



Tyrecycle Emergency Response Procedure

Redbank Plains; O'Connor; Lonsdale; Wingfield;

Somerton; Dandenong; St Marys; Newcastle, Northern Territory

Version 4.0

Table of Contents

1.0	Purpose	3
2.0	Scope	3
3.0	Internal References	3
4.0	Definitions	3
5.0	Risk Identification	3
6.0	Prevention	4
6.1	Emergency Equipment Maintenance	4
6.2	Training	4
6.3	Evacuation Drills	4
7.0	Emergency Response	4
7.1	Medical Emergencies	4
7.2	Fire and/or Smoke	4
7.3	Bomb Threat	5
7.4	Personal Threat	5
7.5	Internal Emergencies	5
7.6	External Emergencies	5
7.7	Evacuation	5
8.0	Roles and Responsibilities	5
8.1	Chief Warden	6
8.2	Wardens	6
8.3	First Aiders	6
8.4	CEO/ National HSEQ Manager	6
8.5	State Level Managers	7
9.0	Monitoring and Review	7
Appendix 1	Somerton	8
Appendix 2	Redbank Plains	9
Appendix 3	St Marys	10
Appendix 4	Lonsdale	11
Appendix 5	O'Connor	12
Appendix 6	Dandenong	13
Appendix 7	Newcastle	14
Appendix 8	Northern Territory – East Arm	15

1.0 Purpose

To have in place an emergency system, nominated personnel and designated duties prepared for any emergency event that may occur at a Tyrecycle site. To ensure the health and safety of all people who may be affected by an emergency situation at a Tyrecycle site and the protection of the environment.

2.0 Scope

The scope of this document covers the identification, mitigation and response to any emergency situations that may arise to people, property or the environment in a Tyrecycle workplace.

3.0 Internal References

Site based Emergency Risk Assessments

Site Emergency Evacuation Diagrams

Site Warden and First Aid Posters

Chief Warden/Warden/First Aider/CEO/HSEQ Duty Cards

Chief Warden Checklist

R638 First Aider Responsibilities

R639 Warden Responsibilities

PR602 Incident Management Procedure

4.0 Definitions

DEFINITIONS	
Chief Warden	Nominated person who will take control in an emergency and provide a coordinated response and evacuation as appropriate.
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, or the environment, and which requires an immediate response.
First Aider	Nominated persons who have completed appropriate training to assist in a response to an injury, illness or disease that requires first aid treatment.
Notifiable Incident	An incident that is required by the relevant health, safety or environment Act in that respective State, to be reported to that local Regulator.
Warden	Nominated persons who have completed appropriate training to assist in response or evacuation during an emergency.

5.0 Risk Identification

Tyrecycle has considered all foreseeable emergency situations and prepared risk assessments for each worksite. These encompass the likelihood and consequences of all types of emergencies such as fire, flood,

chemical spill and medical emergencies. Tyrecycle operate under strict environmental licences and state based fire guidelines in relation to tyre stock management. Every Tyrecycle site operates within a stock management plan that reduces the likelihood and severity of any potential fire event.

This procedure has been developed based on outcomes of these risk assessments combined with licensing and regulatory conditions.

6.0 Prevention

6.1 Emergency Equipment Maintenance

The maintenance of all firefighting equipment including extinguishers, hose reels, tanks, alarms, sprinkler systems, dousing systems, pumps and hydrants are routinely carried out by contractors. The activation of these services, of improvements and actions identified through them and the management of these records are the responsibility of the Plant/Operations Manager at each site.

First aid supplies are restocked on an as-needs basis and deficiencies identified through quarterly inspections by the first aiders.

6.2 Training

All Wardens hold the nationally recognised competencies of "Operate as Part of an Emergency Control Organisation and Confine Small Workplace Emergencies". Chief Wardens, in addition to this, hold the competency of "Lead an Emergency Control Organisation".

All Wardens and Chief Wardens are competent for their tasks, as set out in R639 Warden Responsibilities, through training, experience or a combination of these.

Designated Workplace First Aiders are trained and current to at least a standard of the nationally recognised competency "HLTAID003 Provide First Aid" and hold the competency "HLTAID001 Provide CPR".

All inductions include instructions of what to do in an emergency and familiarisation with the Emergency Evacuation Diagram and the assembly point for that site.

Records of all training attendance and refresher intervals are maintained in Skytrust.

