



## **Emergency Response Plan (Draft)**

**Lots 348, 349, 350 DP 8456; Lot 2 DP 1000911; and part of Lot 1 DP 1169293,  
Unit 3 184 Gilmore Road,  
Queanbeyan West NSW 2620**

**wildenvironment**

environmental planning and management solutions

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### Document Control

Revision Number	Date	Prepared	Checked	Approved for Issue	
				Name	Signature
A	25/10/2016	Rebecca Smith	Andrew Wild		
B					

***This Framework ERP has been prepared to respond to QCC and agency requests, and will be subject to finalisation, review and approval prior to occupancy and operation. Consultation with Council, WorkSafe NSW, NSW EPA and NSW Fire & Rescue would be incorporated into the final document.***

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# 1 INTRODUCTION

## 1.1 PURPOSE AND SCOPE

This Emergency Response Plan (ERP) has been prepared by Wild Environment Pty Ltd to describe how SUEZ Environnement (SUEZ) proposes to manage and control any potential and actual incidents during the operation of the proposed Resource Recovery and Waste Transfer Facility on Lots 348, 349, 350 DP 8456; Lot 2 DP 1000911; and part of Lot 1 DP 1169293, Unit 3 184 Gilmore Road, Queanbeyan West NSW 2620. This IMP has been developed to ensure:

- All incidents are identified and managed in a way which minimises associated impacts;
- All personnel are aware of the appropriate response to be taken in relation to the nature of the incident;
- All persons are aware of the type of incidents which require the stopping of all operations immediately;
- Emergency contact numbers are provided in the case of a severe incident;
- All relevant persons understand the processes required immediately following the occurrence of an incident provide guidance for emergency response and ensure readiness to effectively deal with any foreseeable emergency;
- To ensure that all required emergency equipment is properly located, installed, available and consistently maintained in good working order; and
- To ensure that people are aware of the location of, and the use of emergency equipment, including those who are trained in the use of specialised emergency equipment.

The scope of this Plan is as follows:

- To ensure incidents (safety, environmental, plant and equipment) are effectively managed, recorded and reported;
- To ensure the cause of serious incidents are investigated and suitable corrective actions put in place;
- To prevent the recurrence of safety and environmental incidents;
- To ensure the correct response to all incidents is undertaken; and
- Roles and responsibilities in relation to incident management and reporting.

This Plan will be activated when any of the following potential or actual incidents arise:

- Fire or explosion;
- After hours emergency;
- Spills
- Suspicious item;
- Accident or injury;
- Flood in the building;
- Snake bite;
- Confined space entry;
- Emergency evacuation;
- Civil disturbance;
- Bomb threat;
- Armed holdup;

- Illegal occupancy;
- Sabotage; and
- Power failure.

This plan is a moving document and will be updated from time to time by the issuing of amendments and additions with regard to changes to legislation and guidelines, changes to the Environmental Protection Licence issued to the facility, as a result of investigations following an incident, and technical data available to the company.

## 1.2 GENERAL EMERGENCY RESPONSE PROCEDURE

The general emergency response procedure is as follows:

1. Stop work.
2. Assess situation (type of fire, accident, incident, location).
3. Protect yourself and others first.
4. If possible control the situation (e.g. use fire extinguishers, traffic control).
5. Contact the weighbridge as soon as practicable and advise the type of emergency services that are required.

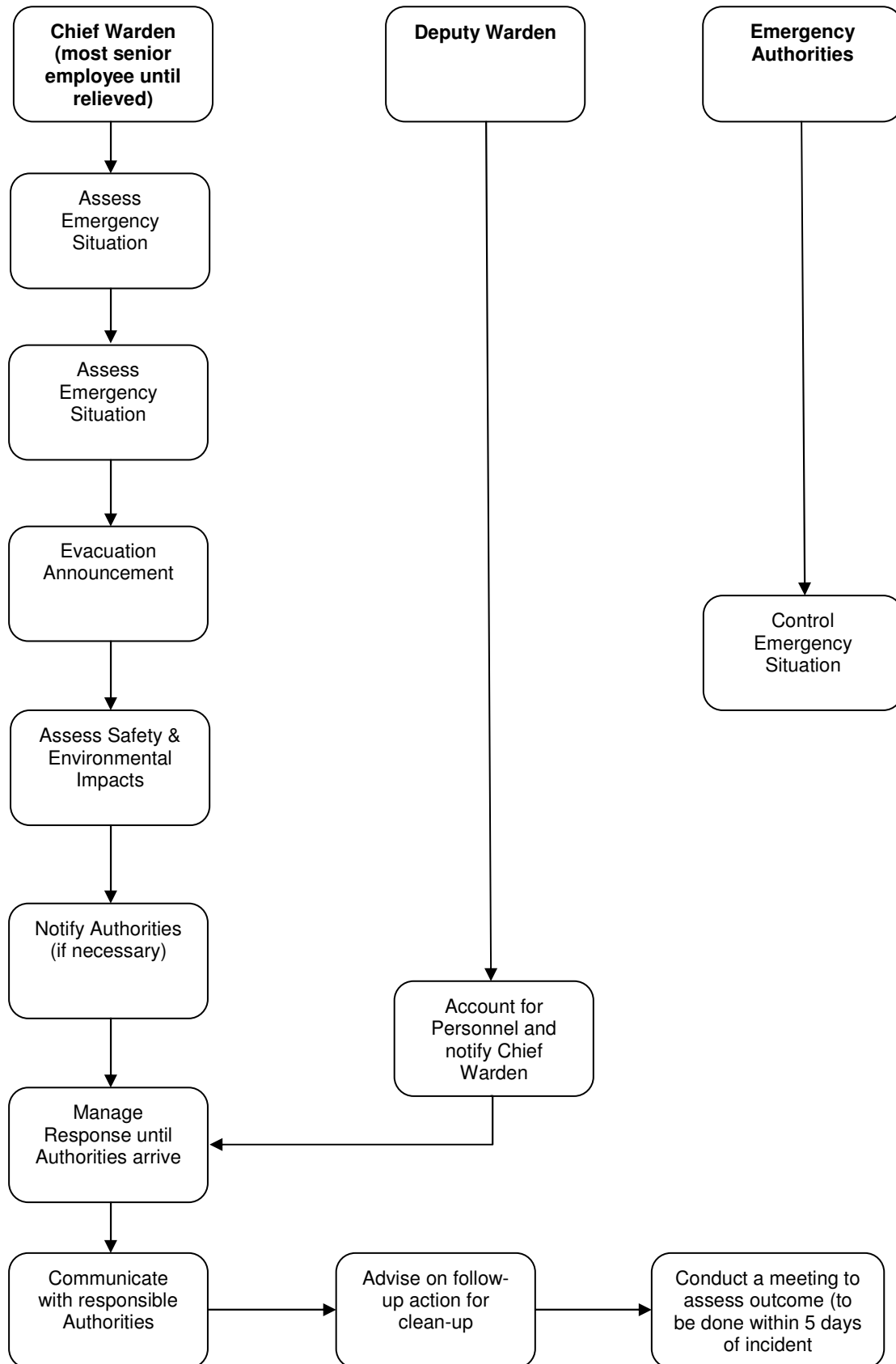
**Table 1: Weighbridge Contact Number and Frequency**

