



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**

## **Approval of responders to dangerous goods emergencies – guide**

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# Contents

- Overview ..... 2**
- 1 Submission options..... 2**
- 2 Approval process..... 2**
- 3 Essential requirements for approved emergency responders ..... 3**
  - Company details..... 3
  - Response details..... 3
  - Qualifications and training (personnel resources) ..... 4
  - Response capabilities..... 4
  - Equipment ..... 4
  - Personal protective equipment (PPE)..... 5
  - Safety Management System (SMS) information ..... 5
  - Records..... 6
- 4 Security Sensitive Ammonium Nitrate (SSAN)..... 6**

## Overview

In accordance with regulation 185 of the Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007 (referred to as the regulations) it is an offence for a person who is a prime contractor or rail operator to transport a placard load of dangerous goods without being an approved responder or having a contract with a person who is an approved responder. The role of an emergency responder is to control the clean-up response that may result from an incident involving a road or rail vehicle transporting the goods.

*Note: This regulation does not apply to Classes 1 (explosives) and 7 (radioactive material) or Division 6.2 (infectious substances).*

Regulation 184 gives the Chief Officer the authority to approve emergency responders.

This document outlines how a company can become an approved “emergency responder” (AER) in Western Australia.

Each class or division of dangerous goods should be addressed separately in any submission.

Prospective emergency responders must be able to respond to emergencies at any location within the State where the client company transports dangerous goods.

## 1 Submission options

Submission of applications to become an approved emergency responder can be completed by the following methods (electronic soft copy documents preferred):

- Email to [dgsb@dmirs.wa.gov.au](mailto:dgsb@dmirs.wa.gov.au)
- Post and attention to the Dangerous Goods and Critical Risks, Safety Regulation Group, Department of Mines, Industry Regulation and Safety, Mineral House, 100 Plain Street, East Perth WA 6004 (ideally in an electronic storage format)
- Deliver and attention to Dangerous Goods and Critical Risks at Department of Mines, Industry Regulation and Safety (DMIRS) Reception at Level 2, 1 Adelaide Terrace, East Perth WA 6004 (ideally in an electronic storage format)

## 2 Approval process

To gain approval as an AER, it is necessary to submit a completed application form and demonstrate compliance with the essential requirements.

Once the Chief Officer has confirmed that the application requirements have been met, the company’s name will be included in the list of approved emergency responders on the Department’s website, if public approval has been requested.

Dangerous goods officers will randomly audit companies to ensure minimum standards are being maintained and provide feedback on the effectiveness of response operations. This may be at incidents or at company offices.

The approval will be valid for a period of five years. Prior to expiry, companies will have to re-apply for a new approval.

### **3 Essential requirements for approved emergency responders**

Prospective emergency responders need to demonstrate that they have the capacity to respond in a timely manner to a dangerous goods transport emergency involving the class/division for which they seek AER status. The basic requirements are described below.

Approval may be granted for the following categories:

- All dangerous goods classes and divisions (except for Class 1, Division 6.2 and Class 7)
- Specific dangerous goods such as security sensitive ammonium nitrate (SSAN), chlorine, LP gas or LNG.

#### **Company details**

The following documents are required to accompany an application to become an AER:

- Original certified copies of the incorporation / partnership or trust for the company
- Copies of Licences held that relate to the class or division(s) of dangerous goods applying for approval (as per section 3 of the application form)
- Contact details for the 24-hour response must be provided in the application
- Contact details for queries in relation to the application
- Copies of current insurance certificates for public liability (minimum of \$5 million)
- For companies applying to respond to SSAN incidents, details of Dangerous Goods Security Card for secure nominees, SSAN Transport Licence and SSAN Storage Licence

#### **Response details**

Response details on the application form outlines whether the AER will be servicing public and/or their own company. This information is required for the department to ensure that the company details are provided on the public list that is displayed on the Department's website. If the AER is for both public and own emergency response (e.g. if it is a gas supply company wanting to respond to its own emergencies and other companies) then both boxes on the form will need to be selected. If the AER is an emergency response provider for any company, only public emergency response should be selected.

## Qualifications and training (personnel resources)

Personnel with appropriate knowledge and experience should be available to respond in a timely manner to a dangerous situation or an incident involving the dangerous goods category for which approval is being sought.

The following information on personnel resources is to be provided as part of the AER application:

- Details on personnel available to provide assistance, advice and emergency response (e.g. how many people and who)
- Copies or qualifications and/or training certificates relating to dangerous goods handling or emergency response
- Documentation of personnel experience and knowledge in dangerous goods and emergency response.