6.3 Evacuation Drills

Evacuation drills are conducted to test the emergency response on site. These are conducted at least annually or in line with local regulations. This exercise tests the response and reactions of duty holders, identifies opportunities for improvement and facilitates communication.

A debriefing meeting is conducted at the completion of each exercise attended by the Chief Warden, Wardens and First Aiders. The outcomes and names of those attending the debriefing meeting is recorded within Skytrust, to review and to act upon any opportunities for improvement.

7.0 Emergency Response

7.1 Medical Emergencies

In the event of a medical or trauma incident on a Tyrecycle site, designated workplace first aiders will provide an initial assessment of, and treatments to, injured persons in line with R638 First Aider Responsibilities and PR602 Incident Management Procedure. If, in their judgement, the injuries are beyond their scope of practise or training, they are to arrange transport to a medical facility or contact emergency services for ambulance attendance.

7.2 Fire and/or Smoke

In the event of a fire on a Tyrecycle site, the Chief Warden or delegate must be notified immediately. All actions (evacuations, initial containment or extinguishment efforts, etc.) shall be under the direction of the Chief

Warden or delegate. Once an emergency situation is declared the Chief Warden or delegate shall assume operational control of the premises until such time as, in their judgement, the situation is declared safe and control of the premises is returned to Tyrecycle management OR the Chief Warden or delegate hands over command and control to another party that is capable of, competent and willing to assume control.

In the event that water, foam or other liquid agent is used as an extinguishing agent the runoff of contaminated liquid will need to be contained to comply with environmental regulations and to prevent the contamination of nearby lakes, streams, rivers, other bodies of water and stormwater drains. Contaminated fire water must be removed from site for disposal by an appropriately experienced, qualified and licensed waste management service provider.

7.3 Bomb Threat

In the event of a bomb threat, the Chief Warden will contact emergency services, assess the individual situation and act accordingly.

7.4 Personal Threat

In the event of threat of violence or civil unrest appropriate action will be taken by senior management upon notification by the Chief Warden. This action will be commensurate with the nature of the threat as determined by senior management.

The personal safety of all parties is to be the highest consideration. Each situation will be individually assessed and law enforcement services will be contacted where applicable.

7.5 Internal Emergencies

Internal emergencies can include events such as power failure and floods. In these situations, the Chief Warden will determine the required response and inform those on site. This may or may not include evacuation.

7.6 External Emergencies

External emergencies may include events such as wildfire or an incident at a neighbouring property that has the potential to impact on Tyrecycle property. In the event of an external emergency the Chief Warden will assess the risks posed and escalate the response as required.

7.7 Evacuation

In the event an emergency is declared, such an evacuation deemed necessary (full, partial or local) by the Chief Warden or delegate, solely at their discretion, will be conducted in accordance with the evacuation diagrams and duty cards posted throughout the premises.

When an evacuation has been initiated all those on site are directed to the Emergency Assembly Area, these are signposted at the site and are also identified on the Emergency Evacuation Diagram and in the site inductions.

In the event the designated emergency assembly area has become unsafe, the Chief Warden shall select a suitable substitute location, communicate this to the Wardens and muster all people on site to the selected secondary area before continuing with their other duties.

8.0 Roles and Responsibilities

All Chief Wardens, Wardens, First Aiders and the CEO/National HSEQ Manager are issued with duty cards describing their roles in a ready-reference format. These are to be kept with identifying caps/helmets and in the event of an emergency or evacuation drill are used as an indicator of required roles and responsibilities.

In the event of an emergency situation or evacuation drill:

8.1 Chief Warden shall be responsible for the following functions:

- To act as the overall controller for the site in an emergency situation
- To establish the nature of the emergency
- To maintain an accurate record of the incident using F654 Chief Warden Checklist
- To ensure that the emergency services are notified
- To control site traffic, no one in or out except emergency services
- To notify neighbouring property holders as required
- To communicate with and delegate duties to the Wardens
- To initiate and activate an evacuation when necessary
- To ensure that in case of fire the stormwater isolation valves are closed
- To confirm the whereabouts of all staff, contractors and visitors
- To provide an accurate situation report to the attending Emergency Services
- To communicate the end of the emergency to all stakeholders
- To notify the CEO and/or HSEQ Manager of the emergency as soon as practical
- To chair a post incident/post evacuation drill debrief meeting
- To complete a post incident/post evacuation drill evaluation in Skytrust

