



Specific Emergencies Response Plan



Specific Emergencies Response Plans

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Specific Emergencies Response Plan

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Specific Emergencies Response Plan

1. Introduction

Hydrera are the innovators in oilfield services. HYDRERA delivers a comprehensive range of Fluid Storage Solutions and Fluid Management services.

HYDRERA are the providers of choice to the resources Industries through innovative design, development and management of their people and equipment. Ensuring the safest and highest quality services to our customers, HYDRERA prides itself on meeting it's customer's needs.

2. Purpose and Scope

This specific emergency management plan outlines HYDRERA's effective means of managing the safety and security of employees/visitors and assets across all HYDRERA offices and sites. Contractors and sub-contractors are also required to adhere to all policies and procedures outlined in the HYDRERA emergency management plan.

When working on client sites HYDRERA will adhere to any client's environment management plan, policies, or procedures.

3. Mission and Values

HYDRERA is committed to protecting employee's health & safety and the security of its assets by managing emergency situations.

HYDRERA's aim is to minimise the risk of damage to its employees/visitors and contractors by adopting a planned and systematic approach to the management of emergency situations by providing the resources for a successful implementation.

Managing emergency situations along with work health, safety and environment remains high priority for HYDRERA. No business objective will take priority over this.

4. Safety Policy

Hydrera is committed to conducting its business safely and maintaining a safe and healthy working environment for its employees, contractors, visitors, and other persons using the Company's facilities as a place of work.

To achieve this, the Company has implemented an integrated management system and maintains third party certification against AS/NZS 4801:2001 and OHSAS 18001:2007.

Through implementation of the integrated management system, we will:



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- comply with relevant WHS legislation and regulations, International and Australian Standards, Codes of Practice, and other requirements to which the Company subscribes and, where no regulatory framework exists, industry norms and world's best practice will be adopted
- define the responsibilities and authorities of managers and employees
- provide adequate information, training, and supervision
- obtain internal and external expertise on technical safety issues
- identify existing and new hazards associated with facilities, plant, equipment, and work methods, use a risk-based approach to assess those hazards, and take all practicable steps to control the hazards through an established hierarchy of controls
- develop, implement, and review procedures to ensure the safety of all operations
- develop, implement, and test emergency procedures
- encourage accurate and timely reporting and recording of all accidents and incidents
- investigate all reported accidents, incidents, and other unsafe conditions, and take corrective action where required
- manage safety related claims and rehabilitation fairly and equitably
- communicate and consult with our staff for workplace safety issues, particularly hazard identification and awareness, and in the improvement of our integrated management system
- ensure measurable WHS objectives and targets are established and reviewed through management meetings and more formally at Management Review Meetings and Board Meetings to continually improve and eliminate workplace injuries and illness
- continually improve WHS performance.

Senior management fully endorse this Safety Policy and the formal integrated management system that has been developed and implemented

5. Environment

HYDRERA is committed to protecting the environment, indigenous, heritage and native lands. HYDRERA respect the traditional beliefs of the land's traditional owners as well as native flora & fauna.

HYDRERA's aim is to minimise the risk of damage and introduction of disease to the environment by our workers and other persons by adopting a planned and systematic approach to the management of all emergency incidents by providing the resources for a successful outcome post incident.



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The environment along with work health & safety remains high priority for HYDRERA. No business objective will take priority over this.

This is managed in accordance with HYDRERA's Environmental Policy.

6. Emergency Response Plans

HYDRERA operational sites shall provide guidelines for the initiation and maintenance of an effective emergency response for likely emergency scenarios in accordance with HYDRERA Emergency Response Plan. The Emergency Response Plan (ERP) shall include:

- Means by which an emergency response is initiated
- Defined key roles and responsibilities required to respond to an emergency
- Facilities required to co-ordinate the emergency response where applicable
- Key contact list (appendix)
- Criteria for escalation of an emergency and how the Hydrera Incident Management Plan is initiated
- Likely emergency scenarios and guidelines for responding to such scenarios
- Communication and documentation requirements
- Evacuation procedures and muster points

The plans shall be maintained in electronic format and, in addition, controlled hard copies of relevant plans shall be maintained in the designated worksite. Emergency Response Plans shall be reviewed annually to validate the adequacy of scope (emergency scenarios), currency/adequacy of content and currency of contact details. In addition, relevant plans shall be reviewed, where improvement opportunities have been identified by post emergency/incident exercise debriefs.

