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**General Trades & Office**

**WHS Emergency Response Plan**

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**1. General Information**

**1.1 Emergency Response Plan Objectives**

The aim of these procedures is to ensure that personnel are capable of coping with any emergency situation. The primary concern is for the safety of workers, visitors, contractors, and the community. Vital records, property and other assets should also be protected.

Site Manager/ Team leader’s & Fire Wardens must ensure that these procedures are kept in a prominent position and that all personnel are made aware of the contents. It is also essential that this document is amended when there are site or personnel changes that impact on the procedures herein.

All personnel must make themselves aware of the location of all emergency alarms, exits and fire appliances within or near their work area and location of the external Safe Assembly Areas.

The effectiveness of these procedures depends on the willingness of all personnel to make themselves aware of the immediate actions they must take in an emergency so that they are capable of acting promptly, calmly, and efficiently.

Incident response obligations in your state in relation to pollution incidents have increased over and above typical emergency response activities.

**1.2 Emergency Response**

A safety risk assessment of the site at <insert site name> was conducted in <insert date>, and it identified a number of potential emergency situations for the site.

This assessment has been in consultation with the CFA and in-accordance with AS/NZS ISO 31000-2009.

An environmental risk assessment was also completed.

For details of all risk assessments refer to the Risk Register located in the Quality Manager’s Office and a summary of which appears in the Emergency Manual.

**1.3 Emergency Preparedness Checklist**

Checks of emergency preparedness must be undertaken using the set Site Inspection Checklists.

**1.4 Definitions**

**Emergency Control Organisation and procedures** have been developed in accordance with Standards Australia ® or other accredited bodies and are reviewed on an annual basis or earlier if changes occur.

**External Agencies** People or organisations which have dedicated / specific functions in any situation where urgent assistance is required.

**Incident Management Committee** Personnel appointed by <insert name/s> as appropriate – including site manager, customer service, engineer, team leader, quality manager, systems manager, senior financial officer & OSE manager– to assist in the control of large scale and potentially large scale emergencies.

**SWMS** Safe Work Method Statements.

**Site Manager/ Team Leader** Oversees the coordination of the Emergency Response Plan and ensure a safe response to whatever emergency situation may arise within the site.

**Workers** Employees, casual staff, and contractors

**2. Hazardous and Dangerous Goods**

The Hazardous and Dangerous Goods Register is in the<insert location>

**3. General Emergency Requirements**

**In the event of an emergency the process to follow shall include:**

* Contact Site Manager/Team Leader / Control Room – either via dialling their number or via radio.
* Activate the nearest emergency alarm if necessary.
* Without putting one’s self in the line of fire, making the area safe.
* If safe to do so, provide assistance to injured persons.
* Notify site manager/supervisor.
* Await further instructions.

**3.1 Access for External Services**

In the event that external emergency Services require access to the site, escorts and direction guides will need to be dispatched with full key access escorts and guides are not to be Fire Wardens.

<Facility Name>

<Employees on site:>

<The site address / direction for emergency services is: >-

<Address>

<Address>

If more than one external Services vehicle is expected, it may be appropriate to have in place either a number of escorts or a ‘relay’ of direction guides – whichever is appropriate / available at the time.

**4. Fire and Smoke**

**4.1 Fire and Smoke – Action Plan**

If you discover fire or smoke on site, follow the steps below immediately.

**Step 1:** Activate the nearest emergency alarm. Advise the Fire Warden immediately of the fire or smoke and its location on the site.

**Step 2:** Fire Warden is to move any people in immediate danger to the Safe Assembly Area and advise the Site Manager/Team Leader immediately of the fire or smoke and its location on site.

**Step 3:** The Site Manager/Team Leader will assess the situation and, if deemed appropriate, evacuate the site, and notify emergency services.

**FOR EVACUATION**

The Site Manager/Team Leader will use the Public Address (PA) system to alert all workers and visitors of the evacuation. Fire Wardens will instruct all personnel to EVACUATE.

**Step 4:** Fire Wardens must ensure that their designated areas are free of all personnel.

If safe to do so, Fire Wardens will switch off power to machines and other equipment, and close doors.

Do not turn off the lights.

If safe to do so, the fire may be extinguished.

**Step 5:** For evacuation, all personnel must always assemble at the designated Assembly Points (see Site Map) and remain with their Fire Warden.

