



Transport Emergency Response Plan (TERP)

CEN-HSE-PLN-284

Transport Emergency Response Plan (TERP)

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1. INTRODUCTION

The purpose of Centurion's Transport Emergency Response Plan (TERP) is to ensure the business meets internal and external requirements; and minimises the potential impacts of an on-road vehicle incident, including harm to people, damage to the environment, property/ assets and to the reputation of the business.

This TERP has been developed to assist Centurion personnel to effectively prepare for an on-road vehicle incident or emergency and to manage the incident or emergency.

2. SCOPE AND APPLICATION

This TERP is applicable to all Centurion operations and applies to Centurion employees and sub-contractors performing work on Centurion's behalf, who operate a vehicle or are responsible for managing vehicle operations. It should be used as a guide for responding to on-road incidents which may include:

- Vehicle accident where any person (including the driver) has sustained an injury or fatality,
- Vehicle incident where any damage/spillage has occurred,
- Missing person,
- Load restraint incident,
- Electrical incident involving powerlines or poles,
- Natural events,
- Vehicle breakdowns where assistance is required,
- Salvage and recovery of the assets involved and remediation.

Objectives of this TERP are to:

- Facilitate a rapid and effective emergency response and recovery,
- Minimise any adverse effect on people, reputation, damage to property or harm to the environment in a transport emergency,
- Provide assistance to emergency service agencies,
- Communicate vital information to all relevant stakeholders involved in the transport emergency (both internal personnel and external agencies) with minimal delay.

3. DEFINITIONS

- **Emergency:** An actual or imminent event or series of events which disrupts normal operations, endangers or threatens to endanger life, property, assets or the environment, and which requires a significant and coordinated response well beyond normal business process and resourcing levels.
- **Emergency Responder:** Contracted company who controls and undertakes clean-up and recovery operations. Centurion's emergency responder is:
 - Swan Towing: WA
 - ISS: Eastern States
- **Emergency Services:** Police, Fire Brigade, Ambulance.
- **IMT:** Incident Management Team
- **IRT:** Incident Response Team
- **Incident:** An unplanned event / occurrence that results in or could have resulted in impact to workers, neighbours, the Community, the environment or business operations; includes near miss, injury or illness, damage to physical assets, environmental harm, exposure to legal liability and/or reputation, security threat.

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4. RESPONSIBILITIES

- The IMT Leader has the overall responsibility for any emergency response.
- The Branch/ Operations Manager is the IRT Leader and is responsible for:
 - The operational response to a critical incident/ emergency situation,
 - Appointing a deputy to act in their absence,
 - Ensuring emergency response exercises and debriefs are completed,
 - Ensuring an incident response team (IRT) and equipment is available,
 - Ensuring the IRT has undergone appropriate emergency response training.
- General Manager, HSEQ is responsible for:
 - Providing support and guidance to the operational response and coordinating notifications,
 - Ensuring that the TERP is reviewed annually.
- Incident response team members responsibilities are defined in Section 6.
- Incident management team members responsibilities are defined in Section 16.

Drivers are responsible for ensuring that they have a copy of the TERP extract (Appendix B – Emergency Procedures), relevant Vehicle Fire Emergency Procedure Guide and CEN-HSE-PLN-1319 - TERP Contacts, available in Centurion vehicles.

5. PLAN ACTIVATION

5.1. Situation Evaluation

In the event of an incident in transit, drivers need to evaluate the situation and immediately report the incident to Emergency Services, if required and then by telephone to their Centurion Manager. Refer to CEN-HSE-PLN-1319 - TERP Contacts for Centurion contact details.

The Centurion Manager in consultation with their Regional Manager and relevant HSEQ Advisor will determine if the TERP must be activated based on the following criteria:

Response Level	Insignificant Impact	Minor Impact	Moderate Impact	Major Impact	Catastrophic Impact
Local response	Local Management Responds	Local Management Responds	Local Management Responds	Local Management Responds	Local Management Responds
TERP Activated			TERP Considered	TERP Considered	TERP Activated

5.2. Incident Classification

Incidents shall be evaluated using the actual consequences of: Insignificant, Minor, Moderate, Major and Catastrophic, as per the incident classification table below:

Impact	Examples	Remarks
Insignificant	A small, localised incident, an insignificant equipment malfunction. A minor freight damage. Spill with no loss of containment. A first aid injury.	These incidents can be managed by Depot IRT

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Impact	Examples	Remarks
Minor	Minor equipment malfunction, considerable damage to freight or property, a minor chemical release. A medical treatment injury.	These incidents can be managed by Depot IRT with assistance from Perth/ Brisbane senior operations management, as required.
Moderate	A serious incident resulting in a restricted work injury and/or serious damage to property, a serious equipment malfunction, fire, a serious theft or security incident. Spill with localised harm to the environment.	Incident has the potential to escalate to a more significant incident and/or disrupt operations. The Incident Management Team (IMT) may be placed on standby and may require activation.
Major	Lost time injury, a major fire, major material release causing environmental harm, a major equipment malfunction, natural occurrence, public exposure in state media.	Incident requires activation of the IMT. This may also be an event that has occurred or is imminent, which poses a threat to community and/or seriously affects Centurion operations.
Catastrophic	Fatality or permanent impairment to multiple people. A catastrophic equipment malfunction which is likely to involve internal or external emergency services, a spill causing long term impact to an area of significance, reputational damage and public exposure in national media.	Incident requires activation of the IMT. This may also be any business or financial incident reflecting on Centurion’s reputation or an event that has occurred (or is imminent), which seriously affects the Centurion’s operations. Operation may be ceased depending on severity of situation (decision by IMT Leader)

Refer to CEN-HSE-FRM-445 – Risk Matrix, for further detail.

5.3. Situation Appraisal

When determining if the TERP must be activated, in order to respond to the incident effectively and adequately, the Centurion Manager must collect the information, detailed in Appendix A Incident Details and submit this information to the Response Coordinator.

6. RESOURCES

6.1. TERP Response/Incident Management Team (IMT)

Position	Role	Responsibilities
CEO or EGM – Operations East/West	IMT Leader	<ul style="list-style-type: none"> Assumes the leading role in the IMT. Forms the IMT and coordinates sufficient resources, for effective management of and recovery from, the situation. Coordinates the activities of the IMT. Provides updates to CFC Group management.

