

TRANSPORT EMERGENCY RESPONSE PLAN (TERP)

DocID 0211 Rev2 Issued: 25/05/2018 Authorised By: GM-Corporate



BUSINESS MANAGEMENT SYSTEM TRANSPORT EMERGENCY REPOSENSE PLAN (TERP)

TRANSPORT EMERGENCY RESPONSE PLAN (TERP)

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1 DOCUMENT REVISION STATUS

0	25/08/2014	Initial Release	RH	SJ
1	12/10/2015	Minor Changes	RH	SJ
2	25/05/2018	External Audit JNS01-06 #70	M-BS	GM-Corp
REV. No.	REV. DATE	AMENDMENT DESCRIPTIONS	PREPARED BY	APPROVED BY

2 ABOUT THIS DOCUMENT

2.1 Purpose

The Driver's TERP (Transport Emergency Response Plan) is designed to provide the information required for Subcontractors and Drivers to respond to a transport emergency.

2.2 Responsibility

The General Manager – Corporate has primary responsibility for ensuring that this plan is implemented and rolled out to all managers and drivers

2.2.1 Media Policy

All requests from Media are to be directed to the Managing Director (0429 048 464)

2.2.2 Communication

A list of telephone numbers is located in the Emergency Contact Numbers. Subcontractors and Drivers Emergency Contact List & Emergency Response Contact List located on the Business Management System on the Intranet.

During incidents, calls to and from mobile telephones should be restricted to necessary calls only in order to conserve battery power.

Be aware satellite telephones are not capable of dialling free call numbers "1800" numbers and "000" are included in this restriction. Therefore, use of the alternative numbers as listed in the Emergency Contacts List should be utilised.

2.3 Document References

DocID 0307	Explosives Management Plan
DocID 0214	Major Incident & Emergency Response Procedure
DocID 0308	Major Incident, Emergency Response Management Work Flow

2.4 Definitions and Abbreviations

Vehicle Breakdown	Where a vehicle is disabled due to mechanical failure
Minor Vehicle Incident	Is an incident where a vehicle requires minor repairs/adjustments to allow it to continue it's journey and there is no loss of containment of product. Additional repairs may be required at completion of journey. A replacement vehicle may be required or utilised to complete the journey
Major Vehicle Incident	Is an incident where a vehicle requires major repairs or if there is an actual or potential product loss of containment or injuries have occurred

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Emergency Type	Action	By Who	Contact
Vehicle Breakdown	If the disabled vehicle constitutes a traffic hazard: <ul style="list-style-type: none"> • Turn on Hazard Lights; • Place out portable warning devices 50m – 150m in front and behind vehicle and beside the vehicle on the side closest to the traffic; • Keep Operations Supervisor updated on progress, expected delay or when able to resume journey; • Maintain security of vehicles, critical with Security Sensitive Goods 	Driver	Operations Supervisor 0429 933 020
	If fleet vehicle, organise repairs otherwise owner (sub-contractor) of vehicle to organise repairs: <ul style="list-style-type: none"> • Provide any support required such as organisation of recovery vehicles, alternative vehicles to continue the affected work • Maintain contact with Driver until repairs completed or vehicle recovery affected 	Workshop Coordinator	
	Contact affected parties if delivery expected to be delayed outside of agreed timeframes	GM-Corporate	GM-Corporate 0429 933 017
Minor Vehicle Incident	If in any doubt whether the incident is minor or major, treat as a major incident If the disabled vehicle constitutes a traffic hazard: <ul style="list-style-type: none"> • Turn on Hazard Lights; • Place out portable warning devices 50m – 150m in front and behind vehicle and beside the vehicle on the side closest to the traffic; • Keep Operations Supervisor updated on progress, expected delay or when able to resume journey; • Maintain security of vehicles, critical with Security Sensitive Goods 	Driver	Operations Supervisor 0429 933 020
	The vehicle may need to be moved (towed) to a safe area before repairs can commence; Minor repairs may not be possible and a replacement vehicle may be required	Workshop Coordinator	
	<ul style="list-style-type: none"> • Freight may have moved and assistance and manual handling equipment could be required; • Property or third party damage may have occurred where details will need to be reported along with photographs on an incident / hazard report; • The driver shall fill out a Repair Request defect form; • Perform a Daily Operator check prior to continuing the journey; • The driver shall ensure the load is correctly restrained as per the Load Restraint Guide; Note: If the repaired vehicle is to continue the journey, then the repairer is to sign off the Repair Request form indicating the truck is safe to drive.	Driver GM-Corporate	Operations Supervisor 0429 933 020 GM-Corporate 0429 933 017