Contact Number and Frequency
TELEPHONE: TBA
RADIO UHF CHANNEL TBA (internal channel only)
RADIO UHF CHANNEL TBA (open channel to all)

Pollution incidents that cause or threaten material harm to the environment must be notified to each of the following authorities:

- The appropriate regulatory authority (Queanbeyan City Council/EPA);
- The EPA;
- The Ministry of Health via the public health unit;
- The WorkCover Authority;
- The local authority (e.g. Council is not the appropriate regulatory authority); and
- Fire and Rescue NSW.

**Figure 1: General Emergency Response Procedure**



## 2 EMERGENCY CONTACTS

**Table 2: Emergency Contacts**

<b>Business Hours</b>	<b>After Hours</b>	
<b>Office</b> Ph: (02) TBA Fax: (02) TBA	TBA	TBA
<b>Office</b> Ph: (02) TBA Fax: (02) TBA	TBA	TBA
<b>Weighbridge</b> Ph: (02) TBA Fax: (02) TBA	TBA	TBA

**Table 3: Emergency Assistance**

<b>Situation</b>	<b>Contact</b>	<b>Procedure</b>
Urgent Medical Attention	Ambulance 000	<ul style="list-style-type: none"> <li>▪ Calmly state type injury</li> <li>▪ Clearly state directions to the facility</li> <li>▪ Have someone outside to direct emergency vehicle to accident site</li> </ul>
First Aid: defined as the provision of emergency treatment and life support for people suffering injury or illness at work.	First Aid Officers: TBA First Aid Kit Locations: TBA	All accidents and near misses must be reported to the Site Manager immediately. Details of the incident must be recorded in the accident book.

**Table 4: Emergency Services and Statutory Authorities**

<b>Service</b>	<b>Number</b>	<b>Hours</b>
Ambulance	000	24 hours
Police	000	24 hours
Fire and Rescue	000	24 hours

Service	Number	Hours
State Emergency Services	13 25 00	24 hours
Queanbeyan District Hospital Collett St & Erin Street	02 6298 9211	24 hours
Queanbeyan GP Super Clinic 23 Anthill St	02 6297 3311	8am to 8pm Mon-Fri 9am to 2pm Sat, Sun & Public Holidays
Queanbeyan City Council	02 6285 6000 02 6298 1234 (after hours emergency contact)	8.30am – 4.30pm weekdays
Poisons Information Centre	13 11 26	24 hours
Queanbeyan Water – Emergency Service	02 6285 6000 02 6298 1234 (after hours emergency contact)	24 hours
NSW WorkCover Authority – Emergency Response Line	13 10 50	24 hours
EPA (Pollution Line)	13 15 55	24 hours
Public Health Unit	1300 066 055	24 hours

Note:

1. Where a fire, spillage or leakage has escaped off site, the EPA should be contacted immediately.
2. WorkCover NSW needs to be notified immediately of all serious incidents. A serious incident includes any incident where there has been a fatality, where there has been a serious injury or illness such as when a person is placed on a life support system, loses consciousness, is trapped in machinery or a confined space, has serious burns, or an incident where there is an immediate threat to life such as major damage to machinery/buildings. The immediate area around the incident must not be disturbed, except to assist any injured person and to avoid further injuries and problems.
3. Where the emergency situation involves dangerous goods, WorkCover NSW must be contacted immediately. If a fire or explosion has occurred involving dangerous goods, no person is to disturb, move or remove any debris resulting from the explosion or fire **except** to rescue an injured person, recover the body of a person, to extinguish the fire or with the permission and in accordance with directions from an inspector. WorkCover requires the immediate area around the incident to be cordoned off until directed by a WorkCover inspector.



### **3 ROLES AND RESPONSIBILITIES**

Each position will be filled by the person who on site is the most “senior position” not already completing a role.

#### **3.1.1 All Personnel**

All personnel present on site will be responsible for the initial local control of the emergency until relieved by the most senior company employee present.

All personnel must follow the directions, including the evacuation procedure, of the most senior company employee present at the site of the emergency.

#### **3.1.2 Chief Warden**

The Chief Warden is responsible for the following:

- Manage the control of the emergency situation;
- Assess the level of the emergency situation, and decide what levels of alert are necessary;
- Alert all staff via the Early Warning System of evacuation if necessary and advise to proceed to the emergency assembly point at TBA;
- Coordinate communication between site, emergency services and neighbours;
- Establish communication with the authorities and emergency services as necessary:
  - Fire and Rescue NSW;
  - Ambulance;
  - Police;
  - EPA / WorkCover NSW / NSW Health;
  - Other emergency services;
- Advise the emergency services of pertinent details of the situation, including:
  - location;
  - type of emergency;
  - injuries;
  - assistance required;
- On arrival of emergency services, cooperate and assist the Senior Emergency Services Officer, and provide the following information:
  - action taken;
  - persons not accounted for;
  - casualties;
  - hazards and potential hazards/potential environmental risks;
- Request the Deputy Warden to account for all staff not involved in the emergency and to report back on their assembly in the Emergency Assembly Point Area;
- Provided it is safe to do so, arrange for all vehicles to be driven away from any point where they can obstruct the access of emergency vehicles;
- Identify and assess the occupational, health and safety (OH&S) and environmental risks occurring as a result of the emergency situation, and the response to the situation;

- Ensure that the risks and impacts are addressed effectively and in accordance with the relevant legal and other requirements;
- Advise on follow up action for clean up;
- Direct any media inquiries to the General Manager – Marketing and Communications;

NOTE: Only the Managing Director and the General Manager – Marketing and Communications are permitted to have contact with the news media. Other senior managers may be authorised to respond to specific media enquiries as appropriate. During emergency situations, media representatives are not permitted on the premises.