Description of Possible Emergencies

CODE YELLOW: Hazardous Substance Incident

a. Gas Leak

Gas could leak from LPG cylinders or Acetylene containers through faulty valves or from someone rupturing a tank. A leak could also develop on pipe fittings at a well site.



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Response

Small leaks require that all equipment and valves be shutdown. HYDRERA AUSTRALIA Hydrera Australia Management and the Client Emergency Response service is to be notified immediately.

For large leaks, ruptures or explosions, all equipment should be isolated and all valves shutdown if safe to do so. HYDRERA AUSTRALIA Hydrera Australia Management and the Client Emergency Response service should be notified immediately, and the evacuation procedure should commence.

b. Chemical or Oil Spill / Fluid Leak

Ruptured containers, hoses, fittings, incorrectly sealed containers, or general accident can all lead to a chemical, oil spill or fluid leak.

Response

Small leaks or spills under 50 litres are to be contained and controlled using the provided spill response equipment. All spills or leaks are to be prevented from escaping any bunded areas to prevent contamination of the environment.

For large leaks, ruptures, or spills over 50 litres, HYDRERA AUSTRALIA Hydrera Australia management and the Client emergency response service must be contacted immediately. If the spill is a significant hazard to personnel evacuation procedure should commence immediately.

CODE RED: Fire or Smoke Incident

Fire could be caused by numerous sources within a remote work location such as a client wellsite. These include the presence of highly flammable liquids and gases such as LPG, acetylene, and other oxidising chemicals. Other sources of fire could be electrical or from items in or near ignition sources.

Response

For small fires, the fire should be extinguished as soon as possible using a fire extinguisher or other fire fighting equipment.

For large fires, contact Client Emergency Response Services and Evacuation procedures should begin.



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CODE BROWN: External Unanticipated Natural Occurrences

This considers such incidents as bushfire, lightning, flooding, hail damage, sandstorm etc. The supervisor on duty is responsible for assessing the risk and then responding with appropriate action.

Response

Natural occurrences that threaten the operation of work in a remote location shall be immediately reported to HYDRERA AUSTRALIA Hydrera Australia management and the Client Emergency Response service. An evacuation will be determined according to the severity of the occurrence.

In response to a potential bush fire emergency the following should be enacted.

The trigger to commence emergency evacuation procedures is any of the following.

- Bushfire is burning within 1 kilometres of the worksite
- HYDRERA is advised by Client or emergency services of danger
- Any other advice made to the Site Supervisor that there is a bushfire emergency in the area that has potential of impacting the safety of personnel at the works site
- It is within the discretion of the Site Supervisor that they may actively seek advice from Emergency Services for further instructions or advice to evacuate the worksite should they feel a bush fire emergency is imminent

CODE BLUE: Medical Emergency

A medical emergency is defined as any incident where the immediate threat to life is present. This could be due to serious injury, exposure to a hazardous substance or chest pains.

Response

Any medical emergency must be reported immediately to the supervisor, either HYDRERA AUSTRALIA or Client, who will mobilise a first aider and advise the Emergency Medical Service of the nature of the medical emergency.

The supervisor will designate an employee who will await the Emergency Medical Service at the front gate of the worksite and direct them to the medical emergency upon arrival.

Where an injured employee needs immediate medical evacuation, the Client emergency response service will be notified, and the client's MEDEVAC procedures will be followed.



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CODE PURPLE: Bomb Threat

Threats made via telephone communication, radio or by mail against the business or worksite premises indicating explosive or incendiary event.

