

ABN: 66 008 709 608

Pollution Incident Response Management Plan (PIRMP)

Tamworth Asphalt & PMB Production Plant

15 – 27 Armstrong Street, Tamworth NSW 2340

DOCUMENT PREPARATION	DOCUMENT REVIEW	DOCUMENT AUTHORISATION
██████████	██████████	██████████

REVISION STATUS

Issue/ Revision/ Date	Summary of Section Changes	Reviewed By:	Authorised By:
Rev 1 09/06/2016	Update EMP to document DA-ZA-FM015.4 Version 1.4	██████████	██████████
Rev 2 09/06/2016	Add PMB production to EMP title	██████████	██████████
Rev 3 09/06/2016	Updated site layout plan	██████████	██████████
Rev 4 09/06/2016	Change in number of people on site	██████████	██████████
Rev 5 09/06/2016	Change of contact details for neighbouring facility	██████████	██████████
Rev 6 09/06/2016	Change of first aid personnel	██████████	██████████
Rev 7 09/06/2016	Updated site emergency response plan flowchart	██████████	██████████
Rev 8 09/06/2016	Change in Chief warden contact details	██████████	██████████
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Rev 10 27/11/17	Change of Contact Details	██████████	██████████

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Rev 12 14/05/19	Change of Contact Details	██████████	██████████
Rev 13 04/05/21	Change of Contact Details	██████████	██████████

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

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1 PURPOSE AND SCOPE OF THE EMERGENCY MANAGEMENT PLAN

This Emergency Management Plan (EMP) has been prepared for the Tamworth Asphalt and PMB Production Plant. This EMP outlines the site specific management structure, resources, procedures and practices that will be implemented in the event of an emergency situation.

The purpose of the EMP is to minimise the adverse impacts to people, property and the environment from an incident occurring or impacting on site. This EMP will be considered current once approval has been granted from the General Manager.

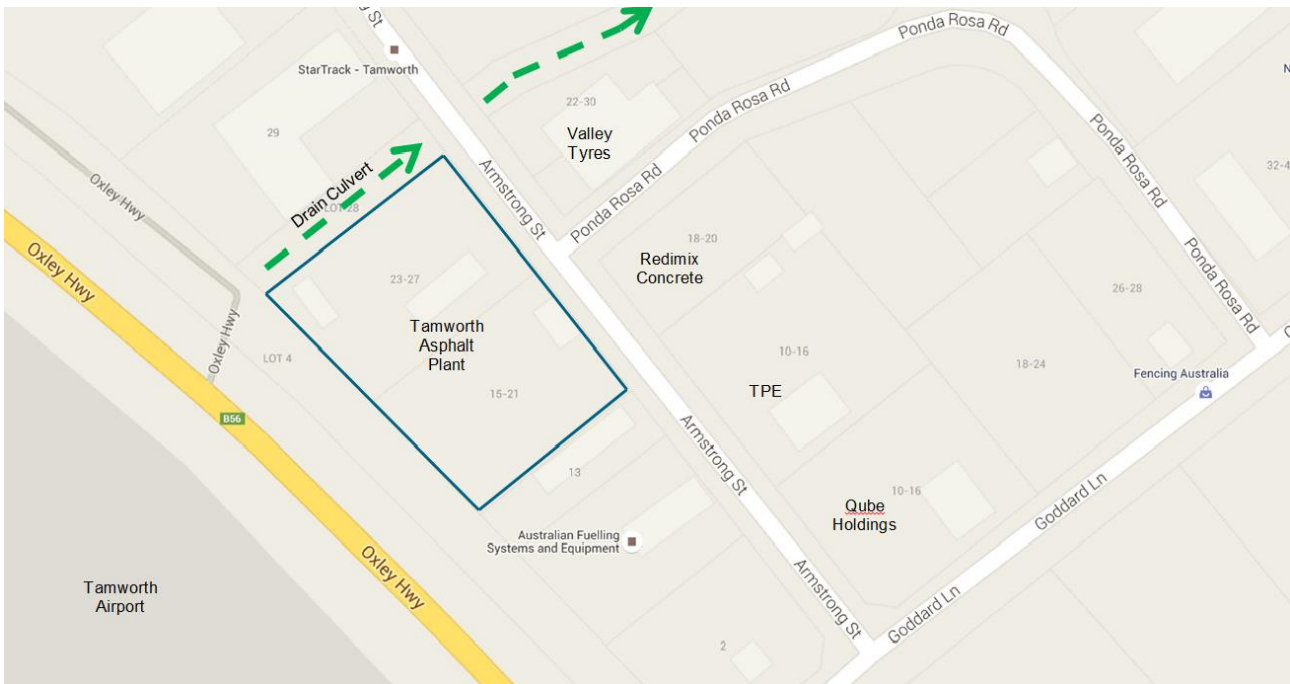
The scope of works for this site will include, but not necessarily be limited to the provision of all labour, materials, plant, equipment, supervision and all other things necessary to perform the work as detailed under Downer regulation. In particular, the work involves the following:

- Asphalt Production
- PMB Production

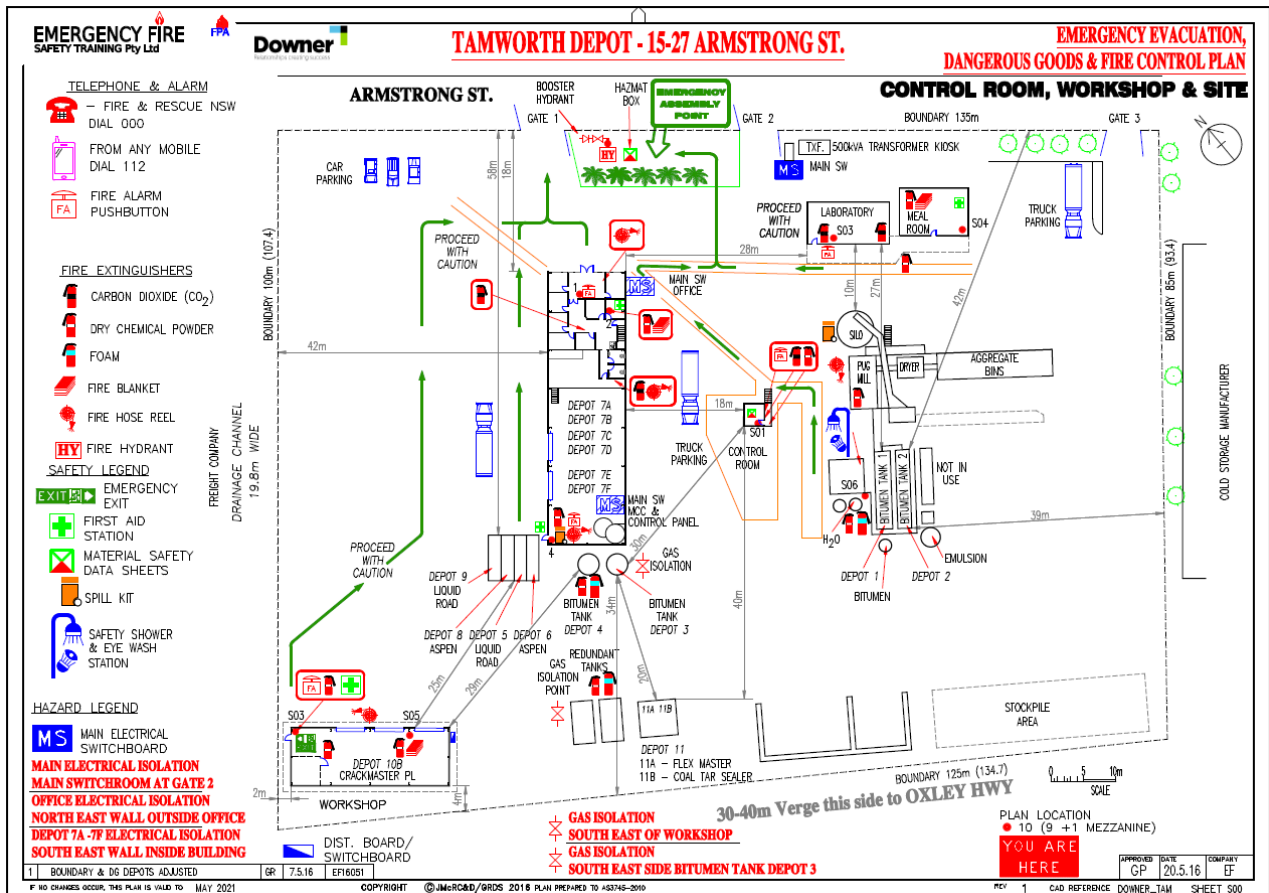
2 SITE EMERGENCY PROFILE

2.1 Site Location

This project is located at 15 – 27 Armstrong Street, Tamworth, NSW, 2340.



2.2 Site Layout



2.3 Number of People on Site and at Time of Occupancy

- The site is currently primarily unmanned, and only ad-hoc operation is undertaken depending on delivery times, and PMB production requirements.
- The Asphalt plant onsite is not in use.

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
Star Track Express	02 6755 2602	Telephone	Fire / Explosion / Noise / Discharge to drain or Air
Valley Tyres	+61 2 6761 5811	Telephone	Fire / Explosion / Noise / Discharge to drain or Air
Redimix Concrete	██████████ +61 2 6760 7799 UHF CH 24	Telephone / UHF	Fire / Explosion / Noise / Discharge to drain or Air
TPE	██████████ 02 6760 7722 ██████████ 0427 607 790	Telephone	Fire / Explosion / Noise / Discharge to drain or Air
General public	TRC 02 6755 4555 Dep. Of Primary Industries	Telephone Community Announcements, Signs etc.	Fire / Explosion / Noise / Discharge to drain or Air

3 COMMUNICATION OF THIS PLAN

When site is in use, 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 Project 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. The **DA-ZH-FM015.3 Sample Site Emergency Poster** can be used for this.

4 EMERGENCY ORGANISATION & RESPONSIBILITIES

4.1 Area Manager

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).
- Have been inducted into Downer Australia safety and environmental management systems and procedures.

