

EMERGENCY PLAN

Type of Works – Waste Collection

LOCATION: Various NT

VERSION 1.1

DATE: May, 2022



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Review and Amendment History.

Version 4.1 is current template version of the Emergency Response Plan Template.

Version 1.1 is the first issue for this project; further changes required for this project requirement are recorded within the table below and or within the *Company Index Register (R-01)*. This plan is to be reviewed monthly to ensure that the emergency process is current.

Version	Change / Amendment	By Whom	Date
1.1	First updated new Issue	QHSE Manager	May 2020
	Annual	Plan Review	
Date	Comments /	Changes	By Whom
May 2021	Reviewed		QHSE Manager
May 2022	Reviewed		QHSE Manager

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Distribution List

Issue	Сору	Date	Name	Position and Phone	Date Given

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1 Scope

This Emergency Plan is to ensure procedures are in place in an event that an emergency event occurs whilst undertaken the works.

The following type of works have been identified:

- Grease Trap Waste Collection, Transportation
- Sewage Sludge and residues including nightsoil and septic tank sludge Collection, Transportation
- Lead, Lead Compounds Collection, Transportation
- Contaminated Soils Collection, Transportation, Storage
- Asbestos Removal Collection, Transportation, Storage
- Waste Mixtures or Waste Emulsions including; Oil and Water or Hydrocarbon
 — Collection,
 Transportation

The Emergency Plan is a living document and where a site conditions or emergency response has changed, this plan will be updated.

The Emergency Plan will be reviewed at a minimum of 12 monthly, and or when a incident / actual emergency has occurred the review will be conducted as soon as possible.

Emergency Drills will be conducted on a 12 Monthly Basis.

Potential emergencies have been identified as follows:

- Fire / Explosion,
- Critical / Medical Emergency,
- Contamination of Site Areas / Loss of Loads,
- Confined Space Rescue,
- Plant / Equipment Incident Collison,
- Trench Collapse,
- Traffic Incident,
- Critical Incident,
- Cyclone,
- Chemical / Hazardous Substance Spill, and,
- General Emergency Response DRSABCD Action Plan.

1.1 Site Description

The Location for this emergency plan various locations throughout the Northern Territory.

Hours of operation are 6.30am and 4.30pm Monday / Friday and 7.00am – 12.00pm Saturday.

Hours of operation can be outside these hours due to possible emergency call outs where required, the Project Manager is responsible for ensuring that the required staff attend where required.

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1.2 Notifiable Incidents

Mousellis and Sons reports all notifiable incidents to the relevant authority and principal contractor where applicable.

Notifiable incidents include:

- Fatality, amputation of any part of the body,
- Serious vehicle, machinery accident,
- Serious head, eye, burns,
- Spinal injury,
- Serious lacerations.

When such an incident has occurred, senior management consider whether the site needs to be preserved for investigation by the relevant authority, per the advisement given from the authority.

Reporting occurs as per timeframes detailed below:

Notifiable Incidents	Report to:	Timeframe
Serious incidents involving a death (fatality) or a serious injury or illness	NT Work Safe 1800 019 115, Client, PC	As soon as Practicably Possible
Serious incidents involving injury or illness to non- workers at your workplace	Scheme Agent/Insurer	
Other incidents involving an injury or illness where workers compensation is payable	Scheme Agent/Insurer	Within 48 hrs.

1.3 Injury / Incident Reporting and Investigation

All incidents are reported to the Project Manager or QHSE Officer and recorded on the **incident / accident / near miss report / investigation form.**

The **Project Manager / Site Supervisor's** responsibilities are:

- Ensure that emergency services are notified of emergency,
- Conduct the emergency evacuation onsite, ensuring that all personnel are accounted for,
- Securing the site from any potential contamination to enable a valid investigation to be conducted,
- Conducting the investigation with QHSE Manager where required; such as a major injury,
- Inspect the site prior to recommencement of works commencing,
- Authorisation of all personnel onsite to return to work once safe and the investigation has concluded.