**Step 6:** Each Fire Warden will ensure a roll call is conducted to account for all workers and visitors.

**Step 7:** First Aid Attendants will treat any injured personnel at the Assembly Point.

|  |
| --- |
| **Step 8:** Await further instructions.  **Do not re-enter the site until the Site Manager/Team Leader gives the all clear.** |

**FIRE AND SMOKE – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of emergency and location:

* If safe to do so, the Site Manager/Team Leader shall make their way to the site of the emergency, take control of the emergency response, and determine the response required.
* Where deemed necessary, evacuate the personnel from the site
* For evacuation, confirm that all personnel are being moved to the Safe Assembly Points.
* Advise the emergency services, as necessary.
* Ensure that all other immediate and follow-up actions have been taken or are in progress.
* Despatch a worker in a vehicle to the main plant entrance to control incoming traffic and to escort emergency services through the site
* Ensure that ‘NO ENTRY’ signs are positioned at gates and no trains are allowed to enter the site
* Liaise with emergency personnel
* Hand the situation over to the Chief Fire Officer on arrival, and advise them of:
  + - any unaccounted-for personnel
    - the latest situation and actions taken.
      * Await instructions from the Chief Fire Officer.

**IMPORTANT: - as fire-fighting run-off water and smoke may cause a Pollution Incident, compulsory immediate procedures may apply.**

**FIRE AND SMOKE – FIRE WARDEN RESPONSIBILITIES (WITHIN THE EMERGENCY AREA)**

* Advise the Site Manager/Team Leader of any smoke or fire you have been alerted to, and its location.
* Ensure a ‘sweep’ of your designated area is completed and that all personnel are moved to the Safe Assembly Point.
* Confirm that all doors, windows, and hatches have been closed to contain fire and block off smoke.
* Confirm that the alarm has been activated and that emergency services have been advised of details and location.
* Ensure that ‘NO ENTRY’ signs are positioned at gates.
* Report any personnel not accounted for to the Site Manager/Team Leader.

**IF SAFE TO DO SO AND AS DIRECTED BY SITE MANAGER/TEAM LEADER**

* Assist in extinguishing fires.
* Shut down or switch off gas, air conditioning, machines, and appliances. Leave lights on
* Try to limit contaminated emissions.

**FIRE AND SMOKE – FIRST AID ATTENDANT RESPONSIBILITIES**

* Collect the nearest First Aid Kit.
* If safe to do so, provide first aid.
* Act under instructions from the Fire Warden/Site Manager/Team Leader.
* Be prepared to render first aid at the closest assembly point.

Other Fire Wardens not immediately involved in the emergency, on evacuation should go to the assembly area and account for their people.

**5. Bomb Threats and other Threats**

**5.1 Bomb Threats**

|  |
| --- |
| In all cases of bomb threat:  **WARNING**  **SWITCH OFF RADIOS, CELLULAR PHONES, MOBILE PHONES, PAGERS**  **OR ANY OTHER RADIO TRANSMITTING DEVICES**  **(USE LAND-LINE TELEPHONES ONLY)** |

**BOMB THREATS BY TELEPHONE – IMMEDIATE ACTION**

* Record all information on paper.
* Let caller finish the message; do not interrupt.
* If asked for a response, keep your answer to one or two words.
* Try to attract the attention of people near you.
* Be sympathetic (do not abuse the caller).
* Claim that you cannot hear the caller / /have poor reception.
* Ask for the caller to repeat parts of the conversation.
* **Do not hang up, even if the caller does**.

*Refer to appendix for bomb-threat checklist*

**IMMEDIATELY AFTER THE CALLER HANGS UP**

* Report to the Site Manager/Team Leader (who will then make the appropriate notifications).
* Await further instructions.

**BOMB THREATS BY MAIL – IMMEDIATE ACTION**

* Take careful note of the time and method of receipt.
* Retain the item but limit handling to a minimum and handle by edges only.
* Notify the Site Manager/Team Leader and provide details.
* Do not discuss details of the threat with any other person.
* Await further instructions.

**BOMB THREATS IN PERSON – IMMEDIATE ACTION**

* Evaluate the person making the threat:
  + has the person made a complaint against your organisation?
  + did they appear to be under the influence of alcohol or drugs?
  + was the threat made in a facetious or joking manner?
* Make note of the appearance of the person(s) making the threat.
* When the person has departed, report the threat to Site Manager/Team Leader.
* Remain with the Site Manager/Team Leader for interview by Police.
* Do not discuss details of the threat with the media or any other person.
* Await further instructions.