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Position	Role	Responsibilities
		<ul style="list-style-type: none"> Ensures major clients are kept updated, as required on the event.
Regional/ Operations Manager	Response Coordinator	<ul style="list-style-type: none"> Reports to the IMT Leader. Manages and coordinates operations and logistics directly related to the field response. Alerts the Emergency Responder for dispatch to incident site if necessary. Identifies and tracks all personnel involved in the incident. Consults with Technical Advisors if necessary and provides telephone advice to those first on the scene, regarding hazards and appropriate steps which should be taken at the accident site to preserve public safety (e.g. advises on evacuation distances if necessary). Arranges for whatever additional assistance or equipment and materials are requested from the incident scene. Completes post incident report of incident occurrence.
Executive Assistant	Log Keeper	<ul style="list-style-type: none"> Reports to the IMT Leader. Maintains accurate, up-to-date records of the decisions and actions of the IMT.
EGM – Governance and Commercial	Legal and Communications Coordinator	<ul style="list-style-type: none"> Reports to the IMT Leader. Assesses Legal and Professional Privilege to ensure the Company’s legal rights are maintained. Identifies potential legal implications triggered directly by the incident (such as reporting obligations, investigations, external and internal communications, insurance and labour obligations) and plans communications accordingly. Ensures communication policy is adhered to throughout the incident and appropriate information reaches all relevant stakeholders in a timely manner.
GM - HSEQ	HSE Coordinator	<ul style="list-style-type: none"> Reports to the IMT Leader. Ensures the IMT follows the intent of the roles and process as defined and supports the flow of information to assist a smooth and effective response. Manages and coordinates HSE matters throughout the response. Ensures HSE risks, associated with responding to and recovering from the situation, are identified and assessed. Ensures that immediate and chronic effects on physical and mental health are monitored and minimized during an operational response. Coordinates Employee Assistance Program (EAP), where trauma management required
EGM – People and Culture	Human Resources Coordinator	<ul style="list-style-type: none"> Reports to IMT Leader. Ensures all legislative, company and ethical commitments in regard to the treatment of worker and their families are acted on and fully understood by the IMT. Coordinates and provides feedback to workers, ensure that consistent messages are conveyed to all concerned, advises on union issues.

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Position	Role	Responsibilities
		<ul style="list-style-type: none"> Provides support for Next of Kin notification (to be completed by the Police)

6.2. Specialist Resources Available

Name	Position	Mobile Contact Number
Phil Scott	EGM – Industrial Relations	0407 199 440
Andrew Foster	Fleet and Asset Manager	0409 904 727
Dave Wallace	Regional Maintenance Manager	0417 767 129
Rob Mills	Dangerous Goods (DG) Officer	0429 092 973
Chris Donovan	National Technical Manager - Explosives	0448 068 167

6.3. Emergency Services

Name	Contact Number	After Hours
National		
Emergency Services	000	000
Poisons Information Centre	13 11 26	13 11 26
Swan Towing	08 9484 5000	1800 653 544
ISS First Response	03 8769 0200	1300 131 001
Western Australia		
Royal Flying Doctor Service	08 9417 6300	1800 625 800
Cleanaway/Toxfree	1800 774 557	1800 774 557
Main Roads	13 81 38	13 81 38
Department of Water and Environmental Regulation (Pollution Response)	1300 784 782	Discharges of hazardous materials or incidents which threaten public health or the environment
Water Corporation	13 13 75	13 13 75
Western Power/Synergy	13 13 51	13 13 51
Northern Territory		
Royal Flying Doctor Service	08 8238 3333	08 8922 1503
Power and Water Corporation	1800 245 090	1800 245 090
Queensland		
Royal Flying Doctor Service	07 3860 1100	1300 697 337
Department of Transport and Main Roads	13 19 40	13 19 40
Energy Queensland	13 16 70	13 16 70
South Australia		
Royal Flying Doctor Service	08 8648 9555	1800 733 772
SA Power Networks	13 13 66	13 13 66
Victoria		
VicRoads	13 11 70	13 11 70
Energy Safe Victoria	1800 000 922	1800 000 922
New South Wales		
Transport NSW	13 17 00	13 17 00
Ausgrid	13 13 88	13 13 88

Contact Details are provided in CEN-HSE-PLN-1319 – TERP Contacts (issued separately).

Refer to Appendix C for IMT Checklists.

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6.4. Capabilities of Emergency Responder

In WA, Swan Towing will act as the call centre for any Centurion incidents or on-road DG spills, regardless of what class they fall under. For the Eastern States ISS First Response is Centurion’s emergency responder.

When emergency responder assistance is required with incident clean-up and recovery, the process is as follows:

- Provide the Emergency Responder with as much detail as possible about the nature and location of incident.
- In WA if an incident involves a DG, the incident is to be escalated to a Swan Towing Supervisor immediately
 - If class 3 or 5.1 DG a Swan Towing Emergency Response Truck and trailer will be immediately dispatched to attend the scene of the incident. In WA, DFES have control of all Emergency scenes, once they have left or deemed the scene safe Swan Towing will take over the recovery.
 - For any other DG class, Centurion will engage Cleanaway and/or ISS to handle the clean-up, but Centurion will be their main point of contact.
- Upon arrival at the scene the Emergency Responder will liaise with relevant people at the incident scene including Emergency Services and the Centurion driver/representative to assess the situation and determine the best way to manage the incident.

Once the incident has been cleared the Emergency Responder will hold a debrief meeting and advise Centurion of any concerns identified.

7. RESPONSE TASKS

7.1. External Notification

The HSEQ Advisor/Manager will determine which external agencies or stakeholders should be notified and seek approval from the IMT Leader for notifying these agencies. External agencies who should be considered are listed below, however, there may be other regulatory bodies that need to be notified on a case-by-case basis.

Name	Contact Number	When to notify
Western Australia		
Department of Energy, Mines, Industry Regulation and Safety	1800 678 198	Dangerous goods incident where: <ul style="list-style-type: none"> • People, property or the environment are harmed, • Incident but for intervening events, could have resulted in unreasonable (i.e. serious) harm to people, environment or property (i.e. near miss) • A dangerous situation has resulted • It is specified in the dangerous goods safety regulations. Incident on a mining lease (after consultation with the lease registered Mine Manager)
Department of Water and Environmental Regulation	6364 6946	Discharges of hazardous materials, including controlled waste or incidents which threaten public health or the environment
Main Roads	13 81 38	Incident involving RAV operating under a Permit/ Order on a public road (rollover, vehicle separation, crash, vehicle failure impacting road network or toad safety, near miss)