It is important that if the emergency response personnel resources change through the course of the five year approval, this information needs to be supplied to the department. Updates to contact details can be provided via email to [dgsb@dmirs.wa.gov.au](mailto:dgsb@dmirs.wa.gov.au).

## Response capabilities

As part of the application to be an AER, the following information is to be provided as part of the application to outline the response capability:

- Procedures outlining the response actions for individual classes or divisions of dangerous goods
- Information on the capacity of the response that can be provided for individual classes or divisions of dangerous goods – e.g. if only small spills can be responded to please outline this (it is a requirement of the regulations to specify quantity)
- A map outlining the geographical limits for response (please outline if different locations will be managed by different offices if applicable) or provide locality names as boundaries
- Details of any partnerships with other emergency response providers (including back-up agreements or arrangements or coverage for regional areas).

## Equipment

The following is a list of equipment that may be required for clean-up after an incident or product release. The submission should list the appropriate equipment proposed for each category of dangerous goods clean up for which approval is being sought.

- Containment equipment for leaking containers (e.g. plugs, patches, repair kits for pressurized or non-pressurized containers as appropriate, UN approved over-drums)
- Mobile equipment for clean-up (e.g. cranes, licensed dangerous goods vehicles, bobcats, forklifts)
- Confinement equipment for restraining spillages (e.g. booms, dams, underflow weirs, absorbents)
- Recovery equipment (e.g. pumps and pipe-work and collection heads for hydrocarbons; skimmer heads if necessary – must be intrinsically safe if being used for flammable substances)

- Road tankers, vacuum tankers, transport vehicles and containers to remove recovered dangerous goods or contaminated soil, and to remove vehicles and debris (includes who organises tow truck, dangerous goods vehicle for undamaged stock recovery and transport)
- Flameproof cutting and drilling equipment for accessing tanks of flammable materials
- Gas recondensing kits (these are available for chlorine and other Division 2.3 gases)
- Gas cylinder or pressure drum capping gear
- Other clean-up equipment such as shovels (spark-proof if appropriate), mops and buckets
- Neutralising agents and absorbing agents
- Test equipment (e.g. pH meter, % LEL meter, other gas monitors)
- Decontamination shower or eyewash.

## **Personal protective equipment (PPE)**

Sufficient appropriate PPE must be available; include details for each class/division of dangerous goods wanting approval for; for example, this may be in the form of a list outlining the number and type of PPE.

## **Safety Management System (SMS) information**

As part of the application to be viewed by the Department to ensure that personnel, emergency services and public safety are assessed by the prospective AER, the following information is to be submitted:

- Training records, training matrix and inductions for emergency response activities
- Incident and hazard report template
- Job Safety Analysis (JSA) or Safe Work Method Statement (SWMS) templates for each class or division applying for and different situations
- Equipment and PPE services log and procedure outlining frequency of this
- Documented standard operating procedures, including records management
- Reference to affiliated dangerous goods storage and handling licensed sites (this may be where materials from the incident are taken for interim storage, disposal or destruction).

Other documentation as part of the SMS that will need to accompany the application to become an AER:

- Incident response log template – this is to record a log of what happens throughout the emergency response activities from start to finish
- Call centre emergency question log sheet – this is a list outlining questions that need to be answered when receiving the call (can be combined with the incident response log)
- A handover process or procedure – how the incident will be taken over from the first responder (emergency services) and then once the AER has completed the job, how it will be handed back to the local authorities (e.g. local government, Main Roads).
- Procedure for disposal of damaged/spilled dangerous goods stock or material (soil, etc.) contaminated with dangerous goods
- Incident materials disposal tracking template

- Debrief and incident reporting template(s) or procedure(s)
- Follow-up template/procedure – this may be required to ensure compliance but can be covered in other procedures.

## **Records**

Companies must have a system in place for keeping records of all emergency responses carried out and a brief description of what actions were taken, what equipment and PPE were used in the response operation, how the material was disposed of, and where improvements could be made. The above documentation are to be kept as part of the record system to ensure legislative compliance and best practice.

Records must be kept of:

- Standard operating procedures
- Training
- Equipment available
- Maintenance records for all equipment
- Emergency responses
- Method of disposal of hazardous material from emergency responses
- Incident summaries

Relevant records may be requested by a Dangerous Goods Officer subsequent to an incident or during audit of your AER status.

## **4 Security Sensitive Ammonium Nitrate (SSAN)**

If you are seeking approval to respond to SSAN incidents, i.e. incidents involving ammonium nitrate (UN1942) or ammonium nitrate emulsion (UN3375), then your security credentials will need to be supplied to verify your legal possession and handling of SSAN.

These include:

- Dangerous Goods Security Cards for secure nominees
- SSAN Transport Licence
- SSAN Storage Licence (if applicable).