Emergency Response Plan

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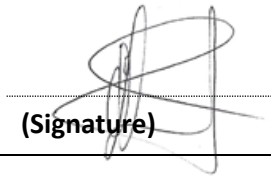
Mark Sweet **(Name)**	 **(Signature)**				1 June 2023 **(Date)**

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INTRODUCTION

VTG has a strong commitment to protect the environment as required by the Environmental Protection legislation. VTG Waste & Recycling is committed to being proactive in minimising our impact on the environment and the Northern Territory communities in which we operate.

Emergency response planning is the act of anticipating and preparing for emergency situations that may occur and impact the business.

Emergency response planning is to ensure the health and safety of workers and minimise any adverse effects to the environment and VTG Waste & Recycling (VTG).

This document aims to ensure that VTG located at 22 Nebo Road East, East Arm NT can respond to any emergency situation (i.e. fire, natural disaster, loss of waste containment during transport or storge) in a planned and educated manner.

The Emergency Response Plan (ERP) applies to all VTG management, workers and contractors involved in work activities onsite and any employee our subcontractor of the principal Contractor during the construction phase. Where VTG workers of any of these sites conduct work activities on a client site, workers will be required to respond to an emergency in accordance with any

client site specific requirements and respond to appropriate directions from the client's emergency response personnel.

VTG HEAD OFFICE – 26 NEBO ROAD, EAST ARM NT 0822

VTG's head office is situated on 10,200sqm of bitumised land, within development zoning. The depots operations include office space for business administration, a fleet of waste transport vehicles with designated parking on the rear of the facility and capability for listed waste handling and storage. The site is secured with fenced boundary's, lighting and security systems.

RESPONSIBLE PERSONNEL

Role	**Responsibility**
Managers/ Supervisors	Managers and supervisors have the responsibility to: - Notify Chief Warden/Warden of emergency situation - Follow instruction from the Warden and assist to manage the emergency - In the absence of Warden contact emergency services if life or property is threatened and take on wardens responsibilities - Take notes of relevant information and significant event times to assist in the investigation and reporting process - Ensure no fault, blame or speculation on the incident is made until a full investigation is undertaken - Ensure no media or other unauthorised person access the site of the emergency - Ensure no details of the emergency are released to anybody (other than emergency services) unless directed by senior management
Employees	- Take immediate action to ensure your own safety and the safety of others where safe to do so - Do not take any action that places your safety or the safety of others at risk - Obtain assistance from others on site – never attempt to handle an emergency situation alone - Advise the senior person on site of the emergency situation - Apply the relevant site emergency response process

	- In the event of an emergency, and in the absence of instructions, assemble at the site emergency assembly area.
Warden	On hearing an alarm or on becoming aware of an emergency, the Warden shall take the following actions: - Implement the emergency procedures for the work area - Ensure the appropriate emergency service has been notified - Check or direct a responsible persons to check the work areas for any abnormal situation - Establish a safe exit and commence evacuation if the circumstances in the work site warrant this - Check to ensure fire doors and smoke doors are properly closed - Search the work area to ensure all personnel have been evacuated - Ensure orderly flow of persons into protected areas, e.g. stairwells

TRAINING

All VTG personnel are required to be trained in the Emergency Response Plan (ERP). All supervisors, managers and operators are required to be trained in safe handling of materials. Annual refresher training is required.

GENERAL SPILLS INCLUDING TRANSPORT

- Ensure the safety of yourself and the safety of others
- Treat the spilled chemical and contaminated materials with extreme caution
- Ensure spill is contained using spill kit and PPE. Be particularly mindful of environmental impacts via storm water, soil absorption ect.
- Wear appropriate Personal Protective Equipment (PPE) as per waste stream safety data sheet (SDS) or standard operating procedure (SOP)
- Work upwind of the spill
- If the substance is unidentified, treat it as the worst case unless advised otherwise
- Foreseeable spill scenarios onsite have been identified in Appendix
- If the spill is considered to present a significant risk to people, take immediate action to remove all people from the area and remain up-wind and up-hill of the spill

LEAKING CONTAINER SPILL

- Assess the likelihood of it containing a hazardous substance or dangerous goods by looking for identification labels
- If the container is considered potentially hazardous or dangerous, stop all activity in the immediate area
- If necessary request assistance from other operators
- Advise the manager / supervisor of the situation
- Wearing gloves and eye protection inspect the container, carefully check for leaking substances before handling
- If the container is sound, transfer it to an appropriate & safe storage location
- Do not open a container to check its contents. If there is a label on the container use this to assist with identification.
- The manager/supervisor will arrange for prompt removal and safe disposal
- If the container is damaged or there is evidence of a leak, apply Chemical and Hazardous Materials Management (refer to Spills (hazardous/ non-hazardous/ solid/ liquid) related emergencies).

DETAILS FOR ABSORPTION

- Spills can be absorbed using spill kit absorbents, sand or saw dust
- Waste material must be contained and disposed of appropriately

MAJOR SPILLS – HAZARDOUS SUBSTANCES

- Stay up wind of the spill
- Contact Emergency Services for assistance if required
- Check product safety data sheet (SDS) for required PPE and safe handling
- Ensure personnel containing spill have PPE and are appropriately trained

FIRE FIGHTING

- If trained and appropriate use PPE and correct fire extinguisher to contain the fire
- Sound alarm and notify others
- Evacuate site to muster point
- Contact Emergency Services
- Stay up wind of the emergency and notify those down wind

CORRECTIVE ACTIONS

- Incident must be recorded and logged in Skytrust
- Incident to be investigated
- Review risk assessment and update as necessary
- Corrective actions to be documented and implemented
- Notify NT WorkSafe if required

NEBO ROAD LAYOUT

Legend:

SK	Spill kit
DG	DG container
Self bunded	Liquid self-bunded containers
	Fire extinguisher
	First aid kit
	Emergency exit door

Spill kits are positioned in areas that are easily accessible, along with fire extinguishers and first aid kits. Self-bunded DG containers and self-bunded liquid storage containers are also available for safe handling and storage of waste.

DEFINITIONS AND ABBREVIATIONS

AS/NZS ISO 14001	AS/NZS ISO 14001 Australian and New Zealand Standard *Environmental management Systems*
Corrective action	Action to eliminate the cause of a detected nonconformity
Preventive action	Action to eliminate the cause of a potential nonconformity
Environmental aspect	Element of an organisation's activities or products or services that can interact with the environment
Environmental impact	Any change to the environment whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects
SDS	Safety Data Sheet
The Guidelines	State Environmental Management Systems Guidelines
Nonconformity	Non-fulfilment of a requirement
EMS	Environmental management system
ERP	Emergency Response Plan
EPA	Environmental protection authority
NCR	Non-conformance report
CAR	Corrective action request
REF	Review of environmental factors
EIA	Environmental impact assessment
Skytrust (Intelligence System)	Cloud based IMS system where environmental documentation and records are stored