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Name	Contact Number	When to notify
Department of Fire and Emergency Services (DFES)	000 13 3337	Incidents with the potential to put the public at risk
Radiological Council of WA	08 9222 2000	Incident involving radioactive materials
Worksafe WA	1300 307 877	Fatality, serious injury or dangerous event
Northern Territory		
Department of Infrastructure, Planning and Logistics	1800 720 144	Incidents impacting traffic flow on public roads
NT EPA	1800 064 567	Incident causing or threatening to cause pollution
Worksafe NT	1800 019 115	Fatality, serious injury or dangerous event
Queensland		
Department of Transport and Main Roads	13 19 40	Incidents impacting traffic flow on public roads
Queensland Government	1300 130 372	Significant pollution event e.g. chemical truck/ vehicle rollover
Worksafe QLD	1300 362 128	Fatality, serious injury or dangerous event
QLD Resources Safety and Health	1300 739 868	Explosives and SSAN incidents
South Australia		
EPA SA	(08) 8204 2004 (24/7)	Major environmental incidents requiring an emergency response Radiation incidents
SafeWork SA	1300 362 255 (business hours) 1800 777 209 (critical incidents – 24hr service)	Fatality, serious injury or dangerous event
Victoria		
VicRoads	13 11 71	Incidents impacting traffic flow on public roads
EPA VIC	1300 372 842	Incident that causes or threatens material harm (adverse effect on human health or the environment, adverse effect on area of high conservation value or of special significance, clear-up or management of the pollution or cost of restoration would cost \$10,000 or more).
Worksafe VIC	1300 362 128	Fatality, serious injury or dangerous event
NSW		
NSW Environmental Protection Authority	131 555	Pollution incidents causing or threatening material harm to the environment.
SafeWork NSW	13 10 50	Serious injury, illness, dangerous incident or death
Transport NSW	13 17 00	Serious road related incidents

7.2. Emergency Procedures

The following emergency scenarios have been identified; the emergency response procedures are defined within this section of the TERP.

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Scenario	Risk Rating
Traffic accident causing casualties	High
Traffic accident causing fuel or major chemical/DG spill	High
Traffic accident causing AN spill	High
Traffic accident causing damage to explosives	High
Traffic accident causing minor chemical spill	Medium
Traffic accident causing Radioactive exposure	High
Security incidents involving Centurion trucks and drivers	Medium
Natural disasters including cyclones and flooding	Medium
Bushfires	Medium
Vehicle fire	Medium
Missing person	Medium
Vehicle breakdown	Medium
Freight falls from vehicle in transit	Medium
Leak of fuel or other chemical/substance identified in transport	Medium
Fuel spill/leak during refuelling (applicable to Bulk Fuel)	Medium
Traffic accident causing damage to electrical services	High

If the TERP is activated, the nearest Centurion Branch/ Operations Manager (or their delegate or Regional Manager) must attend the scene, as soon as possible, and assume the responsibilities of On-Scene Controller (OSC) and a nominated worker is to be appointed for coordinating logistics at the nearest Depot location.

The required Vehicle Fire Emergency Procedure Guides (EPG), is to be in the vehicle cabin Emergency Information Holder and must be referred to where relevant:

- CEN-OPS-FRM-359 - Emergency Procedure Guide - Vehicle Fire
- CEN-OPS-FRM-1063 - Emergency Procedure Guide – Vehicle Fire - Explosives Class 1
- CEN-OPS-FRM-1064 - Emergency Procedure Guide – Vehicle Fire - Dangerous Goods Class 5.1

7.2.1. Motor Vehicle Incident (Except Vehicle Fires*)

The Driver must:

- Park the vehicle in a safe and legal position that minimises hazards, including obstruction to passing traffic, where possible.
- Apply brakes and make vehicle fundamentally stable (shut off engine, apply brakes and isolate electrics).
- Turn on hazard warning lights.
- Assess immediate hazards – Do not exit cab unless safe (consider traffic / vehicle stability etc.).
- Place warning triangles (double sided) as required by law:
 - Portable warning signs are to be placed in advance and to the rear of the vehicle a distance of between 50 m and 150 m from the vehicle, and the third sign is to be placed at the side of the vehicle in such a position as to be visible at a distance of 200 m to drivers approaching from either direction.
- Undertake additional emergency actions as per sections below.
- Contact Centurion Manager as soon as possible.
- Remain at the scene of the incident, unless directed otherwise by Emergency Services.
- * For vehicle fires refer to the EPG.

7.2.2. Injuries

Where there are casualties involved, as a result of the incident, the priority of the response will be saving lives and minimising harm to people. The IMT Response Coordinator needs to ensure the area is made

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safe, emergency services are mobilised from the nearest available facility and the nearest medical centre/hospital is informed and prepared to admit the injured person(s). In conjunction with medical services the IMT Response Coordinator will ensure adequate care is provided to injured personnel.

Drivers need to follow steps below:

1. Remember **D-R-S-A-B-C-D** = Danger – Response – Send for help - Airway – Breathing – CPR – Defibrillation
2. Determine the nature of the injury and cause(s) including any remaining hazard sources.
3. Remove injured person/s to safe place - if safe to do so.
4. Phone (or get a bystander) to contact Emergency Services “000”, if required.
5. Conduct appropriate level of immediate First Aid.

7.2.3. Spills

In the event of an incident involving Dangerous Goods, bulk materials or any spill with potential to impact the environment, the IMT Response Coordinator will contact the Centurion preferred Emergency Responder and delegate the responsibilities of Centurion On-Scene Controller to their representative.

The Emergency Responder representative will coordinate the response, equipment required, and all necessary actions in order to minimise the impact of the incident on behalf of Centurion IMT and report back on a regular basis to the IMT Coordinator (no later than every two hours). Material needs to be cleaned up and inspected to ensure none remains and to account for all material salvaged and the amount of loss. Spill up and restoration of site is to be to its original condition.

Drivers need to follow steps below:

1. Take PPE, DG paperwork and fire extinguishers and move away from the vehicle.
2. Review Dangerous Goods transport documents/ HB76/ Initial Emergency Response Guide, if applicable.
3. Use appropriate PPE.
4. Set up the appropriate exclusion zone (keep people and other vehicles away).
 - a. If there has been a spill of flammable (Class 3) dangerous goods, prevent other vehicles, other dangerous goods or any source of ignition from coming within 15 metres of the spill area. or if a greater distance is specified in the Emergency Procedure Guide relating to the flammable dangerous goods, that distance.
5. Phone (or get a bystander) to contact Emergency Services “000”.
6. If there is a spill/leak and it is safe to do so, stop or minimise leaking. Always approach an incident scene involving Dangerous Goods from up wind and be alert for signs of fumes or spillage.
7. Where possible, prevent the leak from spreading, especially into drains (containment).
8. If there is a fire and it is safe to do so, fight fire with portable extinguisher. Remain in a safe place away from the vehicle if the fire cannot be extinguished with the hand extinguishers.
9. With solid media spills (for example, mill balls), the area must be segregated with an appropriate exclusion zone.