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	<p>(g) Refer to SDS, Initial ER Guide (HB76) or advice from Jolly & Sons or client personnel for product information</p> <p>(h) If able to do so maintain security of the incident site until Incident Responder arrives or relieved by authorities;</p> <p>Note It may be more applicable to provide above information to a member of the public and send them with contact details of the Jolly & Sons GM-Operations. Do not leave the scene of the Incident unless injuries require medical attention.</p> <p><u>Jolly & Sons First Responder shall:</u></p> <p>Phone Notification</p> <p>(a) Record all details on the Incident Report</p> <p>(b) Contact General Manager, advise details of the incident and actions to date, advise communications medium will be changed to email to avoid phone clutter.</p> <p>MTData - GPS Notification</p> <p>(a) Contact driver by phone if possible</p> <p>(b) Locate the vehicle via GPS system</p> <p>(c) Determine nature of emergency</p> <p>(d) Record all details on the Initial Emergency Response Report</p> <p>(e) Contact the General Manager, advise details of the incident and actions to date, advise communications medium will be changed to email to avoid phone clutter.</p>		
Threats	<p>Phone Threats</p> <p>In the event of a bomb or arson threat by telephone:</p> <p>(a) Remain calm;</p> <p>(b) DO NOT hang up;</p> <p>(c) Move away from the vehicle (The vehicle should be stationary whenever a phone is being used);</p> <p>(d) Obtain as much information as possible from the caller if possible refer to Security Threat Checklist;</p> <p>(e) If possible, discretely alert nearby people to the situation;</p> <p>(f) At the end of the call notify the police on 000 (112 from mobile) and act on their instructions;</p> <p>(g) Inform your General Manager;</p>	Driver	GM-Operations 0419 048 464

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	Suspect Article In the event of a bomb or arson threat by suspect article: <ul style="list-style-type: none"> (a) If the Vehicle is in motion, and if possible, park the vehicle where it can be isolated from people; (b) Notify Police on 000 (112 from mobile) and act on their instructions; (c) Inform General Manager (d) DO NOT handle the article and move away from the immediate area; (e) Keep other people away from the vehicle; (f) Await the arrival of Police and follow their directions 		
	Personal Security In the event of a personal or security threat by either armed or unarmed persons (including verbal abuse): <ul style="list-style-type: none"> (a) Remain calm! (b) Notify police on 000 (112 from mobile); (c) Notify General Manager immediately when safe to do so; (d) If able, move away from immediate area; (e) Await arrival of Police, and follow their directions; (f) Any government official should display identification, if there is concern over legitimacy of ID or person, then remain in secured vehicle and contact your General Manager who should contact the relevant government department. 	Driver	GM-Operations 0419 048 464
	Civil Disturbance / Protest Action If the route is clear: <ul style="list-style-type: none"> (a) Advise Manager; (b) Proceed with caution; (c) Confirm when clear; If route blocked with no violence: <ul style="list-style-type: none"> (a) Stop Vehicle; (b) Stop engine and remain in the vehicle; (c) Do not engage with debate; (d) Inform General Manager; (e) Await Police; 	Driver	GM-Operations 0419 048 464

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OHS-PR-030

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1 DOCUMENT REVISION STATUS

0	24/02/2016	Initial Release	CC	RH
1	13/01/2017	Section 5 Cyclone Procedures updated	BT	RH
REV. No.	REV. DATE	AMENDMENT DESCRIPTIONS	PREPARED BY	APPROVED BY

2 PURPOSE

The Purpose of this Procedure is to ensure:

- That preventive measures are taken prior to the arrival of a cyclone which minimises the chance of personal injury and property damage.
- That all Employees are accounted for and released from work at the appropriate time and in an orderly manner.
- That a rapid and efficient Recovery/Repair Stage is commenced after the cyclone/emergency has passed to achieve an early resumption of operations.
- To direct Management of the Office and Site evacuation in the event of a fire, gas leak or bomb threat, with the aim of reducing the consequences of any threat to our personnel and business.

