

ABN: 66 008 709 608

Emergency Management Plan

Rosehill Asphalt & Repurposing Facility

Unwin Street Rosehill NSW 2142

DOCUMENT PREPARATION	DOCUMENT REVIEW	DOCUMENT AUTHORISATION
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REVISION STATUS

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A hard copy of this document shall be maintained within the site office for the duration of the project and may be accessed by Employees, Contractors, Zero Harm Representatives and project personnel.

On project completion the EMP and associated documents are to be stored with the Project Files.

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- Project management Staff: 6am-5pm
- Accounts staff: 6am-3pm
- Reception staff: 06am-3am

2.4 Details of Neighbouring Facilities

Neighbouring Facilities	Contact Person & Phone number	Mechanism for raising the alarm and ongoing communication	Circumstance for raising the alarm
Chep Pallets	9897 2088	By phone	Fire/ Explosion
IMCD Sales & Distribution	9897 6100	By phone	Fire/ Explosion

3 COMMUNICATION OF THIS PLAN

This EMP shall be communicated to personnel through site induction, at Toolbox and Pre-Start meetings and will be displayed on site and contained within the Site Zero Harm Management Plan (ZHMP). Site specific evacuation procedures (incl. muster points and the identities of ERT personnel) will be displayed on noticeboards and in prominent positions throughout the site/buildings.

Emergency Organisation & Responsibilities

3.1 Site Management

General Requirements

- Be fully conversant with the requirements of this Plan.
- Ensure the EMP is fully implemented, monitored and adjusted to suit the requirements of the operations system and the client's requirements.
- Ensure the requirements of the Management System are fully complied with when administering the Emergency Response Plan.
- Ensure all employees are conversant with their responsibilities and duties under the Emergency Response Plan.

Communication

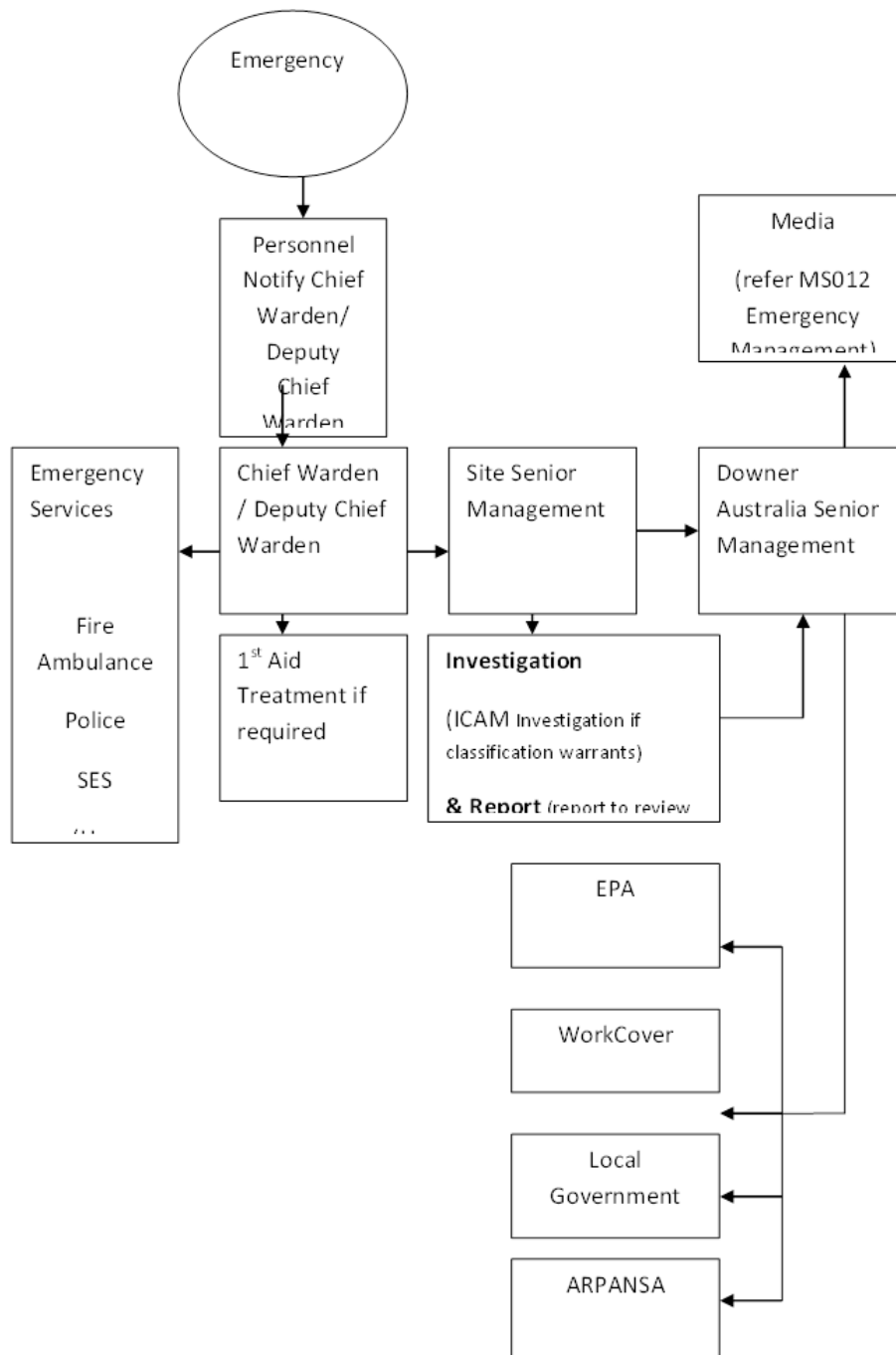
- Ensure any bulletin or information pertaining to emergency plans and management is placed on the Zero Harm Notice Board and other noticeboards.
- Maintain lists of employees' and contractors' emergency contacts/next of kin either on site or via the HR system. Ensure that relevant emergency contacts are notified in case of an emergency.
- Notify senior management of any emergency in accordance with [DA-ZH-PR006 Incident Reporting and Investigation](#). Only authorised spokespeople may liaise with the Media (refer [DA-ZH-PR013 Communication and Consultation](#) and the Downer Group Media Policy).