7.2.4. Vehicle Fire

1. Assess the fire, if safe to do so retrieve vehicle fire extinguisher and PPE and attempt to reduce or extinguish fire, as per the relevant Emergency Procedure Guide:
 - CEN-OPS-FRM-359) - Emergency Procedure Guide - Vehicle Fire
 - CEN-OPS-FRM-1063 - Emergency Procedure Guide Form – Vehicle Fire - Explosives Class 1

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- CEN-OPS-FRM-1064 - Emergency Procedure Guide Form -- Vehicle Fire - Dangerous Goods Class 5.1.
- 2. If fire cannot be readily extinguished:
 - Phone (or get a bystander) to contact Emergency Services “000”
 - Unhitch the prime mover and trailer, if safe to do so
 - Move to a safe place upwind from the fire.
 - Follow instructions from Centurion Manager, Emergency Services and/or Emergency Responder.

7.2.5. Missing Person

1. Driver to remain with vehicle unless otherwise instructed by the IMT.
2. If Driver cannot be contacted Regional Manager to arrange IMT to review Journey Management Plan and follow up route, to investigate vehicle/missing personnel.
3. Attempt to contact driver – radio, mobile phone, MTData (IVMS), other drivers.
4. Review GPS for vehicle location history.
5. Call nearest Branch to aid search.
6. Notify Police.
7. Notify Next of Kin (refer to HR).

7.2.6. Vehicle Breakdown

1. Notify Emergency Services if there is any immediate threat to safety from the situation or location of vehicle breakdown (call 000).
2. Follow instructions from Centurion Manager, Emergency Services and/or emergency responder.
3. Do not attempt to undertake vehicle repair, unless it’s authorised by the Branch/ Operations Manager or Workshop and is safe to complete.
4. Where authorised to perform a repair (e.g. change tyre) ensure suitable emergency and safety equipment is deployed (e.g. reflective triangles, wheel chocks).

Line manager to contact Transport Authority if expected to have an impact on traffic flow for more than 2 hours.

7.2.7. Radioactive Materials

If a radioactive material package has been damaged or it’s suspected the package may be leaking radioactive material:

- Refer to the back page of the “ROAD/RAIL/INLAND WATERWAYS CONSIGNOR’S DECLARATION FOR DANGEROUS GOODS CLASS 7 RADIOACTIVE MATERIAL” and take actions as shown.
- Line manager to notify the despatching Radiation Safety Officer
- Despatching Radiation Safety Officer shall notify the Radiological Council/ Regulatory Authority of reportable incidents.

7.2.8. Explosives

For incidents involving explosives, notify Centurion Manager where the explosives magazine has been:

- Damaged
- Fallen from a vehicle while it’s in transit
- Subjected to impact — typically through roll-over or collision
- Involved in an unexpected fire or explosion (including sabotage)
- Been tampered with.

Line manager to notify the despatching Dangerous Goods Safety Officer.

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Despatching Dangerous Goods Safety officer shall notify Resources Safety/ Regulatory Authority of reportable incidents.

7.2.9. Ammonium Nitrate

Notify Centurion Manager where the Ammonium Nitrate tanker/ package has been:

- Damaged
- Subjected to impact — typically through rollover or collision
- Involved in an unexpected fire or explosion (including sabotage)
- Been tampered with.

7.2.10. Electrical Incident Involving Powerlines or Poles

Electricity can jump or arc through the air and travel to earth through the body, resulting in electrocution.

- Always treat fallen powerlines or poles as live and never go near them or anything they may be touching.
- In a life-threatening emergency, call Emergency Services on 000.
- Call the Power Authority to report the incident and location; they will take action to make the area safe (e.g. power isolated and earthed).
- Do not go near an injured person if it means going near live powerlines/ poles.
- Stand back and urge others to keep at least six metres away from powerlines/ poles.
- Do not approach the scene until authorities have declared the scene safe.

If powerlines/ poles are in contact with a vehicle, tell the occupant to:

- Turn off the vehicle to cut off the fuel supply; and
- If possible, remain inside the vehicle until Emergency Services arrive/ authorities have declared the area safe.

An emergency evacuation of a vehicle is extremely dangerous. If vehicle evacuation is needed because of a fire:

- Jump clear of the vehicle and make sure to land with feet together. Do not touch the vehicle and the ground at the same time as this may create a path for the electricity to flow to earth through the body, resulting in electrocution.
- Using short shuffle steps calmly move at least six metres away from the vehicle.
- Do not return to the vehicle until the authorities have declared the area safe.

7.2.11. Freight Falls from Vehicle in Transit (Not causing injury or chemical spill)

- Assess the situation, if safe to do so you may consider retrieving the freight (if it is small/light) or place emergency triangles/cones around the freight to warn other drivers who may come along that there is a hazard on the road.
- Notify Emergency Services if there is any immediate threat to safety from the situation or location of where the freight has landed (call 000).
- Follow instructions from Centurion Manager, Emergency Services and/or emergency responder.
- Do not continue on journey until security of load is confirmed.

Line manager to contact Transport Authority/ Police if road traffic impacted.

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7.2.12. Fuel/Spill Leak During Refuelling (At a service station)

- Immediately stop fuel flow using emergency stop button.
- Make area safe. This may be done by using a spill kit to contain spill, placing high visibility cones to isolate area etc.
- Notify service station attendant.
- Follow instructions from Centurion Manager and service station attendant.

7.2.13. Natural Disasters Including Cyclones and Flooding

- Linehaul Drivers are not to be consigned to areas with an active Bureau of Meteorology cyclone warning.
- PUD Drivers are to follow Bureau of Meteorology cyclone warnings/ weather alerts.
- Report flooded road water depths to Centurion Manager. Line manager is to assess the risk prior to allowing the fording of shallow waters across the road. This risk assessment is to cover both safety and damage to equipment.

7.2.14. Roadside Bushfires

- Be aware of hot dry seasons and the possibility of a bushfires on the side of the road at any time.
- Listen to local radio for updates on fire conditions in area.
- If roadside fire/smoke seen from a distance (20km away) safely pull over to the nearest parking bay.
- Use positive communication with other road users to determine if the roadway is safe and clear.
- If unsure whether it is safe to proceed, contact Fire Emergency Services and follow their direction. If no reception ring 112 to be directed to the Emergency Services.
- Turn headlights on—smoke from fires decreases visibility.

If caught in the path of a bushfire:

- Disconnect trailing equipment, if possible
- Position vehicle to minimise exposure to radiant heat, if possible
- Stay in vehicle
- Close windows and doors tightly.
- Cover up with woollen blankets, if available and make sure you are below window level.
- Drink water to make sure that you do not become dehydrated.
- When the fire is close shut all vents and turn air-conditioning and engine off.

7.2.15. Security Threat

Phone Threat

- Remain calm and do not hang up.
- Obtain as much information as possible from the caller.
- If possible, record information
- After the call has ended, pass on all information obtained to Emergency Services and act on their instructions.
- Await assistance from Emergency Services.