- The Chief Warden is required to log all of the significant events. The minimum information required is:
  - Date and time alarm was sounded and prevailing weather conditions;
  - Time that the emergency services were contacted;
  - Time that the EPA, NSW Health and WorkCover (if required) were contacted;
  - Time of contact with adjacent properties and the representative contacted;
  - Time of arrival of emergency services and details of casualties;
- Following an emergency, an Incident Report Form will be completed and a CAR Form will be raised. These will provide all details of the incident, emergency response and any corrective action taken; and
- The Site Manager is to personally pass on details of any injured personnel to their next of kin.

### 3.1.3 Deputy Warden

The Deputy Warden is responsible for the following:

- Evacuate all personnel and visitors in designated areas;
- Account for personnel and visitors;
- Report directly to the Chief Warden, accounting for all personnel; and
- Coordinate communication with other parties (e.g. contractors, neighbours, as directed by the Chief Warden).

**Table 5: Wardens**

Chief Warden	Deputy Warden
TBA	TBA
TBA	TBA
Most Senior Employee	Next Most Senior Employee

If you are aware that the Chief Warden and the Deputy Warden are not present (e.g. absent for the day) the most senior employee on site will assume the Chief Warden role and the next most senior employee on site will assume the Deputy Warden role.

If you are aware that the Chief Warden is not present, notify the Deputy Warden who will assume the Chief Warden role.

If you are aware that the Deputy Warden is not present, if practical, assume their role as well as advise the Chief Warden.

### **ANY DANGEROUS SITUATIONS ARE TO BE REPORTED TO YOUR WARDEN**

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### **3.1.4 Customer Contacts**

Major customers shall be notified in the event that the facility is closed during an emergency. This notification is to be carried out by the Site Manager and Weighbridge Operator.

### **3.1.5 Visitors**

To maintain security of the site and to be able to account for visitors in the event of an emergency:

- All visitors, contractors, and delivery drivers (entering office areas) are to be directed to report to the reception desk and sign-in to the visitors log before commencing work activities;
- Staff who receive visitors are to ensure that their visitors sign in upon arrival and sign out in the visitors log upon departure; and
- Visitors will be given a basic introduction by the person they are visiting, advising the fire exit locations, and that there are Wardens who will direct any evacuations. Visitors will also need to be advised of amenity locations.

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## 4 ACTION PLANS

Action plans have been completed for the following situations:

- Emergency Incident On Site;
- Fire or Explosion
- After hours emergency;
- Spills
- Suspicious item;
- Accident or injury;
- Flood in the building;
- Snake bite;
- Confined space entry;
- Emergency evacuation;
- Civil disturbance;
- Bomb threat;
- Armed holdup;
- Illegal occupancy;
- Sabotage; and
- Power failure.

Each action plan has been included in **Appendix A** of this document.

## 5 EMERGENCY RISK IDENTIFICATION

This section of the ERP provides the guidelines for the identification of potential accidents and emergency situations that may arise from SUEZ's site and waste collection activities. It includes the identification and control of potential accidents and emergency situations that could endanger health and safety, plant and equipment and the environment.

The Environment, Quality and Safety (EQ&S) Manager / Site Manager is responsible for ensuring that an emergency risk identification is conducted annually, whenever site circumstances change or as soon as practicable following any emergency situation.

This procedure shall be reviewed for its continuing suitability annually or whenever an emergency situation occurs. The table below outlines the steps to be taken in addition or any emergency risk identification procedures:

**Table 6: Emergency Risk Identification Procedures**

Step	Action	Comment
1	Identify particular site and collection environmental and OH&S sensitivities.	Look at the risk to staff, contractors and visitors, from issues such as traffic, waste streams, plant and equipment, etc.  Look at the proximity to waterways, community facilities, noise, etc. Consider these in relation to effects in emergency situations.
2	Conduct a walk-around audit of all site facilities and activities including waste collection. Identify what can go wrong in an emergency or non-routine situation. Enter details into the appropriate form.	Consider potential health and safety, plant and equipment, and environmental risks. This will include fire and/or explosion, failure or maintenance shutdown of pollution controls, and other equipment e.g. power failure. It will also include natural disasters, liquid spills, gas escape, sabotage/vandalism, public demonstration, bomb threats and vehicle accidents.
3	Identify the effects on health and safety, the environment and property that would or could result in each situation identified in Step 2. Provide details on the appropriate form.	
4	Identify actions that can be taken to: <ul style="list-style-type: none"> <li>▪ avoid or reduce the risk of illness or injury</li> <li>▪ avoid or minimise the impact on the environment.</li> </ul> Provide details on the appropriate form.	
5	Decide which actions to implement based on likelihood, severity, cost and effect on site operations. Develop / update action plans and procedures.	Review Emergency Procedures Guides, action plans and other control methods.
6	Proceed with implementation of actions.	As required, update Emergency Procedures Guides and review further training needs.

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## 6 EMERGENCY PROCEDURES TRAINING

### 6.1 General Emergency Procedures Training

The Site Manager is responsible for overseeing that all existing and new personnel, casual staff and owner-drivers are trained in the Emergency Procedures Guide. This is to be part of the induction process. The training requirements are as follows:

- Chief Warden and Deputy Warden
  - Full Emergency Procedures Guide
- All Employees
  - SUEZ Emergency Contacts
  - Site Plan and Emergency Assembly Area
  - On Site Emergency Personnel
  - Identification of Wardens
  - Emergency Evacuation, Alarm Sounding, Speaking to the Media
  - Emergency Assembly Point
  - All Action Plans
  - Fire Fighting Procedures
  - First Aid Plan

### 6.2 Fire Fighting Training

The Site Manager shall schedule fire-fighting training at least once every two years for all staff. The Site Manager shall engage the local Fire Service, or an appropriately qualified organisation, to provide the training on-site. The training shall consist of the correct use of fire extinguishers and fire hoses.

Training certificates for fire-fighting training will be kept in personnel files.

### 6.3 Emergency Procedures Drill

The Site Manager shall schedule an emergency procedures drill involving an evacuation at least once each year. The drill shall consist of a refresher training session and a simulated emergency event. The nature and frequency of the emergency procedure drills should be assessed as a part of the annual review of the Emergency Procedures Guide.

### 6.4 Refresher Training

Refresher training shall consist of an examination of responsibilities of the various roles occupied during an emergency.

### 6.5 Simulated Emergency

The Site Manager will arrange for a simulated emergency situation to occur, which will be managed in accordance with the contents of this Plan. The Site Manager will keep a record of the conduct of the situation and in the circumstances where they are not satisfied with the results, they will schedule further training and simulated situations in addition to the yearly requirement.