Response

If threat is received via telephone communication the staff member answering the call will immediately signal another staff member to alert the Site Supervisor. The staff member receiving the call should not hang up and should remain calm. The bomb threat checklist, **HSEF13 Bomb Threat Checklist**, is to be located next to the telephone system and should be completed as accurately as possible by the staff member receiving the call. On being informed of a bomb threat the Site Supervisor will inform HYDRERA AUSTRALIA Hydrera Australia Management and the Client. HYDRERA AUSTRALIA Hydrera Australia Management or the Client may report the occurrence to the Police Authority on 000 or 11444.

HYDRERA AUSTRALIA Hydrera Australia Management, the Client and the Site Supervisor will assess the credibility of the threat and shall decide to:

- a. Take no further action until arrival of police authority.
- b. To search the premises without ordering an evacuation.
- c. To order an evacuation of the building and then search.
- d. To evacuate the building and not conduct a search.

If courses (b), (c) or (d) are decided upon the Site Supervisor shall communicate with all staff at the worksite as necessary to conduct a thorough search of the premises or to implement evacuation procedures.

If evacuation is ordered staff will ensure that no person re-enters the area where the emergency is in occurrence until all clear is given from the Emergency Response Services in attendance.

If a threat is received via the Australia Post mail system, the threat will be immediately shown to the Site Supervisor who will contact HYDRERA AUSTRALIA Hydrera Australia Management and the Client. HYDRERA AUSTRALIA Hydrera Australia Management or the Client may decide to contact the Police Authority. Any written threats will be retained for future presentation as evidence if threats continue or escalate.

Threats received via Email will be immediately communicated to the Site Supervisor and then saved in an appropriate archive section on the company intranet and a copy forwarded to the Site Supervisor and HYDRERA AUSTRALIA Hydrera Australia Management for further consideration who will respond appropriately according to assessment of the threat.

Suspicious looking packages received via Australia Postal Service or discovered on site should not be opened and the Site Supervisor shall be notified who will determine what further action is appropriate.



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If the Site Supervisor orders and evacuation, they will alert all worksite staff to evacuate the immediate area where the suspicious package is located and will contact HYDRERA AUSTRALIA Hydrera Australia Management and the Client Emergency Response service. HYDRERA AUSTRALIA Hydrera Australia Management or the Client may then decide to alert the Police authority depending on the assessment of the threat.

CODE BLACK: Personal Threat

Any situation involving the threat of violence or physical harm to another person or to themselves from either a staff member or a member of the general public.

Response

Any threat of violence or physical harm will be reported to the supervisor on duty as soon as possible. The nature of the incident is to be reported to HYDRERA AUSTRALIA Hydrera Australia management who will decide whether to contact the client and/or request the presence of the police authority.

Every effort is to be made not to provoke or further enflame the person making the threats and anyone in the vicinity is to remain as calm as possible until the arrival of the police authority.

Emergency Situation Priorities

First Priority: The Preservation of Human Life and reducing the threat of further injury.

The first priority is to ensure that all people who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.

Second Priority: Protect the Environment

The second priority aims at controlling the extent of the emergency and minimising any fluid release into the environment.

Third Priority: Protecting plant, equipment, and product.

The third priority is to prevent personal and HYDRERA AUSTRALIA or Client assets from being damaged in the event of an emergency situation.

Fourth Priority: Eliminate the Emergency

The fourth and last priority is to eliminate the hazardous situation. This is to be completed only after the first three priorities have been addressed.



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7. Emergency Response Training

Employees shall be trained and competent to effectively fulfil their roles required as detailed in relevant Emergency Response Plans. Training shall be refreshed annually. Participation in their defined roles during an emergency exercise shall be deemed to meet the refresher training requirement.

8. Emergency Exercises

Emergency exercises shall be conducted to:

- Test the effectiveness of emergency plans
- Validate the competency of key emergency response personnel
- Assess capability to respond to an emergency
- Reinforce prior training and
- Identify opportunities for improvement.

Emergency exercises may be in the form of simulated emergencies, practical drills, desktop exercises, resources and equipment checks, or other exercises designed to systematically include all employees likely to be involved. There should be a minimum of one small exercise (e.g., desktop exercise) of the emergency response plan and capability every 3 months at operating sites.

Guidelines for managing an emergency exercise are contained in HYDRERA Conducting an Emergency Exercise.

9. Response Action Plan

This plan can be applied to any emergency, including but not limited to fire, bomb threat, oil spill, gas leak, medical emergency, or poisoning.

Raise the Alarm

Anyone discovering an emergency (such as a fire or chemical spill) is to immediately alert the Supervisor on site and notify other staff members in the vicinity by sounding an emergency siren, using the emergency warning device of a vehicle or in the case of these being impractical, verbally warning those in the area of the emergency.

Some minor incidents such as small fires may be extinguished before they become serious enough to warrant evacuation. In these cases, it may be best to extinguish the fire before reporting to senior staff. Similarly, some minor chemical spills may be dealt with by clearing a local area rather than evacuating the entire worksite. If a situation is judged serious by the first respondent, report to senior supervisory staff who may order an evacuation.



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The immediate area manager is to immediately DIAL 000 or 112 on Mobiles and request the required emergency services where necessary (Police/Fire/other emergency)

Respond

During any shift, the person who raised the alarm will immediately notify the supervisor on duty of the situation. The information that will be conveyed must include:

1. Nature of the emergency.
2. Current status of the emergency situation.
3. Injuries to staff or contractors
4. Response actions initiated

HYDRERA AUSTRALIA Hydrera Australia Management, the Client Emergency Response service and all employees shall be informed of the emergency at the worksite in the event of an emergency situation. Equipment and processes will only be shutdown if safe to do so.

The worksite senior supervisor, either HYDRERA AUSTRALIA or Client, will ensure all employees are alerted to the emergency and shall evacuate personnel from the worksite and assemble all personnel currently on the site, contractors and visitors at the designated assembly area / muster point or the alternative dependant on the location and nature of the emergency.

The senior supervisor will account for their employees and employees will account for their supervisor. HYDRERA AUSTRALIA Hydrera Australia management and the Client Emergency Response service are to be advised of the result of the head count by the senior worksite supervisor.

To enable a safe evacuation the following points should be noted:

- Know the escape routes, location of emergency assembly areas / muster points and any emergency exits at the worksite. Pay close attention to the clearest path to a safe location in your work area.
- Keep all evacuation routes clear at all times by paying close attention to housekeeping.
- Know where safety equipment is, and fire extinguishers are located. It is also important you know how to use this equipment in an emergency.
- Be aware of who is working in your area, particularly after normal working hours and on weekends. This information may save a life in an emergency.
- During a fire it is likely that a lot of dense, choking smoke will be produced. Because of the smoke factor and almost nil visibility it is vital that you memorise escape routes.

Visitors

Visitors to the site should have the basic evacuation procedure explained to them by their point of contact person at the worksite. This should include the following:



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- The location of emergency exit routes.
- areas to which you have restricted access (you may need an escort before you are allowed in certain parts of a building).
- hazards in the premises.
- protective clothing or safety items that are required for the area you are entering.
- What to do if you discover a fire or other emergency situation e.g.:
- Ensure the immediate safety of anyone near the incident.
- Alert others. (This includes notifying the senior supervisor of the situation so they can implement their emergency procedures.
- How to evacuate.
- What to do if an emergency warning signal activates e.g., Consult with the occupiers for advice on correct action to take (If no one else is present or the advice you receive is unsatisfactory, quickly leave by the nearest safest escape route.)

Evacuation of disabled persons

For the purposes of evacuation procedures, people should be considered as disabled if they are unable to evacuate without assistance, or if their time to evacuate would be much greater than the average employee on site.

Staff should be aware of any disabled persons within their area. The senior supervisor should make a record of any disabled persons on the site and their location to ensure that assistance can be rendered should evacuation be necessary. It will be necessary to periodically update this information if these disabled persons visiting are infrequent.

Arrangements should be made, as far as practicable, for a member of staff to be assigned to assist each disabled person on site in an emergency. This person should be someone working near the disabled person and should assist the disabled person to a predetermined “safe” area.