It is the Project Manager / Site Supervisor's responsibility to notify any appropriate control measures or rectifications including but not limited to; toolbox talks and prestart meetings, to all personnel onsite once the investigation has concluded.

The incident / accident / near miss report form details instructions on how to complete the form.

Severity of incident levels include:

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Minor: Potential slips, trips falls.

• Major: Injury not requiring medical treatment.

Major and minor injuries are the responsibilities of the Project Manager- QHSE Officer to rectify and submit to the QHSE Manager for review close out.

- **Extreme:** Serious injury, dangerous incident, medical treatment required.
- Critical: Serious injury or illness requiring hospitalisation, possible fatality.

Extreme / Critical incidents are to be investigated and reviewed by the General Manager in conjunction with Project Manager / QHSE Manager.

The relevant authorities (e.g. NT Worksafe - Worker Compensation) will also be notified as soon as practically possible. The company training need analysis identifies the minimum requirements for conducting this investigation.

All incidents are investigated by a senior management staff member, minor QHSE Manager, Extreme / Critical QHSE Manager and General Manager.

The General Manager is notified of all incidents through project meetings, internal audit / inspection reports, and the completed incident / accident report – investigation which are stored within **SMARTSHEET** online for accessibility to all senior staff.

2 Critical Incident Management

Despite their complexity, most incidents are preventable by eliminating one or more causes. Incident investigations determine not only what happened, but also how and why.

The information gained from these investigations can prevent recurrence of similar, or perhaps more disastrous accidents.

Accident investigators are interested in each event, as well as in the sequence of events that led to an accident. The accident type is also important to the investigator. The recurrence of accidents of a particular type, or those with common causes, shows areas needing special accident prevention emphasis.

2.1 Critical Incident Definition

Mousellis and Sons defines a critical incident as;

- Serious incident involving a death (fatality, Fire),
- Asset Damage (Gas, Electrical, Optic Fibre, Structure Damage)
- Loss of IT.

2.2 Critical Incident Investigation & Responsibilities

If a critical incident occurs at any location the following responsibilities are identified:

- **General Manager** Responsible for notifying the family and relatives concerned, contacting media and stakeholders,
- QHSE Manager Responsible for staff / internal person, investigation of incident,
- Office Manager Service Provider, counselling service and legal support,

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• Staff / Subcontractors – No outside communication and adhere to directions given by Mousellis and Sons management staff.

The company engages a counselling service provider to provide support, rehabilitation, counselling to any effected site personnel.

The counselling service provider **information is provided** as part of the induction process, displayed within the emergency contact numbers.

Critical incident reviews concerning the effectiveness of the response will be undertaken through, either the *Emergency Debrief (F17-B)* or using the *Incident, Accident Near Miss Report / Investigation (F-11)*.

The review will include senior management and any other personnel as required.

Any nonconformances identified will be recorded within the *Company Incident / Accident Register (R-01-F)* and/or *Company Corrective Action Register (R-01-G)*.

Further guidance for conducting a critical incident investigation is with *Management Procedure's Manual (M-07, Clause 02 Critical Incident Investigation)*.

All critical incidents will be notified to the client, as soon as practicably possible.

2.3 Workers Compensation

Worker compensation is actioned through our workers compensation provider in the event that a worker suffers an injury or disease in the course of employment.

Workers compensation claims are managed through our Office Manager, with support given by the QSHE Manager in conjunction with the Workers Compensation provider.

2.3.1 Return to Work

Mousellis and Sons are committed to the return to work of injured employees.

Mousellis and Sons ensures that injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause.

Mousellis and Sons participates in the development of an injury management plan (external) to ensure that injury management commences as soon as possible after an employee is injured.

The QHSE Manager contacts the insurance company, who have the appropriately trained personnel to assist with the management of return to work / rehabilitation plan for the personnel involved.

The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition.

Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

Prior to the individual returning to work a return to work medical certificate will be required to be received.

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3 Response Actions

Response actions for potential emergency threats may require one or more of the following responses:

- Evacuation of the area (Fire, Bomb Threat, Hazardous Material Spill, Power Failure),
- Containment of Threat (Chemical spill, Gas Leak),
- First Aid Treatment (Medical Emergency).

