



**FIRE/SMOKE EMERGENCY**

**EVACUATION**

**EXCAVATION**

**PERSONNEL THREAT**

**MEDICAL EMERGENCY**

**SPILL**

**SUSPECT OBJECT**

**ASBESTOS CONTAINING MATERIAL**

**DIAL 000 for any emergency requiring Police/ Ambulance/ Fire Brigade**  
**Notify your Manager/ Supervisor of the emergency as soon as it is safe to do so.**

## FIRE/ SMOKE EMERGENCY

The primary duty of Staff is not to combat the fire, but to ensure as far as practicable and to the best of their ability, the safety of themselves and others. Use the R.A.C.E procedure to help respond safety and correctly:

<b>R</b>	<b>Rescue</b>	Remove/ rescue anyone from the immediate danger zone, if it is safe to do so.
<b>A</b>	<b>Alarm</b>	Alert people nearby and raise the alarm. <b>DIAL 000</b> to notify the Fire brigade.
<b>C</b>	<b>Confine</b>	Confine and contain the fire and smoke by closing all doors and windows as you evacuate, if safe to do so.
<b>E</b>	<b>Extinguish/ Evacuate</b>	Extinguish the fire if trained and an extinguisher is available, using the P.A.S.S. procedure. Evacuate the area if the fire is too large for the fire extinguisher.

Staff with fire extinguisher experience or training may attempt to extinguish the fire **only** if safe to do so. Use the P.A.S.S. procedure to help remember the correct technique:

<b>P</b>	<b>Pull</b>	Pull the pin on the extinguisher.
<b>A</b>	<b>Aim</b>	Aim the extinguisher nozzle at the base of the fire.
<b>S</b>	<b>Squeeze</b>	Squeeze or press the handle.
<b>S</b>	<b>Sweep</b>	Sweep from side to side until the fire appears to be out.

### FIRE EXTINGUISHER CHART

Ensure you use the correct extinguisher for the type of fire.

 YES  NO TYPE OF EXTINGUISHER Colour scheme - AS 1841.1 Pre 1997    Post 1997		A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	COMMENTS: Refer Appendix B of AS 2444
	 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Carbon Dioxide (CO <sub>2</sub> )	* LIMITED 	* LIMITED 				Generally not suitable for outdoor fires. Suitable only for small fires.
	 Water						Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
	 Foam ***					* LIMITED 	Dangerous if used on energised electrical equipment.
	 Wet Chemical						Dangerous if used on energised electrical equipment.
	 Vaporising Liquid		* LIMITED 	* LIMITED 			Check the characteristics of the specific extinguishant.
	 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
	 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

\* Limited indicates that this extinguisher is not the agent of choice for the class of fire, but that it will have limited extinguishing capacity.

\*\*\* Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

## EVACUATION PROCEDURE

- Ensure all persons including subcontractors, visitors, colleagues and members of the public are aware of the evacuation. Assist mobility impaired personnel to a safe area.
- When an evacuation is necessary, evacuate the worksite via the nearest safe exit. Close gates and access points as you leave if safe to do so unless an access point is require for emergency services.
- DO NOT re-enter the worksite, once out stay out and wait for assistance from the responding Emergency Services.
- Monitor access points to ensure no persons enter.

Potential reasons for an evacuation include but are not limited to:

- Fire/ smoke
- Vehicle accident
- Gas leak
- Cyclone/ storm surge
- Damage to underground/ overhead services
- Damage to structure

## EXCAVATION

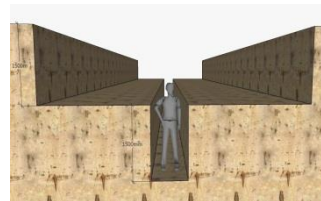
- When working in or around excavations all must be aware of the potential for collapse and engulfment
- Where work is carried out in or near an excavation that is greater than 1500 mm in depth, controls must be in place.
- Barriers must be erected to identify and isolate workers from open excavations
- Ways to prevent collapse can be carried out by benching, shoring, battering or obtaining geo reports to advice of the structural integrity of the surrounding earth.
- Working of mobile plant **must stop** (this includes idling plant near the edge) when a worker is in or near the excavation.
- Daily inspection of open excavations should be carried AM and PM for signs of changes.
- When workers are working in an excavation an excavation shall be on standby.



1.5MTR DEPTH



BATTERING



BENCHING



SHORING

If in the event of worker in an excavation with a collapse or engulfment.

- Excavator on standby
- Notify Supervisor
- Call 000 for ambulance attendance
- Locate person/s within excavation
- Dig by hand to locate victims face and clear airways
- Remove bulk of debris with excavator from victims chest (if required and safe to do so)
- Stabilise surrounding walls (Bench, shore or batter)
- Key workers to be positioned to direct emergency services to incident location. i.e. nearest street corner/s, front gate of the site, track leading to site etc.