Training

- Educate supervisory personnel in accordance with plan requirements, statutory obligations, and relevant procedures contained in the Integrated Management System (IMS).

- Commence Evacuation of Site
- Shutdown Equipment if safe to do so.
- Assist as required and follow instructions given by area warden
- Evacuate to the designated assembly area if directed by the warden. Escort any contractors and visitors
- **DO NOT go to locker rooms or take personal belongings, except in the case of a bomb threat, where staff should take personal belongs, provided they are not retrieving them from another part of the premises.**
- Follow the designated route from your work area to the emergency assembly area and remain there until all clear is given

5.2.3 Emergency Communication



ANNEX 1 – EMERGENCY CONTACT INFORMATION

Downer Australia Internal Emergency Contacts			
24-Hour Emergency Number 1300 366 538			
Administration (contact number and hours): 02 9897 4333 between 7am and 5pm			
Downer Rosehill contacts	Contact No.	After Hours No.	Details
Sydney / Newcastle Surfacing Manager - Darren Prosser	0419 302 046	0419 302 046	
Production Manager – Paul Sherry	0419 789 505	0419 789 505	
Recycling / Maintenance Manager – Roy Stiff	0407 228 098	0407 228 098	
Workshop Manager – Justin Ruggier	0408 467 710	0408 467 710	
Operations Manager – Crews Sean Flynn	0408 289 360	0408 289 360	
Mick Flynn - Reconomy	0419 202 669	0419 202 669	
Chief Fire Warden – Elizabeth Kennedy	02 98974351		All Incidences and Emergencies
Emergency Response Team (ERT)	02 98974351		All Incidences and Emergencies
First Aid Officer – Malcolm MacKenzie	02 98974321		First Aid
Downer Australia External Emergency Contacts			
Ambulance, Fire, Police	000 Mobile: 112		Life Threatening Emergencies
Fire Brigade - Silverwater 122 Adderley Street Silverwater	02 9647 1246	02 9647 1246	Fire and Chemical spills
Police - Granville 2 Carlton Street Granville	02 9897 4199	02 9897 4199	Security matters
Medical			
Public Hospital - Westmead Hawkesbury Rd & Darcy Road, Westmead	02 9845 5555	02 9845 5555	Serious Injury
Medical Centre – Merrylands Family Practice 189 Merrylands Road Merrylands	1300 637 000	1300 637 000	Injury
Poisons Information Centre	13 11 26	13 11 26	Poisons Information