Suspect Article

- If identified in/on the vehicle, stop and park in a safe location.
- Apply brakes and make vehicle fundamentally stable.
- Do not handle the article and move away from the immediate area.
- Communicate with Emergency Services and act on their instructions.
- Keep others away from the immediate area.
- Await assistance from Emergency Services.

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Personal Security Threat (threat by armed or unarmed persons)

- If able to do so, move away from the immediate area.
- Communicate with Emergency Services and act on their instructions.
- Await assistance from Emergency Services.

Civil Disturbance/Protest Action (if route is blocked)

- Stop vehicle, lock all doors, do not engage with protesters, and remain in the vehicle.
- Communicate with Emergency Services and act on their instructions.
- Await assistance from Emergency Services.

8. PREPAREDNESS

8.1. Maintenance and Distribution of TERP

The HSEQ Department ensures that the TERP is reviewed regularly (i.e. annually) or following:

- An exercise or emergency event, where lessons learned indicate improvements or updates should be made;
- Audit and/or receipt of feedback from third parties identifying improvement opportunities;
- An organisational change which impacts responsible persons; or
- Legislative change or change to industry standards, as applicable.

A copy of the TERP must be made available to Centurion senior management, Centurion's approved Emergency Responder and all Centurion Branch/Linehaul/Transport Managers. The latest copy of the TERP extract (Appendix B - Emergency Procedures) and CEN-HSE-PLN-1319 - TERP Contacts, must be available in Centurion vehicles; and drivers are to be briefed by their managers on key points.

8.2. Exercises and Training

Emergency exercises will be held annually to assess the effectiveness of the TERP and for the TERP to serve as a training tool for IMT members.

8.3. Emergency Equipment

The approved Emergency Responder will provide all equipment required to control an emergency response.

Centurion will provide equipment necessary, for immediate response to an emergency situation, which is designed to communicate the situation, protect the driver's and public's safety, protect the environment and, where possible and safe to do so, contain/control the situation. The following are examples of emergency response equipment provided on vehicles or to drivers, as appropriate to the nature of the vehicle, freight or trip:

- Fire extinguishers
- Spill kit
- Mobile phone
- Satellite phone
- Breathing apparatus
- Gloves
- First Aid kits

All equipment provided must be adequately maintained and be in good condition. It is the driver's responsibility to check the presence and condition of emergency response equipment on their vehicle, prior to commencing each trip. Emergency response equipment provided by Centurion must also be maintained.

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9. NEWS MEDIA AND PUBLIC RELATIONS

Media will often be present at an emergency. A designated media contact will serve to assist in relaying important information between Centurion and the media.

Communications with the media must be planned in advance. Only authorised (by CEO or delegate e.g. IMT Leader) personnel are permitted to release statements to the media or post on Centurion social network webpages. Statements must be confined to the facts as they are known, avoiding any speculation. An inaccurate answer to the news media can destroy public confidence and exaggerate the emergency.

The ideal news media release should include:

1. Cause of the emergency (if known);
2. Action(s) taken so far; and
3. Expected time the emergency will be terminated.

10. DEACTIVATION OF TERP

All clear and re-entry instructions are only to be accepted from the IMT Leader, in consultation with the Approved Emergency Response Controller/OSC. This will be after consultation and agreement with the Emergency Services and/or other regulatory bodies e.g. Road Transport Authority.

10.1. Debriefing

IMT Leader is to arrange a debriefing session including all parties involved in the emergency response. This meeting will be held, as soon as practical after the emergency has terminated and will review strengths and areas of improvement; and make recommendations to update the TERP documentation, if required.

10.2. Incident Investigation

As soon as reasonably possible, a preliminary Critical Incident or HSEQ Alert must be completed where required and sent to the circulation list, as required.

Further incident investigation will proceed as per CEN-HSE-PRO-148 - Incident Management and Investigation Procedure.

11. REFERENCED DOCUMENTS

Document Reference	Comments/Details
CEN-HSE-FRM-445	Risk Matrix
CEN-HSE-PLN-1319	TERP contacts
CEN-HSE-PRO-148	Incident Management and Investigation Procedure
CEN-OPS-FRM-359	Emergency Procedure Guide – Vehicle Fire
CEN-OPS-FRM-1063	Emergency Procedure Guide – Vehicle Fire – Explosives Class 1
CEN-OPS-FRM-1063	Emergency Procedure Guide – Vehicle Fire – Dangerous Goods Class 5

12. DOCUMENT CONTROL

12.1 Summary Information

Aspect	Details
Document Name	Transport Emergency Response Plan (TERP)
Document Reference	CEN-HSE-PLN-284
Document Owner	Sharon Huzzard
Published Date	10/04/2024

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Aspect	Details
Next Revision Date	10/04/2025
Classification	Internal Use
Developed by	A Rastani

12.2 Revision History

Revision	Date	Changes
1.0	11/03/2017	New document
2.0	15/05/2017	Updated with new names
3.0	26/06/2017	Updated for new First Responder
4.0	08/01/2019	Reviewed contacts throughout
5.0	03/03/2020	Document transferred to new template and contact details updated
5.1	10/03/2020	Minor changes to contact details
5.2	07/04/2020	Contacts list updated as per HSE Committee Meeting discussion 06/04/2020. Driver response guide flowchart updated.
5.3	21/08/2020	Contacts list updated to reflect current organisational chart
5.4	25/08/2020	Corrected contact hierarchy and removed table reference column at 6.1.
5.5	30/06/2021	Document updated and approved by the bulk DG team for the 2021 contract.
5.6	02/02/2022	<ul style="list-style-type: none"> • Added Section - Natural Disasters Including Cyclone, Flooding and Bushfire. • Added and Updated - Contacts for each site.
5.7	09/03/2022	<p>Updated 4.1 - TERP Response/IMT</p> <ul style="list-style-type: none"> • Legal, marketing and Communications Coordinator • HSE Coordinator/ Advisor / Manager <p>Updated 3.2 - Internal Alerting</p> <ul style="list-style-type: none"> • Brisbane, Rockhampton, Townsville, Gladstone added. <p>Added and Updated - Contacts for each site.</p>
6	1/07/2022	Emergency procedures and contact listings updated and included as appendices; detail on EST emergency responder added; definitions added
6.1	12/07/2022	Updated contact numbers, removed Derby Depot
7.0	02/02/2023	Updated contact details
8.0	29/06/2023	Moved contact details to a separate form, added new sites/ jurisdictions and included addition MVI actions
8.1	18/12/2023	Added DWER contact
9.0	10/04/2024	Added South Australia

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13. APPENDIX A - INCIDENT DETAILS

Date:	Time:	Location:
Nature of the Incident:		
Potential cause of the incident (based on preliminary information):		
Injuries (Name/s if available and nature of injury):		
Type of equipment Involved:		
DG Placard and Label and amount of material:		
Manifest details:		
Weather conditions and terrain:		
Closest regional centre:		
Personnel or resources on site:		

