

ABN: 66 008 709 608

Emergency Management Plan

Camellia Recycling Depot

12 Grand Avenue Camellia NSW 2142

DOCUMENT PREPARATION	DOCUMENT REVIEW	DOCUMENT AUTHORISATION
Barry Wood Zero Harm Advisor	Roy Stiff Maintenance Recycling Manager	Roy Stiff Maintenance Recycling Manager

REVISION STATUS

Issue/ Revision/ Date	Summary of Section Changes	Reviewed By:	Authorised By:
V4 - 27/04/15	General update	Barry Wood	Roy Stiff
04/03/14	Page 6 2.4 Contact details of Neighbours added	Barry Wood	Ross Brookshaw
17/02/15	Page 25. 6 Update Notify Responsible Manager	Barry Wood	Roy Stiff
17/02/15	Page 1 Update General Manager Name Change	Barry Wood	Roy Stiff
18/01/17	General update	Barry Wood	Roy Stiff
15/01/18	General update remove Production Manager Name	Barry Wood	Roy Stiff

2.3 Number of People on Site and at Time of Occupancy

- Usual office operating hours are generally between 6am – 4pm, Monday to Friday (subject to change with extended hours and weekends due to production requirements)
- Day shift- 2x Operators plus Yard Foreman: 6am-4pm
- Night Shift- 2x Operators, Start & Finish times by arrangement as per Jobs.

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
Shell Oil Australia		Phone	Fire/ Explosion Discharge to the Drain
Sami		Phone	Fire/ Explosion Discharge to the Drain
Hymix		Phone	Fire/ Explosion Discharge to the Drain
Boral Plasterboard		Phone	Fire/ Explosion Discharge to the Drain
Earthpower	Emergency Number	Phone	Fire/ Explosion Discharge to the Drain
General Public	Council, Department of Primary Industries/ Fisheries	Community Announcements, signs etc.	Discharge to Parramatta River

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 Project Zero Harm Management Plan (ZHMP). Site specific evacuation procedures (incl. muster points and the identities of ERT personnel) will be displayed in prominent positions throughout the site/buildings.