Where disabled employees or visitors may be present, nominated staff members can assist such persons. During evacuation, disabled persons should be assisted to “safe” areas which are clear of the emergency location. This should not be done until other people have been evacuated so as not to impede a smooth evacuation.

Responsibilities

In the event of an emergency the senior supervisor, either HYDRERA AUSTRALIA or Client, will be responsible for the organisation and communication of the emergency evacuation plan. This will include the notification of authorities if necessary. If the situation allows this will be done from the main office on site, otherwise the operation will be coordinated from the emergency assembly area / muster point.



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All employees are responsible for reporting emergencies to the senior supervisor on site. In the event the senior supervisor is unavailable then the next senior staff member on site will be notified. Employees also have the authority to either take fire fighting action first or report the situation first, depending on the severity of the situation and personnel involved.

The senior supervisor on the worksite has the responsibility of ensuring all employees, sub-contractors and visitors are alerted, evacuated, and accounted for at the emergency assembly point / muster point in the event of an emergency situation.

The senior worksite supervisor ordering an evacuation is responsible for ensuring that the Client Emergency Response service has been called. Upon arrival of the Client Emergency Response service the senior worksite supervisor or his delegate, when in absence, will communicate the nature of the emergency and status of the emergency to the responding Emergency Response service group.

The senior worksite supervisor is responsible for collating head count information and advising the Emergency Response service of any missing people. The senior worksite supervisor is also responsible, if safe to do so, for organising a search for any missing persons in conjunction with, and on direction from, the Emergency Response service.

A log of the incident and times of occurrence must be recorded by the senior worksite supervisor or his nominated representative.

The next senior staff member is to assume all responsibilities relating to the emergency in the absence of the senior worksite supervisor, and otherwise assist in the management of the emergency as required.

Staff members are to ensure safe and orderly evacuation of their specific areas of responsibility and are to assist as directed by the senior worksite supervisor or his delegate.

All staff members are to follow directions from the senior worksite supervisor or his delegate during evacuation and upon arrival of the Client Emergency Response service, take direction from them.

10. Layout Drawings

Up to date location plans showing positions of emergency response and firefighting equipment shall be maintained at all HYDRERA sites.



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11. Authority Regulators

All emergencies will be reviewed case by case and this will depend on what government authority will be notified. The state Police will manage emergencies (in most cases) in these circumstances, but not limited to.

When you dial 000 or 112, and ask for which department needed for that situation, the department will notify what emergency authorities are required for that job.

The HSE Manager must also be notified when there is an incident involving threat to human life or the environment

State Police

- Injury resulting in significant incident or fatality
- Hazardous Substances
- Theft, Bomb or Terrorism
- Other criminal Activities resulting in injury or incident.

HSE Department

- Any incident that is required to be notified to any government regulator
- Injury resulting in significant incident or fatality
- Hazardous Substances
- Electrical, Building, Construction, etc.
- Other non-compliances under the Act or Regulations

Environment Protection Authority

- Hazardous Substance spills
- Airborne Emission releases
- Water & Aquifer contamination
- Flora & Fauna damage
- Heritage & Parks damage
- Other non-compliances under the Act or Regulations

Emergency Services (in conjunction with other regulators)

- Hazardous Substances – spill or gas leak
- Flooding
- Confined Space incident or fatality



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- Fire or structural damage
- Other hazardous situations Government Regulators
 - The name of each state regulator can vary but most have names like SafeWork or WorkSafe.
 - Ensure that you are familiar with the relevant authority in the state you are operating
 - For any electrical incident resulting in injury or damage to property in South Australia, the Office of The Technical regulator must be notified
 - Different states have various names for the department who is responsible for environmental issues
 - In South Australia, it is the EPA, however in Queensland the various council shires administer their area and report back into the state department

Public Relations

During or following any emergency ALL media inquiries are to be referred to the Perth office and handled by legal counsel and/or Human Resources.

Management representatives will then determine (where practicable in consultation with other appropriate senior staff) what statements will be made in the circumstances.