8.2 Wardens shall be responsible for the following functions:

- To follow the instructions of the Chief Warden
- To assist the Chief Warden in the orderly evacuation of the site
- To ensure that all persons evacuate in accordance with instructions
- To encourage people to be calm, alert and to follow instructions
- To systematically check all assigned areas are cleared or delegate this task
- To ensure that mobility impaired persons evacuate last and where possible, advise them of this prior to an emergency
- To encourage people to shut down plant and equipment if safe to do so (such as press the emergency stop button or turn off the ignition)
- To provide accurate information of the evacuation in their area to the Chief Warden
- To provide assistance to emergency services as required
- To attend a post incident/post evacuation drill debrief meeting

8.3 First Aiders shall be responsible for the following functions:

- To provide first aid treatment that falls within their scope of practice or training and in line with current first aid standards and guidelines (see Australian Resuscitation Council guidelines for further information)
- To take the first aid kit to the assembly point
- To provide a medical handover to emergency services
- To record all first aid treatment administered and actions taken
- To make themselves available to assist the Chief Warden in the event of an emergency
- To attend a post incident/post evacuation drill debrief meeting

8.4 CEO/ National HSEQ Manager shall be responsible for the following functions:

- To notify the applicable regulatory authorities if the emergency involves a notifiable incident such as a fatality or serious injury
- To immediately notify the relevant authority in the event of a non-compliance with an environmental licence condition or as required by an environmental licence
- To coordinate any media response required
- To conduct an initial incident investigation
- To notify stakeholders post incident of emergency events such as external agencies; senior management; board of directors; neighbouring properties; safety committee.
Consideration should also be given to inform staff, contractors or agents at interstate worksites who may be likely to endure the same plant fault or system failure
- To arrange for any remediation of the site such as removal of fire water or site security concerns

8.5 State Level Managers shall be responsible for the following functions:

- Plant Managers (or equivalent) are responsible for ensuring that there is always a designated first aider and warden on site at all times that their site is operating.
- Plant and Customer Service Managers must always take emergency response requirements into consideration when reviewing and approving leave applications.

9.0 Monitoring and Review

This procedure must be reviewed in line with document control procedures for accuracy against current legislative and industry best practice requirements. It must also be reviewed when there are changes to the workplace that may impact the contents of this procedure.

The emergency risk assessments are reviewed at least annually to ensure that the Emergency Response Procedure matches the identified risks and that they are effective as variables in the business and its surrounds change. Reviews will also be conducted based on changes or incidents.

Any updates are communicated to all stakeholders and if additional training is required as a result of this, it must be carried out promptly.

I have read, understood and will abide by this procedure.

Name.....

Signed..... Date

***Scan and enter** this completed and signed document into Skytrust

Appendix 1 Somerton

Nature of Operations

End of life tyre and other rubber products recycling, production of rubber crumb and rubber powder, collection of and disposal of lead acid batteries, oil filters and steel and alloy wheels.

Location

Tyrecycle Somerton
30 – 56 Encore Avenue, Somerton, VIC 3062
GPS Coordinates Latitude: -37.634982 | Longitude: 144.954901

Structures

The site comprises corporate offices, workshops, manufacturing buildings and outdoor storage areas with a licenced capacity to store whole waste tyres.

Access

There are two access sites to the property. The main entrance facing Encore Avenue, controlled by an automatic gate that is operated by remote control out of hours and a secondary access link-mesh gate located in the south east corner of the property.

Key Items of Plant and Machinery

Granulators – for size reduction
Raspers - to extract steel from rubber
Shredders – for size reduction
Mobile plant and equipment

Inventory of Stored Materials

Copies of Safety Data Sheets are located at each relevant chemical storage location and electronically.

Minimum and Maximum number of persons expected at the facility

Minimum: Approximately 3 people

Maximum: Approximately 50 workers & up to 20 contracted staff and visitors

Fire Protection Equipment

This site is serviced by a back-to-base alarm and sprinkler system in the administration and factory areas and a hydrant system circling the property. There are automatic AFFF fire suppression systems located in the TGx and 15L buildings. In addition to this there are 2 pumps drawing water from a static supply from 2 tanks located in the North West corner of the property. Mains fire hose reels and portable fire equipment are at various locations throughout the site.

