# EndemolShine Australia

## Emergency Management Plan

Apr 2022  | Version 2

Confidential

| | |
|---|---|
| Project | ████████████████████ |
| Prepared for | EndemolShine Australia and its interested stakeholders |
| Facilitated by | Paul Chivers, Risk Advisor, Grad Cert RM, CPRM, GIA (Cert), JP, Riskfacilitator |

# Document History

| Version | Date | Updated by | Change |
|---------|------|-----------|--------|
| 1 | 29 March 2021 | Paul Chivers | Initial draft |
| 1.1 | 13 May 2021 | Paul Chivers | Update roles & responsibilities, First 5 min added, Assembly point added. |
| 1.2 | 23 June 2021 | Paul Chivers | Updated Communication plan to include SSG Emergency Procedures. Updated Evacuation Assembly Point, added alternate sites. |
| 1.3 | 7 September 2021 | Paul Chivers | Updated roles & responsibilities for Reskin |
| 1.4 | 13 September 2021 | Paul Chivers | Emergency Assembly Area change |
| 1.5 | 15 September 2021 | Paul Chivers | Emergency Assembly Area update |
| 1.6 | 18 September 2021 | Paul Chivers | Updated Crisis Management Team Structure |
| 2.0 | 12 April 2022 | Paul Chivers | Series 4 Update |
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# Contents

**EndemolShine Australia**

# Context

Endemol Shine Australia (ESA) is in agreement with the Sydney Showground to utilise areas, offices and buildings for the purpose of creating and filming the television production ███████ ███████ The development and implementation of emergency plans and procedures are essential for the effective and efficient management of any emergency.

ESA in consolation with interested stakeholders have a duty to prepare, maintain and implement an emergency plan that provides a written set of instructions that outlines what workers and others at the workplace should do in an emergency. It provides for the following:

- emergency procedures, including an effective response to an emergency
- evacuation procedures
- notifying emergency service organisations at the earliest opportunity
- medical treatment and assistance
- effective communication between the person authorised to coordinate the emergency response and all people at the workplace
- testing of the emergency procedures—including the frequency of testing
- information, training and instruction to relevant workers in relation to implementing the emergency procedures.

There are different types of emergency situations, including fire or explosion, dangerous chemical release, medical emergency, natural disaster, bomb threats, violence or robbery. In preparing and maintaining of this emergency plan, ESA have taken into account:

- the particular work being carried out at the workplace
- the specific hazards at a workplace
- the size and location of a workplace, and
- the number and composition of the workers and other people at a workplace.

The EMP clearly explains the procedures how to respond in various types of emergency, including how to evacuate people from the workplace in a controlled manner.

The EMP address the following:

- allocation of roles and responsibilities for specific actions in an emergency to persons with appropriate skills, for example appointment of area wardens
- clear lines of communication between the person authorised to coordinate the emergency response and all persons at the workplace
- how to alert staff and other people at the workplace
- the safety of all the people who may be at the Sydney Showground facilities & workplace in an emergency, including visitors, shift-workers and tradespeople
- workers or other persons who will require special assistance to evacuate
- specific procedures for critical functions such as a power shut-off
- identification of safe places
- distribution and display of a site plan that illustrates the location of fire protection equipment, emergency exits and assembly points
- the distribution of emergency phone numbers, radios and channel lists, including out-of-hours contact numbers

- access for emergency services and their ability to get close to the work area
- fit for purpose evacuation practice drills
- the use and maintenance of equipment required to deal with specific types of emergencies, for example spill kits, fire extinguishers, or smoke detectors, and
- regular review of procedures and training prior to production.

Documents that form part of the ESA safety management system (SMS) include;

- Series Risk Profile v2

## Production Facilities

| Area | Use |
|---|---|
| White Pavilion | House and Games Set |
| White Pavilion (South End) | Production Offices |
| McIntosh Pavilion (North End) | Production Workshop / BB Indoor Challenges |
| McIntosh Pavilion | Production Workshop |
| McIntosh Pavilion (South End) | Technical Operations |
| Backyard Set (North End) | Backyard and pool |
| Production Storage (North End) | Production Storage / Toilet Block |
| Toilet Facilities (South End) | Toilet Facilities |
| Site Office (South End) | Site Office |
| Schmidt Arena (West End) | Outdoor Challenge Arena |
| Schmidt Arena (East End) | Production Workshop |
| Hordern Arena | BB Arrivals Location |

# Production Location

## Proposed BB Site Overview

# Production Location

Proposed ■ Main Site Overview



PROPOSED ■ MAIN SITE OVERVIEW
Scale: 1:500

# Production Location

Proposed ███Arena Site Plan

## Production Location

Proposed BB Hordern Site Overview



PROPOSED █ HORDERN SITE OVERVIEW
Scale: 1:500

**EndemolShine Australia**
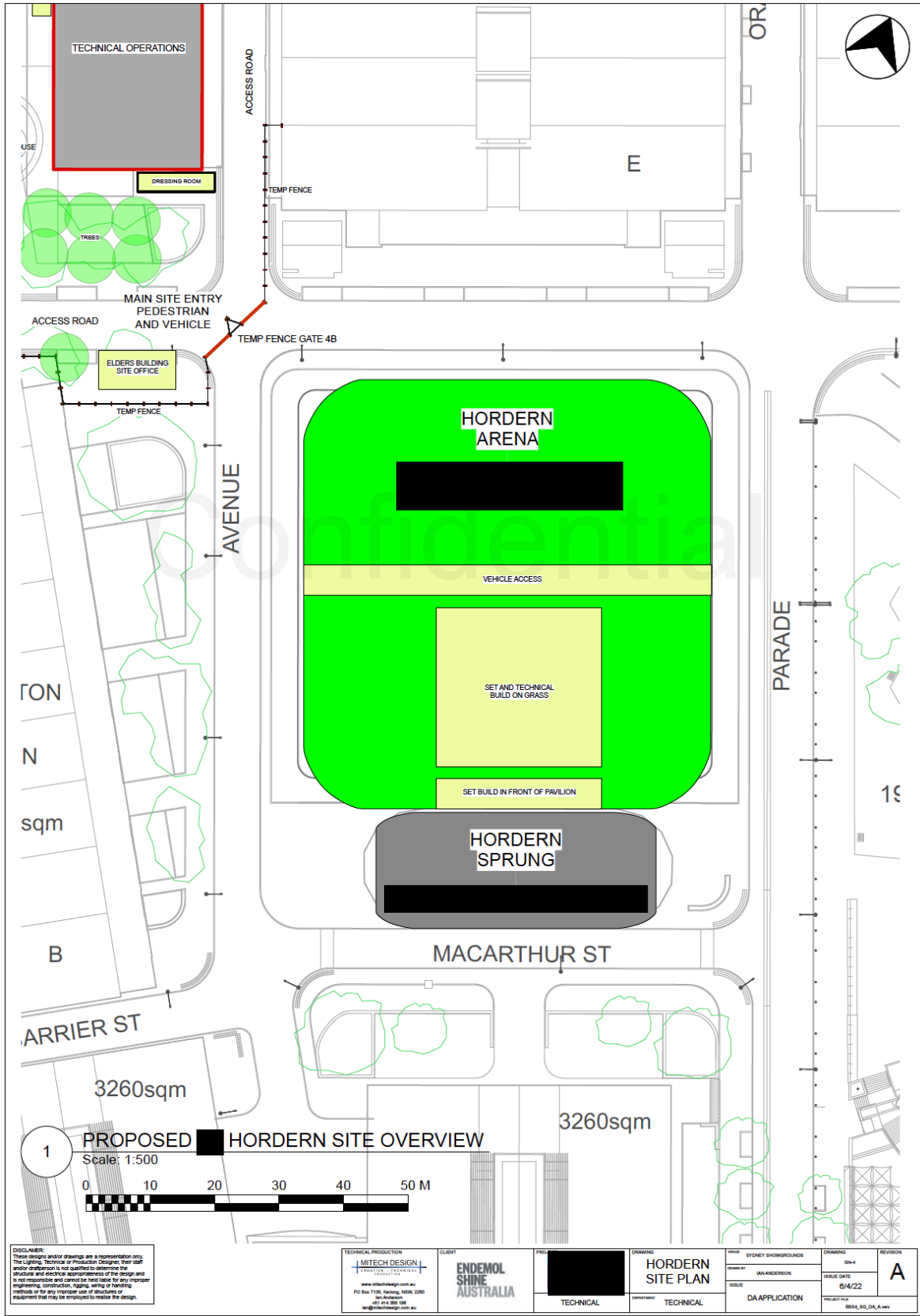
# Roles & Responsibilities

## Emergency Planning Committee (EPC)

An emergency planning committee (EPC) has been created by ESA to plan for, document and maintain the productions emergency plan.
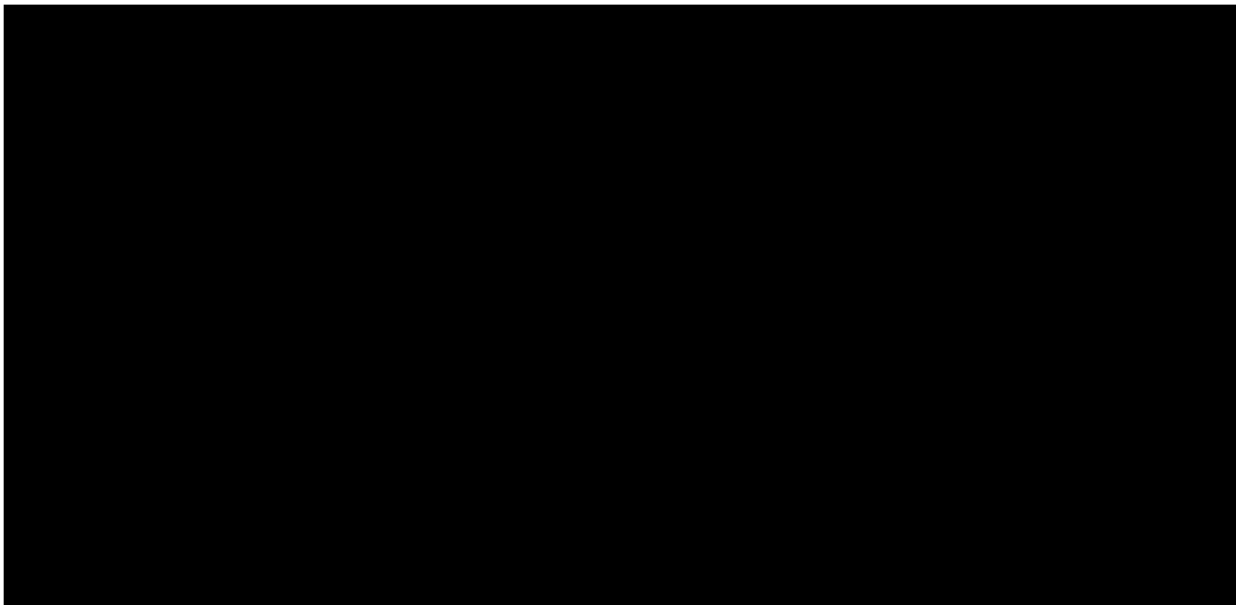


## Emergency Control Organisation (ECO) - Elders Office

Once the EPC has developed the emergency plan, key staff will be nominated to act as members of the emergency control organisation (ECO), and play a central role in the management of incidents or emergencies from the Emergency Control Centre (ECC).