4.2 Production Manager

The Supervisor will be responsible for the day to day operations of the site, ensuring site operations comply with all relevant obligations. The Supervisor has been inducted into Downer Australia Integrated Management Systems and Procedures, they will also receive a higher level of site specific Emergency Preparedness and Incident Management training while onsite.

Accountable to the Site Manager for:

General

- Being familiar with the requirements of this EMP.
- Ensuring incidents are managed and strictly supervised in accordance with the EMP, company policies and procedures.
- Being familiar with legislation and codes of practice relevant to this role, and ensuring the requirements of the same are brought to the attention of interested parties and implemented as is practicable across the project site.

Communication

- Ensuring the requirements of the Emergency Response Plan are communicated to all personnel, subcontractors and where appropriate, visitors to site through on site daily Pre Start meetings, Site Inductions, weekly Toolbox Meetings and Safe Work Method Statement (SWMS) review on commencement of new works with the potential to impact personnel and the environment.
- Any external contact will be communicated to the client via the Site Manager or their delegate.

4.3 Employees, Contractors and Visitors

On identification of a situation requiring emergency response each employee has the responsibility to immediately notify the site supervisor or delegate. In the event of a serious situation, or a situation requiring immediate medical response, the employee shall utilise this "Plan" to make direct contact with the closest medical facility.

When directed by the Chief Warden or his/her delegate, it is the responsibility of each person to evacuate the workplace via the nearest safe exit/route, after turning off any machinery in use and proceed to the designated external muster point and stay there until given further instruction.

4.4 Emergency Response Team

The emergency team is tasked with co-ordination and control of the response to an emergency. Where an evacuation is required, the team will be responsible for accounting for all personnel and for any actions deemed necessary to limit the impact of the emergency on the site and its personnel.

Members of the emergency team assume authority over all personnel within the scope of their responsibilities. They are accountable to other members of the team within the hierarchy and to members of the Emergency Services (Ambulance, Fire, Police, etc.).

Emergency Response Team Hierarchy

1. Chief Warden: Area Manager, otherwise Production Manager
2. Area Warden: Supervisors
3. ERT Advisor / Support: Zero Harm Representative (ZHR) or other nominated workers with a minimum current Senior First Aid (Level 2) qualification

In the absence of a member of the Emergency team, the Site Manager will appoint the next most senior member of the team to assume the role of the absent member. In the absence of the Site Manager, the Warden whose area of responsibility encompasses the emergency location shall assume the role of Emergency Controller.

Emergency Team members shall report planned absences (i.e. annual leave, sick leave) to that position. In cases where only one or two wardens are on site, such as back shifts or weekends, the warden/s will be required, in addition to their role, to ensure that appropriate emergency services are contacted.

4.5 Chief Warden

A person designated with the authority to assume overall coordination of any emergency response within the premises.

4.6 Deputy Warden

A person designated to assist the Chief Warden in the performance of their duties and in the absence of the Chief Warden will perform those responsibilities.

4.7 Area Wardens

Persons designated with the authority to assist the Chief Warden and to direct Emergency Procedures within a defined area of the premises.

4.8 First Aid Personnel

Designated persons who hold current accreditation in Level 2 (Senior) First Aid.

- Timothy Smith

5 EMERGENCY RESPONSE EQUIPMENT

A scheduled program to test and maintain Emergency Management equipment shall be established in line with **DA-ZH-FM015.6 Emergency Equipment Testing Register**.

5.1 Fire Fighting Equipment

The following requirements for fire equipment shall be taken into consideration:

- Location - extinguishers and hoses are to be placed in readily accessible locations and in areas where risk of fire is likely.
- Access - clear access is to be maintained around fire extinguishers and hoses at all times.
- Signage - signage is to be provided at each location, indicating the type of fire extinguisher and fire types that they are suited for.
- Mounting - Fire extinguishers are to be mounted on purpose made hooks or brackets and suspended above the floor.
- Inspection - Fire extinguishers are to be inspected and serviced every 6 months.

5.2 First Aid Facilities

First aid requirements are assessed upon reviewing applicable legislation and using the First Aid Needs Assessment Form at project setup and during review. First aid services and arrangements shall consider the types of hazards to persons at the workplace, potential activities to be performed, and the number of persons at the workplace and the risk level of identified hazards.

First Aid provisions will be maintained and accessible to personnel for the duration of the project, and all necessary training will be organised and communicated through Pre-Start / Toolbox Meetings, Inductions and information placed on Noticeboards.

5.3 Emergency Showers and Eyewash Stations

Safety showers and eye wash facilities shall be inspected, tested and cleaned in accordance with **DA-ZH-PR116 Zero Harm Inspections & Observations** and conducted in line with the relevant **DA-ZH-FM015.6 Emergency Equipment Testing Register**.

5.4 Spill Response Kits

Spill response equipment will be provided commensurate with nature, quantity and risk of substances in each area. The Spill Response Equipment Needs Assessment Form will be used to determine the number, location and type of spill kits required.

6 EMERGENCY PREPAREDNESS & RESPONSE

6.1 Emergency Preparedness

Emergency Preparedness includes all activities that focus on essential emergency response capabilities through the development of plans, procedures, the organisation and management of resources, and associated training and education.