4 Emergency Plan Preparation and Testing

The initial emergency response plans are developed and make up part of the potential emergencies relating to our sites.

As a project progresses or sites change regarding, sequences, staff, plant, environment, weather conditions and subcontractors on site occur, so will the emergency response plan.

The changes to the emergency plans need to be communicated to all on-site at:

- Site Prestart Meetings,
- Weekly QHSE Meetings,
- Site inductions,
- On notice boards, and tested,
- Site evacuation drills (minimum of monthly).

5 Training Requirements

All personnel normally working in any of the areas identified through this plan shall be trained in the following emergency management information:

- The general information contained within this document,
- The key personnel roles and responsibilities,
- Emergency exit locations and paths,
- Assembly point locations,
- Firefighting equipment locations,
- The written procedures applicable to this site for the emergency evacuation.

Identified emergency training identified for site personnel is obtained from the completion of the *Emergency Equipment / Hazard Assessment (F-04)*, verification is contained within this document (sign of sheet located at the back of document) and further identified within the *Project TNA/Training Register (R-02-C)*.

6 Emergency Equipment Requirements

Emergency equipment identified for this site has been evaluated using the *Emergency Equipment / Hazard Assessment (F-04)*.

The following Items are required to be on this site:

- First Aid Kits to accommodate (5-10 site personnel), Fire Extinguishers on all Plant-Equipment, and within the site office,
- Spill Kits where hazardous substances are stored,
- Harnesses, Lanyards, Gas Detectors.

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Further Items may be required and will be evaluated when the emergency plan is reviewed.

Serviceability of emergency equipment is contained within the following registers:

- Project Fire Equipment Register (R-02-G)
- Project Lifting Equipment Register (R-02-H),
- Project First Aid Kit Register (R-02-L)

All Emergency Equipment required for the works is located within the onsite vehicles, trucks and where applicable site office.

7 Emergency Plan Review

A review of this Emergency Response Plan will be conducted monthly at a minimum, unless any change to the project or site has occurred, that will result in a Safety or Environmental emergency in which the plan will be revised immediately and recorded within the second page of this plan.

8 Emergency Evacuation Drills

Emergency evacuation drills are conducted on a monthly basis for this project using *Emergency Drill Checklist (F-17)*, the drills are conducted for various potential emergency situations.

8.1 Emergency Drill Debriefing - Reviews

Following the completion of an Emergency Drill or Actual Emergency, the company conducts an *Emergency Debrief (F-17-B)*.

The debrief is conducted by the Project Manager, QHSE Manager, and applicable Managers / Supervisors who are on site.

The debrief consist of but not limited to:

General Topics:

- Type of Emergency,
- Services in attendance,
- Whether Procedures / Processes were current up to date,
- Time frames,
- Emergency Numbers Correct,
- Identification of Emergency Equipment

Critical Incident Topics:

- Timeframe between identified Critical Emergency and site being closed,
- Timeframe acceptable for arrival of Emergency Services
- Did the site location get preserved?
- Was Media onsite?
- When did the General Manager get Notified?
- When did the office get notified?
- NT Worksafe Report Reviewed, Agree with findings,
- Was there a Fatality?
- Did EASA assist with the consultation of staff, contractors onsite?
- Was the EASA assistance effective, appropriate timeframe in conducting the service?

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Where identified as a nonconformance, a review of the Emergency Plan – Evacuation Plan will take place.

The items identified will be recorded within the *Company Corrective Action Register (R-01-G)*, and if applicable the *Company Incident, Accident Register (R-01-F)* concerning any identified incident.

9 Roles and Responsibilities

A Site Supervisor is a person who is responsible for controlling onsite or office personal, this can be Managers, Site Supervisors or Staff depending on the personnel at the location and size of the project.

Project Manager / Site Supervisor's responsibilities are:

- Ensure that emergency services are notified of emergency,
- Conduct the emergency evacuation onsite, ensuring that all personnel are accounted for,
- Securing the site from any potential contamination to enable a valid investigation to be conducted,
- Conducting the investigation with QHSE Manager where required; such as a major injury,
- Inspect the site prior to recommencement of works commencing,
- Authorisation all personnel onsite to return to work once safe and the investigation has concluded.