Within five working days of an emergency procedure drill or an actual emergency event, the response will be reviewed to identify deficiencies in any of the following:

- Accurate identification of an emergency situation;

- 
- Effectiveness of alarm and emergency announcements;
  - Personnel evacuation process;
  - Accounting for personnel and verification of total evacuation;
  - Determination of what levels of alert were necessary;
  - Communication with appropriate response authorities;
  - Control of the incident;
  - Internal communication with Emergency Response Controller regarding:
    - OH&S;
    - Environmental;
  - Examination of responsibilities of the various roles occupied during the emergency;
  - Appropriate response to emergency;
  - Clean up following emergency;
  - Further training requirements; and
  - Consider if further simulated emergency situations are required.

Identified deficiencies and non-conformances will be actioned according to EQ&S Management System procedures.

## **Appendix A – Action Plans**



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## **Action Plan: Emergency Incident on Site**

Definition: This action plan is to be used where there is an emergency incident on site.

Policy: Under no circumstance should staff put their lives at risk in attempting to deal with an emergency situation.

Emergency situations are to be managed by the Chief Warden.

Procedure:

Where an operational area within the facility building is involved in the emergency, the plant will be shut down, the area isolated and staff will be evacuated to the Emergency Assembly Point Area on TBA.

If the primary Emergency Assembly Point Area is unsafe or personnel are unable to assemble there, the alternate Emergency Assembly Point Area, will be TBA.

The Chief Warden will assess and categorise the situation, as follows:

- fire or fire risk
- presence of a reaction of explosion
- medical emergency
- environmental impact

They will contact the Emergency Services, as necessary (refer **Table 4**).

During a **fire**, the Chief Warden will assess if they should direct employees to attempt to control the outbreak or arrange for the total evacuation of the area.

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## **Action Plan: Fire / Explosion**

Definition: Any fire, whether on site or around the boundary of the site, which occurs within plant, buildings, waste or open grassed areas.

Policy: Staff must protect themselves and others before trying to extinguish a fire. In the circumstances where the Chief Warden considers that fighting a fire would place employees at risk, that person must order the company's employees from the area and/or site.

Procedure:

- Staff reporting a fire should contact the Weighbridge and advise of the circumstances of the fire, requesting assistance from either internal staff or the emergency services
- Operations staff involved in fighting the fire should consider the following guidelines:
  - Use personal protective clothing or equipment
  - Consider the quickest method of attacking the fire taking into consideration the prevailing wind or air currents, the nature of the fire and the combustible materials
  - where applicable, block the stormwater drains
  - Use the site water cart and designated fire fighting pump to extinguish the fire
  - Maintain a stockpile of cover near the tipping area that is designated for fire fighting purposes
  - Direct correctly labelled fire extinguishers or stream from a fire hose at the base of the fire standing up wind of any fumes or smoke
  - As far as possible, control or eliminate possible sources of fuel or ignition to prevent the fire from spreading
  - On the arrival of the Fire Brigade, hand over the responsibility for the fire fighting effort to the Fire Brigade's Site Controller. Offer assistance if required.
  - After the fire has been extinguished, monitor the area to ensure it does not reignite.
  - Decontaminate any personal safety equipment used and make it ready for future use. Clean, refill, replace or re-charge all emergency material used or empty extinguishers and ready for further use. Recoil fire hoses.

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## Action Plan: After Hours Emergencies

Definition: This action plan is to be used where emergencies occur outside of standard working hours.

Policy: Under no circumstances should staff put their lives at risk in attempting to deal with an emergency situation.

Procedure:

### Notification by Security Control Centre or Other Sources

Where the company's security firm or another third party (e.g. neighbours) has identified an emergency, the firm's control centre will contact selected company personnel. They will be contacted in the following order:

- Weighbridge Operator, TBA (mob: TBA)
- Facility Manager, TBA (mob: TBA)
- Facility Supervisor, TBA (mob: TBA)
- Site Manager, TBA (mob: TBA)

In these circumstances the first company employee to arrive at the site shall assume the responsibilities of the Chief Warden until relieved by a more Senior Company representatives or by the Senior Emergency Services Officer. The role of the Chief Warden is detailed in **Section 3.1.2**.

### One or Two Employees On Site

Where only one or two employees are present on the site at the time of the emergency, they are to follow the requirements of the applicable action plan, as far as practicable and consistent with the nature of the emergency.

- The most senior employee will assume the role of Chief Warden until relieved by a more senior employee.
- Immediate contact must be made with the appropriate emergency services (refer **Table 4**).
- The Chief Warden should only attempt to deal with the emergency as far as it is safe to do so.
- Contact SITA Management in the following order:
  - Site Manager, TBA (mob: TBA)
  - Facility Manager, TBA (mob: TBA)
  - Facility Supervisor, TBA (mob: TBA)

### Security Company and Site Emergency Details

- It is the responsibility of the Site Manager to ensure that the security company has an up to date list of emergency contact numbers.
- A check that the security company has the correct emergency contact details should be performed at least annually.

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## **Action Plan: Spill**

Definition: Any spill, either on site or around the boundary of the site, which involves oils, fuels, waste or other liquids including fire water or solids.

Policy: Staff must protect themselves and others before trying to clean up / contain a spill. In the circumstances where the Chief Warden considers that the spill would place employees at risk, that person must order the company's employees from the area and/or site, and contact the emergency services.

Procedure: Staff reporting a spill will contact their Supervisor and advise of the circumstances of the spill, requesting assistance from either internal staff and/or emergency services.

Staff involved in clean up / containing the spill should consider the following guidelines:

- Use personal protective clothing or equipment
- Contain the spill to the smallest possible area taking into consideration the type of material spilled
- Where applicable, block the storm water drains and use the spill kit to contain the fire water
- Use spill kits and external services if required
- Upon the arrival of emergency services (if required), hand over the responsibility for the spill to the Senior Emergency Services Officer. Offer assistance, as required.
- Determine the best option for treatment and/or disposal of the spilled material.
- Decontaminate any personal safety equipment used and make it ready for future use. Clean, refill, replace or re-charge all emergency material used, in readiness for future use.

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## **Action Plan: Suspicious Item**

Definition: The term 'suspicious' is used generically to describe the potentially hazardous nature of an item. A suspicious object or substance may have the potential to cause bodily harm at any given time or place. An object is defined as a solid item, and a substance may be a granular material or liquid.

Policy: All suspicious objects or substances must be treated seriously and necessary actions must be implemented to minimise the danger to employees, public and plant and equipment.

Quick and accurate communications are essential. All personnel involved with site operations should be familiar with these procedures.

Procedure: The classification of an object or substance will be determined by the Site Manager, or most senior person on site. Under no circumstances will anyone else inspect the object or substance.