**BOMB THREAT – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

* Assess information from the recipient of the threat.
* Initiate an evacuation of the premises, if deemed necessary.
* Ensure that the Police have been advised of details.
* Ensure that the recipient has completed the Bomb Threat Checklist and is standing by for interview.
* If directed by the Incident Management Committee, initiate Fire Warden searches and ensure that search results are reported to Site Manager/Team Leader.
* Commence an evacuation as necessary:
  + ensure that all personnel are evacuated and accounted for and secure entry to site.
* Stand by for further advice from the Crisis Team and Police.

Re-entry to a site that has been evacuated due to a bomb threat is only possible when authorised to do so by the Police.

**5.2 Personal Threat – Immediate Response**

Contact the Site Manager/ Team Leader immediately upon receiving any personal threat.

**5.3 Extortion – Immediate Response**

Contact the Site Manager/ Team Leader immediately upon receiving any extortion threat.

|  |
| --- |
| **5.4 Evacuation**  **The first responsibility of all personnel is quickly move anyone in immediate danger to safety and ensure that they are accounted for by the Warden.** |

|  |
| --- |
| **When in doubt … EVACUATE** |

**5.5 Stages of Evacuation**

**Stage 1 – Local -** move away from immediate danger

**Stage 2 – Plant -** proceed to Assembly Area as listed on the emergency response site map.

NOTE: If a further site-wide evacuation is required, it will be at the decision made by the Site Manager/Team Leader in conjunction with relevant management to an appropriate location determined at the time, dependent upon the prevailing circumstances.

|  |
| --- |
| **5.6 Evacuation Assessment**  **Assessment to evacuate is done by the Site Manager/Team Leader in consultation with Fire Wardens.** |

Factors which must be immediately considered to determine stages and priorities are as follows:

* Location and extent of the emergency.
* The proximity of flammable gases, liquids and other flammable materials or suspect item (in the case of a bomb threat).
* If there has been a toxic emission, evacuation must be kept away from direction of emission and wind.
* Whether it is safe to try to extinguish the fire or block off smoke, or whether the initial attack on the fire looks like it will be successful.
* The nature and type of any injuries sustained by people in the danger area and whether those present are capable of evacuating all people in danger.
* The nearest safe exit route.

**EVACUATION ALL-CLEAR**

Entry or re-entry is strictly forbidden until authorised by the Officer-in-Charge of the attending emergency authority. If no emergency authority is in attendance, entry or re-entry is forbidden until the Site Manager/Team Leader gives the “all clear” and the <insert name/s> authorises re-entry.

**5.7 Evacuation Attendance Checklist**

A checklist is to be compiled for each evacuation area and maintained by the Fire Warden responsible for each respective area to ensure all personnel as listed below are accounted for.

Evacuation Checklists shall be completed for the following groups.

* Employee List.
* Maintenance.
* Administration and Visitors.
* Contractors

No person is to leave the Assembly Area without personally notifying and obtaining permission or clearance from the Site Manager/Team Leader to do so.

**6. Other Emergency Situations**

**6.1 Medical Emergency**

The main concern is the safeguarding of life and immediate treatment of injured people.

*Ambulance Services shall be called whenever there is any doubt as to the health and well-being of an injured or ill person.*

**THE IMMEDIATE RESPONSE IS:**

* Make area safe (e.g. shut down hazardous equipment).
* Care for injured personnel.
* Call for first aid assistance.
* Report details to the Fire Warden or Site Manager/Team Leader.
* Await instructions from the Fire Warden, Site Manager/Team Leader or First Aider.
* Stand by to provide assistance and await further instructions.

**MEDICAL EMERGENCY – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* If necessary, call an ambulance on 000 / <insert Phone number>
* If Ambulance Service is required ensure there are people at the gates to escort the emergency responders to the scene of the incident.
* Contact <insert name/s> or WHS Manager who will report to WorkCover, if necessary.

**MEDICAL EMERGENCY – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* Move people in immediate danger to safety and ensure their continued safety and care.
* Ensure first aid has been called.
* Ensure ambulance has been contacted, if required.
* Restrict access to the area.
* Ensure Site Manager/Team Leader has been notified, if necessary.