2.1 Contracted Sites

The HSEQ Manager shall verify Emergency Response Plans to ensure that they fulfil Jolly & Sons procedures prior to the commencement of a contract and annually thereafter.

3 SCOPE

This Procedure covers all operations of Jolly & Sons controlled sites (Perth, Port Hedland, Darwin) in regards to:

- Allocation of responsibilities.
- General preparation.
- Allocation of labour and equipment.
- Curtailing operations.
- Release of Employees to family home.
- Allocation of resources for Recovery/Repair Stage.

4 RESPONSIBILITIES

The appropriate personnel are responsible for this Procedure.

- The General Manager has overall responsibility to ensure that staff have an understanding of their responsibilities in the following procedures.
- The HSEQ Manager is responsible for implementation of the following procedures
- All staff are responsible for complying with the following procedures

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5 PROCEDURES

5.1 Cyclone Procedure

1. When a cyclone watch (BLUE ALERT) is issued by the weather bureau, follow all instructions issued.

Ensure the branch has a fully equipped emergency kit with, but not limited to;

- A portable battery operated radio, a torch with spare batteries.
- Water containers, dried fruit, canned food, and a can opener.
- Matches, portable gas cooktop or BBQ, and eating utensils.
- A first aid kit and masking tape for securing windows.

Cyclones may possibly cause disruption to essential services such as electricity, water and communication devices such as telephones, the internet, radio and television stations. It is recommended that sufficient food for at least three days be stored for each employee.

2. When a cyclone warning has been issued.

Note the category of the cyclone, follow all advice issued and make the following preparations.

- Check that all loose material in the yard is secured or stored inside.
- Complete a Workplace Inspection (OHS-FOR-019)
- Tape all windows.
- All shipping containers are stacked on the ground with empty ones secured.
- Park all vehicles in the warehouse or under the awning with the brake on and ensure they are fully fuelled in case of the need to evacuate.

3. Evacuation Issued.

Based on predicted wind speeds and storm surge heights, an evacuation may be necessary. Follow all official advice given regarding safe routes and when to move.

- Employees should wear enclosed footwear, trousers, and long sleeved shirts and carry protective gear such as hard hats, gloves, and safety glasses.
- When evacuating, lock all doors, turn off electricity, gas, and water.
- Take your evacuation and emergency kits.

4. When a cyclone strikes.

The weather conditions may vary from those predicted with the winds being unpredictable and extremely dangerous.

- Disconnect all electrical appliances and turn off the power and water at the meter. This may prevent electrocution and water damage.
- **Do not go outside!** Remain inside and shelter in the strongest part of the office. The rear passages may be the preferable place to shelter.
- Beware of the "Eye" of the cyclone. If the wind drops, do not assume the cyclone is over as violent winds will recommence from another direction.
- Wait for the official "all clear" usually from the portable radio.

5. After the cyclone.

The aftermath of a cyclone can be extremely dangerous and employees are asked to be aware of the potential hazards and follow official advice.

- Do not go outside unless officially advised to.
- Check for fallen power lines and avoid using electrical appliances.
- Check for any structural damage and loose sheets of roofing and wall panels.
- Listen to local radio in case of further warnings or any other important advice.
- Beware of stray animals and wildlife.
- Do not enter any flooded areas.