In the event whereby the object or substance is declared as suspicious, the area around the object or substance will be evacuated and the area secured to ensure no entry of unauthorised personnel occurs.

An organic vapour respirator and safety glasses must be worn at all times when inspecting suspicious substances. Only emergency authorities will be allowed to inspect an object or substance that has been deemed suspicious.

Once the site has been evacuated, the Site Manager or most senior person on site will then make the determination if there are any safe areas to resume operations. Staff within the facility will be contacted and may be required to evacuate if the object or substance has been located within an area which may affect them.

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## Action Plan: Accident or Injury

Definition: Any incident or accident, including a traffic accident which results in injury or death to any person on site. An incident or accident can be classified in the following three categories:

- **Minor** – any incident / accident where no first aid is required or any injured person can easily seek first aid at the designated first aid station or resulting in slight damage to equipment.
- **Intermediate** – any incident / accident requiring first aid where the injured party must be treated at the place of injury or resulting in considerable damage to equipment.
- **Major** – any incident / accident requiring the assistance of emergency services or resulting in significant equipment damage or recovery.

Policy: Staff must not put their own safety at risk when attempting to deal with an accident or an injured person.

Procedure: All accidents shall be reported to the Site Office immediately advising of the following:

- nature of the accident
- location of the accident
- number of injured persons
- assistance required (e.g. first aid officer, ambulance)

The Site Office shall notify the Chief Warden who, if required, shall notify the appropriate emergency service. In the event that the Site Office cannot be contacted, personnel at the scene may contact the emergency services, as time may be a critical factor. The following procedures shall be adhered to:

- Be aware of the hazards at the accident site (e.g. vapours, electricity, etc). Do not enter if it is unsafe.
- If possible, isolate the hazards (e.g. control traffic, switch off electrical sources).
- Stay with and comfort the injured person(s).
- A qualified first aid officer shall assess the injured person(s) and administer appropriate first aid. Treat injuries in order of priority:
  - patients requiring CPR/EAR
  - patients with serious injuries (e.g. major bleed)
  - patients with minor injuries (e.g. cuts and bruises)
- Apart from the actions necessary to manage the incident, do not alter the scene. This will maximise the effectiveness of investigations after the accident (e.g. do not remove vehicles involved in a traffic accident).
- Upon their arrival, the care of any injured persons shall be handed over to the emergency services. Inform them of all relevant details and offer assistance where possible.
- In the event of a fatality, the Chief Warden shall notify SUEZ senior management.

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## **Action Plan: Flood in the Building**

Definition: A flood may occur due to heavy rainfall or a burst watermain or pipe.

Policy: It is deemed an unsafe practice to enter a building that is flooded, as the water may be live with electrical current. Please follow the procedure below to avoid further incidents to people property.

Procedure:

- Do not enter building when flood areas are flooded
- Assume responsibility until relieved by Chief Warden
- Turn off water at the mains. Also turn the electrical switch off on any electrical water pumps and close any valves.
- Contact the Site Manger.
- Contact the Facility Manager
- Contact electrician.
- Contact plumber

**DO NOT ALLOW OTHER STAFF TO ENTER THE BUILDING UNTIL DECLARED SAFE BY THE ELECTRICIAN AND/OR PLUMBER**



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## Action Plan: Snake Bite

Definition: An incident where a person has been bitten by a snake and requires urgent medical assistance.

Policy: Staff must not put their own safety at risk by attempting to kill the snake and make sure the snake is not in a threatening position to yourself.

Procedure:

In an emergency, the following procedures are to be followed:

- Notify a first aid officer
- Try to identify the snake
- Do not approach the snake
- Contact emergency services – Dial 000
- Request Ambulance service
- Provide details of incident and follow emergency services instructions

To prevent a snake bite, the following is to be followed:

- Make a lot of noise when walking in the bush
- Always wear shoes
- Don't place hands or feet where you cannot see what is there
- Do not put your hands in a hollow log
- Do not reach into long grass
- Avoid walking in long grass
- Do not pick up a stick unless you have checked it carefully
- Be extremely wary of all snakes – **keep away**

How to recognise a snake bite:

- Puncture marks or scratches (usually on a limb)
- Stinging at the bite site
- Nausea, vomiting and diarrhoea
- Headache
- Double or blurred vision
- Breathing difficulties
- Drowsiness, giddiness or faintness
- Respiratory weakness or arrest
- Drooping eyelids
- Problems speaking or swallowing
- Pain or tightness in chest or abdomen

If bitten by a snake, undertake the following:

- Contact a first aid officer
- DRSBCD:
  - Danger – make sure the snake is not in a threatening position to yourself
  - Response – check for response of bitten person if unconscious
  - Send for help – call triple zero (000) for an ambulance

- 
- Airways – ensure airways are clear
  - Breathing and Circulation – check breathing and circulation. Start CPR if required.
  - Defibrillation – apply defibrillator if available and follow voice prompts.
  - Rest and calm the casualty
  - Ensure the casualty does not move
  - Apply a broad pressure bandage. Preferably crepe over the bite site as soon as possible. Apply tightly without stopping blood supply to the limb. Apply a pressure immobilisation bandage; apply a firm heavy crepe or elasticised roller bandage; start just above the fingers or toes, and move upwards on the limb as far as can be reached (include the snake bite)
  - Keep the limb still
  - Splint the bandaged limb
  - Bring the transport to the casualty
  - In no circumstances should the bandage be removed until the patient has reached the hospital
  - Dial 000 and request an ambulance, provide details of incident and follow instruction

**WARNING**

- DO NOT wash venom off the skin as retained venom will assist snake identification
- DO NOT cut the bitten area
- DO NOT try to suck the venom from the wound
- DO NOT use a constrictive bandage
- DO NOT try to catch the snake

Notification: Ensure all other site personnel are advised of the snake incident and the location the incident occurred and to be observant for wildlife on the site especially during the snake active season.

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## **Action Plan: Confined Space Entry**

Definition: An emergency situation arising where a rescue from a confined space is required.

Policy: Only personnel with current confined space training are to be involved in the confined space work task and rescue procedures. A confined space entry permit and risk assessment must be completed prior to undertaking any task. A competent standby person is to be assigned to remain on the outside of, and in close proximity to, the confined space. This person is to be capable of being in continuous communication with, and to observe those inside, if practicable. Whilst every precaution should be taken, rescue personnel must not place themselves at risk if attempting to undertake a rescue.