The ECO is responsible for:
- Implementing emergency response procedures in accordance with this plan
- Ensuring that all persons within their area understand the EMP and their role
- Reporting any matters that might affect the viability of the EMP

A site map indicating the positions and areas to be covered by members of the ECO shall be developed, printed and located in the ECC. The ECO will have a dedicated radio channel which shall be used for incidents and emergencies.

The ECO will have 4 phases of operations with varying wardens.

Phase 1 & 4 Bump in / Build, Reskin & Bump out
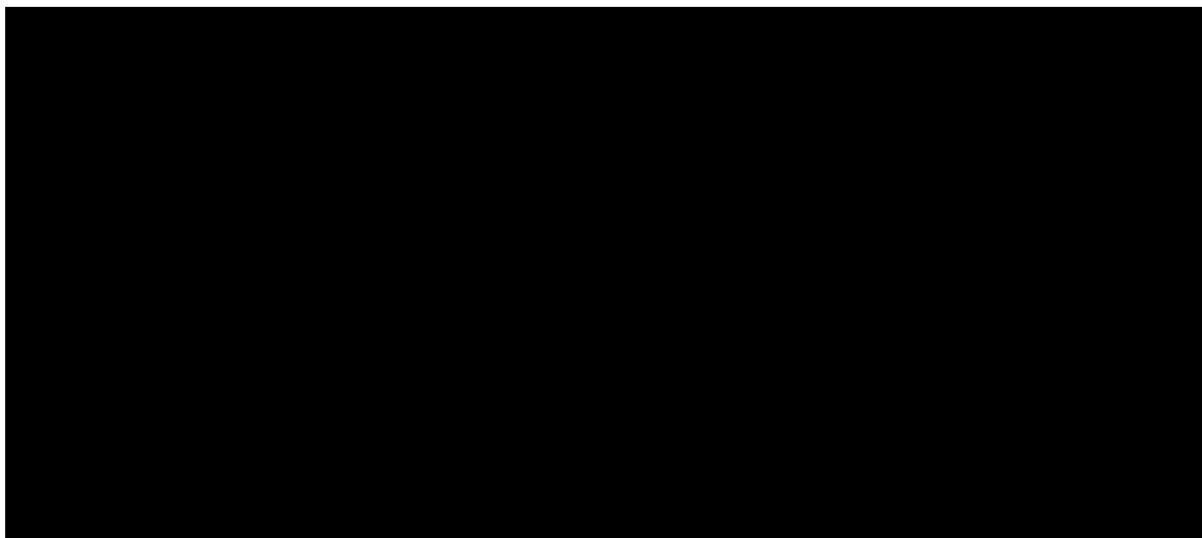
Phase 2 Record (RX)

Phase 3 Overnight

## Crisis Management Team (CMT)

In the event of an emergency. The crisis team below will be contacted immediately by the Chief Warden or Deputy Chief Warden. A crisis meeting will be held at the Emergency Control Centre (ECC) or via remote discussion.
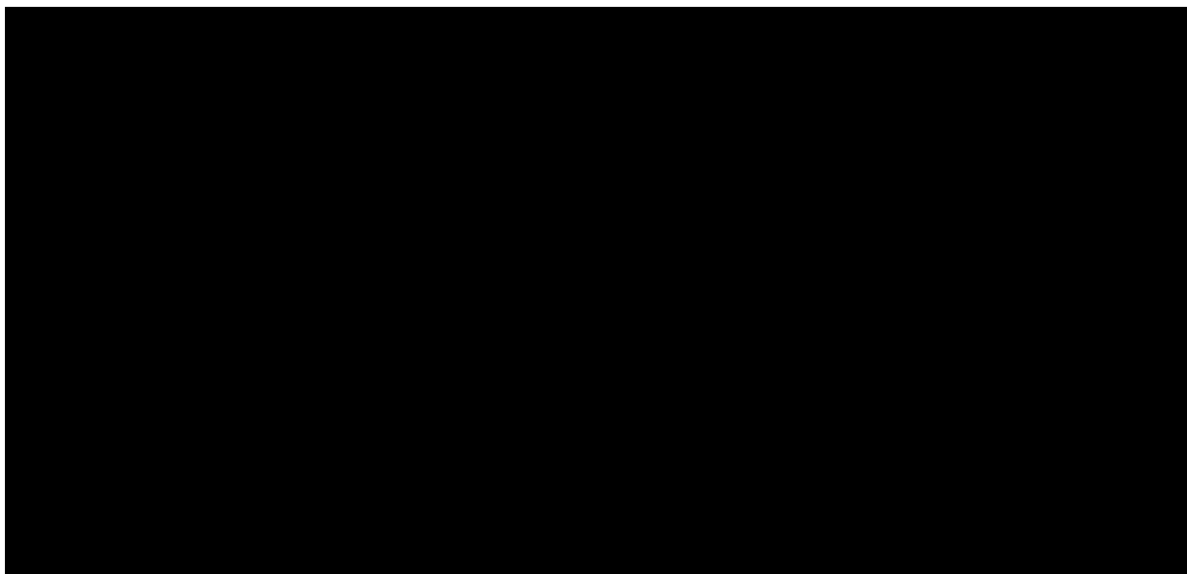


## Agency Contacts

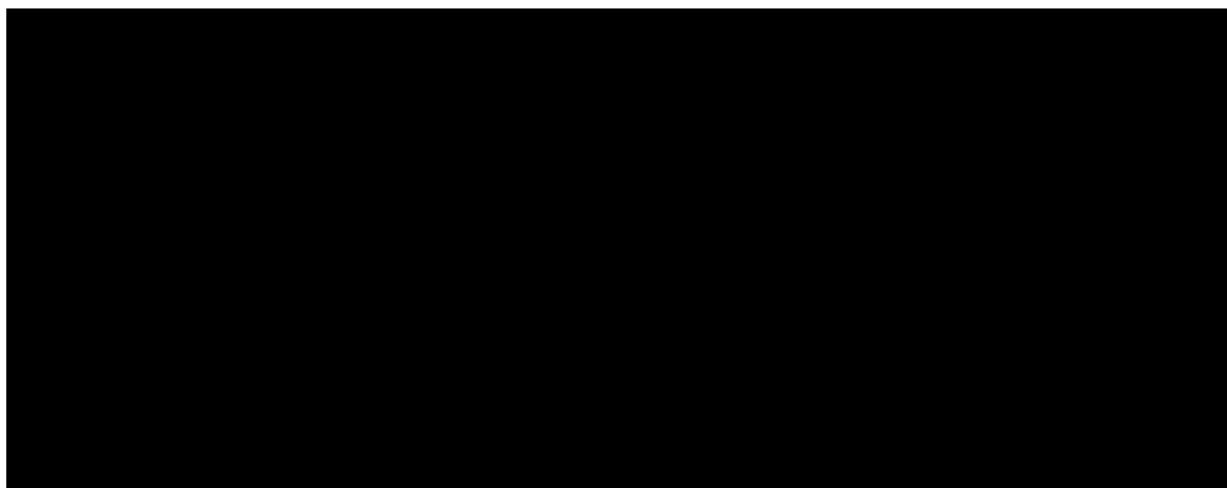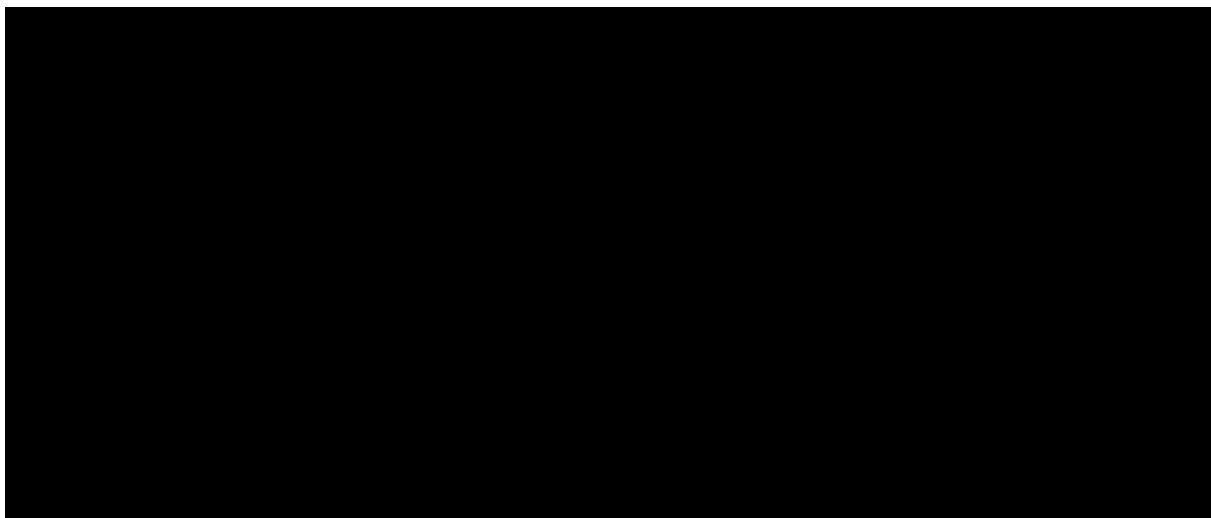| Agency | Role | Contact Number |
| --- | --- | --- |
| Police, Fire, Ambulance | External emergency service provider. | 000 |
| ICMS Duty Manager | After hrs access to offsite assembly | 0429 994 540 |
| Non-Emergency Police | Police Assistance Line. | 13 14 44 |
| Emergency Services (SES) | Emergency help in flood, storm and | 13 25 00 |
| Poison Information Centre | Provide pharmacists and science | 13 11 26 |
| Lifeline Crisis Helpline | Crisis support and suicide prevention | 13 11 14 |
| Alcohol and drug information | Provides support on issues relating to | 1800 250 015 |
| Safe Work NSW | Local Work Health & Safety regulator | 13 10 50 |
| Beyond Blue | Provides mental health support. | 1300 22 4636 |

## Responsibilities of all Wardens

Area, Deputy and Chief Wardens all have a duty to ensure that the following:

- Ensure Sydney Showground (SS) have been notified.
- Improve and implement emergency response and control procedures
- Prevent emergencies wherever possible by regularly assessing the current condition of the workplace and its hazards (this includes COVID-19 risks)
- Make other staff aware of the hazards within the building, as well as the control measures and management procedures for said hazards
- Lead emergency and evacuation training, including fire drills
- Know the location of all exits and evacuation routes within the facility
- Provide assistance to all individuals in the building in the event of an emergency, especially those who have special needs.
- Wear identifiable coloured apparel that shall be at least one of the following, Helmets, Caps, Hats, Vests, Tabards.