**6.2 Electric Shock**

The main concern is the safeguarding of life and immediate treatment of injured people.

**THE IMMEDIATE RESPONSE IS:**

* Shut off the electricity. Do not enter the area until the electricity has been turned off.
* Move people in immediate danger to safety and ensure their continued safety and care.
* Care for injured personnel.
* Call for first aid assistance, including defibrillator.
* Report details to the Fire Warden or Site Manager/Team Leader.
* Call for an ambulance on 000 / <insert Phone number>
* Await instructions from the Fire Warden, Site Manager/Team Leader or First Aider.
* Stand by to provide assistance and await further instructions.

**ELECTRIC SHOCK – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* Ensure ambulance has been contacted.
* Proceed to site and assess
* Contact Manager who will report to WorkCover.

**ELECTRIC SHOCK – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* Ensure first aid, with defibrillator, has been called.
* Ensure ambulance has been contacted.
* Restrict access to the area.
* Ensure Site Manager/Team Leader has been notified, if necessary.

**6.3 Vehicle Contact with Overhead Electric Cables**

The main concern is the safeguarding of life and immediate treatment of injured people.

**DRIVER:**

* Stay within the vehicle and call for assistance or attract attention.
* Do not allow anyone to approach the vehicle.
* If it becomes unsafe to stay in the vehicle, jump clear, landing feet together. Walk away from the vehicle using a feet-to-feet, shuffling motion. Do not lift feet. Do not take steps.

**THE IMMEDIATE RESPONSE IS:**

* Do not approach the scene.
* Encourage the driver to stay within the vehicle.
* Report details to the Fire Warden or Site Manager/Team Leader.
* Restrict access to the area.

**OVERHEAD POWER CONTACT – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* Contact Electrical Engineer (Refer to Appendix for contacts details), who will contact electricity provider, or issue the necessary directives.
* Proceed to site and assess
* Contact Management who will report to WorkCover.

**OVERHEAD POWER CONTACT – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* Ensure electrical department have been notified.
* Restrict access to the area.
* Ensure Site Manager/Team Leader has been notified.

**6.4 Dust Discharge / Solid Material Spill**

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, equipment should also be protected.

**THE IMMEDIATE RESPONSE IS:**

* Shut down or switch off equipment. **LEAVE LIGHTS ON**.
* If safe to do so, assist and care for injured personnel and call for first aid assistance.
* Report details to the Fire Warden or Site Manager/Team Leader.
* If necessary, contact Emergency Services on 000 / <insert Phone number>
* Restrict access to the area.
* Await instructions from the Fire Warden or Site Manager/Team Leader.
* Stand by to provide assistance and await further instructions.

**SPILL EMERGENCY – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* Proceed to site and assess
* If necessary, initiate an evacuation
* If necessary, contact emergency services on 000 / <insert Phone number>
* Contact <insert name/s>, Quality Manager or WHS Manager who will assess whether reporting to the Regulatory Authorities is warranted. If yes, then immediate notifications are to be made to Regulatory Authorities as detailed in the appendix.

**SPILL EMERGENCY – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* Move people in immediate danger to safety and ensure their continued safety and care.
* Ensure emergency services have been contacted.
* Restrict access to the area.
* Ensure Site Manager/Team Leader has been notified.

**ADDITIONAL REPORTING**

If the incident has the potential to affect the community the following must also be contacted:

* E.g. Environment Protection Authority
* E.g. Local Council

If the incident has the potential to affect roads the following must also be contacted:

* E.g. QMR Incident response service

See Appendix for contacts details.

**6.5 Liquid Chemical Spill / Release**

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, vital records and equipment should also be protected.

**THE IMMEDIATE RESPONSE IS:**

* Move people in immediate danger to safety.
* Shut down or switch off equipment. **LEAVE LIGHTS ON**.
* If safe to do so, assist and care for injured personnel and call for first aid assistance.
* If safe to do so, make use of spill kits to restrict movement of spill.
* Report details to the Fire Warden or Site Manager/Team Leader.
* Advise remand centre if spill or leak has potential impact on their facility telephone number contained in this plan.
* If necessary, contact Emergency Services on 000 / <insert Phone number>
* Restrict access to the area.
* Await instructions from the Fire Warden or Site Manager/Team Leader.
* Stand by to provide assistance and await further instructions.