First Aiders

- Collect first aid kit,
- Administer first aid on evacuated personnel as is required.

All Workers

- Report to their Supervisor,
- Do not leave the area unless directed by the Supervisor,
- Carry out tasks as directed by the Supervisor,
- Contribute to debriefing.

10 Evacuations

The Manager or Site Supervisor will take the following issues into consideration when determining if and when to evacuate:

- The severity of the Emergency,
- The likelihood of escalation, and
- The Emergency becoming uncontrollable beyond the resources available.

10.1 Fire and Explosion

If Smoke or Fire occurs the following is to be applied:

- Assess the situation and the potential for evacuation,
- Remove anyone in the immediate vicinity, if it is safe to do so,
- Use the fire extinguishers to try extinguishing the fire,
- Notify the supervisor,
- Supervisor to assess situation and commence evacuation if deemed necessary.
- Notify all staff to leave the site calmly and assemble at Muster points,
- Notify all sub-contractors and visitors of evacuation,

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- Notify emergency services via 000 or 112 mobile,
- Staff to ensure that all visitors are moved towards the Muster points,
- Wait for Emergency Services to arrive and assess,
- Wait for the "OK" from Emergency Services before re-entering the building.

10.2 General / Medical Emergency

Should a medical emergency occur, such as a heart attack, stroke, unconscious worker, burns etc.:

- The first staff member on the scene should assess the situation and if safe render first aid and notify the Supervisor,
- Notify Emergency Services on 000 or 112 mobile and request an ambulance,
- Apply first aid,
 - A staff member to meet the Ambulance outside the site and take them to the medical emergency,
 - At least one staff member is to remain with the injured person until the Emergency Services personnel arrive and take control of the incident,
 - Complete an Incident / Accident Report Form.

10.3 Contamination of Areas / Loss of Load

Should a leak, or contamination of an area occur the following should be followed:

- Turn of any tap or hose connection,
- Exclude the area from any other equipment or unauthorised person/s
- Use Spill Kit to clean up where appropriate,
- Contact Supervisor to bring down machine immediately if appropriate to clean up and another truck / bin to collect contaminated items
- Contact First Aider / QHSE Manager / Project Manager,
- Contact emergency services where the spill cannot be collected,
- Await Emergency Services to arrive.



10.4 Confined Space Rescue Plan

Prior to any Confined Space tasks / works commencing this rescue plan is to be developed.

	CONFINE	D SPA	CE RESCUE	PLAN					
Project / Site Title									
Specific location on									
Project									
Site Address									
Permit Number									
Dates OF Confined Space	e Works:								
Description of Works									
•									
Competent Site Person	nel – who holds confined space			Other F	Personnel involv	ed in works			
	-								
Project Manager / S	Supervisor of works	_l							
	ment Used To get to worker		Type of con	nmunicati	on used betwee	en worker and	site ı	ersor	nel –
	appropriate item		tick the app						
Harness			Verbal / Face						
Life / Rescue Line			Mobile Phon	е					
Tripod / Anchor Points			UHF						
Breathing Apparatus			Loudspeaker						
Climb / abseil down structure			Other:						
Telehandler / forklift with app Gas Detector - Calibrated	roved man cage								
Other:									
	/ incident scene - Tick Appropriate			Other o	considerations		Υ	N	N/A
Temporary Fencing	,		Potential Ignition Sources Identified						
Barricading			Temporary Structures Required						
Signage					lternations require				
Traffic Management Plan				dentify for a	any of the above in	n comments sec	tion		
Other			Other						<u> </u>
	Eme	ergenc	y Response						
Check Area free / clear fro	m combustibles.		Working at Heights – Rescue Plan to completed						
Conduct Gas Check - OK			Spotter / Stand by Person Required						
	ct emergency services / supervisor		Other:						
immediately Supervisors									
Name:			Contact Num	iber:					
Emergency Services Manager of works	to be contact b	y the S	Supervisor / F	Project	Contact Nur	nber			
Other						•			
Comments:									
	Rescue	Plan	Developed B	•					
Name				Position					
Date									
	Approval by: Minimum Confi				icate IV WHS				
	n is appropriate for the working at he	eights o	conducted on						
Name									
Date				Signature	e				

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10.6 Plant / Equipment Incident - Collision

Should a Plant / Equipment Incident – Collision, including rollovers occur the following should be followed:

- Seek to see if anyone is stuck within, under equipment or by equipment,
- Turn of machine if still going, where applicable and staff to remove machine away from person,
- Apply first aid,
- Stay with the injured whilst contacting emergency services- Notify Emergency Services on 000 or 112 mobile and request an ambulance, notify Manager / Supervisor / Client,
- Protect the site from any other equipment, visual, phone, UHF, Signs,
- Contact First Aider / QHSE Manager / Project Manager,
- Secure Site,
- Await Emergency Services to arrive, assist the injured,
- Where a fatality has occurred contact the General Manager immediately.

10.7 Trench Collapse

Where a Trench Collapse has occurred onsite the following is applicable:

- Check with other workers, if anyone is located within the trench,
- Establish an exclusion zone around trench area to ensure that no vehicles / machinery have the potential to collapse trench further,
- Try to establish communication with person within trench,
- Establish if person can breathe ok,
- Excavate by hand if applicable, reassure person that help is on way, keep person calm,
- Contact Emergency Services,
- Await with person / area until emergency services have arrived,

If a fatality has occurred contact the General Manager Immediately.

10.8 Traffic Incident

Where a traffic incident onsite has occurred, the following is applicable:

- Preserve site around traffic incident,
- Check if all personnel involved are ok,
- Ensure that no fuel / oils are leaking,
- Put any fire out with extinguisher, and or remove personnel if fire / explosion may occur,
- Apply first aid,
- Notify Emergency Services,
- Stay at site location until emergency services have arrived,
- If a fatality has occurred notify General Manager Immediately.

10.9 Critical Incident Response (Serious Injury – Possible Fatalities)

Where a critical incident has occurred, the following is applicable:

- The first staff member on the scene should assess the situation and if safe render first aid, notify the Supervisor, *General Manager to be notified immediately if a fatality has occurred*,
- Notify Emergency Services on 000 or 112 Mobile, NT Work Safe and the client for the project and request an ambulance,

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- Preserve Site:
 - Site Supervisor to notify all site personnel on site,
 - Wait until emergency services, Project Manager- QHSE Manager and or General Manager arrive to assist if practicably possible.

10.10 Cyclone

The tropical cyclone season extends from 1st November to 30th of April.

Pre-cyclone Preparations:

During the month of October, a pre-cyclone clean up and assessment will be conducted to:

- Eliminate non-essential items,
- Reinforce high housekeeping practices,
- Inspect buildings and structures to ensure their integrity in high winds,
- Establish undercover areas for potential missiles to be stored,
- Tie down or secure unsecured items.

When a cyclone watch is issued:

- Tune to your local radio and listen for further information and warnings,
- Recheck the worksite for any loose materials,
- Fill vehicle fuel tanks check emergency kit and fill water containers.

When a cyclone warning is issued:

All employees will be advised to go home and prepare for emergency.

10.11 Chemical Spill

Where a chemical spill has occurred, the following is applicable:

Non-Toxic / Hazardous Substance:

- Establish what the substance is,
- Refer to the SDS concerning the item,
- Proceed with clean up if applicable and safe to do so as per SDS, wearing the appropriate PPE,
- Dispose of as per site waste management plan.

Toxic / Hazardous Substance:

- Establish what the substance is,
- Refer to SDS concerning the substance,
- If appropriate PPE is available, commence clean up, and identify appropriate collection device to contain the toxic / hazardous substance,
- Dispose of as per EPA requirements
- Where the required PPE is not available, and or SDS to advice on the correct method to be used,
 Contact Emergency Services / Implement an exclusion zone around area and wait for emergency services to arrive.