## Chief Warden (White)

The Chief Warden is responsible for the following key actions:

- Call 000 or confirm they have already been notified.
- Notify SS.
- Proceed immediately to ECC or via remote discussion and assume control of the incident or emergency.
- Obtain an accurate picture of the incident or emergency.
- Consult and communicate with key stakeholders.
- Agree on emergency response and put into action.
- Initiate evacuation standby to all wardens.
- Initiate show stop procedure.
- Implement evacuation instructions.
- Ensure emergency controls remain effective during evacuation.
- Be available to assist emergency.
- Complete an incident report and notify SS with a copy of the report, and the regulator (if required)

## Deputy Chief Warden (White)

In the Absence of the Chief Warden, The Deputy Chief Warden is responsible for key actions of the chief Warden (See above). If the Chief Warden is available, then the Deputy Warden will assist the Chief Warden.

## Communications Officer (White)

The Communications Officer is responsible for the following key actions:
- Call 000 or confirm they have already been notified.
- Ensure SS have been contacted.
- Proceed immediately to ECC or via remote discussion.
- Ascertain the nature and location of the emergency.
- Consult and communicate with key stakeholders.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the Chief Warden.

## Area Warden (Yellow)
The Area Warden is responsible for the following key actions:

- Implement the emergency response procedures for their area.
- Call 000 or confirm they have already been notified.
- Ensure SS have been contacted.
- Commence evacuation if the circumstances in the area warrant this.
- Consult and communicate with key stakeholders.
- Advise the chief warden as soon as possible of the circumstances and action taken.
- Co-opt persons as required to assist during an emergency.
- Operate the communication system(s) in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the emergency response procedures.
- Search the area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected areas, for example, stairways.
- Assist occupants with disabilities.

- Act as leader of groups moving to nominated assembly areas.
- Assist emergency service providers
- Report status of required activities to the Chief or Deputy Warden on their completion.

## First Aid Officer ( White cross on green background)

The First Aid Officer is responsible for the following key actions:
- Provide first aid
- Co-opt persons as required to assist during an emergency.
- Implementation of the Medical Management Plan

## Security Officer (White)

The Security Officer is responsible for the following key actions:
- Deputy Chief Warden or Area Warden role and responsibility as assigned.
- Implementation of the Security Management Plan.

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# Training

## Emergency Planning Committee (EPC)

At least one member of the EPC will be trained to competently execute its obligations and will address, but not necessarily be limited to, the following:

- Developing, managing and maintaining an emergency plan.
- The duties of the EPC and ECO as described in the emergency response procedures
- and emergency plan.
- The conduct of site-specific emergency identification and analysis.
- Establishing and managing an ECO.
- The management of appropriate documentation.
- The management and development of assessment activities.
- The development and implementation of training activities including emergency
- exercise management.
- Emergency mitigation, emergency preparedness and emergency prevention.
- The installed fire safety systems, for example, sprinkler systems, fire doors and
- installed emergency communications, notifications and warnings.
- Liaison with Emergency Services.
- Post-evacuation management

## Emergency Control Organisation (ECO)

All ECO members, including nominated deputies, shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures

The training addresses, but is not necessarily limited to, the following:
- The duties of the ECO as described in the emergency response procedures and
- emergency plan.
- Procedures for the specific emergencies contained in the emergency plan.
- Responding to alarms and reports of emergencies.
- Reporting emergencies and initiating the installed emergency warning equipment.
- Communication during emergencies.
- Pre-emergency activities
- Emergency activities.
- Post-emergency activities.
- Occupants and visitors with disabilities.
NOTE: This may need to include training on personal emergency evacuation plans.
- Human behaviour during emergencies.
- The use of installed emergency response equipment.
NOTE: Examples include evacuation chairs, evacuation sheets and WIP phones.
- The performance of the building and its installations during a fire or other emergency.
NOTE: Examples include fire doors, emergency lights, exit-signage, sprinklers, ventilation and smoke control systems and fire-rated stairs.

The training shall include exercises and assessment.

In addition to the training for all ECO members listed above, persons appointed to the positions of chief warden, deputy chief warden and communications officer, along with the nominated deputies for each position, shall have additional training, including but not limited to the following:

- Their roles and responsibilities within the emergency plan.
- Duties of the EPC.
- Decision-making, command and control.
- Record keeping.
- Actions for the specific emergencies contained in the emergency response procedures.
- Coordination of communications(s) during emergencies, including use of any installed specialised communications equipment.
- Liaison with Emergency Services.
- Coordination of evacuation activities.
- Implementation of post-emergency activities in accordance with the emergency plan.

## Occupants & visitors

All occupants working at the facility shall receive training to enable them to act in accordance with the emergency response procedures.

The training will include, but not necessarily be limited to, the following:

(a) Occupant responsibilities within the facility emergency response procedures.
(b) The types of emergencies contained in the emergency plan.
(c) How to report emergencies including activation of alarm systems, if installed.
(d) Recognising and reporting unsafe conditions, and correcting unsafe conditions when appropriate.
(e) The authorities, roles, responsibilities and identification of ECO members.
(f) Reacting safely to emergencies and alarms.
(g) Evacuation procedures.
(h) The location of internal and external staging and assembly areas, as contained in the emergency plan.
(i) The location of egress routes.
(j) Post-emergency protocols.
(k) Procedures for specific emergencies.

It is expected that engaged contractors will delivery their service provisions within their contracted requirements which require a level of due diligence and duty of care within governing laws, standards and guidelines, of which will be monitored and reviewed by ESA and their stakeholders to the extent that is reasonably practicable.

## Training Schedule

On induction and during filming including site-specific emergency response exercises.

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# Communications Plan

## Who do I report an emergency to?

In the case of an emergency all communications should be reported through the Emergency Control Centre (ECC). If your life, or someone else's life is in immediate danger call 000 then notify the ECC.

↑ Required

Emergency Services
000

Sydney Showground

Crisis Management Team

Emergency Control Centre (ECC)

Wardens

Visitors

Crew

Security
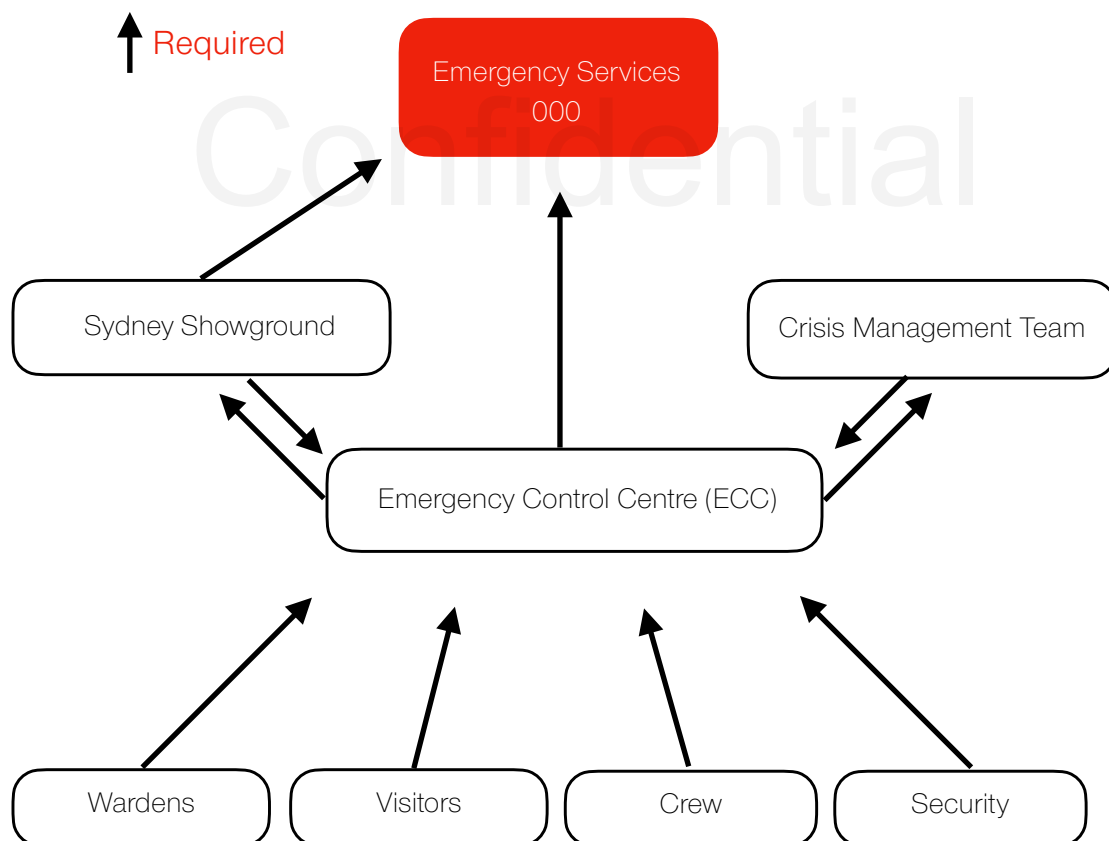
## Emergency Colour Codes

A standardised colour code for notification, identification and response activation is used in the emergency response procedure.

| Emergency | Code |
|---|---|
| Fire and/or smoke | Red |
| Bomb Threat | Purple |
| Medical emergency | Blue |
| Personal threat* | Black |
| Internal emergency† | Yellow |
| External emergency | Brown |
| Evacuation | Orange |
| All Clear | Clear |

**\*** For example, armed or unarmed persons threatening injury to others or to themselves.
† For example, failure or threat to essential services.

## Communication system

**Emergency Alerts** - Hot microphone, loud hailer, phone, text or radio.
**Emergency Signals** - Regulatory signs and lighting.

## First 5 minutes of evacuation

Always remain calm.

• If the emergency falls within our immediate responsibility then following relevant emergency procedures.

• If an emergency alarm is triggered, then wait until Sydney Show Ground contact our wardens for the correct response.