**SPILL EMERGENCY – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* Proceed to site and assess
* If necessary, initiate an evacuation
* If necessary, contact emergency services on 000 / <insert Phone number>
* Contact <insert name/s>, Quality Manager or WHS Manager who will assess whether reporting to the Regulatory Authorities is warranted. If yes, then immediate notifications are to be made to Regulatory Authorities as detailed in the appendix.

**SPILL EMERGENCY – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* Move people in immediate danger to safety and ensure their continued safety and care.
* Ensure emergency services have been contacted.
* Restrict access to the area.
* Ensure Site Manager/Team Leader has been notified.

**ADDITIONAL REPORTING**

If the incident has the potential to affect the community the following must also be contacted:

* Environment Protection Authority
* Local Council

If the incident has the potential to affect roads the following must also be contacted:

* E.g. QMR Incident response service

See Appendix for contacts details.

**6.6 Hot Materials Spill**

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, equipment should also be protected.

**THE IMMEDIATE RESPONSE IS:**

* Move people in immediate danger to safety.
* Shut down or switch off equipment. **LEAVE LIGHTS ON**.
* If safe to do so, assist and care for injured personnel and call for first aid assistance.
* If safe to do so, make use of spill kits to restrict movement of spill.
* Report details to the Fire Warden or Site Manager/Team Leader.
* Restrict access to the area.
* Await instructions from the Fire Warden or Site Manager/Team Leader.
* Stand by to provide assistance and await further instructions.

**HOT MATERIALS AND GASES SPILL/ESCAPE – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* Proceed to site and assess
* If necessary, initiate an evacuation
* If necessary, contact emergency services on 000 / <insert Phone number>
* Contact Manager who will assess whether reporting to the Regulatory Authorities is warranted. If yes, then immediate notifications are to be made to Regulatory Authorities as detailed in the appendix.
* Advise remand centre if spill or leak has potential impact on their facility telephone number contained in this plan.

**HOT MATERIALS AND GASES SPILL/ESCAPE – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* Move people in immediate danger to safety and ensure their continued safety and care.
* Ensure emergency services have been contacted.
* Restrict access to the area.
* Ensure Site Manager/Team Leader has been notified.

**ADDITIONAL REPORTING**

If the incident has the potential to affect the community the following must also be contacted:

* E.g. Environment Protection Authority
* E.g. Local Council

If the incident has the potential to affect roads the following must also be contacted:

* E.g. QMR Incident response service

See Appendix for contacts details.

**6.7 Structural Damage or Building Collapse**

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, vital records and equipment should also be protected.

**THE IMMEDIATE RESPONSE IS:**

* Shut down or switch off equipment. **LEAVE LIGHTS ON**.
* If safe to do so, assist and care for injured personnel.
* Call for first aid assistance.
* Report details to the Fire Warden or Site Manager/Team Leader – who will contact emergency services.
* Restrict access to the area.
* Await instructions from the Fire Warden or Site Manager/Team Leader
* Stand by to provide assistance and await further instructions.

**STRUCTURAL EMERGENCY – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* Proceed to site and assess
* If necessary, initiate an evacuation.
* If necessary, contact emergency services on 000 / <insert Phone number>
* Contact Manager who will assess whether reporting to the Regulatory Authorities is warranted. If yes, then immediate notifications are to be made to Regulatory Authorities as detailed in the appendix.
* Advise remand centre if structural damage has potential impact on their facility telephone number contained in this plan.

**STRUCTURAL EMERGENCY – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* Move people in immediate danger to safety and ensure their continued safety and care.
* Ensure emergency services have been contacted.
* Restrict access to the area.
* Ensure Site Manager/Team Leader has been notified.

**6.8 Civil / Public Disorder**

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, vital records and equipment should also be protected.

**THE IMMEDIATE RESPONSE IS:**

* Do not confront or speak with protestors.
* Shut down or switch off equipment. **LEAVE LIGHTS ON**.
* If safe to do so, assist and care for injured personnel.
* Report details to the Fire Warden or Site Manager/Team Leader immediately.
* Await instructions from the Fire Warden or Site Manager/Team Leader
* Stand by to provide assistance and await further instructions.

**CIVIL / PUBLIC DISORDER – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* Restrict movements on site.
* Restrict movements in and out of site (e.g. lock gates, no rail movements)
* Contact emergency services on 000.
* Contact Site Management who will report to WorkCover.