## PERSONAL THREAT

### IN CASE OF AGGRESSION/ VIOLENCE/ FROM MEMBER OF PUBLIC

- Remain calm and cooperate fully with the aggressor(s)
- DO NOT make sudden movements and always convey your intentions to the aggressor(s)
- Attempt to diffuse the situation by quiet understanding discussion.
- DO NOT offer any advice or additional information.
- Stay out of danger if you are not directly involved.
- DO NOT take undue risks, comply with all demands.
- Assess the situation and decide on appropriate action to be taken.
- **DIAL 000** and notify the Police as soon as it is safe to do so.

## MEDICAL EMERGENCY

### ASSESS & STABILISE (D.R.S.A.B.C.D.)

The emergency action plan consists of six steps:

<b>D</b>	<b>Check for Danger</b>	(Hazards, risks, safety)
<b>R</b>	<b>Check for Response</b>	Check the casualty for a response. Is the casualty conscious or unconscious?
<b>S</b>	<b>Send for Help</b>	DIAL 000 (Triple 0) or dial 112 from a mobile phone. Or ask someone nearby to call for assistance.
<b>A</b>	<b>Check Airway</b>	Ensure airway is open and clear of objects.
<b>B</b>	<b>Check for Breathing</b>	Keep the airway open and check for normal breathing. Look, Listen and Feel for no more than 10 seconds for normal breathing.
<b>C</b>	<b>Commence Chest Compression</b>	If the casualty has no signs of life (unconscious, unresponsive and not breathing normally), commence compressions. Only if trained and safe to do so. CPR involves giving 30 compressions, followed by 2 breaths ( Rate of approx.. 100 compressions per minute)
<b>D</b>	<b>Apply Defibrillator (if available)</b>	Apply defibrillator (if available) and follow voice prompts. Only use if trained and if safe to do so.

- Check for any signs of immediate danger to yourself and others.
- Follow D.R.S.A.B.C.D. technique above and render assistance to the casualty and make them comfortable.
- If the injury has resulted from a fall, DO NOT move them and where possible do not leave them unattended.
- **DIAL 000** for ambulance attendance. Stay calm and answer all of their questions to the best of your knowledge. NB this may seem frustrating but the ambulance will be on its way while you provide more details.
- Advise the Manager of the current situation.
- Secure the area and prevent other persons from entering the immediate area.

**SAFETY TO SELF, SCENE AND SURVIVORS IN THAT ORDER.**

## SPILL

### IDENTIFY



**KNOW** what the product is before you approach- check the MSDS if unsure

### CONTROL



**STOP** the leak - if safe to do so

### CONTAIN



**PREVENT** the product from spreading or entering drains

### ABSORB



**APPLY** the contents of the spill kit to absorb the product

### CLEAN UP



**BAG & BIN** the absorbent ready for disposal

## SUSPECT OBJECT

To assist with your assessment:

IS THE OBJECT:      **H – Hidden?**  
                              **O – Obviously a bomb?**  
                              **T – Typical of its environment?**  
 HAS THERE BEEN:    **U – Unauthorised access?**  
                              **P – Perimeter Breach?**

- DO NOT TOUCH, TILT, MOVE or TAMPER with the object.
- Endeavour to prevent other people from getting near the suspect object.
- Notify the Manager immediately; DO NOT INFORM ANY OTHER PERSON.
- **DIAL 000** (on a land line) and notify the police.

## ASBESTOS CONTAINING MATERIAL (ACM)

### IDENTIFICATION

In the event that ACM is discovered during excavation or general works



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- Make the site safe
- Contact Supervisor/ Manager
- Advise Client/ Principle contractor representative (If relevant)
- Await instructions from Supervisor/ Manager and Client/ Principle contractor Rep

Only competent and authorised persons can work with asbestos

ACM must only be handled and removed following the Safe Work Method Statement (SWMS)– Packaging, Transport and Storage of ACM.

### ACCIDENT DURING TRANSPORT

In the event of a vehicle accident whilst transporting ACM

NB all ACM packages must be clearly labelled before transport.



(Refer to SWMS – Packaging, Transport and Storage of ACM)

- Check for danger (Traffic, vehicle fire, flammable substance spill)
- Communicate to first responders that asbestos contamination may be present
- Contact emergency services (If required)
- Notify Supervisor/ Manager
- Check ACM Packages
- If damaged or dislodged isolate area if possible to keep other persons away
- Place all PPE on (as per SWMS)
- Create a collection area by laying down a double layer of 200 micron plastic sheeting
- Collect dislodged or damaged packages checking for spilled contents
- Collect and double bag all contents spilled from damaged bag
- Scoop up small amount of surrounding soil to ensure all ACM is removed
- For solid surfaces use dampened cloth to wipe surface after bulk of material is collected. Wipe from outer edge to middle. Dispose of contaminated cloth with ACM.
- Decontaminate workers and tools as per SWMS.