Sydney Show Grounds Emergency Procedures v1 19

# EMERGENCY PROCEDURES

**Showground** SYDNEY

*SHOWSAFE* **Safety and Security is Everyone's Responsibility**

**RAS SECURITY CONTROL: 9704 1020   EMERGENCY: DIAL "0-000"**

## FIRE

► DO NOT block fire exits or fire fighting appliances
► DO NOT prop fire-doors open – keep aisles clear

**R** **Rescue** any persons in immediate danger

**A** Raise the **Alarm**.  Use the Warden Phone (WIP) 9704 1020 or call "0-000"

**C** **Contain** the fire by closing doors

**E** **Extinguish** the fire if it is safe to do so

## EVACUATION

Know the location of all Fire Exits nearest you
**You will hear...**

**EVACUATION ALARM** "Whoop Whoop"…

► Locate the nearest fire exit
► **Evacuate Now!**
► DO NOT Use Lifts
► Assemble as directed by Fire Warden
► Do not re-enter until authorised by the Fire Warden

## MEDICAL

**RAISE THE ALARM!**

**D** Check for **Danger** - Check your safety

**R** **Responsive?** - Conscious or not?

**S** **Send** for help

**A** Open **Airway** - Clear if needed

**B** Check for **Breathing**  - Check rise/fall of chest

**C** Start **CPR** - 30 compressions: 2 breaths
Continue 30/2 until help arrives

**D** Attach **Defibrillator** [AED] (when available)
Follow AED voice prompts

► **DO NOT** move the casualty unless exposed to a life-threatening situation
► Remain with the casualty and provide assistance if it is safe to do so

## BOMB THREAT

**If you receive a Bomb Threat**
► Obtain as much information as possible
   "When will it explode?"
   "Where did you put it?"
   "What does it look like?"
   "Why did you do it?"
► Record details and time on a piece of paper
► Under NO CIRCUMSTANCES should you hang up the phone!
► DO NOT touch any suspicious items found
► Raise the Alarm

## SECURITY

**DO NOT** leave children without adult supervision
**DO NOT** leave valuables exposed or unattended
**BE ALERT** and report unusual or suspicious items
**DO NOT** touch suspicious items-notify security and keep others away
**BE ALERT** and report unusual or suspicious behaviour

## EVACUATION ZONES

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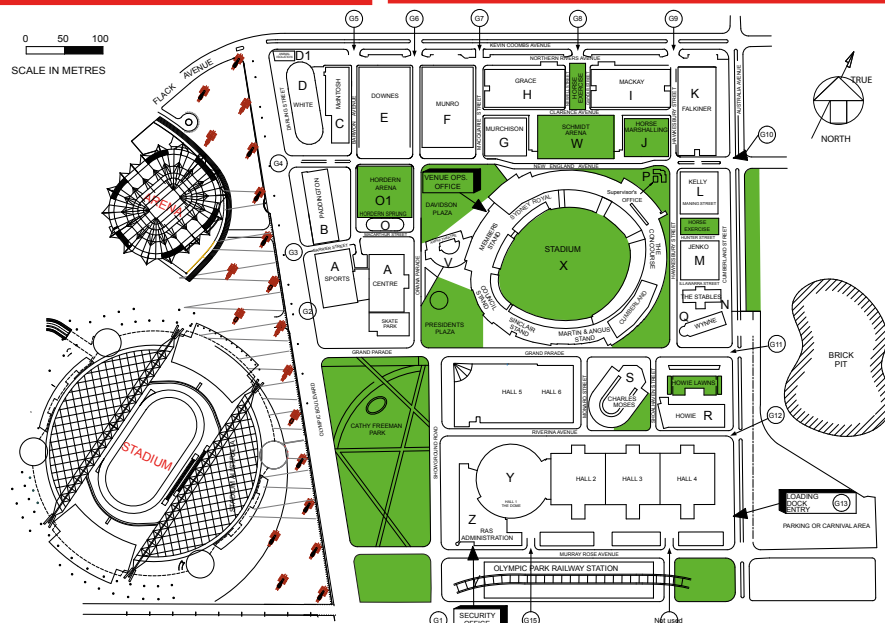
# Show Stop Procedures

## During Recording (RX)

At anytime, any crew member can call a stop to filming if they feel it is unsafe. All crew to immediately escalate their concern directly to safety officer or to their head of department. IF a  show stop is called, then all crew MUST stop filming and move away from the potential risk or hazard until reasonable controls are in place.

1. If an incident or emergency occurs Call 000 / notify the ECC immediately.
2. Follow instructions from emergency services or the ECC.
3. ECC will instruct production team – OB, lights, audio to stand by for show stop.
4. Once instructed – Floor manager to cease RX immediately.
5. Safety Supervisor to make pre-scripted announcement through PA.
6. If safe to do so, a member of the ECO will direct people towards designated evacuation routes.

### Show Stop Pre-Scripted Messages

A hot microphone and loud hailer is to remain set up and functional in buildings being used for filming. Subject to the incident or emergency type a message from below is to be selected and read out.

- Evacuation – Attention all crew and housemates. For your safety we need to stop filming temporarily and clear the area. Please assist us by following the directions from the wardens to the nearest assembly point.

- Storm - Attention all crew and housemates. We are expecting severe weather conditions very soon, for your safety we need to stop filming temporarily. Please assist us by making your way to a safe sheltered area.

- Lightning - Attention all crew and participants. We are expecting electrical storms very soon. For your safety we need to stop filming temporarily. Please assist us by moving inside the house/facility/vehicle.

## General Alerts for Production

A ECO member may issue precautionary Alerts to prepare production for possible emergency situations. This message may be communicated by hot microphone, loud hailer, phone, text or radio. Production may continue during an Alert, with greater situational awareness and preparedness for a Show Stop.

### Example Alert message

- Alert - Possible storm approaching, prepare for wet set and be ready to take shelter from possible lightning.

## Resuming production

An ECO member will issue an "ALL CLEAR" to proceed. This message may be communicated by hot microphone, loud hailer, phone, text or radio.

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# Fire/Smoke Procedures



## CODE RED

If you see fire or smoke, do not panic or shout. Remain calm - remember RACE.

# R RESCUE

Rescue any people in immediate danger (only if it is safe to do so).

# A ALARM

Raise the alarm, Call 000 and notify the ECC.

# C CONTAIN

If practicable, close all doors and windows (only if safe to do so).

# E EXTINGUISH

Try to extinguish the fire using appropriate firefighting equipment (only if you are trained and it is safe to do so).

Signage Reference



FIRE EXTINGUISHER

FIRE BLANKET

FIRE HYDRANT HOSE

## Fire Danger Ratings

The ECC will keep you updated on the current Status of the Fire Danger Rating for our location.

| FIRE DANGER RATING | WHAT YOU SHOULD DO |
|---|---|
| CATASTROPHIC | For your survival, leaving early is the only option.<br><br>Leave bush fire prone areas the night before or early in the day – do not just wait and see what happens.<br><br>Make a decision about when you will leave, where you will go, how you will get there and when you will return.<br><br>Homes are not designed to withstand fires in catastrophic conditions so you should leave early. |
| EXTREME | Leaving early is the safest option for your survival.<br><br>If you are not prepared to the highest level, leave early in the day.<br><br>Only consider staying if you are prepared to the highest level – such as your home is specially designed, constructed or modified, and situated to withstand a fire, you are well prepared and can actively defend it if a fire starts. |
| SEVERE | Leaving early is the safest option for your survival.<br><br>Well prepared homes that are actively defended can provide safety – but only stay if you are physically and mentally prepared to defend in these conditions.<br><br>If you're not prepared, leave early in the day. |
| VERY HIGH<br><br>HIGH<br><br>LOW MODERATE | Review your bush fire survival plan with your family. Keep yourself informed and monitor conditions. Be ready to act if necessary. |

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# Bomb Threat Procedures

<div style="background:#e040fb;color:white;padding:20px;text-align:center">CODE PURPLE</div>

If someone calls in a bomb threat and you answer the call. Remain calm.

**AFP**
AUSTRALIAN FEDERAL POLICE

## PHONE BOMB-THREAT CHECKLIST
Remember to keep calm

### IMPORTANT QUESTIONS TO ASK

Where did you put it?

When is the bomb going to explode?

What does it look like?

### Exact wording of threat

Threat:

### General questions to ask

How will the bomb explode?
or
How will the substance be released?

Did you put it there?

Why did you put it there?

### Bomb threat questions

What type of bomb is it?

What is in the bomb?

What will make the bomb explode?

### Chemical/biological threat questions

What kind of substance is in it?

How much of the substance is there?

How will the substance be released?

Is the substance a liquid, powder or gas?

For immediate or emergency advice please contact your local police service.

## Other questions to ask

What is your name?

Where are you?

What is your address?

## Notes for after the call

**CALLER'S VOICE**

Accent (specify):

Any impediment (specify):

Voice (loud, soft, etc):

Speech (fast, slow, etc):

Dictation (clear, muffled):

Manner (calm, emotional, etc):

Did you recognise the caller?

If so, who do you think it was?

Was the caller familiar with the area?

**THREAT LANGUAGE**

Well spoken:

Incoherent:

Irrational:

Taped:

Message read by caller:

Abusive:

Other:

**BACKGROUND NOISES**

Street noises:

House noises

Aircraft:

Voices:

Music:

Machinery:

Local call noise:

STD:

**OTHER**

Sex of the caller:                    Estimated age:

**CALL TAKEN**

Duration of call:                    Number called:

**ACTION** (Obtain details from supervisor)

### CALL 000 and NOTIFY ECC IMMEDIATELY!

## Who received the call

Name (print):

Telephone number:

Date call received:

Time received:

Signature:

# Medical Procedures

CODE BLUE

## D DANGER

Ensure the area is safe, others and the patient.

## R RESONSE

Check for response, ask name, squeeze shoulders. If they respond, make comfortable and monitor
No response

## S SEND for help

Call 000 for ambulance and notify the ECC. Or ask another person to make the call

## A AIRWAY

Open mouth - if foreign material present place in recovery position and clear airway with fingers

## B BREATHING

Check for breathing - Look, listen, feel. If breathing normal , place in recovery position and monitor
Not normal breathing

## C CPR

Start CPR - 30 chest compressions with 2 breaths until help arrives or patient recovers

## D DEFIBRILLATION

Apply defibrillator if available and follow voice prompts

Signage Reference

FIRST AID

# Suspected or confirmed case of COVID-19 at work

## If the suspected or confirmed case of COVID-19 is at work

### 1. ISOLATE

Isolate the person from others and provide a disposable surgical mask, if available, for the person to wear.

### 2. INFORM

Notify ECC who will ring the national COVID-19 hotline (1800 020 080). Follow advice of health officials.

### 3. TRANSPORT

A ECO member will ensure the person has transport to their home or to a medical facility.

### 4. CLEAN

ESA will clean the area where the person was working and all places they have been. This may mean evacuating those areas. PPE will be worn when cleaning.