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14. APPENDIX B - QUICK DRIVER RESPONSE GUIDE

1.1 Immediate Incident/ Emergency Actions
<ul style="list-style-type: none"> • Park the vehicle in a safe and legal position that minimises hazards, including obstruction to passing traffic, where possible. • Apply brakes and make vehicle fundamentally stable (shut off engine, apply brakes and isolate electrics). • Turn on hazard warning lights. • Assess immediate hazards – Do not exit cab unless safe (consider: traffic / vehicle stability etc.). • Portable warning signs are to be placed in advance and to the rear of the vehicle a distance of between 50 m and 150 m from the vehicle, and the third sign is to be placed at the side of the vehicle in such a position as to be visible at a distance of 200 m to drivers approaching from either direction. • Contact Centurion Manager as soon as possible. • Remain at the scene of the incident, unless directed otherwise by Emergency Services.
1.2 Injury
<ul style="list-style-type: none"> • Remember D-R-S-A-B-C-D = Danger – Response – Send for help - Airway – Breathing – CPR – Defibrillation • Determine the nature of the injury and cause(s) including any remaining hazard sources. • Remove injured person/s to safe place - if safe to do so. • Phone (or get a bystander) to contact Emergency Services “000”, if required. • Conduct appropriate level of immediate First Aid.
1.3 Spills
<ul style="list-style-type: none"> • Take PPE, DG paperwork and fire extinguishers and move away from the vehicle. • Review Dangerous Goods transport documents/ HB76/ Initial Emergency Response Guide, if applicable. • Use appropriate PPE. • Set up the appropriate exclusion zone (keep people and other vehicles away). <ul style="list-style-type: none"> ▪ If there has been a spill of flammable (Class 3) dangerous goods, prevent other vehicles, other dangerous goods or any source of ignition from coming within 15 metres of the spill area, or if a greater distance is specified in the Emergency Procedure Guide relating to the flammable dangerous goods, that distance. • Phone (or get a bystander) to contact Emergency Services “000”. • If there is a spill/leak and it is safe to do so, stop or minimise leaking. Always approach an incident scene involving Dangerous Goods from up wind and be alert for signs of fumes or spillage. • Where possible, prevent the leak from spreading, especially into drains (containment). • If there is a fire and it is safe to do so, fight fire with portable extinguisher. Remain in a safe place away from the vehicle if the fire cannot be extinguished with the hand extinguishers. • With solid media spills (for example, mill balls), the area must be segregated with an appropriate exclusion zone.
1.4 Vehicle Fire
<ul style="list-style-type: none"> • Assess the fire, if safe to do so retrieve vehicle fire extinguisher and PPE and attempt to reduce or extinguish fire., as per the relevant Emergency Procedure Guide: <ul style="list-style-type: none"> ▪ CEN-OPS-FRM-359) - Emergency Procedure Guide - Vehicle Fire ▪ CEN-OPS-FRM-1063 - Emergency Procedure Guide Form – Vehicle Fire - Explosives Class 1 ▪ CEN-OPS-FRM-1064 - Emergency Procedure Guide Form - – Vehicle Fire - Dangerous Goods Class 5.1. • If fire cannot be readily extinguished:

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- Phone (or get a bystander) to contact Emergency Services “000”
- Unhitch the prime mover and trailer, if safe to do so.
- Move to a safe place, upwind from the fire.
- Follow instructions from Centurion Manager, Emergency Services and/or Emergency Responder.

1.5 Vehicle Breakdown

- Communicate breakdown to Centurion Manager.
- Notify Emergency Services if there is any immediate threat to safety from the situation or location of vehicle breakdown (call 000).
- Notify the Road Transport Authority if road traffic impacted.
- Follow instructions from Centurion Manager, Emergency Services and/or emergency responder
- Where authorised to perform a repair (e.g. change tyre) ensure suitable emergency and safety equipment is deployed (e.g. reflective triangles, wheel chocks).

1.6 Radioactive Materials

- If a radioactive material package has been damaged or it’s suspected the package may be leaking radioactive material:
 - Refer to the back page of the “ROAD/RAIL/INLAND WATERWAYS CONSIGNOR’S DECLARATION FOR DANGEROUS GOODS CLASS 7 RADIOACTIVE MATERIAL” and take actions as shown.

1.7 Explosives

- Notify Centurion Manager where the explosives magazine has been:
 - Damaged
 - Fallen from a vehicle while it’s in transit
 - Subjected to impact — typically through roll-over or collision
 - Involved in an unexpected fire or explosion (including sabotage)
 - Been tampered with.

1.8 Ammonium Nitrate

- Notify Centurion Manager where the Ammonium Nitrate tanker/ package has been:
 - Damaged
 - Subjected to impact — typically through rollover or collision
 - Involved in an unexpected fire or explosion (including sabotage)
 - Been tampered with.

1.9 Electrical incident involving powerlines or poles

- Always treat fallen powerlines or poles as live and never go near them or anything they may be touching.
- In a life-threatening emergency, call Emergency Services on 000.
- Call the Power Authority to report the incident and location; they will take action to make the area safe (e.g. power isolated and earthed).
- Do not go near an injured person if it means going near live powerlines/ poles.
- Stand back and urge others to keep at least six metres away from powerlines/ poles.
- Do not approach the scene until authorities have declared the scene safe.
- If powerlines/ poles are in contact with a vehicle, tell the occupant to:
 - Turn off the vehicle to cut off the fuel supply; and
 - If possible, remain inside the vehicle until Emergency Services arrive/ authorities have declared the area safe.