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JOLLY & SONS: CYCLONE ACTION PROCEDURE		
CYCLONE STATUS	WORK STATUS	RESPONSIBLE
COMMENCE OF CYCLONE SEASON 1 st OCTOBER	Normal working	Branch Manager
BLUE ALERT A cyclone is forming off the coast and may affect the worksite	Normal working	Branch Manager
YELLOW ALERT WATCH Gales are not expected to effect Site within the next twenty four (24) hours	Remain at work providing safe to do so. Only proceed to work if safe to do so.	Branch Manager
AMBER ALERT WARNING Gales are expected to effect Site within twenty four (24) hours	Essential Staff Only. Do not proceed to work until approval given by your Supervisor.	General Manager
RED ALERT EVACUATION Cyclone within twelve (12) hours of Site	Do not remain or proceed to work under any circumstances.	General Manager
RECOVERY STAND DOWN Cyclone conditions abate and cyclone watch/warnings cancelled for Site	Only proceed to work if contacted that it is safe to do so.	General Manager and Branch Manager

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5.2 Evacuation Procedure

5.2.1 Plan Review and Management

This Plan is to be reviewed annually or more frequently if required. It is the responsibility of the Site Supervisor to review and update the Evacuation Procedure.

5.2.2 Training and Audit

To ensure the operability of this Plan, regular training will take place. Evacuation Drills are to be conducted, unannounced, at least once every six (6) months and are to be recorded in the Evacuation Drill Schedule.

The Site Supervisor should ensure that Evacuation Procedures and Evacuation Map(s) are reviewed and updated on a regular basis.

The Site Supervisor should ensure that Area Wardens make regular checks in their Designated Areas, that personnel have a copy of the Jolly & Sons "Contact and Emergency Response Cards", in a prominent position for quick access.

The Site Supervisor should ensure that newly appointed Area Wardens are aware of their responsibilities in the event of an evacuation.

5.2.3. Instructions for Evacuation Drill

Contact Fire Brigade (Darwin) to advise that "Fire Alarms Test Exercise" is about to take place (OHS-FOR-029).

5.2.4. Roles in the event of an evacuation

Area Wardens:

- If Fire Alarm initially sounds in the Office building, the Area Wardens must sound their fire alarm (if applicable) and commence evacuation.
- If Fire Alarm initially sounds in the warehouse area, the Area Warden is to phone to advise that they must sound their fire alarm (if applicable) and commence evacuation.
- Area Wardens can be identified as those individuals wearing **YELLOW HATS**. The role of the Area Wardens is to ensure that personnel in their designated areas are aware of the pending situation and direct them to the Muster Station Point via the Safest Evacuation Route.
- They are to report the situation in their area and any Absentees to the Site Supervisor.

Site Supervisor:

- The role of the Site Supervisor is to report to the Muster Station as soon as possible and await reports for Area Wardens.
- They will determine if Muster Stations Assembly Point(s) is/are to be moved to avoid threat to personnel and will give the "All Clear" for personnel to return to the workplace when they have established it is safe to do so.

5.2.5. If you discover a fire

- (1) Alert other occupants, pay special attention to Visitors.
- (2) Alarm should be raised by breaking glass at Fire Alarm Points, ringing the Site Alarm and by ringing the Fire Brigade direct.
- (3) Attend to human life in danger.
- (4) If possible switch off lights and power points near fire.
- (5) Attempt to extinguish fire, if it is safe to do so.
- (6) Close all windows and doors, if practicable.
- (7) Prepare to evacuate to Muster Station (See Evacuation Map[s]).

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5.2.6. Extinguishing fires

- (1) Extinguish small fires, if it is safe, and you have been trained to do so. Do not attempt to extinguish large fires.
- (2) Beware of fires in any "HAZCEM" area.
- (3) Stay low, for protection against heat and smoke.
- (4) Use correct fire extinguisher:
 - Direct extinguisher at base of flame.
 - Use side to side sweeping motion.
 - Sweep from near edge of fire to rear edge.
- (5) If fire gets out of hand, retreat and close door.

5.2.7. Fire fighting equipment in office

- (1) Portable extinguishers throughout.
- (2) Fire detectors throughout.
- (3) Fire alarms linked to Fire Brigade (Darwin).
- (4) Fire detector panel (Darwin).