### 5. IDENTIFY

ESA will identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Those people will be sent home to isolate. Employees to alert ESA of any concerns.

### 6. CLEAN

ESA will clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas. PPE will be worn when cleaning.

### 7. REVIEW

ESA will review risk management controls relating to COVID-19 and review whether work may need to change. ESA will keep employees up to date on what is happening.

## If the suspected or confirmed case of COVID-19 is not at work when diagnosed

### 1. INFORM

Notify ECC who will ring the national COVID-19 hotline (1800 020 080). Follow advice of health officials.

### 2. IDENTIFY

ESA will identify who at the workplace had close contact with the infected person in the 24 hours before that infected person started showing symptoms. Those people will be sent home to isolate. Employees to alert ESA of any concerns.

### 3. CLEAN

ESA will clean the area where the infected person and their close contacts were working and all common areas they have been. This may mean evacuating those areas. PPE will be worn when cleaning

### 4. REVIEW

ESA will review risk management controls relating to COVID-19 and review whether work may need to change. ESA will keep employees up to date on what is happening.

**Remember:**

> From a WHS perspective, there is not an automatic requirement to close down an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.

> Workers assisting the person who has suspected or confirmed with COVID-19 should be provided with appropriate PPE, if available, such as gloves and a mask. They should also follow hand hygiene procedures.

> Consider whether you have to notify your WHS regulator – see our Incident Notification fact sheet.

> Be aware of privacy obligations.

> Follow the advice of health officials at all times.

**Coronavirus COVID-19**

**safe work australia**

**EndemolShine Australia**

# Personal Threat Procedures



## CODE BLACK

May include:
- Armed or unarmed persons threatening injury to others or themselves.
- Violence or assault
- Armed hold-ups
- Robbery and the presence of an intruder

# Remain Calm

- **IF SAFE TO DO SO**, Call 000 and notify ECC. (You maybe be advised to lockdown)

- **DO NOT** panic or shout. Avoid eye contact

- **DO NOT** make any sudden movements

# Do not take unnecessary risks

- **DO NOT** argue with or provoke the offender(s)

- **DO NOT** attempt to physically subdue or take on the offender(s)

- **ALERT OTHERS AROUND YOU** if safe to do so

- **OBEY ALL INSTRUCTIONS FROM THE OFFENDER/S** without giving any additional information

- **TRY AND MAINTAIN A SAFE DISTANCE**

Take note of the following:

| | |
|---|---|
| ○ Gender | ○ Scars or other markings |
| ○ Age | ○ Complexion |
| ○ Height | ○ Speech |
| ○ Build | ○ Weapons carried |
| ○ Weight | ○ Dress - shoes - Gloves |
| ○ Colour of hair | ○ Language |
| ○ Colour of eyes | ○ Impediments |
| ○ Unusual Mannerisms | ○ Items touched by intruder |
| ○ Every movement the offender makes | ○ Carry bags |

### When offender/s have departed

- Call 000
- Notify ECC
- Ensure anyone injured is attended to and confirm ECC has been notified
- Preserve the crime scene, nothing should be touched or moved
- Request any witnesses to remain at the scene
- Make notes and await emergency services

# Lockdown procedures

An emergency lockdown will be implemented in situations where it may be safer for occupants to shelter inside a building, to ensure they are protected from an external threat including, but not limited to, violent incidents, civil disturbances etc. During a lockdown cast, crew and visitors should:

- Remain calm. Try to encourage others to remain calm.

- Lock the doors and windows into the room if possible. If it is not possible to lock them, place furniture and equipment in front of them to barricade them. It should be noted that some doors open out into the corridor because of fire code regulations. In such situations, use whatever means possible to try to restrict entry to the room including:
    - placing furniture and equipment in front of the door, and
    - covering any glass panels in the doors and any windows if possible.

- Move away from doors and windows. Get down and stay close to the floor. Stay under furniture.

- Assist any individuals with a disability to take cover and hide.

- Remain quiet so that the intruder will believe that no one is in the room.

- Turn off any lights where possible.

- Turn off any audio/visual equipment.

- Follow the instruction of ECC or Police

- Do not respond to requests to open the door. ECC or Police will have their own means to access the room if required.

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# Internal Emergency Procedures

<div style="background-color: yellow">CODE YELLOW</div>

May include:
- Failure of essential services
- Hazardous substances incident
- Structure damage
- Flooding

## Remain Calm

- **ASSESS THE SITUATION**  Is it a gas leak, burst water pipe, power outage etc.

- **REPORT** to ECC or Call 000 if in immediate danger.

## Do not take unnecessary risks

- **TURN OFF** any equipment or power if safe to do so

- **ALERT OTHERS AROUND YOU** if safe to do so

- **EVACUATE** people from the immediate area

- **ASSIST** any people injured following code blue medical procedure

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# External Emergency Procedures

<div style="text-align:center">

**CODE BROWN**

</div>

May include:
- Transport accidents
- Industrial accidents
- Chemical/biological/radiation release
- Natural disasters e.g. bush fires, floods, cyclones, etc.

## Remain Calm

- ASSESS THE SITUATION  (e.g. Adverse weather conditions)

- REPORT to ECC or Call 000 if in immediate danger.

## Do not take unnecessary risks

- ALERT OTHERS AROUND YOU if safe to do so. You will receive an Alert or Show Stop message from the ECC. This message may be communicated by hot microphone, loud hailer, phone, text or radio.

- EVACUATE (if required) to a protected / sheltered facility or vehicle. DO NOT try and pack up equipment! Once the call to evacuate is made you must evacuate immediately.

- ALL CLEAR The ECC will issue a  "ALL CLEAR" to proceed. This message may be communicated by hot microphone, loud hailer, phone, text or radio.

- ASSIST any people injured following code blue medical procedure

### Valid sources for weather information used

- Visual inspection of weather system approaching facilities.
- Using local weather station telemetry.
- Using Bureau of Meteorology telemetry.
- Lightning monitor device.

## Catastrophic / Extreme Fire Ratings

Expected Conditions:
- Hot
- Windy
- Dry

## ECC will advise crew ON

- IF FILMING HAS BEEN SUSPENDED
- EXPECTED WORK HOURS
- FACILITIES THAT ARE OPEN/CLOSED
- HOUSEMATE PROCEDURES AND PROCOTOLS
- PPE REQUIREMENTS

## AIR QUALITY

**For healthy adults 18+**

| Air Quality Index | Data Reading | Call to action/message |
|---|---|---|
| Fair | 67-99 | Enjoy activities |
| Poor | 100-149 | Enjoy activities |
| Very poor | 150-199 | Cut back or reschedule strenuous outdoor activities |
| Hazardous | 200+ | Significantly cut back on outdoor physical activities |

**For higher-risk populations (pregnant woman, children and people with respiratory conditions incl. asthma)**

| Air Quality Index | Data Reading | Call to action/message |
|---|---|---|
| Fair | 67-99 | Plan strenuous outdoor activities when air quality is better |
| Poor | 100-149 | Cut back or reschedule strenuous outdoor activities |
| Very poor | 150-199 | Avoid strenuous outdoor activities |
| Hazardous | 200+ | Avoid all outdoor physical activities |

# Physical Activity Specific

Table 1 below has drawn on information from several of the Australian State and Territory websites and modified information specifically for application to decisions around physical exercise in smoke affected environments. There are many factors that contribute to readings found on State and Territory websites, air quality apps and handheld devices. The numbers on the table below are a guide and should not be taken as absolutes. There is a need to use common sense in assessing the environment and utilising other factors such as visibility in making a decision about whether or not exercise is appropriate.

| Exercise Category | General Recommendations | Exercise-specific Recommendations | PM2.5 µg/m³ |
|---|---|---|---|
| Good to exercise | • It is a good day to be outside | • All forms of exercise are encouraged. | <25 |
| Moderate<br><br>Caution for those who are sensitive to air pollution | • The air is probably smoky.<br>• Sensitive groups may experience symptoms like coughing or shortness of breath.<br>• If you are sensitive to air pollution, spend less time outside in the smoke or dust and follow your treatment plan.<br>• If you are worried about your symptoms, seek medical advice. | • If you are sensitive to air pollution, you may need to reduce prolonged high intensity endurance exercise (e.g. rowing, cycling, long-distance running).<br>• Most individuals will tolerate exercise as normal, without symptoms. | 25-50 |
| Poor conditions for exercise | • The air is probably very smoky.<br>• Sensitive groups and/or others may experience symptoms like coughing or shortness of breath.<br>• If you are sensitive to air pollution, spend less time outside in the smoke or dust and follow your treatment plan.<br>• If you are worried about your symptoms, seek medical advice.<br>• Seek urgent medical help if anyone has trouble breathing or tightness in the chest. Call 000 for an ambulance. | • Consider reducing prolonged high intensity endurance activities (e.g. rowing, cycling, long-distance running).<br>• If you are sensitive to air pollution, avoid prolonged high intensity endurance exercise (e.g. rowing, cycling, long-distance running) or move it indoors.<br>• Intermittent exercise (e.g. tennis, netball, beach volleyball, cricket) and power activities (e.g. sprint training, javelin training, jump training, rugby skills training) may still be well-tolerated but athletes should be alert to symptoms.<br>• Increase rest-to-activity ratio for intermittent exercise. | 51-100 |
| Very poor conditions for exercise | • The air is probably very smoky.<br>• Sensitive groups and/or others may experience symptoms like coughing or shortness of breath.<br>• If you are sensitive to air pollution, spend less time outside in the smoke or dust and follow your treatment plan.<br><br>• If you are worried about your symptoms, seek medical advice.<br>• Seek urgent medical help if anyone has trouble breathing or tightness in the chest. Call 000 for an ambulance. | • High intensity endurance activities (e.g. rowing, cycling, long-distance running) should be avoided or moved indoors.<br>• Intermittent exercise (e.g. tennis, netball, beach volleyball, cricket) and power activities (e.g. sprint training, javelin training, jump training, rugby skills training) may still be<br><br>well-tolerated but athletes should be alert to symptoms.<br>• Increase rest-to-activity ratio for intermittent exercise.<br>• Any individual may be affected by exercising in smoky air at these levels. If symptoms develop, cease exercise and move indoors. | 101-150 |
| Likely to be hazardous to exercise outdoors | • The air is probably extremely smoky. Everyone will be at risk of experiencing symptoms like coughing or shortness of breath.<br>• Listen to your local emergency radio station or visit your State Emergency Agency for advice.<br>• Stay indoors away from smoke and dust.<br>• If you are sensitive to air pollution, follow your treatment plan. Close your windows and doors to keep smoke and dust out of your home.<br>• If you think the air in your home is uncomfortable, consider going to an air-conditioned building like a library or shopping centre for a break if it's safe to do so.<br>• If you are worried about your symptoms, seek medical advice.<br>• Seek urgent medical help if anyone has trouble breathing or tightness in the chest. Call 000 for an ambulance. | • Most individuals should avoid physical activity outdoors.<br>• Where there is an intention to play organised high level sport and there are medical staff on site to advise, these levels of pollution should trigger a discussion between medical staff and officials about the advisability or otherwise of proceeding with the event. | >150 |

