

EMERGENCY PROCEDURES MANUAL

DOC-006-01
MARCH 2022





CONTENTS

1	EMERGENCY CONTACTS.....	2
2	OVERVIEW	3
2.1	TYPES OF EMERGENCIES	3
3	FIRST AID	4
3.1	FIRST AID	4
3.2	FIRST AID ACTION PLAN	5
3.3	MEDICAL TREATMENT	6
4	FIRE	7
4.1	FIRE ACTION PLAN.....	7
4.2	VEHICLE FIRE	8
5	SPILLS	9
5.1	MAJOR SPILL	9
5.2	MINOR SPILL	9
5.3	SPILL ACTION PLAN	10
5.4	CONFINED SPACE ENTRY	11
5.5	CONTACT WITH UNDERGROUND SERVICES	11
6	GAS LEAK	12
7	PERSONAL THREAT	13
8	BOMB THREAT.....	14
8.1	BOMB THREAT PROCEDURE.....	15
9	SUSPECT PACKAGE.....	16
10	MUSTER & EVACUATION	17
10.1	MUSTER POINT.....	17
10.2	EVACUATION.....	17
11	VEHICLE ACCIDENT	18

1 EMERGENCY CONTACTS

DARWIN

DESCRIPTION	DETAILS	
AMBULANCE	000	
FIRE	000	
POLICE	000	
SPILLS / POLLUTION HOTLINE	1800 064 567	
EPA	8924 4218	
WORKSAFE	1800 019 115	
POISONS	13 11 26	
ELECTRICAL EMERGENCIES	1800 245 090	
CARE FLIGHT AUSTRALIA	1300 655 855	
CARE FLIGHT NT	08 8928 9777	
DIAL BEFORE YOU DIG	1100	
ALICE SPRINGS HOSPITAL	8951 7777	
KATHERINE HOSPITAL	8973 9211	
PWC SYSTEM CONTROL	8924 6506	
PWC SECURITY	8924 5147	

2 OVERVIEW

This manual includes a series of instructions for workers and others to follow in the event of an emergency.

The instructions provide information in regard to:

- ▶ Contact details
- ▶ Alarms
- ▶ Emergency actions and response
- ▶ Evacuation procedure
- ▶ Reporting procedure
- ▶ Medical treatment
- ▶ Line of communication
- ▶ Drills and exercises
- ▶ Information, training and instruction

The primary purpose is to meet our QHSE requirements to develop and implement emergency plans for work areas including remote locations (work sites) and the plans must be work area specific and easy to understand.

2.1 TYPES OF EMERGENCIES

We are also required to identify the types of emergencies that could arise as when performing our work, these include:

- ▶ First Aid
- ▶ Fire
- ▶ Spills
- ▶ Confined Space (Entry) Extraction
- ▶ Contact with Underground Services
- ▶ Gas Leak
- ▶ Personal Threat
- ▶ Bomb Threat
- ▶ Suspect Package
- ▶ Muster and Evacuation
- ▶ Vehicle Accidents

3 FIRST AID

Injuries can occur from almost any form of work. These injuries can result in a range of consequences from first aid to severe medical treatment or fatality.

3.1 FIRST AID

What is First Aid?

First Aid is the immediate treatment or care of a person until emergency help arrives.

It can be as simple as knowing to tilt the head back to clear an airway or more complex like knowing what to do for stings or bites.

In extreme cases it could be the difference between life and death.

The primary aims of First Aid is to:

- ▶ Preserve Life
- ▶ Protect the Unconscious
- ▶ Prevent a Casualty from Becoming Worse
- ▶ Promote the Recovery of a Casualty

First Aiders

Due to the nature of our work and the small numbers of employees JNM aims to provide all employees with first aid training. This will ensure a first aid trained person is included in any given work team

First aid refresher training will be conducted every two years

First Aid Kits

All individual work vehicles will have a first aid kit and these will be checked and restocked on a routine basis

3.2 FIRST AID ACTION PLAN

NOTE: In all emergencies, check that it is safe to approach a casualty and assess them for life threatening conditions.

The first aid action plan involves the following:



All injuries must be reported regardless of their seriousness, first aid will be applied to ensure open wounds are cleaned and covered so as to prevent infection.

When in doubt injured or ill persons will be taken to a qualified Doctor for assessment and subsequent treatment if required.

3.3 MEDICAL TREATMENT

Medical treatment is when a person is assessed and or treated by a medical practitioner.

- ▶ Injured persons will be taken for a medical assessment if there is any doubt or concern by the first aider or when it is obvious the injury requires medical treatment.
- ▶ If the injury is of a severe nature an ambulance will be called without hesitation and the injured person made comfortable until the ambulance arrives.

Phone for Help

Call -000- immediately to activate the emergency services.

You will be asked questions that are likely to include:

- ▶ What is the exact location of the incident/accident?
- ▶ What is the phone number you are calling from?
- ▶ What has happened?
- ▶ How many people are hurt?
- ▶ What is the nature of the injuries?
- ▶ Are you with the injured person now?
- ▶ How old is the person?
- ▶ Is the person conscious?
- ▶ Is the person breathing?

Remain calm when answering the questions so that your answers are clear and correct.

The operator might give you first aid instructions so don't hang up until you are told to.

Emergency Services

If an ambulance is required:

Designate someone to meet the ambulance at the front of the premises or worksite and direct it to where the injured person is.

4 FIRE

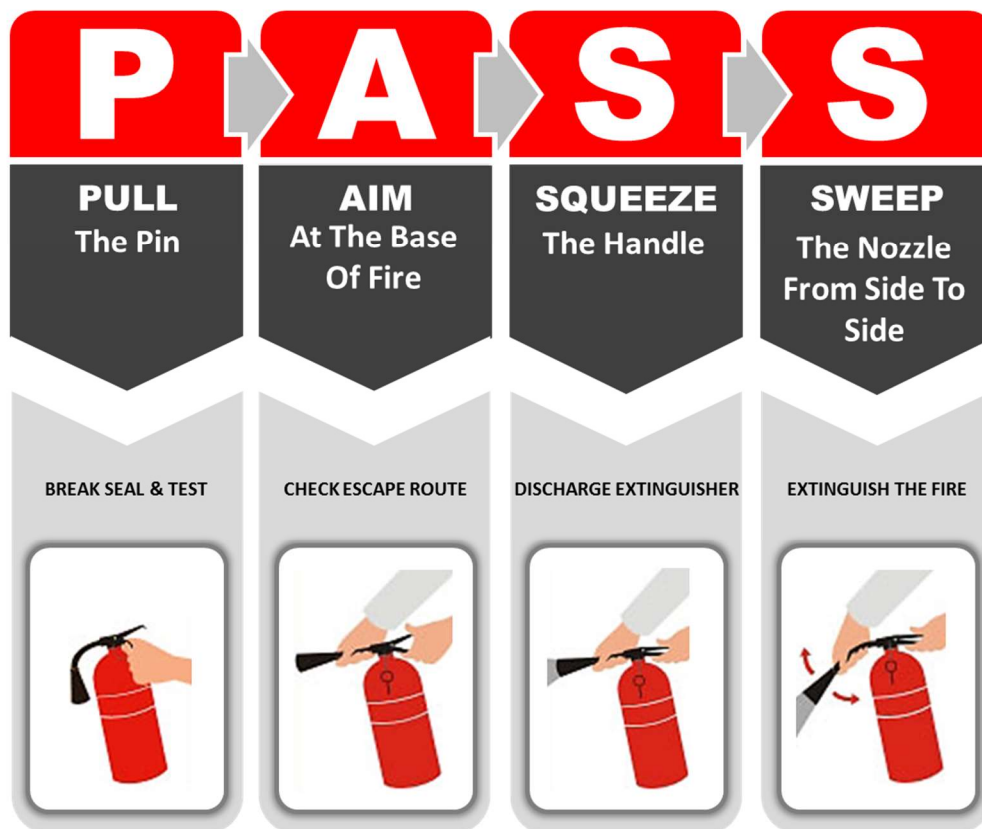
A fire is an uncontrolled combustion of material or substance.

Hot works being conducted can increase the risk of such an event.

Should a Fire Occur:

- ▶ Alert all persons nearby and ask for their assistance;
- ▶ Help anyone in immediate danger (if safe to do so);
- ▶ Attack the base of fire with available firefighting equipment (if safe to do so);
- ▶ If flames are still spreading inside the building, close the door to contain the spread;
- ▶ Notify Immediate Supervisor and call "000" emergency services
- ▶ Evacuate immediately, closing all doors;
- ▶ Check that all areas have been cleared;
- ▶ Muster personnel at a safe location

4.1 FIRE ACTION PLAN



4.2 VEHICLE FIRE

IF THIS HAPPENS	DO THIS
ENGINE FIRE	<ul style="list-style-type: none"> ▶ Shut off engine and all electrical equipment. ▶ No smoking or naked lights within 10 metres. ▶ Use fire extinguisher provided on vehicle. ▶ Direct contents of extinguisher into engine compartment. ▶ If possible do not open bonnet. Opening may increase fire. ▶ If extinguisher is ineffective smother with sand or earth. ▶ Large amounts of water may also be effective. ▶ DO NOT INHALE SMOKE, FUMES, VAPOUR or POWDER. ▶ Notify Police and Fire Brigade of location and type of load and quantities involved.
CABIN FIRE	<ul style="list-style-type: none"> ▶ Shut off engine and electrical equipment. ▶ If without risk remove burning material. ▶ Use extinguisher provided on vehicle. ▶ DO NOT remain in cabin when discharging extinguisher ▶ DO NOT INHALE SMOKE, FUMES, VAPOUR or POWDER. ▶ Notify Police and Fire Brigade of location and type of load and quantities involved.
TRAY FIRE	<ul style="list-style-type: none"> ▶ Shut off engine and all electrical equipment. ▶ No smoking or naked lights within 10 metres. ▶ Refer to EPG card for fire procedures for materials involved ▶ In fire. If without risk remove material from tray. ▶ Unless EPG states otherwise use extinguisher provided on vehicle and keep goods cool with water spray. ▶ DO NOT INHALE SMOKE, FUMES, VAPOUR or POWDER. ▶ Notify Police and fire Brigade of location and type of load and quantities involved
TYRE FIRE	<ul style="list-style-type: none"> ▶ Stop vehicle and assess the extent of the fire and hazard it may pose to the road ▶ Use large quantities of water if available to extinguish the fire ▶ Remove tyre from the vehicle if possible to a safe area from the vehicle. If it's not possible to remove the tyre, drive the vehicle carefully and slowly to throw the burning tyre off the rim ▶ DO NOT INHALE SMOKE, FUMES, VAPOUR, or POWDER ▶ Notify police and Fire Brigade of fire location, type of load and quantities involved
BRAKE DRUM OVERHEATING	<ul style="list-style-type: none"> ▶ Stop vehicle and assess the extent of the fire and hazard it may pose to the road ▶ Allow brake drum to cool or use water if available to aid the cooling
FIRST AID	<ul style="list-style-type: none"> ▶ INHALATION of smoke or fumes: Remove to fresh air, lay patient down, reassure and keep at rest. If not breathing apply artificial respiration. Seek Medical attention ▶ EYES: Wash with clean water for at least 15 minutes then seek medical attention ▶ BURNS: Cool affected areas with water for at least 10 minutes, cover with a light dressing and seek urgent medical attention

5 SPILLS

5.1 MAJOR SPILL

Major Spills – High Risk or Impact (>50L)