6.1.1 Identify Emergencies

The major risks to human health, property and the environment identified for the site are:

Risk	Likelihood x Consequence
Fire and Explosions caused by electrical, bitumen, chemicals or gas.	Rare x Severe = C
Dangerous and Hazardous materials spillage or discharge into stormwater system. (Including dirty water)	Rare x High = D
Gas leak from the natural gas lines for Asphalt drum drier, hot oil unit burners x 2 and hot water gas heater.	Rare x Severe = C
Bomb threat	Rare x Severe = C
Discharge of airborne dust off site	Unlikely x High = C
Discharge of airborne filler / lime off site	Rare x High = D
Civil disturbance	Rare x High = D
Natural event – flood / severe storms / earthquakes / bushfires	Rare x High = D
Medical emergencies	Rare x High = D
External emergencies that are likely or could impact on the personnel on site including aircraft crash , motor vehicle accident , explosion on neighbouring premises	Rare x Extreme = C

Radiation theft or leakage	Rare x extreme = C
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6.1.2 Develop Emergency Response Plans

Emergency Response Plans have been developed for each identified emergency situation see Annex 3.

6.1.3 Training

All Personnel shall be provided with general Emergency Management Training as part of the induction training process, and such training shall cover as a minimum:

- the locations of all emergency equipment and the correct method for its use.
- fire risk awareness training to encourage awareness of the dangers presented by fire and the means for preventing it.

Personnel who have assigned responsibilities in an emergency situation (i.e. ERT, Fire Wardens, Evacuation Wardens) shall be provided with accredited training.

Refer to the site specific Training Needs Analysis/ Skills matrix for training schedule and completed training. This is to include emergency pollution response.

6.1.4 Testing and Recording for Emergencies

The implementation of this plan on sites are physically tested during the first quarter of the project - determined by the planned completion date(s).

For Fixed Sites, the implementation of this plan shall be physically tested on a minimum annual basis.

All implementation tests shall include, but not be limited to, the following aspects:

- Activation of the Emergency alarm/s;
- Evacuation of all areas on site, including timing of the evacuation times;
- Roll-call of all persons on site, including contractors and visitors
- Other types of emergency aspects (Environmental) as applicable to the site i.e. spills, bomb threat, derailment of a train etc.

Drills are conducted then evaluated and recorded using **DA-ZH-FM015.5 Emergency Drill Observers Checklist**. Records shall be kept onsite and sent to the Zero Harm Manager/Officer for performance review.

6.2 Emergency Response

Emergency Response activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and expedite recovery operations.

6.2.1 Emergency Identification and Assessment

Actual or potential emergency situations will vary in type and severity. The required level of response and notification will be at the discretion of the Site Supervisor.

Any emergency situation may require only isolated containment and control or may require the complete evacuation of the site and notification of relevant emergency services. Consideration should be made of the response requirements for different situations. If at any time there is uncertainty on how to proceed, response should be for the worst possible scenario. Ultimately, the Site Manager or representative has authority and responsibility to instigate an evacuation if he/she feels it is warranted.

- What constitutes an emergency? Who will be responsible for making this assessment?

6.2.2 Raising the Alarm

- Alarm type: Hand Held – Emergency Siren Located in Site Information box

- Alarm type: Hand Held – Emergency Air Horn Located at Rejuvenation plant main exit door.
- Alarm Type: Hand Held – Emergency Air Horn Located in Office reception

6.2.3 Emergency Communication

- Emergency channel UHF CH5
- 2-way radios UHF CH7
- mobile phones

6.2.4 Evacuation Plan

- EWS Evacuation siren – Siren Wail – continuous
- 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 or visitors
- **DO NOT go to locker rooms or take personal belongings, except in the case of a bomb threat, where staff should take personal belongings, provided they are not being retrieved from another part of the premises**
- Follow the designated route from your work area to the emergency assembly area remain there until the all clear is given

