



Spill Response and Management Procedure

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CONTENTS

1. Document Control	3
2. Legislation.....	3
3. Definitions.....	3
4. Responsibilities	3
5. Purpose & Scope	4
5.1. Purpose	4
5.2. Scope.....	4
6. Procedure.....	4
6.1. Spill Response	4
7. Report.....	5
8. Employee Acknowledgement.....	6

Document ID:	Type:	Version:	Release Date:	Review Period:	Next Review:	Department:	Document Owner:	Page:
	Procedure	1	2021	3 Years	2023	ENV	Env Manager	2

1. DOCUMENT CONTROL

Document ID:	Type:	Version:	Release Date:
	Procedure	1	2021
Review Period:	Review Date:	Document Department:	Document Owner:
3 Years	2023	ENV	Env Manager

2. LEGISLATION

Legislation	Application
Environmental Protection Act 1986.	Prevention, control and abatement of pollution, conservation protection and enhancement of the environment.
Environmental Protection (Unauthorised Discharges) Regulations 2004	Prevention of direct discharge of pollutants to the surrounding environment.
Contaminated Sites Act 2003	Protection of human health and prevention of environment harm by requiring owners, occupiers and polluters to report known or suspected contaminated sites and introduce a hierarchy of responsibility for remediation

3. DEFINITIONS

Reference:	Title:
Hydrocarbon	Organic compounds which contain only carbon and hydrogen, for example diesel, oil, grease.
Bioremediation	Above-ground biodegradation of hydrocarbon-contaminants in soil, by micro-organisms, to reduce hydrocarbon concentrations to acceptable levels. The treatment involves spreading a thin layer of contaminated soil and then stimulating aerobic microbes to break down the contamination through a combination of aeration, addition of moisture and nutrient enrichment.

4. RESPONSIBILITIES

Position:	Responsibilities:
Environment Manager	To ensure appropriate resources are allocated to spill management and systems are in place to educate and guide the workforce on applicable spill response.
Environmental Advisor	Above-ground biodegradation of hydrocarbon-contaminants in soil, by micro-organisms, to reduce hydrocarbon concentrations to acceptable levels. The treatment involves spreading a thin layer of contaminated soil and then stimulating aerobic microbes to break down the contamination through a combination of aeration, addition of moisture and nutrient enrichment.

Document ID:	Type:	Version:	Release Date:	Review Period:	Next Review:	Department:	Document Owner:	Page:
	Procedure	1	2021	3 Years	2023	ENV	Env Manager	3

Position:	Responsibilities:
Managers and supervisors	To ensure compliance with this procedure.
All personnel	To ensure adherence to site procedures for the prevention and management of hydrocarbons on site.

5. PURPOSE & SCOPE

5.1. Purpose

The purpose of this document is to outline the strategies and activities to be undertaken in the event of a spill to the terrestrial environment which may pose a risk to personnel or cause harm to the environment.

5.2. Scope

This procedure applies to all employees and contractors at Novo Resources that may be required to respond to a spillage or loss of contained liquids.

6. PROCEDURE

6.1. Spill Response

Regardless of the size and extent of the spill, response actions shall be to:

- Identify the product
- Control the source
- Contain the spill
- Clean up and remediate (when applicable) the affected area

6.1.1. Identify the product

Prior to addressing the spill the product shall be identified to ensure that the appropriate approach is taken throughout the clean-up, remediation and disposal process. Such preparedness includes, but is not limited to, the determination of appropriate PPE to be worn, whether evacuation is necessary and what form of absorbent material should be used.

As a means to facilitate the easy identification of the spilled product management shall clearly label any containers which are holding chemicals.

6.1.2. Control the Source

If safe to do so, stop the source of the spill.

- Consider the risk factors of the material such as flammability, toxic vapours, slipperiness, and dustiness.
- The appropriate PPE shall be worn prior to approaching the source of a spill.
- Stopping the source may include:
 - Plugging a hole
 - Up righting a container

Document ID:	Type:	Version:	Release Date:	Review Period:	Next Review:	Department:	Document Owner:	Page:
	Procedure	1	2021	3 Years	2023	ENV	Env Manager	4

- Shutting the valve/ tap

If the source of the spill cannot be controlled, and the spill is likely to pose a safety or environmental hazard, contact the site Registered Manager for assistance.

6.1.3. Contain the Spill

Containment is typically approached by attending the material from its perimeter and moving it back towards the source.

- Containment shall be conducted in order of priority to:
 - Protect human life
 - Protect sensitive environments
 - Prevent further spread of material
- Containment measures shall prevent the spill from:
 - Interacting with risk factors such as ignition sources, incompatible materials (corrosive and flammable materials) or water (hygroscopic materials e.g. diesel fuel, salts etc.).
 - Entering a work area.
 - Entering open waterways and protected vegetation areas.
 - Going off the lease.

6.1.4. Clean up Affected Area

Clean up involves using safe and appropriate methods to remove the spilt material, and remove, treat and/or dispose the other materials contaminated by the spill.

If the material has strong odours or vapours (e.g. diesel), work upwind of the spill site. It may be necessary to use masks and have first aid at hand.

Where possible, the material shall be recovered and recycled.

If material cannot be recovered or recycled, it shall be collected and taken to a designated bioremediation area. Where a bioremediation area is not available material is to be transferred into empty intermediate bulk containers (IBC) or designated hydrocarbon waste bins before being moved to a bunded area. Contaminated material is to be taken to a disposal facility via a licenced controlled waste carrier.

7. REPORT

All spills are to be reported to a supervisor. For a major spill the Environmental Advisor must be notified as soon as possible and may assist in the clean-up and investigation.

See NVO-SS-HST-PRO-0013 Incidents and Investigations for further details on external reporting of environmental spill incidents.

Document ID:	Type:	Version:	Release Date:	Review Period:	Next Review:	Department:	Document Owner:	Page:
	Procedure	1	2021	3 Years	2023	ENV	Env Manager	5

8. EMPLOYEE ACKNOWLEDGEMENT

This is to acknowledge that I have reviewed this Procedure.

I understand that I am responsible for complying with the requirements described in this Procedure and should refer any questions to my immediate supervisor for clarification.

I further understand that the Novo Resources reserves the right to change, modify and/or revise any of the requirements set forth in this Procedure at any time.

Employee Name:	Signature:	Date: