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Version 1.0

EMERGENCY RESPONSE MANAGEMENT PLAN



BARKLY PLUMBING SERVICES



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1 INTRODUCTION

This Emergency Response Plan (ERP) outlines the general requirements for initiating an emergency response that could occur as a result of a workplace incident, condition, external threat or natural causes. This plan also outlines the subsequent management and communications response planned for any potential and actual emergencies which may occur on or impact this Project/Workplace.

2 SCOPE

This ERP applies to all personnel at the workplace identified above including all employees, contractors, visitors or other workers.

3 RELATED DOCUMENTS

- The related documents available for use in conjunction with this plan are as follows:
- Emergency Response Procedure
- Evacuation / Emergency Drill Evaluation form
- First Aid in the Workplace – Code of Practice (Safe Work Australia)
- First aid facilities and services; Workplace amenities and facilities; Personal protective clothing – Code of Practice (Worksafe NT)
- First Aid in the Workplace – Compliance Code (Workcover Northern Territory)

4 DEFINITIONS

4.1 Emergency Response Manager


Workplace Manager or nominated representative(s) responsible to direct and control the implementation of the emergency response plan.

4.2 Emergency Response Team

Personnel appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response Equipment or planning

4.3 Workplace Manager

Means Construction Manager (construction site), Project Manager, General Manager, Office Manager, or any other workplace or department specific manager of Barkly Plumbing Services with the responsibility for day-to-day management or control of a workplace(s).

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5 PROTECTION PRIORITIES

Barkly Plumbing Services have the following protection priorities in the event of an emergency:


- Safety of People; then
- Protection of the Environment; and finally
- Safeguarding of Commercial considerations

6 EMERGENCY RESPONSE

Barkly Plumbing Services has an Emergency Response Plan and a nominated ERT Leader at each of its workplaces. The primary role of the workplace ERT Leader is to control emergencies and render personnel and facilities safe by the application of local resources and liaison with external emergency services.

The initial response to an emergency may include the following actions:


- R REMOVE** - workers from immediate danger (if safe to do so)
- A** Raise the **ALARM** by contacting appropriate emergency services advising the nature, status and exact location of the incident/condition/external threat and advise what action has been taken or is underway
- C** **CONTAIN** the incident and its effects and make the area safe – preserve the scene for investigation; and
- E** **EVACUATE** workers if required and undertake a head count

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7 RESPONSIBILITIES

Various sections of this ERP detail roles and responsibilities allocated to specific position holders for different activities to be undertaken at a specific time or in response to specific events. Principal responsibilities are as follows:

| Role | Responsible Person |
|--------------------------------------|-----------------------------|
| Emergency Control Organisation (ECO) | Director, Brian Curran |
| Emergency Response Team (ERT) | As outlined in Appendix One |


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8 EMERGENCY SCENARIOS

The Project/Workplace Impacts and Hazards Risk Assessment has identified emergency response at this Project/Workplace as high risk. The following have been identified as credible emergency scenarios:

| Type of emergency | Credible Emergency | |
|---|--------------------|----|
| | Yes | No |
| Externally threat (such as terrorist activity, hostage situations, demonstration, or civil unrest) | | |
| Internal emergency - Electrical power failure, water supply failure, hoist/lift/plant failure or structural collapse, Odour/gas leak/toxic emission | | |
| Personal Threat / Robbery / Intruder | | |
| Failure of temporary containment structure (e.g. erosion <u>and</u> sediment control structures) | | |
| Rescue Plant Rollover & Entrapment, | | |
| Rescue from trench collapse | | |
| Snake Bite whilst working remotely | | |

Refer to Section 20 for specific emergency response details for the above emergency scenarios. These response details may be printed and placed on notice boards at the workplace at the discretion of the ERT Leader.

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9 TRAINING

Training requirements for members of the ERT listed in Appendix One shall be reviewed by the Workplace Manager when this plan is first established and thereafter at maximum 12 monthly intervals for offices and plant yards and maximum 6 monthly intervals for construction projects using the Barkly Plumbing Services Learning and Development Training Matrix. The Workplace Manager is responsible for ensuring that the ERT members are competent to fulfil their appointed ERT roles

10 PERIODIC DRILLS

This ERP shall be tested to determine its effectiveness at maximum 12 monthly intervals for offices and plant yards and maximum 6 monthly intervals for construction projects. Each emergency exercise shall:

- Test emergency preparedness and response to a particular predetermined scenario that has been identified in this plan including at least one environmental scenario every 24 months during the life of a construction project or occupancy of the asset.
- Include a documented description of the scenario which is communicated to all emergency exercise participants
- Include a documented review of learnings and actions post exercise which is communicated to all emergency exercise participants by completing the Barkly Plumbing Services Evacuation/Emergency Drill Evaluation Form or equivalent where the exercise is managed by a 3rd party. If a Defence Project, be communicated and coordinated with the RAAF Base operations.

11 EMERGENCY CONTACT NUMBERS


Emergency contact numbers are listed in Appendix Two of this ERP and must be displayed in prominent locations at this Project/Workplace.

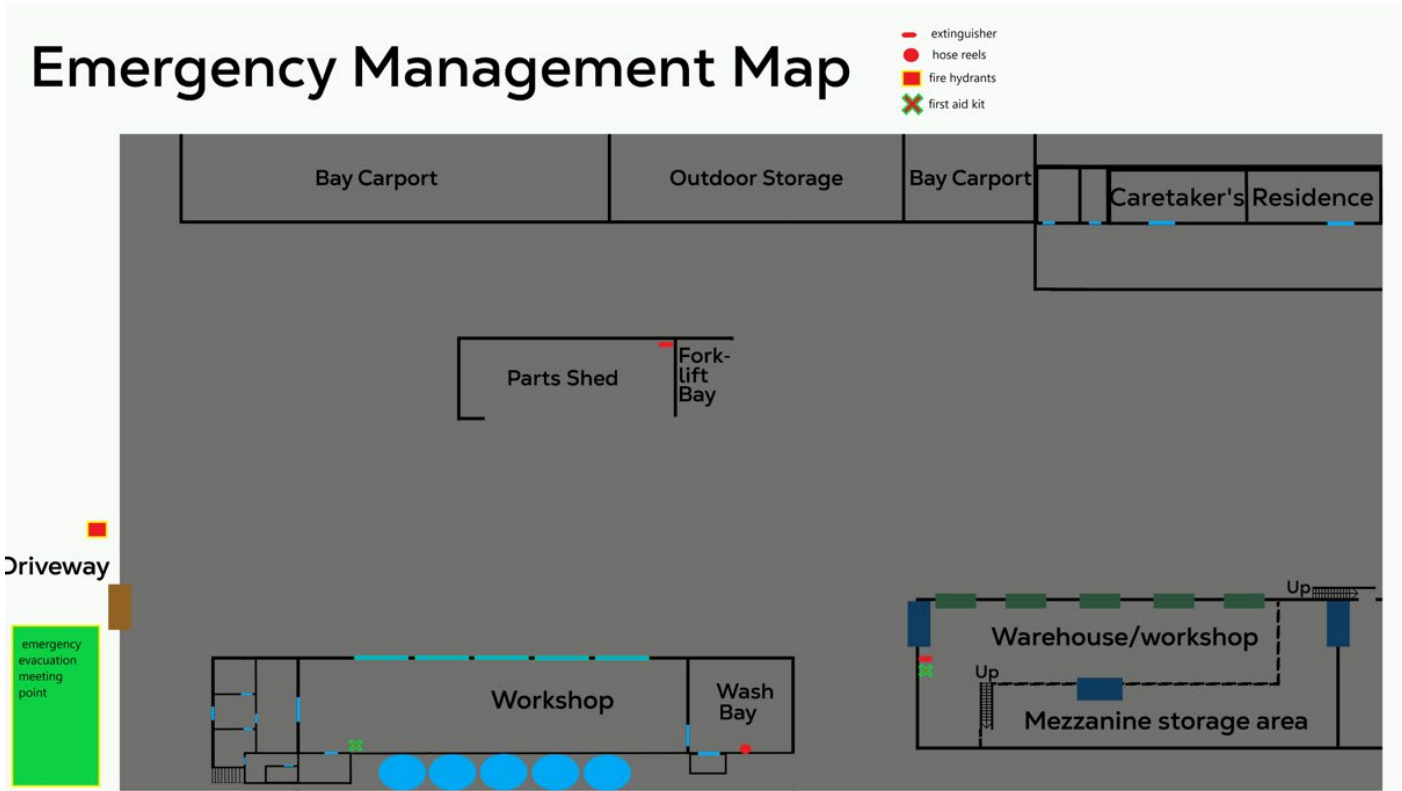
A Barkly Plumbing Services representative will need to meet the emergency vehicle at the designated meeting area to escort to the location of the medical emergency.

12 EVACUATION DIAGRAM, ROUTES AND ASSEMBLY AREAS

An Emergency Evacuation Diagram that complies with the requirements of AS3745 shall be displayed in prominent locations where workers and visitors can view the diagram. A copy of this Evacuation Diagram is contained in Appendix Three of this ERP.

Evacuation Diagrams shall be reviewed at maximum monthly intervals for all construction workplaces and updated to reflect any change.

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13 EMERGENCY EQUIPMENT AND FIRST AID LOCATIONS


An Emergency Equipment Diagram that details the location of firefighting and spill response equipment plus first aid facilities shall be displayed in prominent locations where workers and visitors can view the diagram. A copy of this diagram is contained in Appendix Four of this ERP.

At the discretion of the ERT Leader, the Emergency Evacuation and Emergency Equipment diagrams may be combined.

A First Aid Risk Assessment shall be conducted upon commencement of works at the workplace and reviewed at maximum 3 monthly intervals for construction projects and where material changes occur at offices or plant yards using the pro-forma include in Appendix Six.

This risk assessment will assist in determining the requirements for first aid facilities and the number of competent first aiders to be provided at the workplace.

The inspection and testing of first aid facilities and equipment shall be undertaken as outlined in Section 19.

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14 ACTIVATION OF THIS PLAN

This plan may be activated by:

- A member of the ERT at any time
- The sounding of the workplace emergency siren
- The advent of an emergency situation of the kind identified within this plan

In deciding whether to notify the Barkly Plumbing Services Crisis Management Team, the site ERT Leader must consider the following:

- Is external help required beyond project/workplace resources e.g. emergency services?
- Could the public image of the Company be affected?
- Could the incident impact on the Company’s business or relationship with clients or government?
- Could the incident have a major adverse impact on the environment?

If the answer to any of the above is “YES” then the Barkly Plumbing Services Crisis Management Communication Protocol should be followed.

The decision of whether to activate the Barkly Plumbing Services Crisis Management Plan (Head Office Crisis Management Team) is the responsibility of the Barkly Plumbing Services ERT Leader.

15 TERMINATION OF AN EMERGENCY

An emergency may be terminated by one of the following:


- By the ERT Leader; or
- If the emergency has been escalated to Barkly Plumbing Services, by the Barkly Plumbing Services Crisis Management Team.

16 NOTIFICATION TO EXTERNAL AUTHORITIES

Formal notification to external authorities / regulators (other than emergency services) must be timely and undertaken by the ERT Leader after consultation with the relevant Regional EHS Manager and/or Head of EHS.

17 PERSONAL EMERGENCY EVACUATION PLAN

The ECO is responsible for developing, implementing and testing at regular intervals, Personal Emergency Evacuation Plan(s) for people with disabilities. These plans are attached where applicable at Appendix Five.


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18 LOG OF EVENTS

The ERT Leader shall be responsible for appointing a Communications Officer who shall be responsible for completing the log of events during an emergency as contained in Appendix Seven.

This log shall be used to recording the following events:


- Time emergency was declared
- Time 000 call made to emergency services
- Time head count of workers at evacuation assembly point was finalized
- Time emergency services arrived at the workplace
- Time and detail when incident control handed over to emergency services
- Time and detail of incoming calls from emergency services, Barkly Plumbing Services, client and other 3rd parties
- Time and detail of all outgoing calls to emergency services, Barkly Plumbing Services, client and other third parties
- Time and detail when Regulators attended the workplace
- Time and detail when union or other third parties attended the workplace
- Other actions taken relevant to the emergency scenario
- Time and details when emergency services handed back the workplace or incident control
- Time the emergency was terminated

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19 ACTION SUMMARY

The ERT Leader is responsible for ensuring the following actions are undertaken in line within the designated timeframe:

| Action Required | Monthly | Quarterly | 6 Month | Annually |
|---|---------|-----------|---------|----------|
| Review this plan (as per requirements of Project/workplace EHS Management Plan) | | | | |
| Emergency Response Team Member Training Needs Analysis Offices/Plant Yards | | | | |
| Emergency Response Team Member Training Needs Analysis Construction Projects | | | | |
| Conduct emergency scenario drills Offices/Plant Yards | | | | |
| Conduct emergency scenario drills Construction Projects | | | | |
| Review and update Evacuation Diagram, Routes and Assembly Areas Offices/Plant Yards | | | | |
| Review and update Evacuation Diagram, Routes and Assembly Areas Construction Projects | | | | |

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| | | | | |
| Review First Aid Risk Assessment Construction Projects | | | | |
| Check Evacuation Alarm/Siren (minimum requirement) | | | | |
| Check Nurse Call system (minimum requirement) | | | | |
| Check fire-fighting equipment | Refer to EHS Management Plan | | | |
| Weekly Cyclone Checklist (Not Applicable to Katherine region.) | Required weekly during cyclone season by Projects/Workplaces situated within cyclone affected regions (refer Cyclone Plan section 20) | | | |


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20 EMERGENCY SCENARIO RESPONSE

20.1 Bomb Threat


If you receive a bomb threat

| | |
|------------------------------------|--|
| Remain calm | <p>Always treat the call as genuine.</p> <p>Prolong the conversation & do not hang up.</p> |
| Attract attention of second person | <p>Do not alert the caller to your actions.</p> <p>Get a second person to call your Manager or Emergency Team Member.</p> |
| Be attentive | <p>Note any distinguishing background noises, music, traffic/other. Note the voice characteristics of the caller.</p> <p>Does the caller indicate knowledge of your workplace or building?</p> |
| Record | <p>As soon as possible the details are to be recorded in the Bomb Threat Checklist</p> |
| Notify | <p>Your Direct Manager.</p> <p>The Manager of the Project/Workplace</p> <p>Emergency Services [where determined necessary].</p> |


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| Prepare | <p>To follow instructions from the Emergency Team Leader, security, police or other emergency service personnel.</p> <p>To evacuate if necessary.</p> <p>To assist in a search if necessary (i.e. only staff trained to do so). The aim of any search is to look for:</p> <ul style="list-style-type: none"> • a suspiciously labelled object; • an object similar to that described in the threat; • an object of unusual size, shape and sound; OR • the presence of pieces of tape, wire or explosive wrapping, or other unfamiliar wrappings. |
| If object found | <p>Do not touch it.</p> <p>Report that you have found a suspicious object.</p> |
| Procedure | Report in line with the requirements containing within the Incident Reporting and Management Procedure |


| QUESTIONS TO BE ASKED | CALLER'S VOICE |
|-----------------------------|---------------------------|
| Where did you put the bomb? | Accent [specify]: |
| | |
| | Any impediment [specify]: |
| When did you put it there? | |
| | Voice [loud, soft etc]: |

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| | |
|-------------------------------|---------------------------------|
| What does the bomb look like? | |
| | Speech [fast, slow etc]: |
| What kind of bomb is it? | |
| | Diction [clear, emotional etc]: |
| Did you place the bomb? | |
| | Did you recognise the voice? |
| Why did you place the bomb? | |
| | If so, who do you think it is? |
| What is your name? | |
| | THREAT LANGUAGE |
| Where are you? | Incoherent? |
| | Irrational? |
| What is your address? | Taped? |
| | Message read by caller? |
| Sex of caller: | Abusive? |

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| | | |
|--------------------------------|--|--|
| | Other? | |
| Estimated age: | | |
| EXACT WORDING OF THREAT | BACKGROUND NOISES | |
| | Street/house noises? | |
| | Aircraft? | |
| | Voices/music? | |
| | Local call? | |
| | STD/ISD/OTHER? | |
| ACTION | CALL TAKEN & BY WHOM | |
| Report call immediately to: | Date & time of call: | |
| Phone Number | Duration of call: | |
| Manager | Name of person taking call: | |
| Police: | Telephone No: | |
| General Manager: | Number called (if different to above): | |

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20.2 Fire or Explosion

IF YOU SEE FIRE OR SMOKE DO NOT PANIC OR SHOUT!


REMAIN CALM & REMEMBER R.A.C.E.

| | |
|------------------------------|---|
| R escue people | From immediate danger – if safe to do so. |
| A larm | Alert Emergency Response Team members |
| C ontain fire & smoke | If safe to do so, close all doors and windows. |
| E xtinguish | <p>Only attempt to extinguish the fire if trained and safe to do so by using the appropriate firefighting equipment, e.g. an extinguisher suitable for the type of fire encountered.</p> <p>Workers should not attempt to use firefighting water hoses unless special training has been provided.</p> |

- Prepare to evacuate if necessary, to the Evacuation Assembly point(s).
- Follow instructions from Emergency Team Members, security, or other emergency personnel.
- Ensure any visitors are accompanied from the workplace when evacuation is ordered.
- Proceed to the emergency evacuation assembly area and **DO NOT USE THE LIFTS OR PERSONNEL HOISTS**
- Do not allow people to enter the building / structure / project until all clear is given.
- Do not allow vehicles to enter/leave the car park of the building/structure/project until all clear is given.
- Leave lights on.
- Obey all instructions – do not return to the workplace until all clear is given.

THE ORDER IN WHICH THESE ACTIONS ARE PERFORMED WILL DEPEND UPON THE PARTICULAR FIRE OR SMOKE INCIDENT.


Note: In the event of witnessing evidence of a fire any employee may call the fire brigade – such action does not need another person’s permission.

