	EMS Standard Procedure Emergency preparedness and response			EMS-SP 03
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Why

Preparation for emergency situations aims to minimise the nature and extent of harm to the environment that might ensue from an emergency situation.

The purpose of emergency preparedness is making sure that emergency procedures actually work in the event of an emergency. This requires:

- Testing emergency procedures for effectiveness
- Reviewing procedures after an emergency; and
- Training personnel in emergency response.

Preparing for emergencies generally raises environmental awareness and may reduce the likelihood of an emergency situation occurring.

Scope and limitations

This procedure covers environmental emergencies at construction/works sites. Office-based staff is covered by their buildings' emergency procedures.

Likely emergencies and incidents may involve the following:

- Spills of fuel, oils or chemicals
- Unlicensed discharge of pollutants to environment (air, water, noise, soil)
- Dumping of waste to an unauthorised site
- Overflow or other failure of sediment controls
- Vegetation, fauna or habitat damage
- Heritage damage (Aboriginal and non-Aboriginal)
- Accidental starting of fire or fire breaking out of containment
- Uncontrolled disturbance of acid sulphate soils
- Breach of licence, permit or approval requirements.

Events that are not classified as incidents include:

- When material travels beyond the site boundary as a result of extreme weather event beyond the design capacity of proper controls

- A formal complaint from a Regulatory Agency
- An unexpected archaeological find
- Issues, actions or failures to act identified by an environmental officer during an inspection that may lead to an incident if not attended to
- Complaints arising from company activities (providing they are managed properly in accordance with system requirements)
- Asbestos or contamination uncovered on site (providing it is then managed properly in accordance with legal requirements)
- Dumping of materials by members of the public on construction sites.

Who

The Project manager (PM) is nominally the 'emergency controller' in the event of an emergency. In the absence of the PM, the most senior officer on site is the emergency controller. The emergency controller is authorised to:

- Order the site to be evacuated; and
- Declare that the emergency is over.

The PM, with the Works Supervisor, is the 24-hour emergency contact on a project.

How

Identifying likely emergencies

The PM oversees a hazard analysis, in the project risk assessment, which identifies likely emergencies.

The emergency response plan

The PM develops an emergency response plan for the project; the plan sets out:

- Site-compound map showing escape routes and assembly point
- Emergency contacts, including first-aid officers and local emergency facilities
- Site arrangements for how the alarm is raised
- A locality map showing the project site in relation to the local area. (Tip: this can usually be sourced from Google Maps).

When completed, the plan is a resource for induction to project personnel. The plan must be displayed on site's notice boards.

Preparing for emergencies

Typical preparations for general emergencies include:

- Contacting local emergency services before the project begins and letting them know the location of the work site, how to get there quickly and the type of work being done there.
- Establishing the location of the nearest emergency facility (for example, hospital with casualty facilities) that can treat the most likely injuries.
- ensuring that emergency equipment including spill kits is maintained.

Follow ***Form 207 Emergency preparedness checklist*** for a complete guide to emergency preparedness.

Incident response procedures:

Refer to Emergency response procedure flowchart in the last page of this procedure.

Response to any environmental incident

1. Stop work in relevant area (if necessary) and take immediate action to prevent adverse impacts.
2. Immediately advise Team Leader / Works Supervisor / Project Manager, who must immediately advise the Systems manager.
3. Complete the environmental incident report **Form-302** and submit to Systems manager within 3 days of the date of the incident.
4. PM reviews the incident cause, control measures and actions put in place to prevent the incident occurring again.

The works Supervisor or most senior management person handles the emergency according to company procedures.

Response to fire incident

1. Warn & rescue any person in immediate danger - only if safe to do so!
2. Call the fire brigade on 000
3. Extinguish the fire using the right fire extinguisher if safe to do so
4. Evacuate to the emergency assembly area if directed or in danger.
5. Remain at assembly area & ensure everybody is accounted for

Response to chemical or waste spill

Spills on the worksite are most likely to be spilled from plant items. If a spillage occurs the following procedure is to be followed:

1. Immediately identify the spilled material and notify the works supervisor. Subcontractors are to notify our organisation's site personnel
2. Contain the spill as soon as possible so it doesn't spread. Refer to Safety Data Sheet (SDS) if applicable or waste water spill procedure for personal protective clothing needed.

3. If containment is required, contain using earth mound and/or absorbent socks/spill kit. If you can't do this let your supervisor knows.
4. Use the relevant clean up procedure as instructed by the SDS or waste waster spill procedure
5. Once the spill has been contained, your supervisor will arrange removal and disposal as soon as possible. Dispose of material using a licensed contractor and keep records of disposal on site
6. Complete an environmental incident reporting (***Form 302)*** and forward it to the Project Manager.

A hazardous substance register has been established to register all chemicals kept on site; refer to ***Form 210 Hazardous substances register***. The SDS for each substance is kept with the register.

Training

Personnel who have the role of emergency controller (PMs, Works Supervisors) must have appropriate training in preparing for and dealing with emergencies. Generally, wardens training is considered adequate.

Elements of basic emergency response are addressed at site induction. These include location of the emergency assembly area, types of alarms in use, identity of first-aid officers, location of first-aid kits, spill-kits and fire-fighting equipment.

Specific emergencies require specific training, for example, first-response fire fighting and material-spill response.

Testing emergency preparedness

The PM must test emergency preparedness to ensure that response plans are effective:

- A test evacuation is staged within a month of the site compound being established
- Use ***Form 208 Emergency evacuation test record*** for recording results of the test

If it is not possible or appropriate to test emergency procedures, training may be an acceptable alternative. The PM must be able to demonstrate that the training was effective.

Reporting

All environmental incidents are managed and reported using ***Form 302 Environmental incident report***.

Any incidents on site, which are likely to cause material harm to the environment, will be immediately reported to the Principal Contractor or Client's Representative.

The Environmental Protection Authority (EPA) will be notified of pollution incidents on or around the site which have occurred in the course of the works, in the following instances:

- The actual or potential harm to the health or safety of human beings or ecosystem is not trivial
- The actual or potential loss or property damage (including clean up costs) associated with a pollution incident exceeds $ 10,000.

Associated documentation

- Form 207 Emergency preparedness checklist
- Form 208 Emergency evacuation test record
- Form 210 Hazardous substances register
- Form 302 Environmental incident report.

Statutory and non-statutory requirements

- This standard operating procedure addresses clause 8.2 of AS/NZS ISO 14001:2016 Environmental management systems.

EMERGENCY RESPONSE AT CONSTRUCTION WORKSITES AND COMPOUNDS

Emergency occurs at compound / worksite (OHS incident, fire, electrocution, accident with plant, chemical spill, etc)

Notify Senior team member (TL, WS, or PM)

TL: Team Leader
WS: Works Supervisor
PM: Project Manager

Senior team member to determine if evacuation required ie is there risk to workers and public in making the site safe?

Yes

- Raise alarm
- Prevent entry to the site
- Direct evacuation to safe assembly point via established evacuation route.
- Account for everyone on site.
- Include visitors and members of the public

Contact relevant emergency

Call 000

Prevent unauthorised access to site

Notify Work cover, EPA etc. maintain control of site until handover to Emergency services when required

No

Make Site Safe and environmentally sound

Apply First Aid If required?

Seek further medical attention if required

Contact relevant Emergency services if required

Inform to Project manager and other senior managements as per procedures

Document Incident Report and undertake any remedial work including training required to prevent re-occurrence of incident

Restart work