# Wind Ratings

| Beaufort number | Description | Wind speed | Wave height | Sea conditions | Land conditions | Sea conditions (photo) |
|---|---|---|---|---|---|---|
| 0 | Calm | < 1 knot<br>< 1 mph<br>< 2 km/h<br>< 0.5 m/s | 0 ft (0 m) | Sea like a mirror | Smoke rises vertically. |  |
| 1 | Light air | 1–3 knots<br>1–3 mph<br>2–5 km/h<br>0.5–1.5 m/s | 0–1 ft<br><br>0–0.3 m | Ripples with appearance of scales are formed, without foam crests | Direction shown by smoke drift but not by wind vanes. |  |
| 2 | Light breeze | 4–6 knots<br>4–7 mph<br>6–11 km/h<br>1.6–3.3 m/s | 1–2 ft<br><br>0.3–0.6 m | Small wavelets still short but more pronounced; crests have a glassy appearance but do not break | Wind felt on face; leaves rustle; wind vane moved by wind. |  |
| 3 | Gentle breeze | 7–10 knots<br>8–12 mph<br>12–19 km/h<br>3.4–5.5 m/s | 2–4 ft<br><br>0.6–1.2 m | Large wavelets; crests begin to break; foam of glassy appearance; perhaps scattered white horses | Leaves and small twigs in constant motion; light flags extended. |  |
| 4 | Moderate breeze | 11–16 knots<br>13–18 mph<br>20–28 km/h<br>5.5–7.9 m/s | 3.5–6 ft<br><br>1–2 m | Small waves becoming longer; fairly frequent white horses | Raises dust and loose paper; small branches moved. |  |
| 5 | Fresh breeze | 17–21 knots<br>19–24 mph<br>29–38 km/h<br>8–10.7 m/s | 6–10 ft<br><br>2–3 m | Moderate waves taking a more pronounced long form; many white horses are formed; chance of some spray | Small trees in leaf begin to sway; crested wavelets form on inland waters. |  |
| 6 | Strong breeze | 22–27 knots<br>25–31 mph<br>39–49 km/h<br>10.8–13.8 m/s | 9–13 ft<br><br>3–4 m | Large waves begin to form; the white foam crests are more extensive everywhere; probably some spray | Large branches in motion; whistling heard in telegraph wires; umbrellas used with difficulty. |  |
| 7 | High wind, moderate gale, near gale | 28–33 knots<br>32–38 mph<br>50–61 km/h<br>13.9–17.1 m/s | 13–19 ft<br><br>4–5.5 m | Sea heaps up and white foam from breaking waves begins to be blown in streaks along the direction of the wind; spindrift begins to be seen | Whole trees in motion; inconvenience felt when walking against the wind. |  |
| 8 | Gale, fresh gale | 34–40 knots<br>39–46 mph<br>62–74 km/h<br>17.2–20.7 m/s | 18–25 ft<br><br>5.5–7.5 m | Moderately high waves of greater length; edges of crests break into spindrift; foam is blown in well-marked streaks along the direction of the wind | Twigs break off trees; generally impedes progress. |  |

| | | | | | | |
|---|---|---|---|---|---|---|
| **9** | Strong/severe gale | 41–47 knots | 23–32 ft | High waves; dense streaks of foam along the direction of the wind; sea begins to roll; spray affects visibility | Slight structural damage (chimney pots and slates removed). |  |
| | | 47–54 mph | | | | |
| | | 75–88 km/h | 7–10 m | | | |
| | | 20.8–24.4 m/s | | | | |
| **10** | Storm,[12] whole gale | 48–55 knots | 29–41 ft | Very high waves with long overhanging crests; resulting foam in great patches is blown in dense white streaks along the direction of the wind; on the whole the surface of the sea takes on a white appearance; rolling of the sea becomes heavy; visibility affected | Seldom experienced inland; trees uprooted; considerable structural damage. |  |
| | | 55–63 mph | | | | |
| | | 89–102 km/h | 9–12.5 m | | | |
| | | 24.5–28.4 m/s | | | | |
| **11** | Violent storm | 56–63 knots | 37–52 ft | Exceptionally high waves; small- and medium-sized ships might be for a long time lost to view behind the waves; sea is covered with long white patches of foam; everywhere the edges of the wave crests are blown into foam; visibility affected | Very rarely experienced; accompanied by widespread damage. |  |
| | | 64–72 mph | | | | |
| | | 103–117 km/h | 11.5–16 m | | | |
| | | 28.5–32.6 m/s | | | | |
| **12** | Hurricane force [12] | ≥ 64 knots | ≥ 46 ft | The air is filled with foam and spray; sea is completely white with driving spray; visibility very seriously affected | Devastation. |  |
| | | ≥ 73 mph | | | | |
| | | ≥ 118 km/h | ≥ 14 m | | | |
| | | ≥ 32.7 m/s | | | | |

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# Evacuation - Site Procedures

<div style="background:orange;">CODE ORANGE</div>

May result from:
- Transport accidents
- Industrial accidents
- Chemical/biological/radiation release
- Natural disasters e.g. bush fires, floods, cyclones, etc.

## Remain Calm

- ASSESS THE SITUATION  (e.g. Adverse weather conditions)

- REPORT to ECC or Call 000 if in immediate danger.

- FOLLOW direction of the Area Warden or their designate.

## Do not take unnecessary risks

- ALERT OTHERS AROUND YOU if safe to do so. You will receive an Alert or Show Stop message from the ECC. This message may be communicated by hot microphone, loud hailer, phone, text or radio.

- EVACUATE (as directed) to the designated off-site assembly area. DO NOT try and pack up equipment! Once the call to evacuate is made you must evacuate immediately.

- Report to your area warden ensuring you are accounted for.

- ASSIST any people injured following code blue medical procedure

### Valid sources for weather information used

- Visual inspection of weather system approaching facilities.
- Using local weather station telemetry.
- Using Bureau of Meteorology telemetry.
- Lightning monitor device.

Signage Reference

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# Evacuation - Building Procedures



| CODE ORANGE |
| --- |

May result from:
- Fire (building or bushfire)
- Or other code emergency

## Remain Calm

## Do not take unnecessary risks

- Leave immediately by the nearest exit.

- Proceed in an orderly manner to the assembly point.

- Remain at the assembly point until "ALL CLEAR" is given.

## Do not try and pack up equipment or grab bags!

- Once call to evacuate is made you must evacuate immediately.

Signage Reference

**EndemolShine Australia**

# Evacuation - Vehicle Procedures

<div style="background:orange; text-align:center;">CODE ORANGE</div>

May result from:
- Fire (building or bushfire)
- Or other code emergency

## Remain Calm

## Do not take unnecessary risks

- Leave immediately by the nearest exit.

- Proceed in an orderly manner to pre approved shuttlebus/s and or vehicle/s.

- Remain with allocated vehicle until "ALL CLEAR" is given.
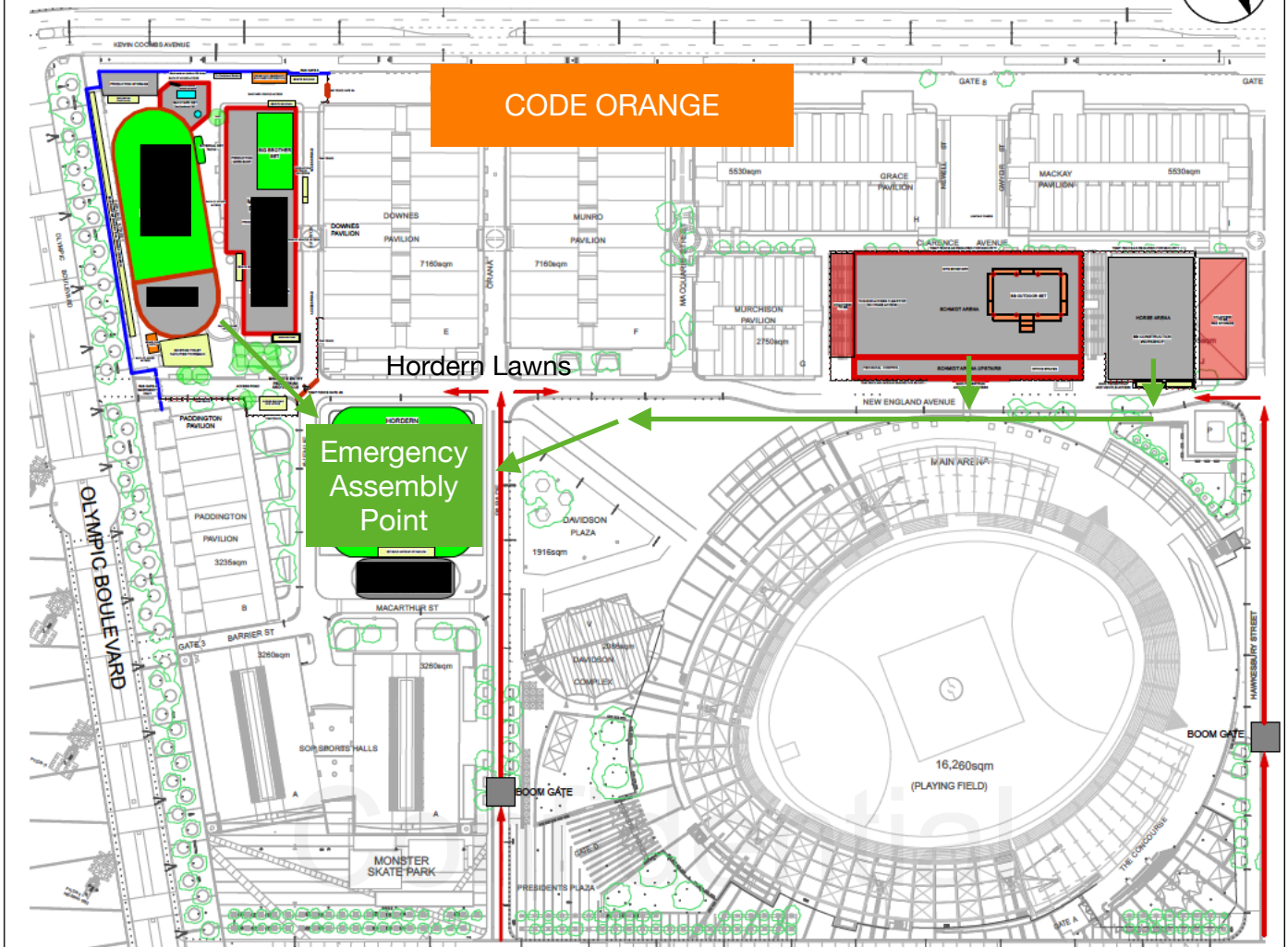
## Do not try and pack up equipment or grab bags!