**CIVIL / PUBLIC DISORDER – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* Move people in immediate danger to safety and ensure their continued safety and care.
* Restrict access to the area.
* Ensure Site Manager/Team Leader has been notified.

**6.9 Armed Holdup or Intrusion**

The main concern is the safeguarding of life and immediate treatment of injured people. Do not protect money, information or equipment.

**THE IMMEDIATE RESPONSE IS:**

* If safe to do so, report suspicious activity to Fire Warden or Site Manager/Team Leader immediately upon noticing it.
* Do not confront the intruder(s). Try and remain calm. Do not make any sudden movements or take any action to excite or agitate the intruder(s).
* Be courteous, answer questions and obey all directions.
* After the incident, do not touch any items in the incident scene.

**ARMED HOLDUP OR INTRUSION – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* If safe to do so, restrict movements on site.
* Contact emergency services on 000 / <insert Phone number>
* Contact Site Management who will report to WorkCover.

**ARMED HOLDUP OR INTRUSION – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* If safe to do so, move people in immediate danger to safety, and ensure their continued safety and care.
* If safe to do so, restrict access to the area.
* Ensure Site Manager/Team Leader has been notified.
* After the incident, restrict access to the incident site and ensure it is not disturbed.

**6.10 Trapped in Lift**

**IF TRAPPED:**

* Push the alarm button (do not press any other button).
* Use lift emergency phone to contact the relevant authority and report the breakdown.
* Wait for assistance to arrive.
* Remain calm.
* Sustenance / comfort box contains thermo blanket and water which can be used if necessary

**TRAPPED IN LIFT – SITE MANAGER/TEAM LEADER RESPONSIBILITIES**

When notified of the emergency and location:

* Proceed to site and assess
* Contact the lift provider.
* Keep in regular contact with the trapped person(s).

**TRAPPED IN LIFT – FIRE WARDEN RESPONSIBILITIES**

When notified of the emergency and location:

* Restrict access to the area.
* Ensure Site Manager/Team Leader has been notified.

**6.11 Confined Space**

In the event of an emergency in a Confined Space, the Confined Space Rescue Plan SWMS as attached to this plan and as part of the Confined Space Entry Permit and documentation details the required response.

**THE IMMEDIATE RESPONSE IS:**

* Notify the Standby Person of the emergency.
* Await instructions.

**STANDBY PERSON:**

* Initiate the specific Confined Space Rescue Plan (attached to this plan).
* Do not enter the space.
* Notify the Site Manager/Team Leader.

**MEDICAL EMERGENCY –**

* <insert company name>, has a number of First Aid trained personnel that can be mobilised via radio or via the Telephone system. In the first instance the standby person must call for immediate medical assistance and await further instruction. In the event that an affected person is able to, walk the affected person to a safe area, assess their condition and manage as advised by First Aiders.

**RESCUE AND EXTRACTION EMERGENCIES –**

<insert company name>, is generally not resourced to manage rescue situations. The majority of confined spaces will not require rescue. Most will be confined space emergencies will involve medical emergencies which will be managed by the Site Manager/ Team Leader and the First Aid personnel on duty at the time.

Confined spaces shall all be risk assessed and emergency response defined appropriately. In the event that the risk is deemed to require confined space rescue capabilities, consideration shall be given to having rescue teams on standby e.g. Side by Side for a heights rescue in a confined space.

Emergency Services to be contacted via telephone. For ‘Urgent Rescue’ emergency services will be used.

**6.12 Fall from Heights**

A Standby Person or Rescuer shall be required while persons are working at heights under a working at heights.

Unplanned rescue from height can result in injury or death.

Leaving a person suspended in a harness can result in death.

In the event that a fall from heights has occurred, the Standby or Rescue Person shall ensure the following steps are undertaken.

1. Notify the Site Manager/Team Leader of the event, including providing the following information.

a. Gender - Male or female

b. Age - approximate

c. Weight - approximate

d. Known problems from the fall e.g. broken leg, conscious, unconscious, equipment damaged.

e. Amount of time suspended so far

2. The Site Manager/Team Leader shall in turn relay this information to Emergency Services.

3. The Standby Person or Rescuer shall initiate Verbal Contact with the fall victim as soon as possible to assess consciousness, reassure and ask whether the fallen person can “Self Rescue” providing appropriate equipment is available to them and have been trained to do so.