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<ul style="list-style-type: none"> An emergency evacuation of a vehicle is extremely dangerous. If vehicle evacuation is needed because of a fire: <ul style="list-style-type: none"> Jump clear of the vehicle and make sure to land with feet together. Do not touch the vehicle and the ground at the same time as this may create a path for the electricity to flow to earth through the body, resulting in electrocution. Using short shuffle steps calmly move at least six metres away from the vehicle. Do not return to the vehicle until the authorities have declared the area safe.
<p>1.10 Freight Falls from Vehicle in Transit (Not causing injury or chemical spill)</p> <ul style="list-style-type: none"> Assess the situation, if safe to do so you may consider retrieving the freight (if it is small/light) or place emergency triangles/cones around the freight to warn other drivers who may come along that there is a hazard on the road. Notify Emergency Services if there is any immediate threat to safety from the situation or location of where the freight has landed (call 000). Follow instructions from Centurion Manager, Emergency Services and/or emergency responder Do not continue on journey until security of load is confirmed.
<p>1.11 Fuel/Spill Leak During Refuelling (At a service station)</p> <ul style="list-style-type: none"> Immediately stop fuel flow using emergency stop button. Make area safe. This may be done by using a spill kit to contain spill, placing high visibility cones to isolate area etc. Notify service station attendant. Follow instructions from Centurion Manager and service station attendant.
<p>1.12 Natural Disasters Including Cyclone and Flooding</p> <ul style="list-style-type: none"> Report flooded road water depths to Centurion Manager. Line manager is to assess the risk prior to allowing the fording of shallow waters across the road. This risk assessment is to cover both safety and damage to equipment.
<p>1.13 Roadside Bushfire</p> <ul style="list-style-type: none"> If roadside fire/smoke seen from a distance (20km away) safely pull over to the nearest parking bay. Use positive communication with other road users to determine if the roadway is safe and clear. If unsure whether it is safe to proceed, contact Fire Emergency Services and follow their direction. If no reception ring 112 to be directed to the Emergency Services. Turn headlights on—smoke from fires decreases visibility. <p>If caught in the path of a bushfire:</p> <ul style="list-style-type: none"> Disconnect trailing equipment, if possible Position vehicle to minimise exposure to radiant heat, if possible Stay in vehicle Close windows and doors tightly. Cover up with woollen blankets, if available and make sure you are below window level. Drink water to make sure that you do not become dehydrated. When the fire is close shut all vents and turn air-conditioning and engine off.
<p>1.14 Security Threat</p> <p>Phone Threat:</p> <ul style="list-style-type: none"> Remain calm and do not hang up. Obtain as much information as possible from the caller. If possible, record information After the call has ended, pass on all information obtained to Emergency Services and act on their instructions. Await assistance from Emergency Services.

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Suspect Article:

- If identified in/on the vehicle, stop and park in a safe location.
- Apply brakes and make vehicle fundamentally stable.
- Do not handle the article and move away from the immediate area.
- Communicate with Emergency Services and act on their instructions.
- Keep others away from the immediate area.
- Await assistance from Emergency Services.

Personal Security Threat (threat by armed or unarmed persons):

- If able to do so, move away from the immediate area.
- Communicate with Emergency Services and act on their instructions.
- Await assistance from Emergency Services.

Civil Disturbance/Protest Action (if route is blocked):

- Stop vehicle, lock all doors, do not engage with protesters, and remain in the vehicle.
- Communicate with Emergency Services and act on their instructions.
- Await assistance from Emergency Services.

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15. APPENDIX C - IMT MEMBER CHECKLISTS

15.1. IMT Leader

Name		Date	
Location			
Key Responsibilities			
Provide clear and strong leadership.			
Accountable for driving the responsible to completion.			
Overall responsibility for the effective management of incident response.			
Ensure the response to the incident takes precedence over all other operations.			
Immediately make available all resources of personnel, equipment and materials needed to respond to an incident whether owned by the Company or under contract to the Company.			
Manage relationships with key stakeholders and clients.			
Authorise internal and external communications.			
BEFORE AN INCIDENT			
Re	Task	Completed	
		☑/☒	
1.	Appoint IMT Members and alternates.		
2.	Maintain currency of the TERP and ensure it's available to all personnel.		
3.	Ensure the TERP is 'user friendly' and capable of being deployed in response to an incident.		
4.	Ensure the team has a clear understanding of their roles and responsibilities and that these are documented in the TERP.		

DURING AN INCIDENT			
Re	Task	Completed	
		☑/☒	
5.	Confirm resources have been deployed.		
6.	Mobilise the IMT as required, advising: <ul style="list-style-type: none"> • Your contact details • What has happened • Where you want them to go • What they should bring • What immediate information you may need from them. 		

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DURING AN INCIDENT		
Re	Task	Completed
		☑/☒
7.	Ensure safety of workers, contractors, customers and visitors.	
8.	Maintain personal and master log of events.	
9.	If there are serious injuries, maintain an up to date record of who is injured, where they are and what their condition is. If appropriate ensure that Next of Kin are advised (refer to HR).	
10.	Brief and liaise with Centurion and CFC management. Establish a regular reporting schedule.	
11.	If the media are involved this is likely to revolve around the morning, lunchtime and evening news programs. Establish a 'battle rhythm' in which the IMT has enough time to answer any questions.	
12.	Ensure records are maintained in accordance with legal requirements	
13.	Review and approve any statement issued internally.	
14.	Appoint and brief a spokesperson.	
15.	Ensure major clients affected are informed	
POST INCIDENT		
Re	Task	Completed
		☑/☒
16.	Make a decision on formally closing the response when situation is over.	
17.	Appoint someone with the responsibility to call all stakeholders concerned to provide them with conclusion.	
18.	Compile records, logs and documentation of the event for analysis, review and archive securely.	
19.	Establish a timetable for emergency response debrief with the IMT.	

15.2. Response Coordinator

Name		Date	
Location			
Key Responsibilities			
Reports to the IMT Leader and manages operations directly related to the field response.			
Activates, organises and directs all resources and activities at the scene of incident			

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Implements all operational plans to achieve the response objectives and protect people, the environment and property.		
Communicates frequently with the IMT Leader to keep them updated on the progress of response operations.		
Responsible for ensuring that response operations meet all legislative and HSE requirements.		
BEFORE AN INCIDENT		
Re	Task	Completed
		<input checked="" type="checkbox"/> / <input type="checkbox"/>
1.	Attend training/drills held for preparing IMT.	
2.	Remain familiar with your responsibilities within the IMT.	
DURING AN INCIDENT		
Re	Task	Completed
		<input checked="" type="checkbox"/> / <input type="checkbox"/>
3.	Start an Individual Log.	
4.	Obtain all available information on the situation from the Emergency Services.	
5.	Recommend to the IMT Leader the incident categorisation and the level of response required.	
6.	Mobilise any additional resources or specialist advisors immediately required to assist with the situation.	
7.	Notify the relevant agencies as required with approval of IMT leader.	
8.	Support Emergency Response Services.	
9.	Ensure all personal and group actions, decisions, instructions and events are accurately recorded and documented in the Log.	
10.	Ensure arrangements are in place to deal with sub-contractors and visitors during an incident.	
11.	Photograph, tag and document all physical evidence.	
POST INCIDENT		
Re	Task	Completed
		<input checked="" type="checkbox"/> / <input type="checkbox"/>
12.	Inform the IMT leader when the incident response is over.	
13.	Identify any follow-up actions required for the field response and allocate responsibilities, resources and deadlines.	
14.	Conduct incident review and consolidate feedback points.	