12. Emergency Services

All emergency services will be contacted via phone “000” or for Mobile phones “112”.

Police

Each HYDRERA operation will have the relevant Police Stations located with contact details available. Depending on the type of emergency, Police maybe contacted to accompany other emergency services.

Ambulance

Each HYDRERA operation will have the relevant Hospital and Medical Centre contact details available. All medical or potential high risk medical emergencies will require Ambulance services.

Fire Brigade and Emergency Service Teams

Each HYDRERA operation will have the relevant Metropolitan or Country Fire and Emergency Service contact details available. All accident, cyclone, explosion, fire, flooding, or other human/natural potential disasters may require these emergency services.



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13. Security

All personnel visiting a HYDRERA operation will during their orientation/induction be made aware of their obligations. All personnel will be responsible for their own personal belongings. If a person identifies a breach of security, they must immediately report the breach to their supervisor.

HYDRERA are not a licensed provider of security personnel, HYDRERA cannot guarantee that all personnel items are 100% secure.

All security breaches that directly involves HYDRERA property will be reported to the Police for further investigation. Criminal activity will not be tolerated and will carry serious consequences.

14. Emergency Wardens

Each HYDRERA workplace will have at least one (1) trained Emergency Warden.

All Emergency Wardens at HYDRERA will have undergone specialist Warden Training by an approved training provider. HYDRERA HR and/or HSE departments will verify the training as being adequate to fulfill the role as Emergency Warden.

Medical First Aiders

Each HYDRERA workplace will have at least one (1) qualified Senior First Aid certificate holder.

HYDRERA will require a copy of the current Senior First Aid certificate before allocating first aid responsibilities within the workplace.

Updated Emergency Warden and Senior First Aiders located on the HYDRERA Company Intranet.

15. Fire Suppression Systems

All HYDRERA operations will comply with the following, but not limited to.

Fire Extinguishers

All Fire Extinguishers located at HYDRERA operations will be tested & tagged every six (6) months and compliance kept on a common register. A radius of at least one (1) metre will be clear of items and clutter for effective safe access.



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Select the right type of extinguisher; all remote locations should have a type A fire extinguisher suitable for general combustible materials. Some remote portable offices have small ABE type extinguishers suitable for oil-based fires.

A-type extinguishers are for **CLASS A FIRES** such as paper, wood, cloth, etc. They put out Class “A” fires by lowering its temperature using a water or water-based extinguisher.

Wet the fire to cool. Soak to stop smouldering or coat the burning combustibles with “multipurpose” dry chemicals.

If you are using a **HOSE REEL** to fight a **CLASS A FIRE**, remember to turn on the water supply at the reel before running out the hose

B-type extinguishers are for **CLASS B FIRES**. Class B fires are those that involve flammable liquids such as oils, paints, and gasoline.

E-type extinguishers are for **CLASS E FIRES**. Class E fires are those that involve energised electrical fires such as burning wires, switches, machinery, kitchen appliances, computers, and photocopiers.

Note: ABE/DCP type extinguishers can be used on all the above listed classes of fires. When fighting any fire remember the basics of using an extinguisher:

- Keep near the door when using extinguishing equipment so that you have an escape route (always stay between the fire and the exit).
- Stay low to avoid heat and smoke.
- If the fire becomes LARGER – get out!
- Have someone report to the arriving emergency service personnel to advise them about the situation.
- Be sure to inform the Emergency Response service of any physically impaired persons needing assistance to evacuate.

Fire fighting equipment is provided for operations at remote sites and consists of fire extinguishers and in some cases fire blankets. Familiarization with these items along with formal instructional training can greatly reduce the potential for a fire emergency to significantly threaten the safety of employees, contractors, or visitors.

All staff are encouraged to make themselves aware of the location of fire fighting equipment in their area and should also be familiar with the shortest evacuation route from their workstation in the event of an emergency evacuation situation.

Fire Hoses

All Fire Hoses located at HYDRERA owned premises will be tested & tagged every six (6) months and compliance kept on a common register. A radius of at least one (1) metre will be clear of items and clutter for effective safe access.