Environmental Considerations

Storm water isolation valve prior to Pit 59 (south of TGx) must be closed to retain contaminated fire water run-off on the property. An agreement is in place for a pumper truck to remove fire water collected and dispose of appropriately.

Appendix 2 Redbank Plains

Nature of Operations

End of life tyre and other rubber products recycler, collection of and disposal of lead acid batteries, oil filters, and steel and alloy wheels.

Location

Tyrecycle Redbank Plains
Lot 1 Gypsum Place, Redbank Plains, QLD 4301
GPS Coordinates Latitude: -27.639037 | Longitude: 152.824931

Structures

The site comprises corporate offices, workshops and outdoor storage areas with a licenced capacity to store whole waste tyres.

Access

The main entrance to the site is from Gypsum Place (off Newhill Drive) with a secondary access point on the western boundary.

Key Items of Plant and Machinery

The site consists of tyre shredding machinery and mobile plant.

Inventory of Stored Materials

Copies of Safety Data Sheets are located at each relevant chemical storage location and electronically.

Minimum and Maximum number of persons expected at the facility

Minimum: 2 people

Maximum: Approximately 20 workers & up to 10 contracted staff and visitors

Fire Protection Equipment

Mains connected hydrant system and portable firefighting equipment at various locations throughout the site.

Environmental Considerations

Storm water retention pond isolation valves must be closed in order to retain contaminated fire water run-off on the property. Pumper truck to be engaged to remove fire water collected and dispose of appropriately.

Appendix 3 St Marys

Nature of Operations

End of life tyre and other rubber products recycler, collection of and disposal of lead acid batteries, oil filters, and steel and alloy wheels.

Location

<p style="text-align: center;">Tyrecycle St Marys 81-85 Christie St, St Marys, NSW 2760 GPS Coordinates Latitude: -33.74829 Longitude: 150.76492</p>

Structures

The site comprises corporate offices, workshops, manufacturing buildings and storage areas.

Access

There are two access points both facing Christie St both with lockable gates.

Key Items of Plant and Machinery

The site consists of tyre shredding machinery and mobile plant.

Inventory of Stored Materials

Copies of Safety Data Sheets are located at each relevant chemical storage location and electronically.

Minimum and Maximum number of persons expected at the facility

Minimum: 2 people

Maximum: Approximately 25 workers (& up to 10 contractors and visitors)

Fire Protection Equipment

This site is serviced by an alarm and sprinkler system in the administration and factory areas fed by a reticulated town water supply. Mains fire hose reels and portable fire equipment are at various locations throughout the site.

Environmental Considerations

The storm water isolation valve by the Humeceptor pit (south of the TDF storage) must be closed in the event of a fire. Pollution Incident Response Management Plan to be activated in order to comply with emergency environmental obligations. Pumper truck to be engaged to remove fire water collected and dispose of appropriately.

Appendix 4 Lonsdale

Nature of Operations

End of life tyre and other rubber products recycler, collection of and disposal of lead acid batteries, oil filters, and steel and alloy wheels.

Location

<p style="text-align: center;">Tyrecycle Lonsdale 8 Meyer Road, Lonsdale, SA 5160 GPS Coordinates Latitude: -35.101652 Longitude: 138.496914</p>

Structures

The site comprises, workshops, manufacturing buildings and outdoor storage areas with a licenced capacity to store waste tyres.

Access

There are three access points to the site. Two facing Meyer Rd, both with lockable gates and one from the ResourceCo weighbridge access road.

Key Items of Plant and Machinery

The site consists of tyre shredding machinery and mobile plant.

Inventory of Stored Materials

Copies of Safety Data Sheets are located at each relevant chemical storage location and electronically.

Minimum and Maximum number of persons expected at the facility

Minimum: 2 people

Maximum: Approximately 15 workers; up to 10 contractors and visitors; up to 15 additional ResourceCo workers.

Fire Protection Equipment

Mains fire hose reels and portable fire equipment are at various locations throughout the site.

Environmental Considerations

Pumper truck to be engaged to remove fire water collected and dispose of appropriately.

Appendix 5 O'Connor

Nature of Operations

End of life tyre and other rubber products recycler, collection of and disposal of lead acid batteries, oil filters, and steel and alloy wheels.

