Purpose

The purpose of this procedure is to identify the process for preparing and implementing emergency response protocols.

Scope

This procedure applies to all Rusca Group Operations, workshops and offices.

Referenced Documents

- Environmental, Health and Safety Management Plan
- Emergency Response Quick Action Guides
- Incident and Emergency Categorization
- Emergency Response, First Aid and Emergency Equipment Requirements
- Temporary Site Establishment Checklist
- Site Plan
- Emergency/ Evacuation Drill Observation Checklist
- First Aid Kit and Emergency Equipment Inspection Checklist
- Project Commencement Meeting
- Toolbox Training Attendance Form
- Daily Attendance Record
- Weekly Site Inspection
- Project Audit Schedule
- Project Risk Assessment

Process

In any emergency, the priorities are to:
- Reduce the threat to human life or wellbeing
- Protect against adverse environmental impact; and
- Preserve plant, infrastructure and equipment.

The following 5 steps outline the response to emergencies:
Step 1:   Determine Emergency Situation/s
Step 2:   Determine Site Emergency Preparedness Requirements
Step 3:   Implement and Review Emergency Response Protocols
Step 4:   Determine Severity
Step 5:   Manage Response

1   Determine Emergency Situations

1.1   Selection and Evaluation of Response Protocols and Emergency Drills

Drill and response scenarios shall be determined at the **Project Commencement Meeting**.

The following, as a guide, evaluation criterion shall be taken into consideration in determining response scenarios:
- Risk level of activity
- Proximity of emergency services
- Types of emergency services available
- Size and layout of site
- Number and distribution of employees
- Isolation of employees
- Exposure to live electrical cabling (i.e. switchgear)
- Working at heights; and
- Excavation / trenching >1m deep where there is risk of collapse and workers are entering excavation

1.2 Types of Emergencies

The following emergency scenarios are controlled by this procedure:
- Medical Response / Injury Management
- Evacuation
- Fire Response
- Bomb / Malicious Threat / Ordinance Discovery
- Electrical Emergency
- Structural / Ground Collapse / Confined Space Rescue
- Fall Recovery / Working at Heights
- Gas Leak / Chemical Spill
- Client Emergency
- Flood / Severe Storm / Cyclone Warning
- Motor Vehicle Incident and
- Other events as required for the project.

1.3 Emergency Procedure Evaluation

The identification of the type and suitability of emergency procedures shall be determined using **Emergency Response, First Aid and Emergency Equipment Requirements** which is completed during the **Project Commencement Meeting** by competent personnel (see sect 2.1).

1.4 Interaction of Client and Site Emergencies

The supervisor shall ensure consultation with the client representative to establish and maintain collaborative emergency response protocols and communication channels throughout the life of the project.

2 Determine Site Emergency Preparedness Requirements

2.1 Competence Requirements

As a minimum, the competencies for determining first aid equipment requirements shall be a minimum of HLTFA301B Apply First Aid Certificate.

As a minimum, the competencies for evaluating emergency response procedures and emergency equipment suitability, location and accessibility shall be:
- BSB41407 Certificate IV in Occupational Health and Safety.
- In addition, guidance may be sought from personnel holding the following competencies:
    - Fire Safety Advisor or
    - Fire and Emergency Response Training
    - A field specialist in the specific work area/equipment or process

Contact the compliance department for advice on competency levels for existing staff or information on suitable training providers.

The Project Manager shall ensure that **Project Training Matrix** reflects the need for the supervisor to have received sufficient training and practice in emergency procedures appropriate to their allocated emergency response responsibilities and degree of risk.

If any specific emergency response scenarios which require specific training are identified during the **Project Commencement Meeting,** this shall be identified on the **Project Training Matrix** and training provided before works is undertaken.

Results of any training provided shall be forwarded to the compliance Department and recorded on the Employee Competency Register (Skytrust).

