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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to preventing and minimising environmental harm resulting from fuel, oil, chemical and other contaminant spills.

This procedure establishes the requirements for preventing, responding to, containing, cleaning up and reporting spills that may occur during company activities and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), Environmental Protection Act 1994 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and authorised personnel involved in activities that may result in the release of fuels, oils, chemicals, lubricants, hazardous substances or other contaminants during Brendan McKenna Earthmoving operations.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources, spill response equipment and procedures are available.
Operations Manager	Coordinate spill response activities, notifications, investigations and corrective actions where required.
Supervisors	Verify spill prevention controls are implemented and ensure spills are reported and managed appropriately.
Employees / Contractors	Follow spill prevention requirements, report spills immediately and assist with spill response activities where safe and competent to do so.

Procedure

Brendan McKenna Earthmoving shall ensure appropriate controls are implemented to prevent spills and minimise environmental impacts. The following requirements shall be implemented where fuels, oils, chemicals or other contaminants are stored, handled or used.

1. Prevent Spills

Activities involving fuels, oils, chemicals and hazardous substances shall be planned and managed to minimise the risk of spills occurring.

This shall include:

- Undertaking refuelling and maintenance activities in suitable locations where practicable.
- Inspecting hoses, fittings, containers and equipment for damage or leaks.
- Using suitable containers and storage methods.
- Following manufacturer, Safety Data Sheet (SDS) and site-specific requirements.
- Maintaining good housekeeping practices around storage and refuelling areas.

2. Maintain Spill Response Equipment

Appropriate spill response equipment shall be available where spills may reasonably occur.

This shall include:

- Maintaining spill kits in vehicles, workshops and operational work areas where required.
- Spill kits shall contain suitable absorbent materials, disposal bags and personal protective equipment appropriate to the substances being managed.
- Ensuring spill kits remain accessible and adequately stocked.
- Inspecting spill response equipment during routine inspections where applicable.
- Replacing used or damaged spill response materials promptly.
- Ensuring personnel are familiar with the location and use of available spill response equipment.

3. Control and Contain Spills

Where a spill occurs, immediate action shall be taken to prevent the spread of contaminants.

This shall include:

- Ensuring personal safety and assessing hazards before responding.
- Wearing appropriate PPE identified within the relevant SDS.
- Stopping the source of the spill where safe to do so.
- Containing spilled materials using absorbents, bunding or other suitable controls.
- Preventing contaminants entering drains, waterways, stormwater systems or environmentally sensitive areas.
- Establishing exclusion zones where required.
- Seeking assistance where the spill is beyond available resources or competency levels.

4. Clean Up and Dispose of Contaminants

Spills shall be cleaned up as soon as practicable using appropriate methods and materials.

This shall include:

- Recovering contaminated materials where practicable.
- Collecting contaminated absorbents, soil, gravel and waste materials for disposal.
- Cleaning contaminated equipment in accordance with the relevant SDS where required.
- Managing contaminated waste in accordance with environmental requirements and site-specific controls.
- Restoring affected areas where required.
- Ensuring contaminated clothing is cleaned or disposed of appropriately.

5. Report and Investigate Spill Events

All spills and environmental incidents shall be reported and reviewed to prevent recurrence.

This shall include:

- Reporting spills to the Supervisor or Operations Manager immediately.
- Recording environmental incidents in accordance with company procedures.
- Notifying clients, landowners or regulators where required.
- Contacting Emergency Services on 000 where spills present an immediate risk to persons, property or the environment.
- Seeking medical advice and contacting the Queensland Poisons Information Centre (13 11 26) where personnel have been exposed to hazardous substances.
- Investigating significant spills where appropriate.
- Recording corrective actions within the Incident / NCR / Corrective Action Register where applicable.

Records

Record	Responsibility	Retention Location
Environmental Incident Reports	Employees / Supervisors	Incident Records
Spill Response Records	Supervisors	Incident Records
Investigation Reports	Operations Manager	Incident / NCR / Corrective Action Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- IMS-MP-002 Environmental Management Plan
- HS-PR-005 Incident Investigation & Reporting Procedure
- OP-PR-003 Workshop Procedure
- Safety Data Sheets (SDS)
- Incident / NCR / Corrective Action Register
- MCK Group App
- Environmental Protection Act 1994 (Qld)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.