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Smoke Detectors

All smoke detectors located at HYDRERA operations will be checked every six (6) months. All smoke detectors will be hard-wired and backup batteries replaced when checked.

16. Emergency Power Supply

An emergency power supply shall be provided for critical equipment required in the event of an emergency (e.g., warning sirens, communications, fire pumps, extraction fans, etc.) and to instrumentation and control systems necessary for safe shut-down of plant. Inspection and testing programs for emergency power systems shall be incorporated into site Critical Function testing programs.

17. Communications During Emergency

The chief emergency warden for the area will nominate (possibly self) as the point of contact for all external emergency services and internal personnel (including management).

In an emergency, communications should adhere to the following general guidelines:

- Always maintain effective communications
- Be brief and factual
- Be clear and informative to all relevant parties, including all employees and contractors
- Nominated communicator to keep a log of all calls made concerning the emergency
- Use tape recorders where available to facilitate recording of information
- Telephone and facsimile contacts list for use in emergencies are set out in the relevant site emergency response plan.

18. Incident Reporting & Investigation

All incidents requiring reporting to government authorities will be advised by the HSE Manager to the Managing Director as to the relevance of the report.

If the report is in relation to a breach under either the relevant Act or Regulation, then the report must be made within 24-48 hours. If the emergency requires immediate assistance, then the report may be required to be made immediately.

A complete investigation report must be completed to assist the relevant government authority with their investigation. In some cases, this may be used to close out the report with limited investigation by the authority.



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It is the initial responsibility of the senior worksite supervisor to undertake an investigation and reporting of the incident. The senior worksite supervisor is also responsible for assisting external agencies in the event of a statutory investigation.

For incidents of a greater magnitude, HYDRERA AUSTRALIA Management at head office and Client Management Representatives may become involved in the process of the investigation. This may include legal representatives of HYDRERA AUSTRALIA Management or the worksite client.

All incident reporting is done in accordance with HYDRERA Procedure Incident Reporting and Investigation

19. Remote Area Response

All remote area work will have response plans that identify the following, but not limited to.

- Nearest Police Station – *approximate time to attend*
- Access for Emergency Services teams – *i.e., fire brigade, ambulance*
- Access for Flying Doctors
- Communications – *2-Way Radio & Satellite Phones*
- Trained & Current Senior First Aiders
- Ensure the vehicle has a working In Vehicle Monitoring System

All personnel working from or traveling to a remote site must complete a Journey Management Plan/Remote Area Travel Form prior to departure.

20. Termination of Emergency

When the Emergency Response services have concluded their involvement, control of the affected area will be handed back to the relevant supervisory team.

In determining the suitability of the area to be re-occupied and to resume normal operations the following factors should be taken into consideration:

- any residual/lingering hazards
- the ongoing safety and welfare of occupants
- advice regarding the structural integrity and/or serviceability of and/or equipment
- any subsequent potential emergencies if operations are re-instituted • the need to preserve the scene if there is to be a subsequent investigation
- Industrial relations ramifications.



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Where applicable and appropriate the decision to re-occupy and/or commence operations will be taken in consultation with staff.

Debrief

Within 7 days of the conclusion of the emergency, the senior worksite supervisor, in consultation with any client representatives, will conduct a formal review of the events and processes affecting the emergency to ensure that the Emergency Plan and organizational preparedness remain appropriate and competent.

Where deficiencies or weaknesses are identified, a written strategy will be developed to rectify these together with a timeframe. This review will involve debriefing relevant personnel and compiling an appropriate report **Provision for**

Clean Up

The senior worksite supervisor has the responsibility to ensure that clean up occurs at the scene of an emergency operation before the incident is terminated and prior to employees returning to work

Hazardous substances/dangerous goods that have not been involved in the emergency should be removed from the scene and stored safely according to Dangerous Goods Acts/Regulations.

Hazardous substances/dangerous goods that have been involved in the incident should be cleaned up according to the relevant MSDS and disposal of the contaminated material should be in accordance with state legislation.