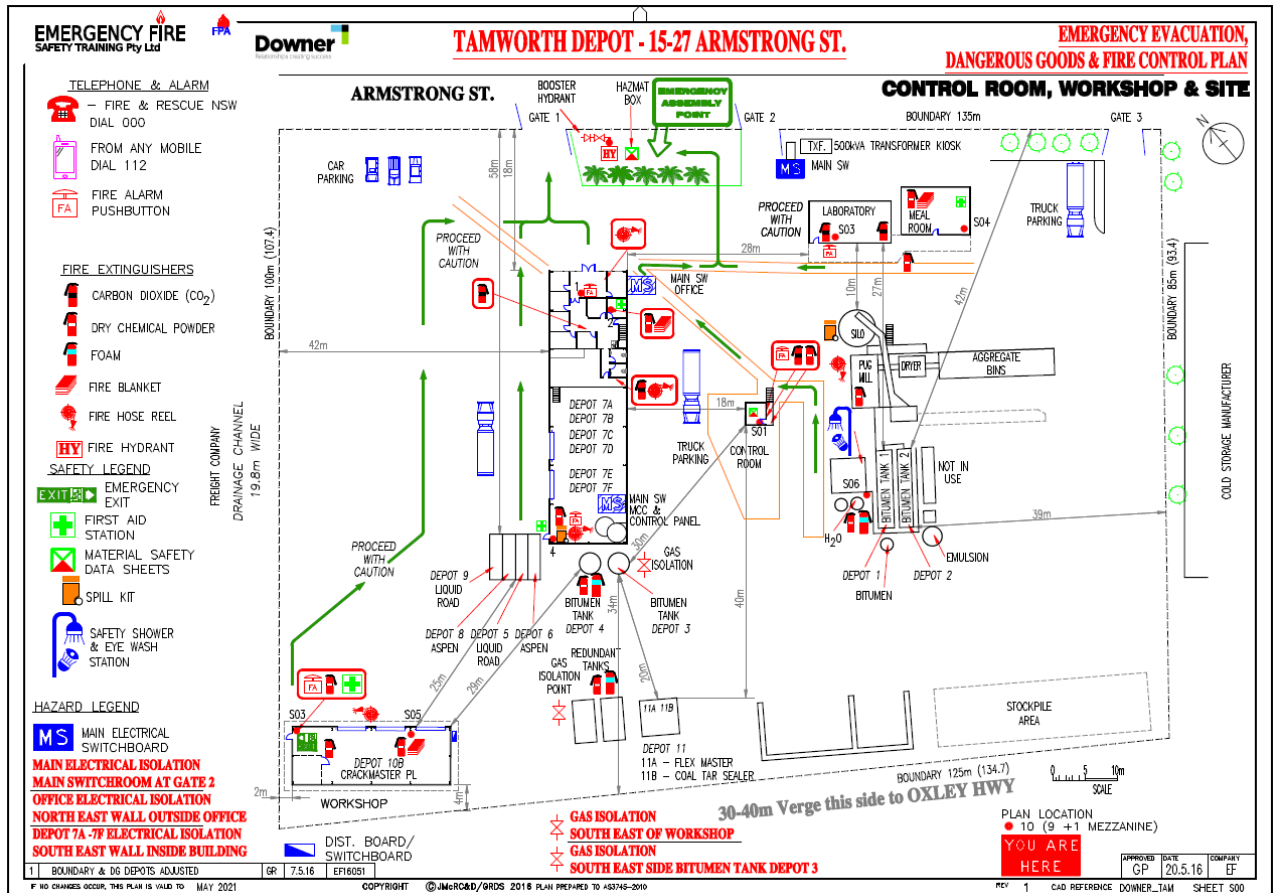
All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.

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.
- Area Warden checks all areas clear of personnel.
- Area Warden directs and follows all personnel to assembly muster area.
- 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.

6.2.4.1 Evacuation and Emergency Response Diagram

- Should include evacuation routes, location of assembly points and emergency response equipment (fire fighting/spill response/first aid etc).



6.2.4.2 Emergency Assembly/Muster Points

- Designated Emergency Assembly area is located outside the depot between Gates 1 and 2 in front of the office building. The area is marked with an **Emergency Assembly Area** sign and there is a sign located at the reception with directions to the EAA.
- Alternate muster points may be identified during an emergency by the ERT, if the usual muster point is determined unsafe.

6.2.4.3 Mechanism to Account for Persons

- Area Wardens search all areas and collect Visitors book and Pre –start attendance sheet from reception.
- Roll call must be conducted at Emergency assembly area.

6.2.4.4 Occupants and Visitors with Disabilities/Mobility Impaired Persons

Details of persons with disabilities or any mobility impairment whether permanent or temporary are to be kept on a register maintained by the Chief Warden. In the event of an emergency such people are to be assisted by a Warden or a nominated staff member to a place of safety.

6.2.5 Lock-Down Procedures

Details of any lockdown processes where personnel are to remain at a site / facility due to external risk(s) Include details...

7 RECOVERY

Recovery activities are primarily concerned with restoring the work site/ environment to its pre-emergency condition. Depending on the nature/effect of the emergency, this may include reconstruction of the physical infrastructure, restoration of the emotional, social, economic and physical well-being of the workforce/workplace. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects.

7.1 Post Emergency Activities

The debriefing shall review (but not be limited to) the following;

- Staffing
- Plant and equipment
- Processes and procedures
- Material inventories
- Difficulties encountered
- Access to any Employee Assistance Programs

7.2 Emergency Management Plan Review

Subject to review:

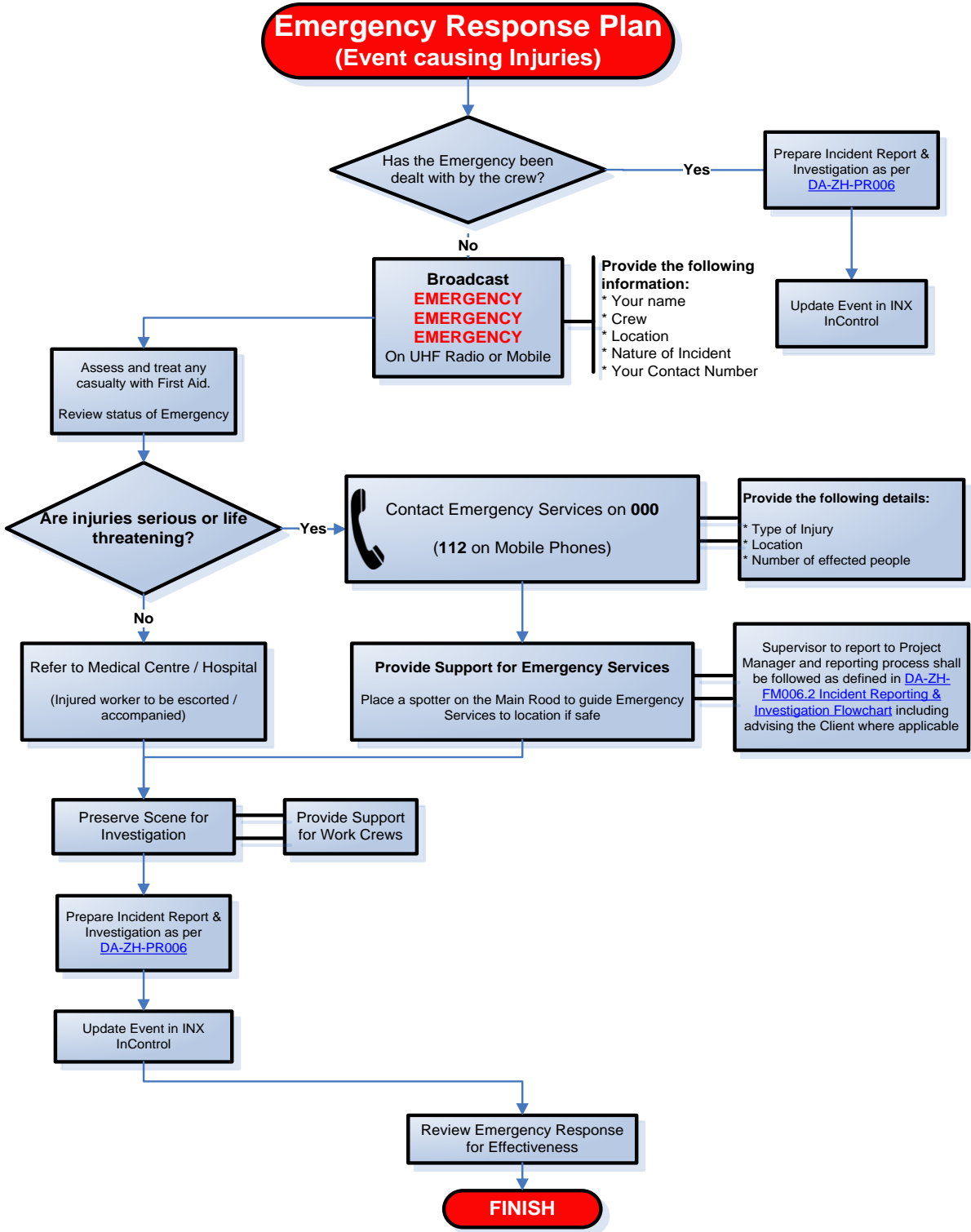
- Following an emergency situation.
- Change of scope of work/operations, new identified hazards, change of/to premises, client request, as required.

8 MONITOR AND REVIEW

At a minimum, all Emergency Plans shall be reviewed and updated annually and within 1 month of any emergency or in line with changing business needs, changing environment, and emergency risks (whichever is sooner).

Changes to Emergency Plans will be managed in line with ***DA-ZH-PR031 Zero Harm Change Management***.

TAMWORTH SITE EMERGENCY RESPONSE PLAN FLOWCHART



FOR FURTHER INFORMATION, REFER TO THE EMERGENCY MANAGEMENT PLAN AND/OR
[DA-ZH-PR015 EMERGENCY PREPAREDNESS & RESPONSE](#)

TAMWORTH SITE – EMERGENCY CONTACT INFORMATION

Downer Australia Internal Emergency Contacts			
24-Hour Emergency Number / Channel: 1300 366 538 / UHF CH 7			
Administration (contact number and hours): +61 2 6760 7099 (7 am – 5 pm)			
Downer Australia Personnel	Contact No.	After Hours No.	Details
Chief fire Warden	0448 038 047	0448 038 047	All Incidences and Emergencies
Emergency Response Team (ERT)	0408 084 450	0408 084 450	All Incidences and Emergencies
First Aid Officer	0408 084 450	0408 084 450	First Aid
Downer Australia External Emergency Contacts			
Ambulance, Fire, Police	000 Mobile: 112		Life Threatening Emergencies
Fire Brigade (local) Insert Address	Site Specific	000	Fire and Chemical spills
Police (local) Insert Address	Site Specific	000	Security matters
Medical			
Public Hospital Tamworth Base Hospital	Site Specific	02 6767 7700	Serious Injury
Medical Centre Northwest Health	Site Specific	02 6768 3222	Injury
Poisons Information Centre	Poison Hotline NSW	13 11 26	Poisons Information
Other Authorities as required by legislation			
Reportable following instruction with Regional Zero Harm Manager or delegate			
State Emergency Services	SES - Tamworth	132 500	Notifiable incidents immediately
Local Council	Tamworth regional council	02 6755 4555	Notifiable incidents immediately
Department of Public Health	Tamworth Office	02 6764 8000	Notifiable incidents immediately