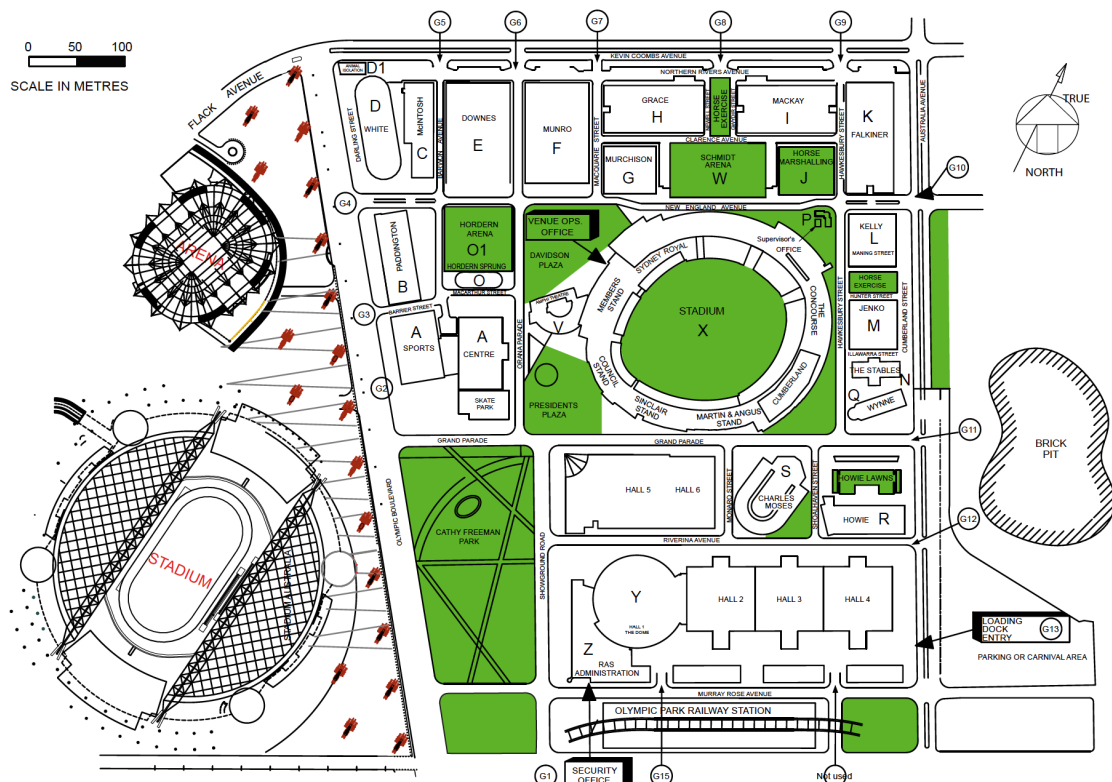- Once call to evacuate is made you must evacuate immediately.

Signage Reference

# Evacuation Assembly Point

**CODE ORANGE**

Hordern Lawns

**Emergency Assembly Point**

OLYMPIC BOULEVARD

**Alternate Emergency Assembly Points**

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# Evacuation Log

| CODE ORANGE |
|:---:|

## Evacuation Log - Completed by ECO member

| Area | Cleared | Confirmed | Time |
|------|---------|-----------|------|
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
|      |         |           |      |
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|      |         |           |      |

Notes:

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# Approval

The following EMP has been reviewed and accepted by the EPC based on the context provided and risk analysis conducted. All stakeholders confirm that effective controls are in place to the best of their knowledge in order to reduce risks associated with an emergency situation to as low as reasonable practicable.
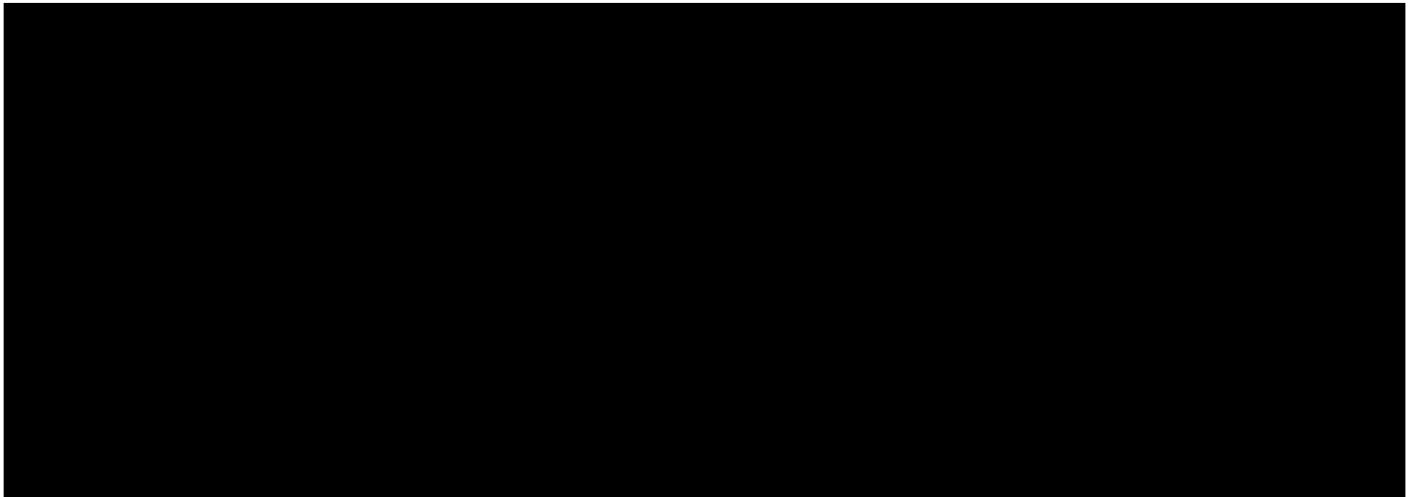


## Risk Management Qualifications & Experience

- Graduate Certificate in Risk Management, Griffith University
- Certificate Practicing Risk Manager (CPRM), Risk Management Institute Australasia (RMIA)
- Subject Matter Expert – Coroners Court of Queensland
- Subject Matter Expert Panelist - The University of Sydney Business School
- Cert IV Work & Health Safety Lecturer (TAR)
- CPRM Assessor, Risk Management Institute Australasia (RMIA)
- Lecturer & Author – Risk Management Institute Australasia (RMIA)
- Lecturer & Author – CPA Australia (CPA)
- Certificate Governance & Risk Management, Governance Institute of Australia (GIA)
- Course Director, Lecturer & Author – Governance Institute of Australia (GIA)
- RMIA Education & Professional Development Council Committee
- Cert IV Trainer & Assessor TAE40110, Tabor
- Just Culture – Certificate Event Investigation for Managers
- Just Culture – Certificate Coaching & Mentoring
- Justice of the Peace (JP)

For additional qualifications and information http://www.linkedin.com/in/riskfacilitator

# EndemolShine Australia

# Annex A - Definitions

## Emergency specific definitions (Planning for emergencies in facilities AS3745-2010)

**Assembly area(s)**
The designated place or places where people assemble during the course of an evacuation.

**Bomb**
A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps, animals/reptiles). May be referred to as an improvised explosive device (IED).

**Bomb threat**
A threat, written or verbal, delivered by electronic, oral, or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against a specific person or organisation. It is not necessary for any other action to be taken by the offender.

**Class 1a buildings**
A single dwelling being — (a) a detached house; or (b) one of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit. NOTE: This definition is taken from the Building Code of Australia.

**Competent person**
A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

**Emergency**
An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response.

**Emergency control organisation (ECO)**
A person or persons appointed by the emergency planning committee to direct and control the implementation of the facility's emergency response procedures.

**Emergency control centre (ECC)**
Operational facility for emergency management.

**Emergency mitigation**
Measures taken to decrease the likelihood of emergencies occurring and the associated impacts on people, the facility and the environment.

**Emergency plan**
The written documentation of the emergency arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

**Emergency planning committee (EPC)**
Persons responsible for the documentation and maintenance of an emergency plan.

**Emergency planning consultant**
A person who has acquired through training, education, qualification and experience the knowledge and skill enabling him/her to advise on human behaviour, fire safety systems, evacuation methodology, emergency preparedness and response and the development of an emergency plan.

**Emergency preparedness**
The arrangements made to ensure that, should an emergency occur, all those resources and services that are needed to cope with the effects can be efficiently mobilised and deployed. NOTE: Examples of emergency preparedness are: the membership, structure and duties of the EPC; emergency identification; the appointment of an ECO; development and maintenance of emergency procedures; training; organising the temporary removal of people and property from a threatened location; facilitating timely and effective rescue.

**Emergency prevention**
The measures taken to eliminate the incidence of emergencies. These include the regulatory and physical measures to ensure that emergencies are prevented. NOTE: Examples of emergency prevention are the implementation of suitable policies and procedures, regular maintenance and servicing of appliances, alarm systems, plant and equipment; training in the safe use of installed equipment; correct storage practices; good house keeping measures such as the reduction or removal of excessive fuel loads.

**Emergency response exercise**
A site-specific exercise implemented to determine the effectiveness of the emergency response procedures.

**Emergency response procedures**
A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency plan, to respond to and manage emergencies.

**Emergency Service(s)**
The State or Territory authority responsible for emergency response or recovery.

**Emergency response team (ERT)**
Specialist personnel, appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment.

**Evacuation**
The orderly movement of people from a place of danger.

**Evacuation diagram**
Emergency and evacuation information about the facility, comprising a pictorial representation of a floor or area and other relevant emergency response information.

**Evacuation exercise**
An emergency response exercise in which the exercise simulates an emergency that requires an evacuation.

**Facility**
A building, structure or workplace that is, or may be, occupied by people (occupants). NOTE: See also 'workplace'.

**Facility operational incidents**
Facility operational incidents are non-life threatening and may not require the activation of the ECO, e.g. computer failure, escalator failure, blocked toilets.

**First-attack firefighting equipment**
Portable fire extinguishers, fire hose reels and fire blankets, which are used to fight fires in their early stages.

**First-response emergency equipment**
Resources, such as automatic external defibrillators (AEDs), spill kits and first aid kits, which are used to address various emergency scenarios in their early stages.