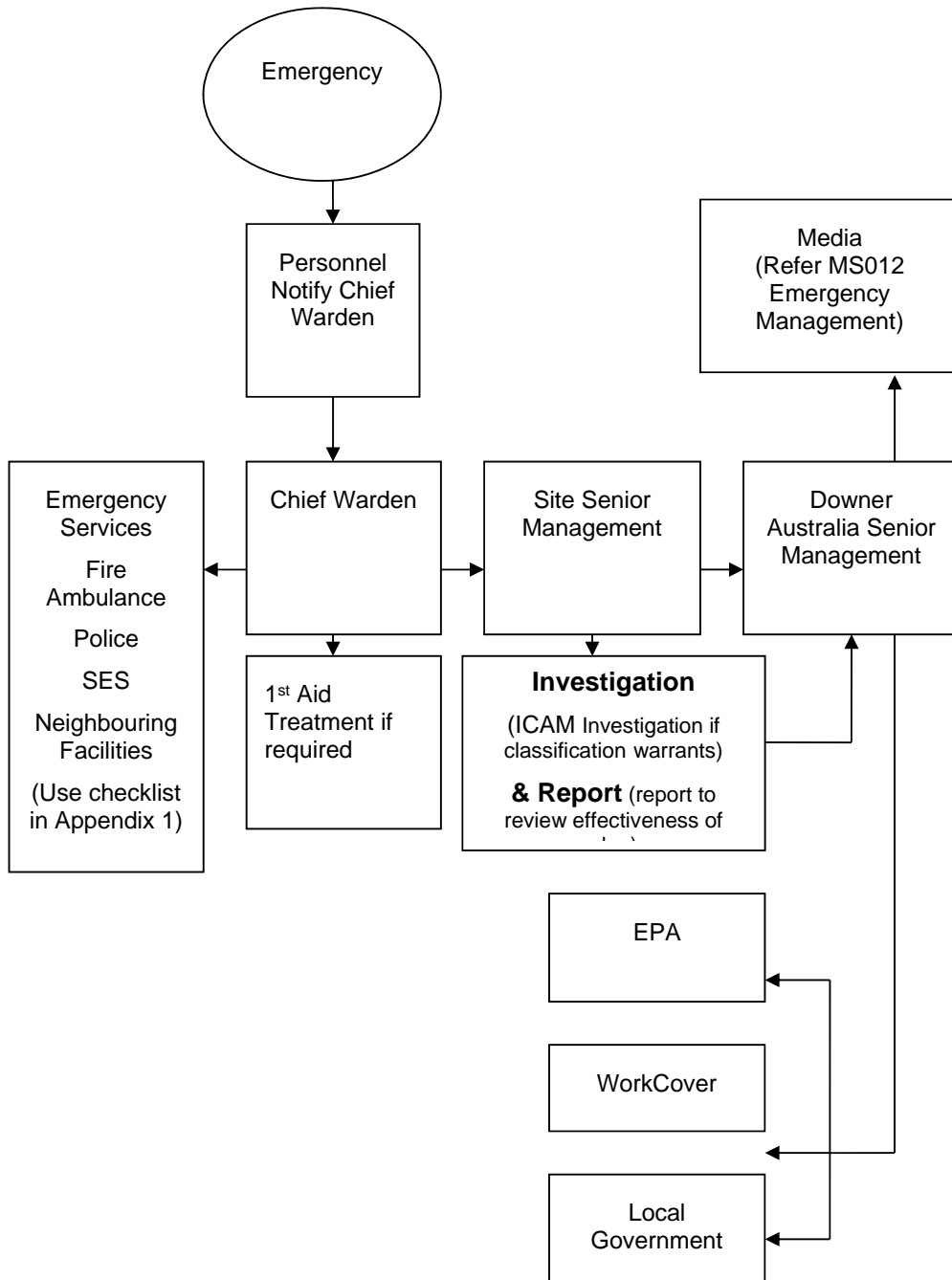
4 EMERGENCY ORGANISATION & RESPONSIBILITIES

4.1 Recycling 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.

6.2.3 Emergency Communication



ANNEX 2 – EMERGENCY CONTACT INFORMATION

Downer Australia Internal Emergency Contacts			
24-Hour Emergency Number Roy Stiff 0407 228 098			
Administration (contact number and hours):			
Downer Australia Personnel	Contact No.	After Hours No.	Details
Chief Fire Warden – Terry Cullen	0438 794 717	0438 794 717	All Incidences and Emergencies
Emergency Response Team (ERT) Barry Wood	0438 208 099	0438 208 099	All Incidences and Emergencies
First Aid Officer – Terry Cullen	0438 794 717	0438 794 717	First Aid
Downer Australia External Emergency Contacts			
Ambulance, Fire, Police	000 Mobile: 112		Life Threatening Emergencies
Fire Brigade (local) Insert Address	000 Mobile: 112	000 Mobile: 112	Fire and Chemical spills
Police (local) Insert Address	000 Mobile: 112	000 Mobile: 112	Security matters
Medical			
Public Hospital - Westmead Hawkesbury & Darcy Rds Westmead	9845 5555	9845 5555	Serious Injury
Medical Centre- Merrylands Family Practice 189 Merrylands Road Merrylands, NSW 2160	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	1300 729 579	1300 729 579	Notifiable incidents immediately
Local Council - Parramatta	1300 617 058	1300 617 058	Notifiable incidents immediately

Department of Public Health	02 9840 3603	02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call	Notifiable incidents immediately
Workplace Safety Regulatory Body (eg WorkSafe)	13 10 50	13 10 50	Notifiable incidents immediately
Environment Protection Authority	131 555 or 9995 5555	131 555 or 9995 5555	Notifiable incidents immediately
Supply Authorities:			Supply Issues
Electricity – Energy Australia	13 15 35	13 15 35	
Gas - Jemena	13 19 09	13 19 09	
Water – Sydney Water	13 20 90	13 10 90	

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](#)