Workplace Safety Regulatory Body (eg Worksafe)	WorkCover Tamworth	02 6767 2500	Notifiable incidents immediately
Environment Protection Authority	EPA - NSW	131 555 / info@environment.nsw.gov.au	Notifiable incidents immediately
Supply Authorities:			Supply Issues
Electricity	Rabbit Electrical / Origin Energy	02 6765 5448 / 02 6762 0534 / 13 23 34	Emergencies
Gas	Origin	19 19 09	Emergencies or leaking gas (24hr)
Water	Laser Plumbing	02 6765 3235	Emergencies

ANNEX 1 – INVENTORY OF POLLUTANTS

ARMSTRONG STREET – TAMWORTH

Existing Tanks onsite – maximum capacities (however quantities onsite are often less)

Depot No.	Pollutant Type	Class	Packing Group	Quantity	Location	Hazardous	UN No.
Depot 1	Bitumen	9	III	29000L	Bitumen Tank 1 – Asphalt Plant	Hazardous	3257
Depot 2	Bitumen	9	III	29000L	Bitumen Tank 2 – Asphalt plant	Hazardous	3257
Depot 3	Bitumen	9	III	40000L	Bitumen Tank 3 - Rejuvenation	Hazardous	3257
Depot 4	Bitumen	9	III	40000L	Bitumen Tank 3 - Rejuvenation	Hazardous	3257
Depot 5	Bituminous Emulsion	8	III	22000L	Product Tank 1- Preservex	Hazardous	2735
Depot 6	Bituminous Emulsion	8	III	22000L	Product Tank 2- Preservex	Hazardous	2735
Depot 7a							
Depot 7b							
Depot 8	Bituminous Emulsion	8	III	22000L	Product Tank 1- Preservex	Hazardous	2735
Depot 9	Bituminous Emulsion	8	III	22000L	Product Tank 1- Preservex	Hazardous	2735
Storage Tanks	Dirty Waters			21300L	Tipple Interceptor	Hazardous	
Stockpile Bins	Dust			2400 tonne	Aggregate Stockpiles	Non - Hazardous	
Silo	Lime Dust			9 tonne	Lime silo – Asphalt Plant	Hazardous	
Silo	Dust			20 tonne	Asphalt plant Dust Bin	Non Hazardous	
Silo	Lime Dust			1025 kg	Rejuvenation silo and screw conveyor		
Tank	Diesel	C1		2000L	Diesel Tank	Hazardous	00C1

ANNEX 3: EMERGENCY RESPONSE GUIDANCE

Emergency Evacuation Guide

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**

Fire Response

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.

Upon discovering a Fire, the First Responder should:

- Alert and evacuate nearby personnel located in the vicinity of the affected area.
- Immediately notify Emergency Response Team personnel and emergency services (if required).
- When contacting emergency services, state the following:
 - Your name
 - Company name
 - Type of incident
 - Address of incident and nearest cross street, state and suburb
 - Types of injuries
 - Any other relevant information
- Stay in communication until told otherwise.
- Attempt to contain, control and extinguish the fire (if safe and you are trained to do so).
- The ERT will raise the alarm and proceed with evacuation if necessary.
- Ensure the safety and well-being of personnel and attend to the injured.
- Secure the scene and assist external emergency services.
- Institute a roll-call of personnel, contractors and visitors.





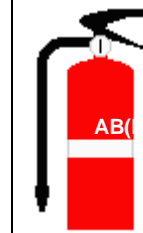
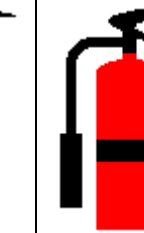







Further Guidance regarding Fire Extinguishers

The following requirements in accordance with **AS/NZS 2444** relating to fire extinguishers are to be adhered to:

- Inspection - Fire extinguishers are to be inspected and serviced every **6 months** in accordance with AS/NZS 1851
- Access - Clear access is to be maintained around fire extinguishers at all times. This should be checked regularly through inspection or audit.
- Location - Place fire extinguishers in readily accessible locations and in areas where risk of fire is likely, e.g. welding and fabrication workshops, areas where flammable products are stored, hazardous chemical storage areas, etc.
- Mounting - Fire extinguishers are to be located on purpose made hooks or brackets and suspended above the floor
- Signage - Signage is to be provided at each location, indicating the type of extinguisher and the fire types that they are suited for. The sign should generally be at eye level or higher to facilitate locating the extinguisher in an emergency.

Important: Water must never be used on Bitumen Fires. Use Dry Chemical Powder or Foam Fire Extinguishers only.

The diagram below illustrates the colour coding of fire extinguishers (so it should be printed in colour) and can be used as a guideline for Fire Extinguisher selection.