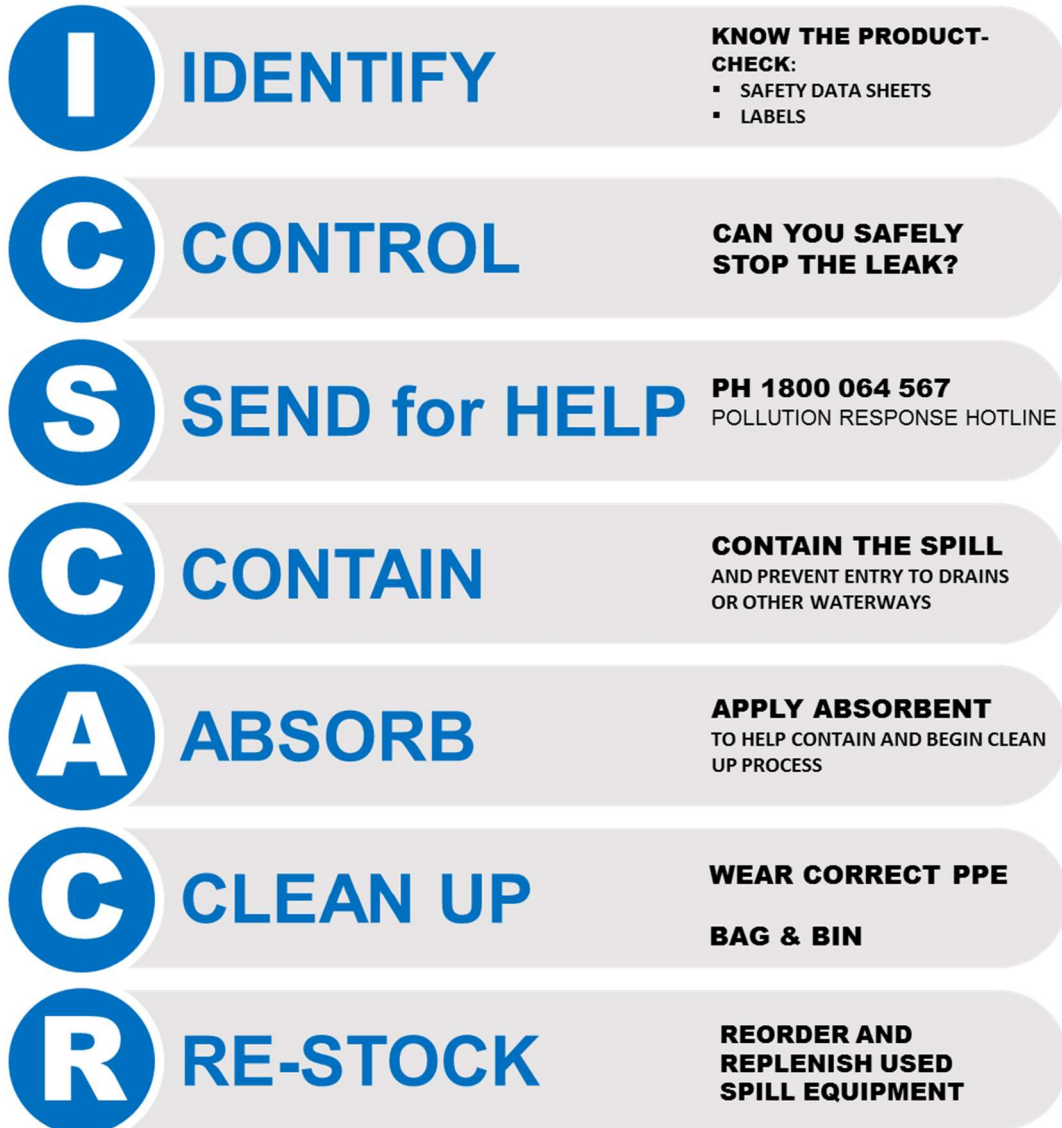
- ▶ Identify Spill
- ▶ Raise Alarm – notify person in charge. Initiate reporting process (emergency response, manager, executives, clients, authorities)
- ▶ Remain a safe distance up wind from the product and isolate the area. If possible identify the product that has spilt from a distance (signage, documentation, enquiries etc)If it can't be identified STAY AWAY
- ▶ Call 000
- ▶ If chemical is identified refer to MSDS and Initial Dangerous Goods Initial Response Guide for instructions
- ▶ Conduct an initial risk assessment and if safe to do so contain chemical spill with dirt and / or spill response products.
- ▶ Prepare to Muster or evacuate (if required)
- ▶ Follow instructions given by emergency services
- ▶ Muster or Evacuate (if required)

5.2 MINOR SPILL

Minor Spill – Low Risk or Impact (<50L)

- ▶ Identify the spill quantity and product – refer MSDS for advice
- ▶ Control the flow - of the product such as shutting an open tap or valve, up righting a drum or container that's leaking.
- ▶ Contain the spill - use absorbent materials to control the spill and prevent it from spreading
- ▶ Clean Up the spill – use correct and appropriate PPE. Clean up the spill and place absorbent products into a hazardous materials bin or container for disposal.
- ▶ Report the incident – ensure the appropriate people are notified and incident report is generated. Investigate the incident to prevent reoccurrence.
- ▶ Restock – ensure any absorbents used are restocked immediately

5.3 SPILL ACTION PLAN



5.4 CONFINED SPACE ENTRY

- ▶ Do not enter a confined space to rescue an injured worker
- ▶ Call 000 immediately
- ▶ Set up a positive ventilation fan to provide fresh air to the injured party as soon as possible
- ▶ Communicate to the person without entering the area until help arrives

5.5 CONTACT WITH UNDERGROUND SERVICES

- ▶ If contact is made with an underground cable or arcing occur between the cable and an item of plant and/or employee, the following actions shall be taken:
 - ▶ Cease work immediately.
 - ▶ Remain in the cabin.
 - ▶ If you have to leave the cab due to fire or other life-threatening reasons, jump clear of the equipment.
 - ▶ Do not touch the equipment and ground at the same time.
 - ▶ When moving away from the equipment, hop slowly, shuffle or jump away from the plant (with feet together) until at least 10 m from the nearest part of the plant item.
 - ▶ Warn all other personnel / public to keep at least 10 m clear from equipment.
 - ▶ Do not touch any part of the equipment or load and do not attempt to approach or re-enter the excavator until the relevant authorities have made the site safe.
 - ▶ Provide First Aid treatment and seek medical aid if required. Any person who receives a shock must be treated by a Doctor regardless of significance.
 - ▶ Notify Power & Water System Control – 8924 6506.

6 GAS LEAK

While we don't have any major gas supplies, portable gas cylinders may be used from time to time.

If there is a gas leak:

MAJOR LEAK

- ▶ Isolate the supply
- ▶ Shut down the air-conditioning to prevent the spread of toxic or flammable gases
- ▶ Remove ignition sources
- ▶ Report to the Chief Warden or immediate supervisor and others in the area
- ▶ Contact emergency services
- ▶ Move occupants to the assembly area or alternative safe location

MINOR LEAK

- ▶ Isolate the supply
- ▶ Control any possible ignition sources
- ▶ Allow gas to disperse

7 PERSONAL THREAT

A threatening situation could develop on site at any time.

The motives could be a hold-up, dissatisfied customer or even an ex-employee seeking retribution.

It is possible the person is under the influence of drugs, alcohol or severe stress.

Therefore it is very important to stay calm and non-confrontational in these situations.

If the intruder is irrational, it's vital you remain as calm as possible so as not to inflame the situation.

IN THE EVENT OF A DISTURBANCE:

- ▶ Raise the alarm and bring to the attention of other work colleagues
- ▶ Call "000" police – get others to ring and explain the situation
- ▶ Try not to say anything that may make the situation worst;
- ▶ Alert any other personnel in your vicinity
- ▶ Lock yourself in an office or area until help arrives or the intruder leaves
- ▶ Evacuation should be considered (only if safe to do so);
- ▶ If the intruder is unknown to staff, have as many people as possible write down a description of the offender in case it is needed at a later point

8 BOMB THREAT

Any employee answering the phone could receive a bomb threat at any time.

It is important to recognise the call as a bomb threat and attempt to obtain certain information from the caller:

Bomb threats are now quite common, and although many threats are hoaxes, the potential for an actual explosion is steadily increasing.

BOMB THREAT CHECKLIST

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where did you put the bomb? _____
3. When did you put it there? _____
4. What does the bomb look like? _____
5. What kind of bomb is it? _____
6. What will make the bomb explode? _____
7. Did you place the bomb? _____
8. Why did you place the bomb? _____
9. What is your name? _____
10. Where are you? _____
11. What is your address? _____

Exact wording of the Threat:

Action:

Report call immediately to: _____

Phone Number: _____

REMEMBER
Keep Calm
Don't hang up

Caller's Voice:

Accent (specify): _____

Any impediment (specify): _____

Voice (loud, soft, etc): _____

Speech (fast, slow): _____

Diction (clear, muffled): _____

Manner (calm, emotional, etc): _____

Did you recognise the voice? _____

If so, who do you think it was? _____

Was the caller familiar with the area? _____

Threat Language:

Well Spoken: _____

Incoherent: _____

Taped: _____

Message read by caller: _____

Abusive: _____

Other: _____

Background Noises:

Street Noises: _____

House Noises: _____

Aircraft: _____

Voices: _____ Local call: _____

Music: _____ Long distance: _____

Machinery: _____ STD: _____

Other: _____

Other:

Sex of caller: _____

Estimated age: _____

Number: _____

Call Taken:

Date: ____/____/____ Time: _____

Duration of call: _____

Number called: _____

Recipient:

Name (print): _____

Telephone Number: _____

Signature: _____

The use of a bomb threat checklist is useful if a threat is made by phone.