4. The Standby Person or Rescuer shall consider whether self-rescue is possible considering other factors such as, is the equipment visibly damaged.

5. If self-rescue is not possible – immediately set up the stand-by rescue equipment on hand.

6. Rescue if safe to do so – if not safe, do not put other lives at risk and wait for Emergency Services to arrive.

7. Leave the rescue equipment in place that you have set up, as the Emergency Services may be able to use some of your equipment and save time by not setting theirs up.

8. Assist where required when asked by emergency services.

9. See attached SWMS for working at heights.

**6.13 Fire or Explosion**

The main concern is the safeguarding of life and immediate treatment of injured people. Do not attempt to shut down or isolate equipment if it is not safe to do so.

**THE IMMEDIATE RESPONSE IS:**

* Activate the nearest alarm.
* Do not enter the area if it is not safe to do so.
* If safe to do so, assist and care for injured personnel and call for first aid assistance.
* Contact Emergency Services on 000 or <insert Phone number>
* Report details to the Fire Warden or Site Manager/Team Leader.
* Restrict access to the area.
* Await instructions from the Fire Warden or Site Manager/Team Leader.
* Stand by to provide assistance and await further instructions.

**ADDITIONAL REPORTING**

If the incident has the potential to affect the community the following must also be contacted:

* E.g. Environment Protection Authority
* E.g. Wyndham Council

If the incident has the potential to affect roads the following must also be contacted:

* E.g. Vic Roads Incident response service

See Appendix for contacts details.

**6.14 Decontamination**

This procedure should be followed in the event of an emergency where a victim or equipment should need to be decontaminated due to a chemical, biological, or radioactive release or spill.

When planning to decontaminate in a medical emergency, procedures should be followed to ensure:

* Decontamination of the victim.
* Protection of medical personnel.
* Disposing of contaminated protective equipment and wash solutions. The decision whether or not to decontaminate a victim is based on the type and severity of the illness or injury and the nature of the contaminant. For some emergency victims, immediate decontamination may be an essential part of lifesaving first aid. For others, decontamination may aggravate the injury or delay life-saving treatment. If decontamination does not interfere with essential treatment, it should be performed.
* If decontamination can be done: Wash, rinse and/or cut off protective clothing and equipment.
* If decontamination cannot be done: Wrap the victim in blankets, plastic, or rubber to reduce contamination of other personnel. Alert emergency and offsite medical personnel to potential contamination; instruct them about specific decontamination procedures if necessary.
* Send along site personnel familiar with the incident. Equipment In an emergency, equipment will be necessary to rescue and treat victims, to protect response personnel, and to mitigate hazardous conditions on site (e.g., to contain hazardous materials or fight fires). Some regular equipment can double for emergency use.
* Always provide safe and unobstructed access for all firefighting and emergency equipment.

Consider adopting the following work procedures. For personnel protective equipment:

* Basic equipment that should be available at any site can be found in Table A on the next page. Special equipment should be obtained depending on the specific types of emergencies that may occur at a particular site and the capabilities of backup offsite personnel.

When determining the type and quantity of special equipment, the following factors should be considered:

* The types of emergencies that may arise. For each emergency, consider a probable and a worst-case scenario.
* The types of hazards that site personnel may be exposed to and the appropriate containment, mitigative, and protective measures.
* The capabilities and estimated response times of offsite emergency personnel.
* The numbers of site personnel who could be victims during an emergency.
* The probable number of personnel available for response.

# 

# Appendix 1 Emergency Contact Numbers

|  |  |  |  |
| --- | --- | --- | --- |
| **Emergency Contact Numbers** | | | |
| **Police** | 000 | **Local police numbers** | |
| **Fire** | 000 | **Local fire Brigade numbers** | |
| **Ambulance** | 000 | **Local Ambulance station** | |
| **Key personnel (24 hour contact)** | | | |
| Name | Phone Number | | Email |
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| **Relevant Authority** | | | |
| Name | Phone Number | | Email |
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| **Nearby facilities/neighbours** | | | |
| Name | Phone Number | | Email |
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|  |  | |  |
|  | | | |

**Appendix 2 Emergency Evacuation Plan**

**Evacuation Plan**

**You are here**

Fire reel Exit Fire extinguisher Line Evacuation Route North

Assembly

Point