those resulting from incidents such as pump hose rupture or burst pipelines. Which steps to take, and in what sequence, must be assessed according to:

- The volume and location of product spilled.
- The number of trained helpers available.

If more than one person is in attendance, allocate responsibilities to form an emergency task team.

- During daylight hours, use the master switch to switch off all electric power and lighting.
- During night hours, switch off all electric power except for lighting.
- Call the fire brigade.
- Place fire extinguishers to advantage.
- Stop all activities.
- Evacuate all persons from the area.
- Do not allow any engine to be started.
- Eliminate all possible sources of ignition.
- Attempt to contain the spillage and prevent it from entering the the bay or drains. Use sand, soil or other available materials.
- If product has entered the bay deploy fuel spill kit from fuel hut and contain product as much as possible with absorbent booms and pads.
- Give any assistance to fire brigade officials and police as may be required for safety and clean up.

Natural Events

Natural events can be floods, earthquake, cyclones, wind and electrical storms. In the event of any of these happening it will be necessary for the control officer to size up the situation and then decide whether to close down the Marina, shut down all electrical systems, shut all fuel valves make safe premises etc. and determine the safest way to look after his staff.

Environmental Pollution

The very nature of the installation on the bay necessitates the management being fully aware of environmental contamination and the effect a large spill into the bay could have.

The management strongly reinforce with all employees the need to abide by the prescribed working practices, which minimise as far as practicable the chance of environmental pollution.

If environmental pollution occurs, the manager will inform the following agencies and seek their direction regarding the appropriate remediation required.

EPA

Maritime Victoria

Terminating an Emergency:

The only person who can terminate an emergency will be the control officer. If emergency services have been called, they will take control from the control officer and will also hand back control at the end of the emergency. The control officer will then alert his team members.

WARNING: DO NOT RE-ENTER THE SITE UNTIL INSTRUCTED BY YOUR CONTROL OFFICER

As soon as possible after the incident the control officer should conduct an incident debrief with the team to define any lesson that may be learned from the incident to improve these procedures (this should not be a session to lay blame)

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EMERGENCY RESPONSE – TRAINING PRACTICE

PRACTICE TYPE:	PERSON ATTENDED:	SIGNED BY:	PRACTICE DATE:

**THIS CERTIFIES THAT I HAVE READ AND UNDERSTOOD
THE ENVIRONMENTAL MANAGEMENT SYSTEM**

NAME	POSITION:	SIGNED BY:	DATE:

To be read and signed at least annually by all RBYC Staff

