



## Richmond Production Site

© 2025 AICA NEW ZEALAND LTD - 2025

### What is the purpose of this summary brochure?

This brochure provides an easily understood summary of the AICA Richmond site safety case that was accepted in December 2019. It explains why a safety case is required and what information it contains

The brochure provides insight into how the AICA Richmond site operates safely through a mature and well established management system that includes hazard identification, risk assessment and emergency planning processes

### About the AICA Richmond Site

AICA New Zealand Limited operates the Richmond production site, this site contains onsite processing plant and equipment located at 35 Sandeman Road Richmond.

The Richmond production site takes hazardous chemicals and processes them through to adhesive solutions that add value to the building and speciality adhesive industries. The site houses both continuous and also batch type chemical processes.

The site in Richmond accepts methanol shipments from AICA's storage facility at Port Nelson along with other hazardous chemicals. These chemicals are stored in bulk tanks and then used as feed stock for the continuous or batch processes

### Specified Hazardous Substances

The AICA Richmond facility has been identified as an upper tier Major Hazard Facility under the Health and Safety at Work (Major Hazard Facilities) Regulations 2016. The site receives, stores and processes materials that are classified as specified hazardous substances according to schedule 2 of the Major Hazard Facility Regulations (MHF)

#### Specified Hazardous substances

Methanol  
Formaldehyde  
Phenol

#### Quantities Onsite

Approximately 250m3  
Approximately 1000m3  
Approximately 200m3

All hazardous substances are stored and processed in appropriately rated equipment. The health of the equipment is independently verified through external audits on a regular basis



## What is a safety case?

The MHF regulations require that all upper tier Major Hazard Facilities have a safety case that is approved by Worksafe in order to operate. The safety case is a written summary of the systems that are in place and used to identify hazards, risks, and the appropriate controls that are in place to reduce the risk of these hazards so far as is reasonably practicable. AICA is required to have this safety case reviewed every five years by Worksafe.

A **Major Incident** is defined in the MHF regulations as involving specified hazardous substances; and exposing multiple persons to a serious risk to their health or safety (including a risk of death) arising from an immediate or imminent exposure to specified hazardous chemicals

The Safety Case contains the following sections

### **Description of Plant and Process**

Design and purpose of plant

### **Safety Management System**

How risk is managed

### **Emergency Response Plans**

What actions will be taken if the worst was to happen

### **Safety Assessments**

Methods and results of hazard identification

### **Committed Actions**

Actions AICA have committed to in order to ensure that risk is reduced so far is reasonably practicable

While preparing the AICA Safety case, we have involved workers that are onsite on a regular basis, specialists and external agencies

## Safety Management System

### OUR SAFETY MANAGEMENT SYSTEM

#### OUR GOALS



Zero Injury

Zero Process Safety Accident

Zero non Compliance



We take safety seriously, the safety of our worker and general public is paramount.

AICA is committed to major incident prevention and management as a company objective. To achieve this we have many systematic and structured processes in place that allow for the identification, elimination and minimisation of hazards

The performance of these systems is monitored through various systems and reviewed fully on an annual basis. The effectiveness of these systems is reported on a regular basis to both the senior management team and to our Board of Directors

Members of the senior management team practice an "open door" policy, where workers have the ability to have one on one conversations with leadership

## Safety Assessments



AICA Richmond  
Operates  
24 hours per day

AICA have carried out detailed process safety studies with the help of subject matter experts and on site workers to identify major incident hazards in each process carried out on the Richmond production site

These studies are formal, documented and approved methods of identifying risk.

The studies were used to provide AICA with an overall assessment of the current controls and what was required improvement. The safety studies combine both qualitative and quantitative techniques and are used to ensure that risk reduction measures are correctly assessed

Process Safety Engineers continuously review these assessments to ensure AICA's controls remain appropriate

## Potential Major Incidents

Our safety assessment processes have identified the following scenarios have the potential to occur

- Fire due to flammable liquid release
- Toxic vapour release due to spillage
- Explosion due to process malfunction

Explosions and Fires are expected to be limited to effects on the Richmond Site, Computer modelling has been conducted in order to determine the affected areas for all Major Incidents

## Off Site Impacts

While it is unlikely that an event will occur that will extend beyond the Richmond site boundary, computer modelling has shown that there is the potential for toxic vapour to extend beyond the boundary limits. If an incident occurs it could have the following consequences

- Potential for offsite odour depending on wind direction and strength
  - Potential for visible smoke
  - Potential explosion noise
- Temporary health effects; e.g. Breathing difficulty and eye irritation
- Potential disruption due to emergency services activity and road closures

Most accidental releases do not result in fire, explosion or toxic release because they can be handled quickly and easily by the staff on site

**The entire Richmond site is designed as a stand-alone facility with equipment for capturing any spills and preventing any unwanted environmental effects**

## Emergency Response Plan

### What to do in an emergency

A site siren will activate to alert on-site personnel of a major incident which will initiate emergency procedures. In the event of an emergency immediately evacuate to the initial muster point, await further instructions from the Incident controller

Fire and Emergency New Zealand (FENZ) will assume control of any major incident on arrival at the site in collaboration with AICA, local authorities and emergency services.

### Local Community Emergency Actions:

The local site siren at AICA does not require any actions from people outside of the AICA boundary. If action is to be taken by others then AICA will send out an emergency text message to those concerned. The local community will be updated during a major incident and AICA asks that you follow all instructions provided to you

### General Advice

1. Remain indoors, close all windows and doors, turn off all ventilation systems
  2. Check your phone for any text message instructions from AICA
  3. Turn on a radio and listen to a local radio station
  4. Stay away from the Richmond site
  5. If advised to do so by police, FENZ or AICA, please self-evacuate
- Seek medical attention if you feel impacted



AICA test the Emergency Plan 4 times per year

Further information can be obtained by contacting the following people

#### Lane Glentworth

HSE / Training Manager  
Lane.Glentworth@AICA-ap.com  
06 968 1800

#### Finn Cathie

Process Safety Engineer  
Finn.Cathie@AICA-ap.com  
06 968 1800

Issue date - 11/12/2019