Procedure: In the event of an emergency situation arising whereby rescue from the confined space is required a quick response is essential. If an entrant becomes unconscious, attendants shall not attempt to enter the space to perform a rescue until the following has occurred:

- Immediate notification of the emergency situation is communicated for emergency assistance,
- The rescue equipment breathing apparatus has been inspected and is working correctly,
- The rescuer has correctly donned the breathing apparatus, and
- A replacement standby person is immediately available.

Other entrants in the confined space shall immediately exit the space and only provide such assistance where there is no danger to themselves. All personnel involved in the confined space entry must be well acquainted with the emergency response, rescue and retrieval plan.

The following steps should be applied:

- Call for assistance and do not enter without back up
- Conduct atmospheric testing if there is a possibility of atmospheric contaminants
- Wear the breathing apparatus, enter the confined space
- Place the hood of the Sabre Elsa rescue breathing equipment over the head of the unconscious person and activate immediately
- Remove the person as quickly and carefully if possible
- Apply life support procedure (EAR/CPR) if required
- Have the injured person attended to by a medical practitioner

When requesting emergency service assistance (Dial 000), provide the following information:

- Name
- Exact location
- Identify the problem and specify the condition of the victim(s)
- Detail help required e.g. ambulance
- Confirm that the message has been understood

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## **Action Plan: Emergency Evacuation**

Definition: Any event which requires staff and others at the facility to leave the site and proceed to designated emergency assembly areas.

Policy: All evacuation warnings are to be taken seriously and should occur as quickly as possible in an orderly manner to minimise the risk to life. The following types of incidents may require evacuation:

- Fire
- Explosion
- Gas/vaporous leak
- Spills
- Bomb threat
- Discovery of suspicious device / object.

Procedure: If evacuation from the facility is necessary, the weighbridge must be notified immediately, stating the nature and location of the incident reported. The Weighbridge Operator must obtain the following information to determine appropriate action:

- Nature of the incident;
- Location of the incident;
- Any injuries that have occurred;
- Is emergency assistance required;
- Are access roads blocked or unusable; and
- Are the emergency assembly points safe and suitable to be used.

The Deputy Warden will announce twice over the radio system advising all personnel to evacuate.

### **Alarm Notification**

The Weighbridge Operator / Deputy Warden will notify the Chief Warden by telephone or radio and confirm their acknowledgement of the instruction. If required, the Weighbridge Operator / Deputy Warden shall notify the Emergency Services. Upon their arrival, control of the site will be relinquished.

The following steps will occur:

1. Staff will be alerted by the appropriate Warden of an emergency via the Early Warning System for evacuation.
2. A horn will sound three times meaning evacuate to the emergency assembly point.
3. Each employee is required to check their room or area to make sure it has been vacated. Ask people to leave the room or area and if they refuse, leave them and report to the Deputy Warden.
4. Once the room has been checked, close the door as this indicated that the room has been checked and will help to contain the emergency.
5. Vacate the site in a timely and orderly manner.
6. Do not stop to collect valuables (this includes you car).
7. Be aware of employees around you – if you identify that someone is missing, report them to the Deputy Warden immediately.
8. Ensure that reliable information is conveyed to personnel with positions of authority.
9. Only re-enter the site on approval from the Senior Emergency Services Officer.

### **Emergency Assembly Point**

The Emergency Assembly Point is located at TBA. The Chief and/or Deputy Warden will decide from this point whether further evacuation is required from the facility.

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## **Action Plan: Civil Disturbance**

Definition: A civil disturbance will be constituted by a public demonstration, protest or public assembly, at or adjacent to, the company's site. Consideration is to be given to the fact that the demonstration may become violent, and could result in injury to company employees or damage to company property.

Policy: Personnel must not become involved with any demonstration in any way. Nothing should be done to antagonise the demonstrators or attract their attention.

Procedure:

Where a demonstration or other civil disturbance occurs at or in the vicinity of the facility and there is a potential threat to employees and property, the most senior employee who is aware of the incident shall take the following action:

- Notify the Chief Warden and establish the emergency action plan;
- The Chief Warden is to notify the appropriate authorities will to take any action necessary to control the behaviour of persons gathered for the demonstration. The Chief Warden is to establish contact with the authorities upon their arrival.
- The General Manager – Marketing and Communications will be contacted to acquaint themselves with the details of the civil disturbance and the proposed course of action. All enquiries from the media must be referred to the General Manager – Marketing and Communications. When referring media enquiries, no indication or acknowledgement as to the existence of a civil disturbance will be conveyed to the enquirer.
- All operations and vehicle movements are to cease during any disturbance in the immediate vicinity of the facility.
- Access to the site will be denied to all unauthorised personnel, as far as practicable. All access gates and where necessary, office windows and doors will be closed.
- No portable equipment or facilities are to be left in the proximity of the disturbance.
- Following any demonstration of civil disturbance, the site must be checked to identify any damage that may have occurred and ensure that the facility is safe to recommence normal operations.

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## **Action Plan: Bomb Threat**

Definition: A bomb warning is received which may be an explosive or any other hazardous device which may have been placed in an area which could cause risk or damage to the facility.

Policy: Any bomb warning received must be treated seriously and necessary actions undertaken to minimise any danger to employees, environment, public and plant; until the risk has been removed or the warning has been found to be unsubstantiated. Quick and accurate communications are essential and staff who are required to handle the initial actions are to be familiar with this action plan.

Procedure: Duty staff who answer the telephone are likely to receive the warning. The person taking the call is to:

- Take it seriously
- Keep the person talking and seek as much information as possible.
- If possible, transfer the call to the most senior employee on site.
- When the caller hangs up, contact the most senior employee who will establish the Emergency Action Plan.

The Chief Warden must take the following action:

- Contact the appropriate emergency services and when present on site, maintain contact with the Senior Emergency Services Officer controlling the search.
- All operations and vehicle movement is cease.
- The site is to be evacuated, taking into consideration the extent of the threat and any directions from the emergency services as to where to move staff.
- Where it is safe to do so, the moving of vehicles to a safe area is to be considered.
- Emergency authorities are to facilitate a search of the site.
- Unauthorised personnel are to not access the site as far as practicable.
- All access gates are to be closed.

### **Conduct of Search**

Qualified personnel provided by the emergency services will undertake a search of the site. Staff may be required to assist. It should be noted, only trained personnel in bomb disposal are to search for, locate and remove any suspicious objects.

### **Typical Questions and Information Required**

1. Where is the bomb or threat located?
2. What will happen?
3. Why was it put there?
4. Who is calling?
5. For whom is the call meant?
6. Identify if the origin of the call is local, long distance or from a phone booth.
7. Identify characteristics of the voice, speech, language, accent, manner and any background noise.
8. Is the caller familiar with the facility?
9. Record everything the caller said in the appropriate form.