5.2.8. Fire fighting equipment in site

- (1) Fire hydrant/hose adjacent to warehouse.
- (2) Fire hoses throughout the premises.
- (3) Portable extinguishers throughout.

5.2.9. Evacuation Procedure

- (1) On hearing the Evacuation Alarm (pulsing siren, bell, air horn), follow the directions of your Area Wardens (**YELLOW HATS**).
- (2) If your Warden is not present, exit the building through the nearest fire exit, closing the door behind the last person.
- (3) Move the Muster Station using preferred routes marked on the Evacuation Map(s) in an orderly fashion.
- (4) If you are not at your normal work area, do not return to your work station, but proceed directly to the Muster Station.
- (5) On arrival at the Muster Station, Roll Call to be made using Visitor/Employee Logs.
- (6) Do not return to your workplace until the "All Clear" is given by the Area Warden (**YELLOW HATS**).

5.2.10. Area Warden Instructions

- (1) Advise personnel in your area of the Safety Evacuation Route, using preferred routes where possible.
- (2) Search your designated area for injured personnel and to assess the situation, closing all doors as you move through your area.
- (3) Move the Muster Station using preferred routes (where safe to do so) in an orderly fashion.
- (4) Report the situation in your building to the Muster Station Supervisor on arrival.
- (5) Do not return to your workplace until the "All Clear" is given by the Site Supervisor.

5.2.11. Accident or Illness

- (1) Make the accident scene safe.
- (2) Only move Casualty if person is in immediate danger and it is safe to do so.
- (3) If necessary trained person may conduct Basic Life Support.
- (4) Notify a First Aider, if available.
- (5) Call Ambulance, if required.
- (6) HSEQ manager to contact WorkSafe if incident is reportable.

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5.3 Bomb Threat/Explosive Objects Alert (OHS-FOR-033)

5.3.1 If bomb threat is received over the phone

- (1) Do not under any circumstances hang up on the Caller.
- (2) Refer to Security Threat Form to deal with Caller.
- (3) If the threat is received by letter or parcel, isolate area immediately.
- (4) Notify the HSEQ Manager/General Manager.
- (5) Follow any Instructions of Police and HSEQ Manager/General Manager.
- (6) Prior to evacuation inspect the surrounding area for suspicious or out of place objects.
- (7) If object found:
 - Do not touch, clear area.
 - Report to HSEQ Manager/General Manager.
 - Prevent any people from entering the area where the object is located.
 - Prop doors open to area.
- (8) Prepare to evacuate to Muster Station.

5.3.2 Resumption of Operations

The Site Supervisor is to ensure prior to the resumption of normal activities, that the following checks have been made:

- (1) Buildings are safe for personnel to return to.
- (2) Equipment is safe to operate.
- (3) No further internal or external threat to personnel.

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5.4 Vehicle Emergencies

EMERGENCY PROCEDURES	
IF THIS HAPPENS	DO THIS
Engine Fire	<ul style="list-style-type: none">• Shut off the engine and any electrical equipment and leave 'off'.• Use fire extinguisher provided in the vehicle.• Inject the contents through any available opening, without raising the bonnet is possible opening.• If necessary, extinguish fire with sand, earth or large amounts of water.• If unable to control fire, evacuate immediate area and keep upwind.• Contact police and local fire brigade.• Tell them location and condition of vehicle and any damage observed• Advise of dangerous good or Listed Waste in load.• Warn other traffic.
Cabin Fire	<ul style="list-style-type: none">• Shut off the engine and any electrical equipment and leave 'off'.• If safe to do so remove burning materials.• Beware of toxic fumes form burning upholstery.• Use fire extinguisher provided in the vehicle.• If necessary, extinguish fire with sand, earth or large amounts of water.• If unable to control fire, evacuate immediate area and keep upwind.• Contact police and local fire brigade.• Tell them location and condition of vehicle and any damage observed• Advise of dangerous good or Listed Waste in load.• Warn other traffic.
Cargo Fire	<ul style="list-style-type: none">• Shut off the engine and any electrical equipment and leave 'off'.• Where the cargo requires special procedures, refer to HAZCHEM code on the EPG card or HB 76 for substance involved.• Use Personal Protective Equipment (PPE) from DGE Bag.• Use fire extinguisher provided in the vehicle.• If necessary, extinguish fire with sand, earth or (if HAZCHEM Code permits) large amounts of water.• If safe to do so remove burning materials from cargo or remove other materials from area of fire.• If not keep goods cool by spraying with water.• If unable to control fire, evacuate immediate area and keep upwind.• Contact police and local fire brigade.• Tell them location, material, quantity, UN Number and emergency contact as well as condition of vehicle and any damage observed• Warn other traffic.