Location

<p style="text-align: center;">Tyrecycle O'Connor Cnr Flindell & Keegan Streets, O'Connor, WA 6163 GPS Coordinates Latitude: -32.059024 Longitude: 115.796034</p>
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Structures

The site comprises corporate offices, workshops, manufacturing buildings and outdoor storage areas with a licenced capacity to store waste tyres.

Access

There are two access points to the site both facing Keegan Street. One at the northern end of the site and one at the southern end.

Key Items of Plant and Machinery

The site consists of tyre shredding machinery and mobile plant.

Inventory of Stored Materials

Copies of Safety Data Sheets are located at each relevant chemical storage location and electronically.

Minimum and Maximum number of persons expected at the facility

Minimum: 2 people

Maximum: Approximately 20 workers & up to 10 contractors and visitors

Fire Protection Equipment

Mains hydrants and portable fire equipment are at various locations throughout the site.

Environmental Considerations

Storm water isolation valves to be closed in order to contain contaminated fire water on the premise. Pumper truck to be engaged to remove fire water collected and dispose of appropriately.

Appendix 6 Dandenong

Nature of Operations

End of life tyre and other rubber products recycler, collection of and disposal of lead acid batteries, oil filters, and steel and alloy wheels.

Location

<p style="text-align: center;">Tyrecycle Dandenong Factory 1/2 England Street, Dandenong South 3175 GPS Coordinates Latitude: -38.032298 Longitude: 145.218917</p>

Structures

The site comprises offices, a workshop, manufacturing building and outdoor storage areas.

Access

There are five access points to the site. Three facing England Street, two have roller doors and one driveway with a lockable gate. Two facing Abbotts Road, a driveway with a lockable gate and the main office entrance.

Key Items of Plant and Machinery

The site consists of tyre shredding machinery and mobile plant.

Inventory of Stored Materials

Copies of Safety Data Sheets are located at each relevant chemical storage location and electronically.

Minimum and Maximum number of persons expected at the facility

Minimum: 2 people

Maximum: Approximately 10 workers

Fire Protection Equipment

Mains fire hose reels and portable fire equipment are at various locations throughout the site.

Environmental Considerations

Pumper truck to be engaged to remove fire water collected and dispose of appropriately.

Appendix 7 Newcastle

Nature of Operations

End of life tyre and other rubber products recycler, collection of and disposal of lead acid batteries, oil filters, and steel and alloy wheels.

Location

<p style="text-align: center;">Tyrecycle Newcastle 36 Stenhouse Drive, Cameron Park, 2285 GPS Coordinates Latitude: -32.894597 Longitude:151.603084</p>
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Structures

The site comprises, offices, a manufacturing building and outdoor storage areas with a licenced capacity to store waste tyres.

Access

There are three access points to the site. All access points face Stenhouse Drive.

Key Items of Plant and Machinery

The site consists of tyre shredding machinery and mobile plant.

Inventory of Stored Materials

Copies of Safety Data Sheets are located at each relevant chemical storage location and electronically.

Minimum and Maximum number of persons expected at the facility

Minimum: 2 people

Maximum: Approximately 10 workers

Fire Protection Equipment

Mains fire hose reels and portable fire equipment are at various locations throughout the site.

Environmental Considerations

Pumper truck to be engaged to remove fire water collected and dispose of appropriately.

Appendix 8 Northern Territory – East Arm

Nature of Operations

End of life tyre and other rubber products recycler. (Storage only prior to shipping)

Location

<p style="text-align: center;">Tyrecycle East Arm 11 O’Sullivan Circuit, East Arm, Northern Territory GPS Coordinates Latitude: -12.472766 Longitude: 130.905722</p>

Structures

The site comprises a spray sealed storage area. The area is secured by a fence.

Access

One main access point from Salloo St with lockable gates.

Key Items of Plant and Machinery

No plant or machinery is stored by Tyrecycle at this site.

Inventory of Stored Materials

No materials are stored onsite, other than Tyres in 40ft containers.

Minimum and Maximum number of persons expected at the facility

Minimum: 1 person.

Maximum: 2 people.

Fire Protection Equipment

Mains fire hydrants are located nearby on Salloo St.

Environmental Considerations

Tyres will be stored within 40ft containers until they are sent to Adelaide for recycling. The main consideration in the unlikely event of a fire is fire water runoff. Fire water will fall towards the Southern end of the site towards a stormwater catchment. Pumper trucks will be engaged to remove fire water collected and dispose of appropriately.