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## **Action Plan: Armed Holdup**

Definition: Any event which staff are required by force or threat of injury to follow the orders of another person whose motive is robbery.

Procedure: In the event of an armed holdup:

During the robbery:

- **Cooperate** with the robber's instructions
- **Remain calm**, control emotions
- **Avoid eye contact** with the robber, as much as possible
- **Make no sudden movements**
- If you need to move to cooperate with the robber's instructions, **keep your hands where the robber can see them and tell them what you are going to do**
- **Do not attack** the robber
- Stay out of the danger area – **do not investigate** out of curiosity or bravado
- Note as much information about the robber as you can
- **Do not challenge** the robber
- **Do not chase** the robber
- **Stay** where you are

Immediately after the robbery:

- **Call the Police** – when it is safe call the police. Dial 000, make a full report to the Police before discussing the holdup with other staff.
- **Seal off the holdup area** – Evidence must not be touched. Any interference may destroy vital clues.
- **Ask witnesses to remain** – the person in charge should ask all witnesses to remain until the police arrive.
- **Notify the Chief Warden.**

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## **Action Plan: Illegal Occupancy**

Definition: A person or a number of people who refuse instructions to exit, or they enter the facility unauthorised, constitutes illegal occupancy. Consideration is to be given that illegal occupants may become violent which could result in injury to employees or damage to property.

Policy: Whilst every precaution should be taken, personnel must not become involved with any illegal occupant/s in any way. Nothing should be done to antagonise the occupant/s or attract their attention. The Authorities shall be summoned to take any action necessary to remove the occupant/s.

Procedure:

The Chief Warden shall:

- Contact the appropriate emergency services and maintain contact with the Senior Emergency Services Officer when they are present on site.
- Cease all operations in the immediate vicinity of the illegal occupant/s.
- If necessary, secure and close site office windows and doors.
- Try to limit contact between the illegal occupant/s and staff.
- Following any illegal occupancy, the site must be checked to identify any damage which has occurred and ensure the facility is safe to recommence operations.



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### **Action Plan: Sabotage**

Definition: "Sabotage" is used to refer to any incident or suspected incident where plant or equipment has been tampered with in order to cause damage or injury.

Policy: Staff must not put their own safety at risk when attempting to deal with plant suspected of being sabotaged.

Procedure: All incidents shall be reported to the Site Office immediately advising the nature and location of the incident. The Site Office shall notify the Chief Warden who will contact the emergency services if they are required. Where the Site Office cannot be contacted, personnel at the scene may contact the appropriate emergency services, especially where time is a critical factor.

No one is to use the sabotaged or suspected sabotaged plant or equipment until it has been deemed safe by a competent person and authority has been given by the Site Manager.

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## **Action Plan: Power Failure**

Definition: The loss of electricity to part or the whole site.

Policy: The loss of electricity to the site may endanger personnel on site through direct or indirect means. The loss of power is to be rectified immediately and work must stop until it is proven safe to continue.

Procedure:

The following steps are to be undertaken:

- Report the power outage to the Facility Manager immediately, advising the nature and location of the outage.
- The Site Office will notify the Chief Warden of the power outage.
- If required, the Chief Warden will notify the emergency services.
- If required, the Chief Warden will arrange for electricity provider to be notified.
- If required, an electrician will be organised by the Chief Warden to assess and repair any damage.
- Competent people will also be arranged by the Chief Warden to inspect plant and equipment which may have been affected by the power outage.
- Affected plant and equipment can only be used after the Site Manager has advised that it is safe to do so.

## **Appendix B – Record of Events Form**

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## **Appendix C – Fire Fighting Procedures**

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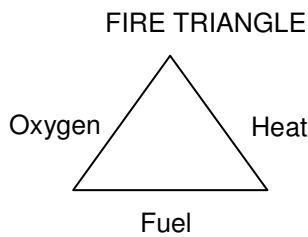
## Fire Fighting Procedures

The following information is offered as a **guide only**.

In the circumstances where the Chief Warden or most senior employee on the site considers that to fight a fire would place employees at risk, then that person must direct all employees and visitors to the emergency assembly area.

### Quick Reference Guide:

<b>Rescue:</b>	Rescue any persons involved that cannot help themselves.
<b>Exposures:</b>	Protect anything that is in danger of becoming involved in the incident.
<b>Confinement:</b>	If possible try to confine the incident to the smallest area possible.
<b>Extinguishment:</b>	Clean up the mess, look for hotspots.



### Information needed for Ambulance Fire Brigade

- Sex
- Age
- Are they conscious and breathing?
- What are their injuries?

### Procedure:

- Contact the Chief Warden who will sound the alarm, and report the circumstances of the fire and request assistance from the emergency services.
- Consider the quickest method of attacking the fire taking into consideration the prevailing wind or air currents, the nature of the fire and the combustible materials.
- Where it is safe to do so, block the stormwater drains.
- Direct correctly labelled fire extinguishers or stream from a fire hose at the base of the fire hose at the base of the fire standing up wind of any fumes or smoke.
- As far as possible, control or eliminate possible sources of fuel or ignition to prevent the fire from spreading.
- On the arrival of the Fire Brigade, hand over the responsibility for the fire fighting effort to the Senior Emergency Services Officer.
- Offer assistance, if required.
- After the fire has been extinguished, take action to stop leaks responsible for generating the fire. Only take this action if safe to do so.
- Pump up or clean up with absorbents any surplus liquid, or outsource to an appropriate licensed contractor. Ensure to label containers, container product or material for disposal. Contaminated material should be disposed at an approved disposal facility.
- Decontaminate any personal safety equipment used and make it ready for future use.

### Fire Fighting Equipment Check

Clean, refill, replace and/or re-charge all emergency material used including extinguishers. Recoil fire hoses. Organise six monthly external inspections on all fire extinguishers.