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20.3 Evacuation

VACUATION IS THE RAPID REMOVAL OF PEOPLE FROM IMMEDIATE OR THREATENED DANGER IN A SAFE AND ORDERLY MANNER.

| | |
|-------------------------------------|--|
| Notice to evacuate is indicated by: | Evacuation Signal – Beep, Beep, Beep. |
| Remain calm | Do not panic, calm persons around you who appear agitated. |
| Notify | ERT Leader/ Warden in charge of the area Fire Brigade where instructed. Inform staff and other personnel of the location of the Emergency. |
| Evacuation Assembly Area | Evacuation Assembly Area |
| Evacuate | Evacuation of personnel and visitors to the Assembly Area is to be carried out in the following staged order: <ul style="list-style-type: none"> From immediate danger [e.g. out of the room or area or floor]. Total evacuation of the building/structure/workplace. Note: People in immediate danger first, then in the following order: <ul style="list-style-type: none"> Able bodied personnel, visitors and their hosts; Accompanied mobility, vision, or hearing-impaired persons. |
| Check | All rooms, especially change rooms, toilets, behind doors, storage areas or other concealed or remote areas |
| Headcount | Conduct a head count at the Emergency Evacuation Assembly Area. Assigned personnel to account for contractors or visitors. |

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| | <p>If person(s) are missing, report this immediately to the person in charge, i.e. security, floor warden/manager/supervisor.</p> <p>Do not re-enter the workplace until the 'All Clear' is given.</p> |
| Report | <p>To the ERT Leader at the Emergency Evacuation Assembly Area.</p> <p>Notify the Fire Brigade of any persons remaining unaccounted.</p> |
| Procedure | <p>Report in line with the requirements containing within the Incident Reporting and Management</p> |


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20.4 First Aid Officer / Ambulance Service


Medical/first aid incident or emergency call: 000

In the event of medical/first aid incident or the need for urgent medical assistance

| | |
|-------------|---|
| Remain calm | Do not panic! |
| Assess | <p>Danger – to you, to others, to the patient.</p> <p>Response – conscious or unconscious? Send - for help as early as possible.</p> <p>Airway – clear of objects and open?</p> <p>Breathing – chest rising/falling? hear/feel air from mouth/nose?</p> <p>Circulation – do they have a pulse?</p> <p>Defibrillation – apply Automated External Defibrillator (AED)</p> |
| Notify | <p>Alert the First Aid Officer(s).</p> <p>Alert your Manage</p> <p>Alert the Ambulance Service where instructed.</p> |
| Conditions | <p>Advise your exact location, nearest cross street, number of patient(s) age/sex, symptoms & signs, any prior medical illness or medication.</p> |
| Action plan | <p>Make patient comfortable and area safe [if required barricade area].</p> <p>If no breathing/pulse and trained to do so undertake Cardiopulmonary Resuscitation (CPR) or other first aid as required.</p> <p>Apply a Defibrillator and follow voice prompts.</p> <p>Direct someone to wait at the escort point to accompany the emergency services to the exact location of the patient or emergency.</p> <p>ERT Leader to consult with Regional EHS manager to determine if the incident area needs preservation for investigation by Authorities.</p> |

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| | Manager to consult with Regional EHS Manager to determine the requirement for Counsellors. |
| Reporting | Report in line with the requirements containing within the Incident Reporting and Management Procedure |


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20.5 External threat / incident

| | |
|-------|--|
| Name | |
| Phone | |

In the event of an announcement of an external threat


| | |
|--------------|---|
| Remain calm | Do not panic! |
| Await advice | |
| Assess | Danger – to people. |
| Notify | Alert ERT Leader Alert Regional EHS Manager. Alert workers. |
| Conditions | Advise Workers of exact location where the incident has occurred and the nature of the incident if known |
| Action | Alert All Staff of any required action which may include: Shelter in Place (remain in the building/project until further notice); OR Evacuate when directed to a safe location |
| Procedure | Report in line with the requirements containing within the Incident Reporting and Management Procedure |

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20.6 Environmental spill / incident

| | |
|-------|--|
| Name | |
| Phone | |

| | |
|-------------|--|
| Remain calm | Do not panic! |
| Assess | <p>Danger – to people</p> <p>Potential – for material harm (not trivial) or serious irreversible harm to people or the environment resulting from a leak, spill or escape of a substance, or circumstances in which this is likely to occur.</p> |
| Notify | <p>Alert your supervisor.</p> <p>Alert Workplace Manager and Regional EHS Manager.</p> <p>Alert Environment Protection Authority or Local Government Officer [when instructed].</p> <p>Alert Emergency Services [fire brigade when instructed].</p> <p>Alert others who may be affected, e.g. neighbours</p> |
| Conditions | <p>Advise the exact location where the pollution is occurring or is likely to occur, the nature, the estimated quantity or volume and the concentration of any pollutants involved, the circumstances in which the incident occurred (including the cause of the incident if known), the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution.</p> <p>Make the area safe [if required barricade area].</p> |
| Action | <p>Make the area safe [if required barricade area].</p> <p>Land base incident: Install temporary bunding or other environmental barriers to contain/slow the effect of the spill [contained in a Spill Kit].</p> |

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| | <p>Water coarse base incident: ensure containment boom is containing spill, get marine skill response kit and remove contaminate for water course immediately</p> <p>If safe any close valve or tap where relevant.</p> <p>Select appropriate personal protective equipment from Safety Data Sheet information.</p> <p>Remove all sources of ignition e.g. smoking or mobile telephone.</p> <p>Instigate all necessary action to minimize the size, spread and any adverse effects of actual/potential environmental harm if safe to do so.</p> <p>Supervisor/manager to determine if the incident area needs preservation for investigation by Authorities.</p> |
| Procedure | Report in line with the requirements containing within the Incident Reporting and Management Procedure |

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20.7 Internal Emergency

| | |
|-------|--|
| Name | |
| Phone | |


An Internal Emergency (other than fir/smoke), could be caused by an:

- Electrical power failure
- Water supply failure
- Alimak/hoist/lift/plant failure
- Structural collapse

| | |
|--|---|
| Electrical power /water supply failure | Notify your Manager and the ERT Leader. |
| Hoist/lift/plant failure – Persons trapped | Notify your Manager and the ERT Leader. Identify hoist/lift/plant number and location and likelihood or number of persons trapped. |
| Structural collapse | Remain calm Evacuate the immediate area. Make the area safe (if required barricade area to prevent further inadvertent access). Notify your Manager and the ERT Leader. Prepare to evacuate the building/structure immediately if instructed. |
| Odour /gas leak/ toxic emission | Notify your Manager and the ERT Leader Advise if persons are injured. Evacuate the immediate area. Contain the area – close doors & windows if possible. |

| | | |
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| | |
|--|---|
| | <p>Identify the substance and obtain its Safety Data Sheet (SDS) if available.</p> <p>If persons are injured remove them from affected area and treat appropriately with first aid as detailed in the Safety Data Sheet.</p> <p>Isolate injured person(s) from other non-affected persons and call emergency services.</p> <p>Prepare to evacuate the building if instructed.</p> |
| Procedures | Report in line with the requirements containing within the Incident Reporting and Management Procedure |
| <p>DO NOT ATTEMPT ANY ACTION WHICH PUTS YOU OR OTHERS IN DANGER</p> <p>Follow the Instructions of the ERT Leader</p> <p>Prepare to evacuate if necessary</p> | |


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20.8 Personal Threat / Robbery / Intruder


Call direct Manager/Police Service

Personal threats include assault, armed hold-ups, robbery or other.

| | |
|---|--|
| Stand still | <p>Keep your hands where they can be seen and do not make any sudden or quick movements.</p> <p>Stand slightly side on [submissive] to the robber/assailant/offender.</p> |
| Obey instructions | <p>Do exactly what you are told.</p> <p>Do not volunteer any other information.</p> <p>Handover whatever is requested without question and let the offender leave.</p> |
| Remain calm & quiet | <p>Do not panic or shout, avoid staring and eye contact.</p> |
| Do not take risks | <p>Do not do anything which may antagonize the offender(s).</p> <p>Do not chase the offender(s).</p> |
| Observe the offender's characteristics, such as | <p>Sex, height, weight, eyes/hair colour, facial appearance, voice, clothing, tattoos, speech pattern, type of weapon, jewellery, what they are carrying, and items touched.</p> <p>Also, if safe to do so note the make and colour of any vehicle used, its registration number if possible and last known direction.</p> |
| Notify | <p>Retain emergency contact list at hand.</p> <p>Your Direct Manager.</p> <p>Police Service and ask any witnesses to remain.</p> <p>Other staff if safe to do so without risk.</p> <p>Contain yourself in a secure area, by locking your office door, closing blinds, and staying out of sight.</p> |

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| | |
|------------|--|
| | Consult with Regional EHS Manager to determine the requirement for Post Trauma Counsellors. |
| Record | <p>Seal off the area to preserve evidence.</p> <p>Immediately report the offender's description, what they may have taken, models and serial numbers, descriptions of any distinguishing items they may have, or any other relevant details.</p> |
| Procedures | Report in line with the requirements containing within the Incident Reporting and Management Procedure |

| | | |
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20.9 Threat / Robbery / Intruder Identification

Fill out this form to assist the police with their investigation. First impressions are important.


Fill out the form alone.

Do not discuss the offence with anyone else first [this may alter your observations and first impressions of what happened].

| | | | | | |
|--|--|-----------|--|------------------|--|
| Witness Details | | Location: | | | |
| Surname: | | | | | |
| Given Name: | | | | | |
| Address: | | | | | |
| Phone: | | | | | |
| Details of Event, Include every detail of the offence from start to finish | | | | | |
| Date: | | | | Time: | |
| | | | | | |
| | | | | | |
| Description of Offender | | | | | |
| Physical | | | | Clothing / Other | |
| Height: | | Age: | | Upper Body: | |

| | | |
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| | | | | | |
|--|--|-----------|--|---------------------|--|
| Weight: | | Hair: | | Lower Body: | |
| Eyes: | | Eyebrows: | | Shoes: | |
| Race: | | Skin: | | Glasses: | |
| Scars: | | Tattoos: | | Weapon/Item Carried | |
| Speech: | | | | Other: | |
| Vehicle Description | | | | | |
| Make: | | | | Licence Plate: | |
| Year: | | | | Colour: | |
| Direction of Travel: | | | | | |
| Distinctive Features – dents, roof racks, bull bar | | | | | |
| Identification completed by | | | | | |
| Name: | | | | Date: | |
| Signature: | | | | | |

| | | |
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20.10 Bushfire

| | |
|-------------------|--|
| Planning | <p>Contact the local council/shire and confirm their bushfire planning requirements.</p> <p>Download the bushfire planning guide appropriate to your region/state and implement requirements.</p> <p>Ensure all workers are briefed on bushfire risk during workplace inductions and at other appropriate times.</p> <p>Subscribe to the National Alert System: http://www.emergencyalert.gov.au/</p> |
| Obey Instructions | Do exactly as you are advised via the National Alert System |

Alerts and Warnings:

There are three types of bushfire alerts:

- advice – bushfire information message
- watch and act message
- emergency warning.




Advice



Watch And Act



Emergency Warning

| | | |
|---|------------------------------------|---------------------------|
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Bushfire Categories

| | |
|------------------------------------|---|
| CATASTROPHIC / CODE RED | <p>For your survival, leaving early is the only option.</p> <p>Leave bush fire prone areas the night before or early in the day – do not just wait and see what happens.</p> <p>Make a decision about when you will leave, where you will go, how you will get there and when you will return</p> |
| EXTREME | Leaving early is the safest option for your survival. |
| SEVERE | Leaving early is the safest option for your survival. |
| VERY HIGH | <p>Keep yourself informed and monitor conditions - Be ready to act if necessary. Subscribe to the National Alert System:</p> <p>http://www.emergencyalert.gov.au/</p> <p>https://securent.nt.gov.au/alerts</p> <p>http://www.bom.gov.au/nt/forecasts/fire-danger-ratings.shtml</p> |
| HIGH | |
| LOW MODERATE | |
| LOW MODERATE | |



BARKLY PLUMBING SERVICES

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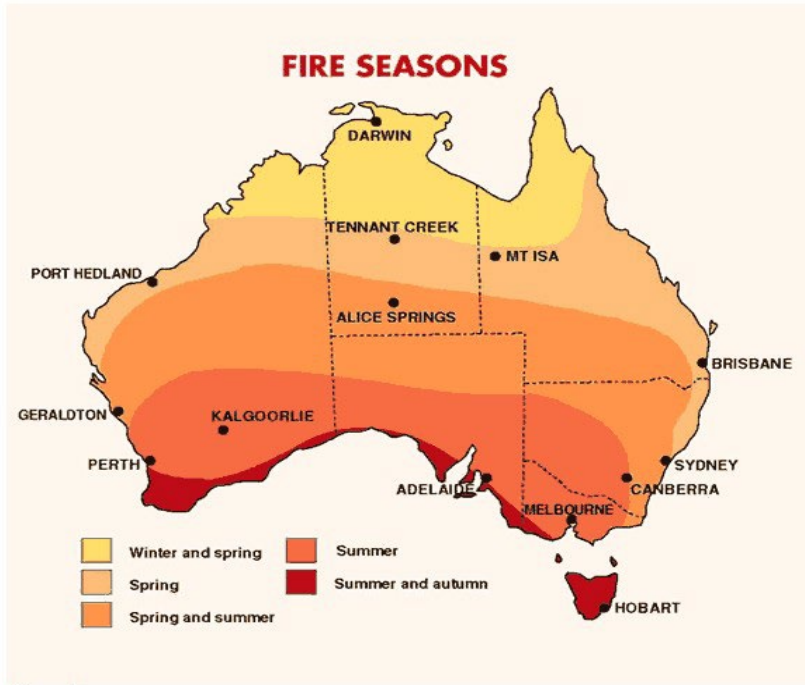
For further information: <http://www.bom.gov.au/weather-services/bushfire/about-bushfire-weather.shtml>


<http://www.abc.net.au/news/emergency/>

<http://www.abc.net.au/radio/frequency-finder/>

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Australian Fire Seasons




| | | |
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20.11 Flooding


| | |
|-------------------|--|
| Planning | <p>Contact the local council / shire and confirm flooding risk and planning requirements Check Geoscience Australia website: http://www.ga.gov.au/flood-study-web/#/searchApp/searchBasic</p> <p>Download the flooding planning guide appropriate to your region/state and implement requirements</p> <p>Ensure flood response materials are available for immediate use e.g. sand and sandbags, plastic sheeting, loudhailer first aid kit</p> <p>Ensure all workers are briefed on flooding risk during workplace inductions and at other appropriate times</p> <p>Subscribe to the National Alert System: http://www.emergencyalert.gov.au/</p> <p>Ensure the dangerous goods and hazardous materials register is up to date and all storage is located in non-flood prone areas</p> |
| Obey instructions | <p>Do exactly as you are advised via the National Alert System</p> <p>Follow Evacuation guidelines as outlined in this ERP.</p> <p>Isolate all services when leaving site</p> <p>Eliminate unnecessary travel</p> |

For further information:
<http://www.abc.net.au/news/emergency/>
<http://www.abc.net.au/radio/frequency-finder/>


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20.12 Immersion of a person(s) in water or water body

| | |
|-----------------|--|
| <p>Planning</p> | <p>A work specific rescue plan must be developed and appended to this document that accounts for the following as a minimum:</p> <ul style="list-style-type: none"> The nature of the water body e.g. lake, river, lagoon, bay or ocean The likely impact of wave, wash and wind action Water turbidity and ability to locate a submerged worker PPE to be worn e.g. personal flotation devices, their rating and safety boot types Whether workers proposed to undertake the works are able to swim The nature and duration of the work activity including time of day and length of shift The nature of work platform that will be used e.g. jetty, work boat, scow, pontoon, or the like Equipment to be used when undertaking the task and effect on the risk of a worker becoming immersed in water Availability of third-party emergency services e.g. Water Police or Harbour <p>A work specific rescue plan must be developed and appended to this document that accounts for the following as a minimum:</p> <ul style="list-style-type: none"> The nature of the water body e.g. lake, river, lagoon, bay or ocean The likely impact of wave, wash and wind action Water turbidity and ability to locate a submerged worker PPE to be worn e.g. personal flotation devices, their rating and safety boot types Whether workers proposed to undertake the works are able to swim The nature and duration of the work activity including time of day and length of shift The nature of work platform that will be used e.g. jetty, work boat, scow, pontoon, or the like |
|-----------------|--|

| | | |
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|----------------------------|---|
| <p>Planning Cont'd</p> | <p>Equipment to be used when undertaking the task and effect on the risk of a worker becoming immersed in water</p> <p>Availability of third-party emergency services e.g. Water Police or Harbour</p> <p>Authority Reference should be made to relevant Council/Shire/Harbour regulations on required safety equipment; emergency response equipment could include:</p> <p>Rubber non-motorized rescue dinghy with grab ropes, two oars and life buoy with lanyard attached moored adjacent to work face</p> <p>Gotcha rescue kit completes with retrieval hook, retrieval rope and carabineers, extension pole and load reducing pulley located and is set up ready for use at the nominated rescue point</p> <p>Ladder located within 10m of work face of a length such that at least the last 2 rungs are under water at low tide</p> <p>Life buoy with lanyard affixed located within 10m of work face</p> <p>Identified unobstructed rescue point</p> <p>Identified alternative means of access/egress</p> <p>First aid kit at workplace</p> <p>Defibrillator located at workplace</p> <p>Fully charged mobile phone at workplace</p> |
| <p>Procedure</p> | <p>Report in line with the requirements containing within the Incident Reporting and Management Procedure</p> |


| | | |
|---|------------------------------------|---------------------------|
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20.13 Rescue from a suspended safety harness

| | |
|-----------|--|
| Planning | <p>A work specific rescue plan must be developed and attached to this document (prior to construction works commencing) that accounts for the following as a minimum:</p> <ul style="list-style-type: none"> The nature of the works The likely suspension height Accessibility for rescue Equipment required for rescue |
| Respond | <p>Refer to the work specific rescue plan</p> <p>Refer to the <i>Medical Emergency Procedure</i> contained in this EPG</p> |
| Recover | <p>Contact emergency services; or</p> <p>Use gotcha kit¹ (or similar proprietary system) to lower worker to ground level for further medical attention if determined necessary</p> |
| Procedure | <p>Report in line with the requirements containing within the Incident Reporting and</p> <p>Management Procedure</p> |