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15.3. Log Keeper

Name		Date	
Location			
Key Responsibilities			
The Log Keeper reports to the Response Coordinator and is responsible for maintaining an accurate, up-to-date record of the decisions and actions of the IMT.			
BEFORE AN INCIDENT			
Re	Task	Completed	
		☑/☒	
1.	Attend all training activities organised for the IMT.		
2.	Ensure status boards, charts, maps and other tools/aids are readily available.		
DURING AN INCIDENT			
Re	Task	Completed	
		☑/☒	
3.	Maintain a chronological log of events and make tape recordings as appropriate (pay special attention to times of significant activities and events).		
4.	Manage the flow of hard copy information and retain copies for the permanent log.		
5.	Alert other IMT members of major changes, issues and outstanding actions.		
AFTER AN INCIDENT			
Re	Task	Completed	
		☑/☒	
6.	Assist with the collection and filing of all documentation from all IMT members.		
7.	Ensure allocated post-incident follow-up actions are completed.		

15.4. Legal and Communications Coordinator

Name		Date	
Location			
Key Responsibilities			
Focus on legal implications triggered directly by the incident (such as Legal and Professional Privilege, reporting obligations, investigations, external and internal communications and insurance).			
Understand that all legal advice provided may have an impact on the reputation (internally and externally) of Centurion.			

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Responsible for communications hardware and the maintenance of communication systems during and immediately following an incident		
DURING AN INCIDENT		
Re	Task	Completed
		☑/☒
Security Considerations		
1.	Confirm with the IMT that actions are being taken to secure the incident location.	
2.	Ensure measures are being taken to protect evidence from being removed, destroyed or compromised.	
Witnesses		
3.	<p>Identify, interview and document witness statements as quickly as possible. Witnesses might include:</p> <ul style="list-style-type: none"> • People who saw the incident • People who were at the site prior to or during the incident taking place • Emergency Services personnel who responded to the incident • Managers of the activity involved in the incident e.g. Linehaul 	
4.	<p>Plan witness interviews in advance. Consider asking the following points:</p> <ul style="list-style-type: none"> • Are you legally allowed to interview the witness? • What kind of information is being provided? • What did the witness see, hear, feel and smell? • Where did the incident happen and who else was there? • Facts or information the witness wants to share. • Recognise the witness may want to offer an opinion, be sensitive, listen carefully and try to keep the interview centred on facts. 	
Securing evidence		
5.	<ul style="list-style-type: none"> • Ensure a survey is carried out of the location where the incident happened (suggest video, GPS tagging, mobile phone camera's etc. if possible). • Make sure evidence is stored in a secure location. • Photographs: efforts should be made to ensure that any photos associated with the fatality are only taken by authorized personnel and for the purpose of investigating, and that these photos are not emailed or electronically stored where there is the possibility that they may be viewed by 	

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	<p>personnel not specifically involved in the incident investigation.</p> <ul style="list-style-type: none"> • A chain of custody should be implemented to ensure evidence is secured and handled correctly at each step of the investigation. 	
Document Management		
6.	Identify all relevant documents including all training records of employees who may be involved, their certifications/qualifications for the job they were performing, work shifts, etc.	
7.	Contact contractors and send a written request to collect copies of all relevant documents (previously identified), if required.	
8.	Confirm scope and application of legal privilege.	
9.	Ensure data privacy requirements are considered when dealing with information regarding employees.	
10.	Make a full copy of all files collected and keep the originals in a locked and secure location.	
11.	Manage emails referencing the incident carefully.	
Media Contact		
12.	To avoid contradictions or misrepresentations ensure information is only provided by authorised representatives.	
13.	Only facts must be provided, not opinions.	
14.	Where required Key messages and, as the incident progresses, questions and answers (Q&A) will need sign off from IMT Legal Coordinator before they are communicated.	
Family Contact		
15.	Work with HR and local authorities to confirm the legal protocols for informing next of kin.	
16.	If contact is made by the company, key messages for Next of Kin will need sign off from IMT Legal Coordinator.	
Regulatory Agencies		
17.	Centurion representatives (including HSE Advisor/ Manager and internal legal counsel) should be involved and cooperative with the appropriate regulatory agencies.	
18.	Relevant information to be provided to the authorities within the relevant statutory timeframes.	

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19.	Share all legally required information with the authorities and cooperate fully with their investigations.	
20.	Work proactively to establish trust with Regulatory agencies by working and coordinating closely with them.	
21.	Information provided to agencies must be documented and evidence of delivery must be kept in files and e room.	
External Legal Counsel		
22.	<p>Use outside legal counsel for identifying:</p> <ul style="list-style-type: none"> • Applicable legislation to the incident • Notification obligations to authorities (timeframes for this and specific forms of reporting) as well as other formalities associated with the reporting • Legal contingencies, risks and proceedings that could be triggered by the incident. 	

15.5. HSEQ Coordinator

Name		Date	
Location			
Key Responsibilities			
Provide a strategic overview of the safety and environmental concerns in all response activities being undertaken.			
BEFORE AN INCIDENT			
Re	Task	Completed	
		☑/☒	
1.	Develop Contact Directory for local authorities and Emergency Services		
2.	Ensure regular liaison between the Emergency Services and Centurion		
DURING AN INCIDENT			
Re	Task	Completed	
		☑/☒	
3.	Start a personal log.		
4.	Maintain awareness of the overall scene to see how the circumstances may affect responder safety.		
5.	Provide a view of the safety concerns in all the response activities to the IMT Leader and Response Coordinator.		
6.	Ensure you have sufficient HSE support to focus attention on safety.		

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7.	Forecast and advise the IMT Leader of any safety requirements that may be needed as the incident evolves.	
8.	Assess hazards and report them to the IMT Leader.	
9.	Confirm information about the hazards are being received and understood by the responders.	
10.	Provide risk assessments for the IMT Leader.	
11.	Facilitate characterisation and assessment of environmental impact.	
12.	Coordinate reporting to Regulatory Authorities	
AFTER AN INCIDENT		
Re	Task	Completed
		<input checked="" type="checkbox"/> / <input type="checkbox"/>
13.	Coordinate appropriate investigation into sequence of events	
14.	Report to Management on environmental impacts and outcomes of on-going monitoring programs.	

15.6. Human Resources Coordinator

Name		Date	
Location			
Key Responsibilities			
Development of policies and relationships in respect of the provision of counselling and welfare to employees and next of kin.			
BEFORE AN INCIDENT			
Re	Task	Completed	
		<input checked="" type="checkbox"/> / <input type="checkbox"/>	
1.	Establish and maintain a network of welfare and counselling services.		
2.	Ensure access on and off site to up to date employee / next of kin records.		
3.	Participate in periodic IMT simulation and testing.		
DURING AN INCIDENT			
Re	Task	Completed	
		<input checked="" type="checkbox"/> / <input type="checkbox"/>	
4.	Access information on employees at or impacted by risk.		

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5.	Make appropriate transport and accommodation arrangements for immediate families of the injured (in the event they have been taken to hospitals / specialist units some distance from their normal residence.)	
6.	Ensure counselling services are made available to all involved	