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10.12 General Emergency Response - DRSABCD Action Plan

DRSABCD action plan

In an emergency call triple zero (000) for an ambulance





DANGER

Ensure the area is safe for yourself, others and the patient.



RESPONSE

Check for response - ask name - squeeze shoulders

No response
• Send for help.

Response

- make comfortable
- · check for injuries
- · monitor response.





SEND for help

Call Triple Zero (000) for an ambulance or ask another person to make the call.



AIRWAY

Open mouth-if foreign material is present:

- place in the recovery position
- clear airway with fingers.

Open airway by tilting head with chin lift.







BREATHING

Check for breathing-look, listen and feel.

Not normal breathing

· Start CPR.

Normal breathing

- place in recovery position
- monitor breathing
- · manage injuries
- · treat for shock.





CPR

Start CPR – 30 chest compressions: 2 breaths
Continue CPR until help arrives
or patient recovers.









DEFIBRILLATION

Apply defibrillator if available and follow voice prompts.

© St John Ambulance Australia. St John encourages first aid training as this information is not a substitute for first aid training.

Learn First Aid | 1300 360 455 | www.stjohn.org.au

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11 Attachment A Emergency Contact Numbers (To be displayed at site)

MOUSELLIS		
Name	Position	Phone Number
John Mousellis	General Manager / First Aid Officer	0418 895 233
Bill Mousellis	Operations Manager / First Aid Officer	0417 422 988
Nigel Foster	QHSE Manager / Consultant	0432 947 960
Kathy Tomazos	Administration Manager / First Aid Officer	0448 896 010
Themelis Mousellis	Site Supervisor / First Aid Officer	0400 622 696
George Mousellis	Site Supervisor / First Aid Officer	0429 215 287
EXTERNAL EMERGENCY NUMBERS		
Organisation	Details	Phone Number
Police Ambulance	 Any situation where life or injury is threatened; Motor vehicle accident where people are injured; Air, rail or water accident; Any event which might cause danger to people or property; Explosion or bomb incident/threat; A disturbance or breach of the peace, for example a domestic violence incident or antisocial behaviour; Any suspected offence in progress, being witnessed, or just committed. 	000 or 112 (mobiles only)
Hospital		08 8922 8888
Rehabilitation Services - EASA	Counselling Service	08 8941 1752
Environmental Protection Authority	For reporting pollution incidents requiring urgent attention	1800 064 567
NT WorkSafe	For all accident notifications, general enquiries and complaints	1800 019 115
Poisons Information Centre	Telephone advice in cases of acute and chronic poisonings. Also provides advice on poisons prevention, drug information, first aid management of poisons and identification of toxic agents	131 126
Wildcare NT	For injured wildlife call	0408 885 341
Police Station	Non urgent contact for NT Police	131 444

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Ambulance Station	Non urgent contact for NT Ambulance	1300 785 646
Fire Station	Non urgent contact for NT Fire	131 444
Power Water	Electrical and Water Emergency	1800 245 090
NT Gas		1800 019 112
Origin Energy		1800 808 526
Snake Call Out		1800 453 210

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12 Emergency Plan Acknowledgement

This is to be completed as per the requirements identified within the Emergency Equipment / Hazard Assessment (F-04), for designated emergency personnel and site team.

Topics: 10.1 Fire and Explosion, 10.2 General / Medical Emergency 10.3 Contamination of Areas / Loss of Load 10.4 Confined Space 10.5 Plant / Equipment Incident-Collison, 10.6 Trench Collapse 10.7 Traffic Incident, 10.8 Critical Incident Response (DRSABCD)

I agree and understand the requirements involved with the emergency response to which I am required to know as per the identified below next to my name.

	Topics															
Date	Name	Company	10.1	10.2	10.3	10.4	10.5			10.8	10.9	10.11	10.12	10.13	10.14	Signature

Additional Emergency Sign on Page

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Topics																
Date	Name	Company	10.1	10.2	10.3	10.4	10.5	10.6	10.7	10.8	10.9	10.11	10.12	10.13	10.14	Signature

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