1 Use of a gotcha kit requires a permit to work to ensure that there are no unintended consequences for the worker being lowered

2 Use of a workbox requires a permit to work to ensure that there are no unintended consequences for the rescue party.

| | | |
|---|------------------------------------|---------------------------|
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20.14 Rescue from elevated work platform

In the event of Medical/First Aid Incident or the need for urgent Medical assistance in an EWP

| | |
|-----------|--|
| Planning | Preparation for an emergency of this kind should commence in advance of the use of an EWP and the appropriate emergency scenario tested and preparations made for a response immediately upon commencement of EWP operations |
| Respond | Refer to the Medical Emergency Procedure contained in this EPG |
| Recover | Contact emergency services; or Use gotcha kit ¹ (or similar proprietary system) to lower worker to ground level for further medical attention if determined necessary |
| Procedure | Report in line with the requirements containing within the Incident Reporting and Management Procedure |

1 Use of a gotcha kit requires a permit to work to ensure that there are no unintended consequences for the worker being lowered


2 Use of a workbox requires a permit to work to ensure that there are no unintended consequences for the rescue party.

| | | |
|---|------------------------------------|---------------------------|
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20.15 Rescue from collapsed trench

In the event of Medical/First Aid Incident or the need for urgent Medical assistance in an EWP


| | |
|-----------|---|
| Planning | Preparation for an emergency of this kind should commence in advance of the use of an EWP and the appropriate emergency scenario tested and preparations made for a response immediately upon commencement of EWP operations |
| Respond | Refer to the Medical Emergency Procedure contained in this EPG |
| Recover | <p>Contact emergency services; or if unable to reach emergency services”</p> <ul style="list-style-type: none"> - Carefully remove the collapsed soil from the trench, only if safe to do so and only if this does not further harm the individuals in the trench collapse or put yourself or others at risks - Only the move the patient if safe to do so - Once freed from trench assess the patient following the first aid process and administer CPR if required - If out of range, send someone in a car to the closet location to be able to contact Emergency Services from |
| Procedure | Report in line with the requirements containing within the Incident Reporting and Management Procedure |

| | | |
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20.16 Snake Bite whilst working remotely


In the event of Medical/First Aid Incident or the need for urgent Medical assistance in an EWP

| | |
|-----------|---|
| Planning | Preparation for an emergency of this kind should commence in advance of the use of an EWP and the appropriate emergency scenario tested and preparations made for a response immediately upon commencement of EWP operations |
| Respond | Refer to the Medical Emergency Procedure contained in this EPG |
| Recover | <p>Contact emergency services and follow their instruction</p> <p>If you cannot reach emergency services:</p> <ul style="list-style-type: none"> - Immobilise the limb with bandages and a splint to limit movement - Drive to a location that has phone/satellite reception and contact Emergency Services - Avoid moving the limb as much as possible - Do not attempt to clean the bite site or suck the venom out |
| Procedure | Report in line with the requirements containing within the Incident Reporting and Management Procedure |

| | | |
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20.17 Storage of hazardous substances and dangerous goods

| | |
|-----------|---|
| Planning | <p>Ensure that the requirements of the Hazardous Substances and Dangerous Goods Procedure are in place.</p> <p>Ensure hazardous substances and dangerous goods are not stored in flood prone areas</p> |
| Respond | <p>Follow Evacuation guidelines as outlined in this ERP.</p> <p>Follow Medical Emergency guidelines as outlined in this ERP.</p> <p>Follow the Fire or Explosion guidelines as outlined in this ERP</p> |
| Procedure | <p>Report in line with the requirements containing within the Incident Reporting and Management Procedure</p> |

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20.17 Vehicle / plant collision (public or project)


| | | |
|---|---|---------|
| Date: | Time: | |
| Place of Accident: Time of Accident: am/pm | Weather Conditions: | |
| Traffic density | Estimated Speed. Your vehicle: Other vehicle: | |
| Your Vehicle Registration Number: Make: Model: Year: Colour: | Driver's Name: Address: License No: Expiry date: | |
| Ph. No. Home: | Work: | Mobile: |
| Other vehicle Registration Number: Make: Model: | Other Driver's Name: Address: | |

| | | |
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| | | |
|---|--|---------|
| Year: | | |
| Colour: | License No: | |
| | Expiry date: | |
| Ph. No. Home: | Work: | Mobile: |
| Insurance Company: | | |
| Brief Description of Damage: Your Car: | Brief Description of Damage: Other Car: | |

Witnesses

| | | | |
|------------|--|------------|--|
| 1. Name | | 2. Name | |
| Address | | Address | |
| Home Phone | | Home Phone | |
| Mobile | | Mobile | |

| | | |
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| | | | |
|-----------------------------|--|-----------------------------|--|
| What was said by witnesses? | | What was said by witnesses? | |
|-----------------------------|--|-----------------------------|--|

Persons Injured

| | | | |
|-----------------------------|--|-----------------------------|--|
| 1. Name | | 2. Name | |
| Address | | Address | |
| Home Phone | | Home Phone | |
| Mobile | | Mobile | |
| What was said by witnesses? | | What was said by witnesses? | |



| | | |
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Diagram of accident (Name Streets)

Additional Notes:


Signed:

Date:

| | | |
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APPENDIX 1 – EMERGENCY RESPONSE TEAM (ERT) RESPONSIBILITIES AND MEMBERSHIP

| Role | Responsibilities |
|---------------------------------------|---|
| Emergency Response Team Leader | <p>Ensure this Plan is completed, regularly reviewed, implemented and tested.</p> <p>Review and approve all modifications to the Emergency Response system, facilities, and Team Members (including action on any post incident or exercise report recommendations)</p> <p>Establish and maintain an Emergency Control Centre (ECC) and support facilities</p> <p>Establish an ERT exercise schedule as required by this plan.</p> <p>Integrate the ERT exercise schedule with the Barkly Plumbing Services Emergency Management Team in order to ensure the effectiveness of site - EMT communications interface</p> <p>Ensure any third party (non-Lend Lease) personnel who may be co-opted in a response are fully aware of expectations on them and are prepared to become immediately effective in an Emergency</p> <p>Promote the Barkly Plumbing Services Site Emergency Response arrangements to all site personnel</p> <p>Maintain familiarization with obligations under this plan including reporting requirements, notifications etc.</p> <p>Ensure that all Barkly Plumbing Services project Managers, Supervisors and ERT members receive an awareness session on their roles, responsibilities, and requirements of this plan</p> <p>Provide single point of contact with Emergency Services and Client</p> |
| Deputy Emergency Response Team Leader | <p>Undertaker duties delegated by the ERT Leader; and</p> <p>In the absence of the ERT Leader, fulfil the role of ERT Leader</p> |
| Communications Officer | Responsible for managing all incoming calls |