EXTINGUISHER TYPES	WATER	DRY CHEMICAL POWDER	CARBON DIOXIDE	FOAM	WET CHEMICAL
	Body: Signal Red	Body: Signal Red with White Band	Body: Signal Red with Black Band	Body: Ultramarine (blue)	Body: Oatmeal (Buff)
FIRE CLASSES					
CLASS A  Paper, wood and textiles	✓	✗	✓	✓ If Confined	✓
CLASS B  Flammable liquids	✗	✓	✓	✓	✗
CLASS C  Flammable gases	✗	✓	✓	✗	✗
CLASS D  Combustible Metals	<u>SPECIAL HAZARD</u> For Information regarding Extinguishers for Class D (Metal) Fires, contact the Fire Brigade				
CLASS E  Electrical hazards	✗	✓	✓	✓	✗
CLASS F  Cooking oil or fat	✗	✓	✗	✗	✓ ✓

Medical Emergency

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.



- Make the area safe.
- Immediately call external emergency services and the **ERT** (specifically First Aid Personnel) for assistance.
- When contacting emergency services, state the following:
 - Your name
 - Company name
 - Type of incident
 - Address of incident and nearest cross street, state and suburb
 - Types of injuries
 - Any other relevant information
- Stay in communication until told otherwise.
- First Aid Personnel will attend and assist (conduct DRABC as appropriate until emergency services arrive).
- If conscious, try to ascertain what condition the affected person is suffering.
- Remain with the casualty and await emergency services arrival.

Personal Threat

In the event of a civil disturbance:

- Ensure your Supervisor is notified immediately
- Notify the Police by dialling “000” (112 for mobiles) and request assistance
- Do not say or do anything that may encourage irrational behaviour
- Alert other personnel in your vicinity of the threat
- Evacuation should be considered (if safe to do so)

Motor Vehicle / Road Transport Accident

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.

- Make the area safe and contact Emergency Services if necessary;
- Ensure you and your passenger can move to a safe area (if not injured)
- Notify Emergency Services if there are injuries
- When contacting Emergency Services, state the following:
 - Your name
 - Company name
 - Type of incident

- Address of incident and nearest cross street, state and suburb
- Types of injuries, property damage or environmental harm sustained
- Any other relevant information
- Stay in communication until told otherwise.
- Ensure all vehicles involved in the accident have their ignitions switches turned off;
- Extinguish any fires if safe to do so;
- First aid treatment to be administered if qualified to do so. Do not move casualties unless absolutely necessary;
- Immediately report the incident to the ERT and to your supervisor.
- Where possible, do not leave casualties alone;
- Place warning signs across the road to warn other traffic;
- **Await emergency services arrival.**

Note: Do not make any comments or liaise about any incidences to the media – this will be dealt with internally by authorised personnel as per **DA-ZH-PR013 Communication & Consultation** and Downer Group Media & Communications Policies.

Emergency Breakdown

What to do if you breakdown in transit:

- Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left. Leave your sidelights on and use your hazard flashers.
- Leave the vehicle and ensure if you have passengers, they do the same. Ensure you are wearing a high-visibility vest and place safety triangles behind the vehicle if easily and safely accessible.
- Ensure yourself and passenger(s) (if you have any) keep away from the carriageway and hard shoulder. It is best to retreat onto the embankment, or behind a barrier if this is possible
- Contact your Supervisor / Scheduler and roadside assistance if needed; tag-out plant/equipment if unsafe to operate.

Bomb / Substance Threat

Any person who receives a bomb / substance threat should remain calm and take the following steps:

Ask the following questions

- | | |
|--|--|
| <input type="checkbox"/> Where did you put the bomb/substance? | <input type="checkbox"/> Did you place the bomb/substance? |
| <input type="checkbox"/> When is the bomb going to explode? | <input type="checkbox"/> Why did you place the bomb/substance? |
| <input type="checkbox"/> When did you put it there? | <input type="checkbox"/> Is the substance a liquid, powder or gas? |
| <input type="checkbox"/> What does the bomb/substance look like? | <input type="checkbox"/> What is your name? |
| <input type="checkbox"/> What kind of bomb/substance is it? | <input type="checkbox"/> Where are you now? |
| <input type="checkbox"/> What will make the bomb explode? | <input type="checkbox"/> What is your address? |
- Try to record the exact wording of the threat.
 - Try to keep the caller talking and complete the following checklist (do not hang up because the call may be traced).

Voice		Speech		Telephone		Background			
	Man		Accent		Calm		Local		Music
	Woman		Stutter		Angry		STD		Voices
	Child		Fast		Slurred		Mobile		Traffic
	Taped		Slow		Drunk		Unknown		Aircraft
	Unknown		Loud		Other				Train
			Soft						Machinery

- Notify the **ERT** and your Supervisor.
- If a suspected bomb/substance is found you must take the following actions:
 - Do not touch it.
 - Clear the area.
 - Notify the **ERT** and your Supervisor; and
 - Prevent other people from entering the area near the suspected bomb/substance.

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 clean-up 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 clean-up and rehabilitation of the affected site to an acceptable standard.

Gas Leakage

In the event of a Gas Leak:

- Isolate the Gas supply at the source (if safe to do so)
- Notify the Fire Brigade by dialling "000" (112 for mobiles)
- Shutdown the air conditioning to prevent the spread of any flammable or toxic gases
- Remove any ignition sources (if safe to do so)
- Evacuate to safe area and contact the Responsible Manager
- Await advise from emergency services
- Contact the Responsible Manager