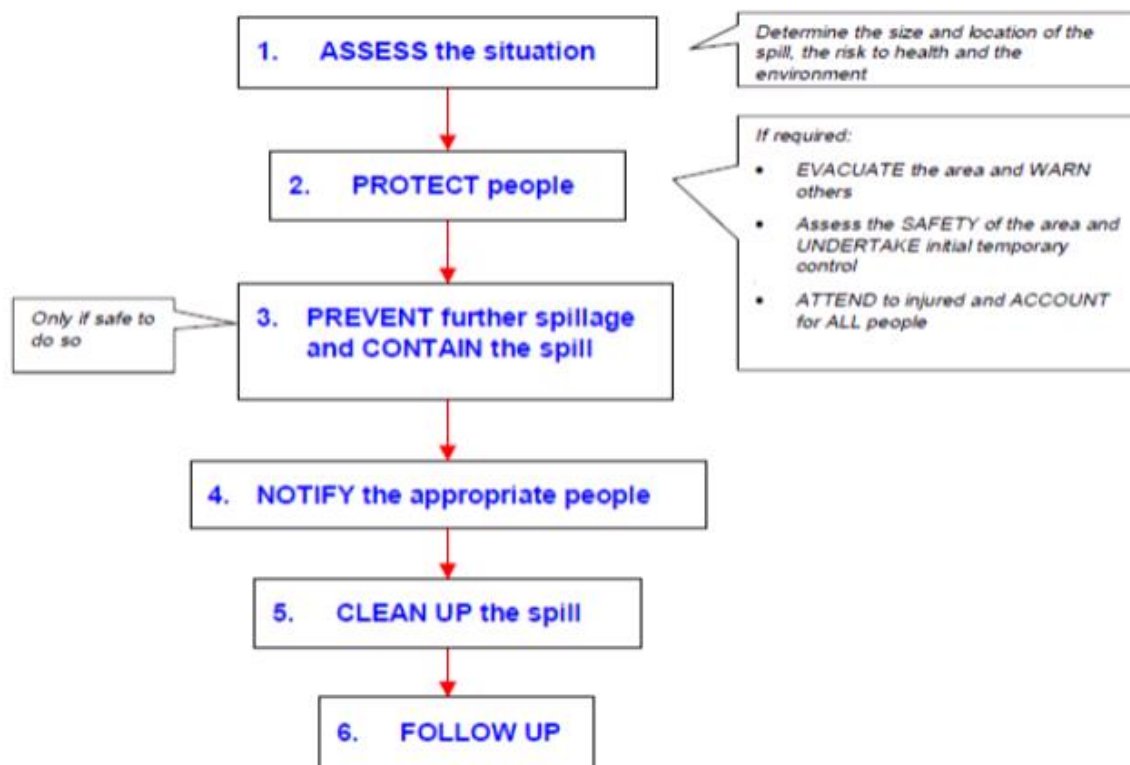
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5.5 Cargo Spill



Step 1 - ASSESS the situation

ASSESS the spill to determine its size and material (this is used to determine the appropriate level of notification):

Material	Hydrocarbons	Water Based	Solids	Gases
	Fuels, oils,	acid,	acid,	Acetylene, hydrogen, LP gas, nitrogen, argon, oxygen, chlorine gas
MINOR spill:	Spill is contained on either concrete or bitumen.		Localised impact within the refinery	Release of gas that can be isolated without requiring evacuation of people in the area.
MAJOR spill:	Spill comes in contact with unprotected ground		Widespread impact	Release of gas that requires evacuation of people in the area
EXTREME spill:	Any impact outside with the potential to cause environmental impact or community concern			

Step 2 - PROTECT people

- ACTIVATE evacuation, fire & rescue or ambulance procedures if there is risk of fire or injuries.
- Those confronted by a spill should never put themselves or others in danger while trying to control it.