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|----------------|---|
| | <p>Responsible for managing outgoing calls as delegated by ERT Leader</p> <p>Completing log of events</p> |
| Area Warden(s) | <p>Ensuring the safe evacuation of all site personnel in the event of an emergency.</p> <p>Conduct a head count and advise the ERT Leader/Deputy of the results</p> <p>Establish a watch for arriving emergency vehicles and provide an initial brief to the responding agency Emergency Controller</p> <p>Undertake traffic control duties</p> |
| First Aider | Proceed to the Emergency muster point and provide first aid as required |

| Name | ERT Position | Contact Details |
|------|--------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |


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APPENDIX 2 – EMERGENCY CONTACT NUMBERS


| Name | Workplace Position | Contact Number |
|---------------------------------|---|----------------|
| Brian Curran | Director | 0419 718 039 |
| Sarah Curran | Director, Office Manager | 0438 384 324 |
| Coco Gigot | Plumbing Manager | |
| Tennant Creek Hospital | | 08 8962 4399 |
| Katherine District Hospital | | 08 8973 9211 |
| Tennant Creek Medical Centre | | 08 8962 4633 |
| Emergency-Police-Fire-Ambulance | Calling from Landline: | 000 |
| | Calling from Mobile: | 112 |
| Police | NT Police 24 Hours Police Assistance Line | 131 144 |
| | Tennant Creek Station | 08 8962 0944 |
| Fire (Non-urgent enquiries) | Tennant Creek Station | 08 8962 0903 |
| NT Emergency Services | Working Hours | 08 8922 3630 |
| | After Hours | 131 444 |
| NT Worksafe | | 1800 019 115 |

| | | |
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APPENDIX 3 – EVACUATION DIAGRAM

| | | |
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APPENDIX 4 – EMERGENCY EQUIPMENT AND FIRST AID LOCATIONS


| | | |
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APPENDIX 5– EMERGENCY EQUIPMENT AND FIRST AID LOCATION STAGING AREA

Emergency Equipment to include:


- Fire Extinguishers
- First Aid Kits
- Fire Blankets
- Nurse Call
- Spill Kit
- Air Horns
- Stretcher
- Defibrillator

First Aid Shed to be located in the office. Details of location to be included in the site induction and identified on site maps posted throughout the site. Details of the final Emergency Equipment list and First Aid locations will be confirmed once site establishment takes place.

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APPENDIX 6 – FIRST AID RISK ASSESSMENT

| | |
|---|--|
| The size and location of the workplace | |
| Scope of workplace | Office accommodation, maintenance hangers. Manly steel frame in construction. In ground works, civil works for hard stand areas. |
| Access between floors | |
| Geographic size of workplace | |
| Nearest Hospital | |
| Maximum time to medical service | |
| The number and composition of the workers and other persons at the workplace. | |
| Number of workers | |
| Number of other persons | |
| Shifts worked | |
| Overtime worked | |
| Remote or isolated workers | |
| Known health conditions effecting risk | |

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| Injuries, illnesses, and incidents | |
|------------------------------------|---|
| Last 12 months incident data | 0 |
| Incidents not resulting in injury | 0 |
| Other | 0 |

| Nature of the work carried out and the nature of the hazards at the workplace | | |
|---|---|---|
| Hazards | How the hazard could cause harm | Likelihood of occurrence and degree of harm |
| Work at Heights | Falls of material/people | Possible risk of daily exposure. Major injuries |
| Electrical | Shock | Possible risk of daily exposure. |
| Hazardous chemicals: | Respiratory illnesses, cancers, dermatitis, chemical burns and the like Many SDS' confirm a first aid response is required | Possible risk of daily exposure to hazardous chemicals. |
| Solvents | | |
| Hydrocarbons | | |
| Disinfectants | | |

| | | |
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| | | |
|---------------------------------|---|---|
| Cement slurries | | |
| Manual handling | Muscular strain, cuts lacerations, puncture wounds and the like | Possible risk of daily exposure. |
| Housekeeping | Slips/Trips/Falls | Possible risk of daily exposure. |
| Afternoon shift | Worker fatigue Reduced visibility (hours of darkness) | Possible risk of daily exposure. Major injuries |
| Radiation | Welding activities; and Work in direct sunlight | Possible risk of daily exposure. |
| Infection risk for First Aiders | Application of first aid | Risk of exposure to infectious disease |

| Required First Aid | |
|---|---|
| Number of first aiders needed | |
| Training and competencies for Barkly Plumbing Services first aiders | All Barkly Plumbing Services personal will have first aid and CPR training this will be monitored through the training matrix |
| Number and location of kits | Two first aid kit two trauma kits |
| Contents of first aid kits and modules | Premium High-Risk workplace cabinet to cater for site situated in first aid room. |

| | | |
|---|------------------------------------|---------------------------|
|  | HSEQ_00070_Emergency Response Plan | Issue: 1:0 |
| | HSEQ | Issued: February 2022 |
| | Emergency Response Plan | Next Review: October 2022 |

| | |
|-----------------------|--|
| | <p>2 Large, hard case portable kits (1 in first aid room, 1 in Barkly Plumbing Services site office).</p> <p>Travel kit soft case (first aid room).</p> <p>3 Snake bite kits.</p> <p>Trauma kit situated on safety station, 1 each level. Eye wash kits situated on safety stations, each level.</p> <p>2 stretchers (1 foldable and 1 hard case with lifting points situated in first aid room).</p> <p>1 defibrillator (first aid room).</p> <p>1 bed (first aid room)</p> |
| Other First Aid Items | |
| Kit maintenance | EHS Committee & First Aiders on the weekly walk to check all First Aid Kits |