Other Authorities as required by legislation			
Reportable following instruction with Regional Zero Harm Manager or delegate			
State Emergency Services	13 25 00	13 25 00	Notifiable incidents immediately
Local Council - Parramatta	1300 617 058	1300 617 058	Notifiable incidents immediately
Department of Public Health	02 9845 5555	02 9845 5555	Notifiable incidents immediately
Workplace Safety Regulatory Body (eg WorkSafe)	13 10 50	13 10 50	Notifiable incidents immediately
Environment Protection Authority	131 555	131 555	Notifiable incidents immediately
Supply Authorities:			Supply Issues
Electricity - Endeavour	131 003	131 003	Electricity
Gas - Jemena	131 009	131 009	Gas
Water – Sydney Water	13 20 92	13 20 92	Water

ANNEX 3 – EMERGENCY RESPONSE GUIDANCE

Emergency Evacuation Guide (Standard)

All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.

If an Emergency situation arises...

- Alarm is raised by either the First responder or Emergency Response Personnel (eg activate emergency alarm, radio or contact the emergency channel/line).
- Personnel are to prepare for Evacuation (shutdown plant and equipment if safe to do so) and await further instruction.
- Chief Warden determines appropriate action in line with nature of emergency & initiates evacuation procedure.
- Deputy Chief Warden or Area Warden responds to emergency.
- Area Warden commences immediate evacuation and directs personnel to nearest exit point.
- Warden to take Visitors book & Site Register of workers and contractors on site to Emergency Assembly / Muster Point
- Area Warden checks all areas clear of personnel.
- Area Warden directs and follows all personnel to Emergency Assembly / Muster point.
- Area Warden advises Chief Warden all areas are clear.
- Chief Warden and Area Warden hold personnel in muster area until directed by the Site Supervisor or Emergency Services Personnel.

Note: Emergency Evacuation Drills shall be evaluated and recorded using [DA-ZH-FM015.5 Emergency Drill Observer's Checklist](#)

Product Spills

In the event where of a Product Spill or Environmental incident:

1. Incident Identified

It is the responsibility of each Downer or Subcontract employee to be vigilant in the recognition of potential environmental conditions that may lead to environmental incidents. On identification;

2. Can the Incident be contained locally?

In determining whether the incident can be contained locally, employees involved must consider the risks to personal health and safety, protection of plant and property and protection of the environment including blocking drains, covering pits etc. If there is any doubt as to local containment, the appropriate Emergency Services must be called.

3. Call Emergency Services

In the event of an incident that is beyond local containment capability, notify the emergency services.

If required by legislation, Downer (through Regional Zero Harm Manager) will notify the relevant government authorities of the incident, including how the incident occurred, measures that have been undertaken to rectify the situation and any impacts that the incident has had on the environment.

4. Employ Containment Procedures

Once an incident has been identified, all efforts must be undertaken to contain and minimise the effect of the incident on the environment. This can be achieved by isolating the cause and erecting suitable barriers to prevent the spread or flow of the particular incident.

5. Notify the Responsible Manager

Every environmental incident must be reported to the Responsible Manager as soon as is practically feasible; no matter how insignificant the incident may appear. The Responsible Manager is required to contact & liaise with the nominated Downer Zero Harm Manager.

6. Reporting within **INX**

The Responsible Manager must be notified of every single environmental incident as soon as practically feasible. He/she shall co-ordinate the cleanup and rehabilitation. The Responsible Manager shall detail and record the events within **INX**, which encompasses the following:

- Location of incident;
- Nature of incident;
- Time of incident;
- Duration of release;
- Environmental damage caused, threatened or suspected.

- Immediate control action;
 - Sequence of Events and Root Cause;
 - Follow up controls to prevent further harm to the environment.
7. Instigate Clean up and Rehabilitation

The Responsible Manager has the responsibility of co-ordinating the cleanup and rehabilitation of the affected site to an acceptable standard.