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Step 3 - PREVENT further spillage and CONTAIN the spill

Material	Hydrocarbons	Water Based	Solids	Gases
1. PREVENT ignition	<ul style="list-style-type: none"> - Remove all ignition sources. - Barricade and erect signs as necessary. - Call fire brigade if there is a potential fire risk. 	Not applicable	Prevent further release of solids by controlling the source.	<ul style="list-style-type: none"> - Evacuate the area. - Remove all ignition sources. <p>Call fire brigade if possibility of fire.</p>
2. PREVENT further spill	Close valve, isolate line, plug leak, empty leaking tank into another container or place container under leak.	Close valve, isolate lines, plug leak, empty leaking tank into another container or place container under leak.		Close valve, isolate line or plug leak.
3. CONTAIN spilt material	<ul style="list-style-type: none"> - Construct earth bund or dam water course - use gravel, ore, clay. - Contain with absorbent booms and pillows. Booms can be used on top of water to absorb oil. - DO NOT dilute or disperse with water or detergent. 	<ul style="list-style-type: none"> - Construct earth bund, dam water course, use gravel, ore, clay. - Contain with absorbent booms and pillows. - DO NOT neutralise caustic or acidic spills. 		

Step 4 - NOTIFY the appropriate people

Depending on the circumstances other people will be notified by the supervisor

ALL Spills	<ul style="list-style-type: none"> • Notify supervisor immediately • Notify HSEQ Manager immediately
MAJOR Spills	<ul style="list-style-type: none"> • Notify supervisor immediately • Notify HSEQ Manager immediately • Notify General Manager • Notify Appropriate agencies
EXTREME Spills	<ul style="list-style-type: none"> • Notify supervisor immediately • Notify HSEQ Manager immediately • Notify General Manager • Notify Appropriate agencies

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Step 5 - CLEAN UP the spill and the environment

Material	Hydrocarbons	Water Based	Solids	Gases
1. RECOVER all material	<ul style="list-style-type: none"> - Wear suitable personal protective equipment. - Use oil skimmer, absorbents, oil recovery trailer, pump, or vacuum truck. 	<ul style="list-style-type: none"> - Wear suitable personal protective equipment. - Dilute cautiously with water if spill is a concentrated solution, to reduce the hazard to those cleaning up, and reduce damage to clean-up equipment. - Pump, or vacuum truck. - Use absorbent material. <p>Dilute further with water if it increases the amount of material that can be recovered.</p>	<ul style="list-style-type: none"> - Wear suitable personal protective equipment. - Use loader, bobcat, truck. 	Dissipate the gas if safe to do so. Increase ventilation.
2. CLEAN up environment	<ul style="list-style-type: none"> - Dig out contaminated soil and dispose to appropriate area. - Dispose of recovered liquids to appropriate area. 	<ul style="list-style-type: none"> - Dig out contaminated soil and dispose to appropriate area. - Dispose of recovered liquids to appropriate area. 	<ul style="list-style-type: none"> - Dig out contaminated soil and dispose to appropriate area. 	

Step 6 - FOLLOW UP

1. MONITOR environmental impacts	<ul style="list-style-type: none"> • Monitor Surface water, ground water and air quality as appropriate.
2. REVIEW the response to the spill	<ul style="list-style-type: none"> • Check actual performance against this procedure. • Conduct a review or an investigation if appropriate.
3. COMPLETE all reporting	<ul style="list-style-type: none"> • Raise an Environmental Incident Report as soon as practicable after the spill. • Write internal reports, or reports to Government as necessary.
4. MODIFY practices to prevent a re-occurrence.	<ul style="list-style-type: none"> • Modify procedures. • Communicate with relevant people.