If the emergency was large scale, then an environmental impact study, if required should be initiated to assess the contamination of the area. Consideration should be given to the long-term decontamination of the site if contamination is present.

21. Safety and Emergencies in Queensland Operations

Where work is being conducted in Queensland a Site Safety Supervisor must be designated. The senior crew leader will assume this role and will be responsible for all safe operations on sites in Queensland.

The Site Safety Supervisor's name must be displayed on site and their contact details listed.

The Site Safety Supervisor is responsible for attaching a map of the worksite to this procedure clearly displaying where all safety equipment, muster points, fire extinguishers are located and is responsible for recording all names of crew members working on that site and to ensure that those individuals are aware of any safety and emergency requirements while performing work at the site.



Specific Emergencies Response Plan

The Site Safety Supervisor must ensure that all chemicals and substances being used on site are recorded and available on request.

The Site Safety Supervisor is to ensure that contact details of each person trained in First Aid is recorded and displayed on site or at the least, within the first aid kit.

Any person requiring first aid treatment is to seek aid from the most appropriate first aider. If a Code Blue medical emergency occurs at the work site, then a higher level of first aid response may be required and emergency services should be requested.

Directly following *any* incident, whether it requires first aid or not, the Operations Coordinator and HSE Manager must be informed of the incident immediately.

If you see an injured co-worker DO NOT aid until you are 100% sure that you will not endanger yourself by also becoming a casualty.

If serious injuries have been sustained, the injured person SHOULD NOT be moved from the scene when there is a possibility of aggravating their injuries. Seek URGENT medical aid to the scene.

22. Environmentally related Incident

Where the emergency evacuation has an adverse effect on the environment, it will be treated as an environmental incident. Where the incident is significant, it must be reported to the relevant state Environment Protection Authority (EPA). The EPA will commence an investigation isolated from the company HYDRERA investigation.

The below areas are mandatory reports to the EPA, but not limited too.

- Airborne Emissions & Water Contamination
- Pollution and Waste
- Chemical or Hazardous Substances Spill
- Flora & Fauna

All Environmental Incidents must be reported to the HSE Manager Immediately and will be investigated in accordance with Environmental Management Plan.

Unauthorized personnel are NOT to make contact with any external agency or regulatory authority, including the EPA, following an incident.



Specific Emergencies Response Plan

23. Confined Space

Where an emergency occurs within a confined space (i.e., person becomes injured/trapped), the safety spotter/sentry must firstly assess the confined space for safe entry – therefore establishing a safe passage of entry. If the spotter/sentry can determine that heat, gas, chemical exposure, or mechanical/electrical risk is not a factor to the emergency, the spotter/sentry must locate another spotter/sentry to observe before entry.

Where the spotter/sentry is unsure of the circumstances behind the emergency or the area is unsafe, the Fire Brigade/Emergency Services team will be called immediately. All other confined space work will cease immediately when an incident occurs.

All Confined Space work must be completed in accordance with HYDRERA Confined Space Policy & Procedure.

24. Personal Protective Equipment

All HYDRERA operations shall have Spill Kits, each Spill Kit has a basic Personal Protective Equipment (PPE) kit for use in chemical spill cleanups.

Emergency Services teams must present with their own supplied PPE, HYDRERA will not help and take liability.

All personnel assisting must have appropriate PPE for the emergency, all other personnel must comply in accordance with HYDRERA Personal Protective Equipment (PPE) Policy.

25. In Vehicle Monitoring System (IVMS)

All HYDRERA owned vehicles will be fitted with an In Vehicle Monitoring System (IVMS) unit. All HYDRERA employees authorized to operate such vehicles will be issued with login identification codes to identify the driver of a vehicle.

The IVMS units will be used when locating a vehicle in the instance that it may be involved in an incident.

The IVMS unit will assist when locating personnel working remotely or who have failed to comply with the agreed Journey Management Plan in accordance with the HYDRERA Land Transportation & Journey Management Policy.

The IVMS units will also assist with harsh driving, speeding, violation alerts, etc.

Eddie Pigeon
General Manager

Eddie Pigeon