**May**
Indicates the existence of an option.

**Occupant**
A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.

### Occupant warning equipment
Systems and devices that operate to alert people within a facility to an emergency. NOTES: Examples of occupant warning equipment are emergency warning and intercommunication systems (EWIS), sound systems for emergency purposes (s.s.e.p.), smoke alarms, pagers, visual warning systems including strobe lights, hand-held alarm devices, and intercom systems. Occupant warning equipment may operate as part of a fire detection and alarm system and may function in conjunction with other emergency detection systems, such as those for
storms, earthquakes and bomb threats.

### Occupant/visitor with a disability
A person who requires– more time or different forms of communication, compared with other occupants, to respond to an emergency; or assistance to respond to an emergency or evacuate from a facility. NOTES: The definition above is taken from the Commonwealth Disability Discrimination Act 1992
(DDA).

### Personal emergency evacuation plan (PEEP)
An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency.

### Refuge
An area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit.
NOTES: An area of refuge is intended to facilitate a safe delay in egress from the floor or area, thus constituting a space for people to await assistance for their evacuation. Refuges are normally nominated by the relevant certifier.

### Shall
Indicates that a statement is mandatory.

### Should
Indicates a recommendation.

### Staging area
An area in a facility where occupants and visitors are intended to gather in preparation for an evacuation.

### Structure
A building (fixed or transportable), mast, tower, a steel or reinforced concrete construction, structural cable or telecommunications structure, underground works (including shafts and road, rail, telecommunications and interconnecting tunnels). A railway line, airfield, dock or harbour, water storage or supply system, electricity or gas generation facility, transmission or distribution facility; or production, storage or distribution facilities for heavy industries; or fixed plant.

### Test
Confirmation of correct function or performance of a component or system.

### Visitor
A person who is within a facility who is temporarily visiting the facility and is not– employed at or for the facility, either on a permanent casual, temporary, contracting basis; a resident/inmate; or studying at the facility. NOTE: Visitors include customers and clients.

### Warden intercommunication point (WIP)
The location on a floor or evacuation zone, that includes a handset provided through which instructions can be received from the intercommunication panel via the emergency intercom system.

### Workplace
Any place where work is, or is to be, performed by– a person engaged for work for gain or reward, or on a voluntary basis; a person conducting a business or undertaking; or as defined by the relevant Commonwealth, State and Territory occupational health and safety statutes for the definition of 'workplace.' NOTES: See also 'facility'. For example, offices, shops, factories, construction sites, stadiums and hospitals. It also includes many other types of less obvious workplaces, such as mines, underground tunnels, railway stations, care facilities, gaols, etc.

### LIST OF ABBREVIATIONS
The following abbreviations are commonly used in emergency planning literature:
ABDC Australian Bomb Data Centre
AS Australian Standard
AS/NZS Joint Australian/New Zealand Standard
BCA Building Code of Australia
DDA Commonwealth Disability Discrimination Act 1992
ECO emergency control organisation
ECP emergency call point (white)
EPC emergency planning committee
ERT emergency response team
EWIS emergency warning and intercommunication system
FIP fire indicator panel
HB handbook
IED improvised explosive device
MCP manual call point (red)
PA public address system
PEEP personal emergency evacuation plan
s.s.e.p. sound system for emergency purposes
WIP warden intercommunication point

### ISO GUIDE 73:2009 Risk management — Vocabulary

In the context of risk management terminology, it is intended that preference be given to the definitions provided. Risk management is application specific. In some circumstances, it can therefore be necessary to supplement the vocabulary. Where terms related to the management of risk are used in a standard, it is imperative that their intended meanings within the context of the standard are not misinterpreted, misrepresented or misused. For supporting notes pertaining to the definitions, please refer to the ISO guide.

### Risk
Effect of uncertainty on objectives.

### Risk management
Coordinated activities to direct and control an organisation with regard to risk.

### Risk management framework
Set of components that provide the foundations and organisational arrangements for designing, Implementing, monitoring, reviewing and continually improving risk management throughout the organisation.

### Risk management policy
Statement of the overall intentions and direction of an organisation related to risk management.

### Risk management plan
Scheme within the risk management framework specifying the approach, the management components and resources to be applied to the management of risk.

### Risk management process
Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

### Communication and consultation
Continual and iterative processes that an organisation conducts to provide, share or obtain information, and to engage in dialogue with stakeholders regarding the management of risk.

### Stakeholder
Person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity.

### Risk perception
Stakeholder's view on a risk

### Context
Defining the external and internal parameters to be taken into account when managing risk, and setting the scope and risk criteria for the risk management policy.

### Risk criteria
Terms of reference against which the significance of a risk is evaluated.

**Risk assessment**
Overall process of risk identification, risk analysis and risk evaluation.

**Safety Management System**
A safety management system is a systematic approach to managing safety, including organisational structures, accountabilities, policies and procedures. An SMS is scalable so it can be tailored to the size and complexity of your organisation.

**Risk identification**
Process of finding, recognising and describing risks.

**Risk description**
Structured statement of risk usually containing four elements: sources, events, causes and consequences.

**Risk source**
Element which alone or in combination has the intrinsic potential to give rise to risk.

**Event**
Occurrence or change of a particular set of circumstances.

**Hazard**
Source of potential harm.

**Risk owner**
Person or entity with the accountability and authority to manage a risk.

**Risk analysis**
Process to comprehend the nature of risk and to determine the level of risk.

**Likelihood**
Chance of something happening.

**Exposure**
Extent to which an organisation and/or stakeholder is subject to an event.

**Consequence**
Outcome of an event affecting objectives.

**Probability**
Measure of the chance of occurrence expressed as a number between 0 and 1, where 0 is impossibility and 1 is absolute certainty.

**Frequency**
Number of events or outcomes per defined unit of time.

**Vulnerability**
Intrinsic properties of something resulting in susceptibility to a risk source that can lead to an event with a consequence.

**Risk matrix**
Tool for ranking and displaying risks by defining ranges for consequence and likelihood.

**Level of risk**
Magnitude of a risk or combination of risks, expressed in terms of the combination of consequences and their likelihood.

**Risk evaluation**
Process of comparing the results of risk analysis with risk criteria to determine whether the risk and/or its magnitude is acceptable or tolerable.

**Risk attitude**
Organisation's approach to assess and eventually pursue, retain, take or turn away from risk.

**Risk appetite**
Amount and type of risk that an organisation is willing to pursue or retain.

**Risk tolerance**
Organisation's or stakeholder's readiness to bear the risk after risk treatment in order to achieve its objectives.

**Risk aversion**
Attitude to turn away from risk.

**Risk aggregation**
Combination of a number of risks into one risk to develop a more complete understanding of the overall risk.

**Risk acceptance**
Informed decision to take a particular risk.

**Risk treatment**
Process to modify risk.

**Control**
Measure that is modifying risk.

**Risk avoidance**
Informed decision not to be involved in, or to withdraw from, an activity in order not to be exposed to a particular risk.

**Risk sharing**
Form of risk treatment involving the agreed distribution of risk with other parties.

**Risk retention**
Acceptance of the potential benefit of gain, or burden of loss, from a particular risk.

**Residual risk**
Risk remaining after risk treatment.

**Resilience**
Adaptive capacity of an organisation in a complex and changing environment.

**Monitoring**
Continual checking, supervising, critically observing or determining the status in order to identify change from the performance level required or expected.

**Review**
Activity undertaken to determine the suitability, adequacy and effectiveness of the subject matter to achieve established objectives.

**Risk reporting**
Form of communication intended to inform particular internal or external stakeholders by providing information regarding the current state of risk and its management.

**Risk register**
Record of information about identified risks.

**Risk profile**
Description of any set of risks. The set of risks can contain those that relate to the whole organisation, part of the organisation, or as otherwise defined.

**Risk management audit**
Systematic, independent and documented process for obtaining evidence and evaluating it objectively in order to determine the extent to which the risk management framework, or any selected part of it, is adequate and effective.

**Inherent risk**
Existing risks without treatment or control

**As Low As Reasonably Practicable (ALARP)**
For a risk to be ALARP, it must be possible to demonstrate that the cost involved in reducing the risk further would be grossly disproportionate to the benefit gained

**Expert intuition**
Valid intuitions develop when experts have learned to recognise familiar elements in a new situation and to act in a manner that is appropriate to it.

Due diligence
The investigation or exercise of care that a reasonable business or person is expected to take before entering into an agreement or contract with another party, or an act with a certain standard of care.

Reasonably practicable
is what can reasonably be done in the circumstances. It takes into account:
• The likelihood of the hazard or risk occurring
• The degree of harm or possible consequences
• The state of knowledge about the risk
• The availability and suitability of ways of eliminating or minimising it
• Finally, only after consideration of the above points, the cost of eliminating hazards or risks

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# Annex B - Risk Methodology and Documents within Context

| Ref | Documents within context |
|-----|--------------------------|
| 1 | ISO 31000-2018 Risk management - Guidelines |
| 2 | ISO Guide 73:2009 Risk Management Vocabulary |
| 3 | ISO IEC 31010 – Risk Assessment Techniques |
| 4 | ███████████████████████████ |
| 5 | AS4745-2010 Planning for emergencies in facilities |
| 6 | Work Health and Safety Act 2011 25 Current version for March 2020 to date (accessed 4 June 2020 at 06:17) |
| 7 | Work Health and Safety Regulation 2017 No 10 Current version for 25 March 2020 to date (accessed 4 June 2020 at 06:17) |
| 8 | Corporations Act 2001 No. 50, 2001 |

Last updated 22/04/2021

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# Annex C - Dangerous Goods & Hazardous Chemicals Register

Details of all hazardous materials in significant quantities are listed below

| Hazardous material | Classification | Quantity | Location | Controls in place  Y/N |
|---|---|---|---|---|
| Mig/Std Gas Canisters | Flammable Gas / Explosive | 4 | Production Workshops | Kept together in a locked space |
| INOX Lubricant | Aerosol Can | 1 | Production Workshops | Kept in locked shed |
| Anti Splatter Spray | Aerosol Can | 1 | Production Workshops | Kept in locked shed |
| Methylated Spirits | Flammable Liquid / Poison | 6 Bottles | Production Workshops | Kept in locked shed |
| Various Spray Paints and Adhesives | Aerosol Can | 20 | Production Workshops | |
| Mixed Paints (solvent + acrylic bases) and Vanishes | | Various | Production Workshops | Contained to 1x lockable shed |
| Mixed liquid and aerosol adhesives | Poison | Various | Production Workshops | Contained to 1x lockable shed |
| Mineral Turps | Flammable Poison | 6 Bottles | Production Workshops | Kept in locked shed |
| DIESEL Jerry Cans | Flammable Gas / Explosive | 4 x 5-10L Plastic Cans | Production Workshops | Kept in locked cage |