8.1 BOMB THREAT PROCEDURE

- ▶ Try and stay calm
- ▶ If possible use the company bomb threat checklist to capture relevant information (this may not be available at the time – as the call may be taken on a mobile phone)
- ▶ Attempt to keep the caller talking while at the same time get the attention of a fellow employee to either capture vital information and / or raise the alarm
- ▶ Important information (other than checklist)
- ▶ Time of call
- ▶ Details of bomb threat, for example time, location, reason for the attack
- ▶ Male or female caller
- ▶ Tone and accent of caller
- ▶ Background noises
- ▶ Any names mentioned during the call
- ▶ Raise the Alarm - notify immediate supervisor
- ▶ Supervisor will call or delegate someone to call “000” , senior management and other relevant parties such as neighbours
- ▶ An initiate search of the area using grid pattern sweeps may be conducted if safe to do so.
- ▶ Muster personnel if necessary in a safe location
- ▶ Follow instructions from emergency services and relevant authorities
- ▶ Wait for all clear before returning to site

9 SUSPECT PACKAGE

IF A SUSPECT DEVICE IS FOUND:

- ▶ Do not touch it
- ▶ Clear the area
- ▶ Notify supervisor immediately
- ▶ Isolate area
- ▶ Follow directions given
- ▶ Prevent other persons from entering the area where the device is located

SUSPICIOUS PACKAGES

Suspicious packages could be sent through the mail or simply placed by an intruder.

If you suspect a package to contain hazardous material and HAVE NOT OPENED IT:

- ▶ Place item in a plastic bag and seal it;
- ▶ Place all items in a second plastic bag and seal that bag;
- ▶ Stay in your immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger.
- ▶ Notify the supervisor and emergency services by dialling 000;
- ▶ Keep your hands away from your face to avoid contaminating your eyes, nose and mouth;
- ▶ If possible (without leaving your work area) wash your hands;
- ▶ Wait for help to arrive.

If you suspect that you have received a package that may contain hazardous material and HAVE OPENED IT:

- ▶ Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing;
- ▶ If possible, place an object over the package without disturbing it, such as a large waste bin;
- ▶ Stay in your immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. **Remember you are not in immediate danger.**

10 MUSTER & EVACUATION

10.1 MUSTER POINT

A muster is a process of gathering people in a central point to conduct a head count of people in the area or on site and to prepare them for an evacuation.

A Muster will be conducted if there is an emergency that could threaten the health or safety of people onsite. Events such as a fire, chemical cloud, fumes, serious injury or security threat warrant gathering people to ensure their health and safety.

MUSTER POINTS

DEPOT

Muster Point 2 – Main Gate

Refer to emergency procedure poster for further details

PROJECTS

Muster Point will be set up in accordance with site risk assessment

10.2 EVACUATION

If the situation requires, people are to be moved to a safe location upwind or further away from the emergency.

The main priority is to keep people safe, secondly it is to provide clear and unobstructed access for emergency services.

ALARM

The alarm is located in the front office and can be activated by anyone as required

11 VEHICLE ACCIDENT

In the event of a vehicle accident (light vehicles or trucks) the following procedure applies if safe and practical to do so.

PROCEDURE

- ▶ Stay calm and gather your thoughts
- ▶ Assess the incident and determine if medical attention is required
- ▶ If yes call 000 immediately
- ▶ Call General Manager or QHSE Manager to report and or provide assistance
- ▶ Report accident to police if a person has been injured or property damaged and the owner is not at the scene

ALSO CONSIDER

- ▶ Take photos of incident location and damage
- ▶ Where practical and safe to do so, move vehicle to a safe location, turn off ignition and turn on hazard lights
- ▶ DO NOT admit liability to the accident – this will be determined at a later point in time
- ▶ Swap details with other driver, such as name, address, contact details and insurance if available
- ▶ Do not drive away in an un-roadworthy vehicle