Incident	Actions
Vehicle Fire	<ul style="list-style-type: none"> <li>▪ If possible, locate vehicle in a safe area</li> <li>▪ Notify the Weighbridge of situation</li> <li>▪ Locate the extinguisher, exit vehicle and take keys</li> <li>▪ If you can use the extinguisher and fire is small enough, fight the fire</li> <li>▪ Aim at the base of the fire and sweep. If you can see no fire – stop</li> <li>▪ Monitor until the fire brigade arrives</li> </ul>
Bin Fire	<ul style="list-style-type: none"> <li>▪ Notify the Weighbridge of the situation</li> <li>▪ If it contains regular rubbish, move truck away to a clear area where nothing else is exposed including the cell, plug hole and fill with water; or</li> <li>▪ Tip into a hole.</li> </ul> <p><b>Important:</b> If there are hazardous substances involved or if you are unsure, <b>do not</b> apply water, stand uphill and upwind and wait for the Fire Brigade.</p>
Face Fires	<ul style="list-style-type: none"> <li>▪ Notify the Weighbridge of situation – trucks can be stopped if needed</li> <li>▪ Push the fire to the side or create a break from the rest of the pile</li> <li>▪ If small enough, extinguish it with water, otherwise call for Fire Brigade</li> <li>▪ Monitor the rest of the face to make sure it doesn't spread</li> <li>▪ Wait until the Fire Brigade arrives and help spread out for it to be extinguished</li> </ul>
Structure Fires	<ul style="list-style-type: none"> <li>▪ If it is only an appliance, isolate the power by unplugging it from the wall</li> <li>▪ Use a Dry Powder Extinguisher</li> <li>▪ Notify the Weighbridge of situation</li> <li>▪ If the building is involved, close all doors, isolate the power by pulling out the fuses and stay outside of the building until the Fire Brigade arrives.</li> <li>▪ If a window breaks, put water in it, otherwise watch and wait.</li> </ul>
Grass Fires	<ul style="list-style-type: none"> <li>▪ Check the wind direction for fire spread</li> <li>▪ Use the truck mounted water cart</li> <li>▪ If possible stay out of the smoke</li> <li>▪ The shorter and drier the grass, the quicker it will burn</li> <li>▪ Begin where the fire started, extinguish the left side until you reach the head of the fire, then work back to the point of origin putting out the right side</li> </ul>
Fuel Leak	<ul style="list-style-type: none"> <li>▪ Have a Dry Chemical Extinguisher on standby – only use if there is a fire</li> </ul>

Incident	Actions
	<ul style="list-style-type: none"> <li>▪ If small enough, patch up with bund spill kit</li> <li>▪ Cover spill with dirt or absorbent spill kit material</li> </ul>
LPG Leaking	<p>LPG expansion ratio is 270:1 and is heavier than air so it will settle at the lowest points available.</p> <p>If you cannot isolate the leak:</p> <ul style="list-style-type: none"> <li>▪ Notify the Weighbridge of situation</li> <li>▪ Disperse the vapour cloud with water using a fog pattern</li> <li>▪ Isolate all ignition sources downhill and downwind, isolate the fuse boards and stop all traffic</li> <li>▪ Use atmospheric monitoring gear and await the arrival of the Fire Brigade.</li> </ul>
LPG cylinder on fire	<ul style="list-style-type: none"> <li>▪ Notify the Weighbridge of situation</li> <li>▪ <b>DO NOT PUT THE FIRE OUT</b> – if you put it out, you won't know where the gas is</li> <li>▪ Stand upwind and using a straight stream of water, apply water to the cylinder to keep it cool.</li> </ul>
Transformer Fire	<ul style="list-style-type: none"> <li>▪ Notify the Weighbridge of situation</li> <li>▪ If possible, monitor the fire until the Fire Brigade get there but if required use a Carbon Dioxide Extinguisher on the fire (Red with Black Band)</li> </ul>
Diesel tanks	<ul style="list-style-type: none"> <li>▪ Notify the Weighbridge of situation</li> <li>▪ If it is leaking and the hole is small enough, try to patch with bund spill kit</li> <li>▪ If it is on fire, monitor and wait for the Fire Brigade</li> </ul>

## **Appendix D – Notifiable Incidents to WorkCover**

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## Notifiable Incidents to WorkCover

Note: Only the EQ&S Department and the Site Manager are permitted to have contact with WorkCover. Other senior managers may be authorised to respond as appropriate.

WorkCover NSW requires notification of serious incidents immediately.

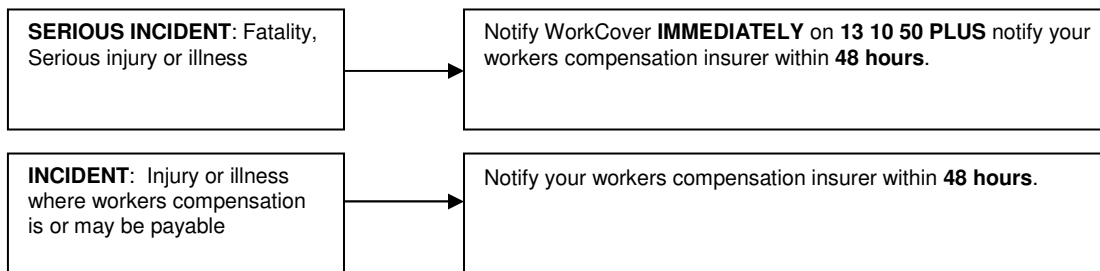
A serious incident includes:

- Fatality
- Serious injury or illness such as when a person:
  - Is placed on a life support system
  - Loses consciousness
  - Is trapped in machinery or a confined space
  - Has serious burns
  - Where there is an immediate threat to life such as major damage to machinery or building.

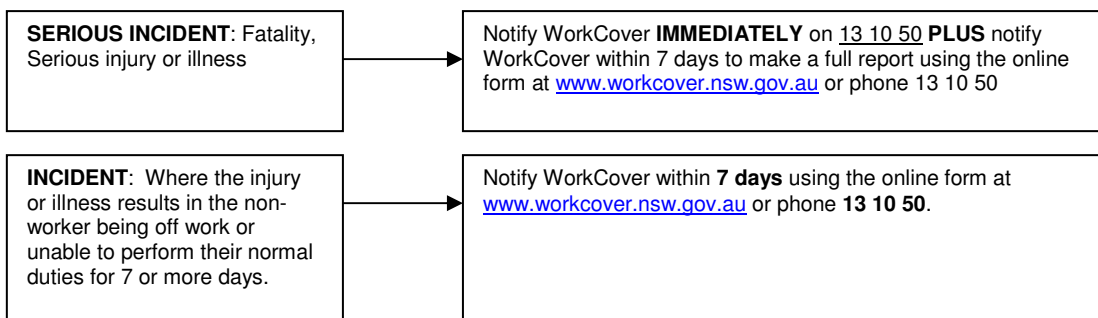
The immediate area around the incident must not be disturbed, except to assist any injured persons and to avoid further injuries and problems.

### Procedure

#### 1. Incidents involving injury or illness to workers



#### 2. Incidents involving injury or illness to non-workers (e.g. visitor)



Source: WorkCover NSW, 2003, *The New Simple Way to Notify Work-Related Incidents*. **Catalogue No. 1287**.