2.2 Emergency Equipment Evaluation

The evaluation of emergency equipment shall consider, as a guide, the following criteria:
- Equipment corresponding to emergency response scenarios applicable to the site (ref: sect 1.1)
- Potential injuries incurred
- Proximity and types of emergency services available
- Size and layout of site
- Number and distribution of employees and

- Skills of personnel able to operate the equipment.

The identification of the type and quantity of emergency equipment shall be determined using **Emergency Response, First Aid and Emergency Equipment Requirements** which is completed prior to and/or confirmed during the **Project Commencement Meeting**.

All equipment installed on project sites shall be in accordance with the manufacturer's instructions and relevant Australian standards and will be readily accessible and within a reasonable distance from a source of hazard.

Personnel involved with identifying the suitability, location and accessibility of emergency equipment for the site shall possess competencies as identified in section 2.1.

2.3 Emergency Equipment Location

The location of equipment shall be determined to ensure:
- quick and clear access to equipment
- be readily identified in accordance with standards and
- suitably located for the identified purpose on site.

The location of emergency equipment on the site shall be determined by personnel with the competencies identified in section 1.3 and identified on the **Site Plan (or equivalent)**.

Any changes made to the location of equipment throughout the duration of the project will be updated on the Site Plan and communicated via the **Daily Project Attendance Record** and site toolbox meetings.

The positioning of equipment may be temporarily relocated for specific works (e.g. Hot Works) as required by the activity being undertaken.

2.4 Emergency Equipment Maintenance and Inspection

The supervisor shall ensure that emergency equipment is inspected for serviceability on a weekly basis using **Weekly Site Inspection**.

Inspection of first aid and emergency equipment shall also be undertaken by the site First Aid Officer as scheduled on the **Project Audit Schedule** using **First Aid Kit and Emergency Equipment Inspection Checklist.**

Scheduled maintenance and inspection procedures shall be undertaken at planned intervals as outlined by the manufacturer and/or under the appropriate Australian Standard (e.g. AS 1851:2005 - Maintenance of Fire Protection Equipment). This maintenance shall be outsourced where required.

Records of third party maintenance inspections shall be provided to the site supervisor at the completion of maintenance and/or inspection activities and retained on site.

2.5 Site Plan

The supervisor shall ensure that site evacuation and emergency equipment plans (**Site Plans**) are developed and displayed on the site safety notice board.

The supervisor shall also determine the location of any additional **Site Plans** required throughout the site.

The **Site Plans** shall contain, as a minimum, the following information:
- Overall site layout indicating major buildings and features;
- Go / No-Go areas (when construction site is established within existing complexes);
- Symbol Key (refer table below)

The **Site Plans** shall also identify the location of relevant items using the following approved symbols:

Item	Symbol
Amenities	
Car Park	
Chemical Spill Kit	
Electrical Isolation Point	Refer Temp Power Diagram
Emergency Muster Point (numbered if more than one on site)	**Muster Pont**
Emergency Siren / Hooter	
Evacuation Paths of Travel	
Fire Extinguisher	
First Aid Kit	
Gas Main	**G**

The supervisor shall ensure that the Site Plan is reviewed and/or updated on a weekly basis using **Weekly Site Inspection**.

Changes to the Emergency Plan for the Site or facility shall be communicated to the workforce by way of a toolbox talk at the earliest opportunity and posted on the site or facility noticeboards.

Where worksites are temporary in nature and a formal site plan is not warranted, the supervisor shall ensure that **Temporary Site Establishment Checklist** is used to confirm the establishment of the temporary work site. Examples of sites where this may be the case include road construction where sites may change on a regular (i.e. less than weekly) basis.

3 Implement and Review Emergency Response Protocols

3.1 Emergency Response Quick Action Guides

The Project Manager shall ensure that the **Emergency Response, First Aid and Emergency Equipment Requirements** form is completed during the **Project Commencement Meeting.**

The **Emergency Response Quick Action Guides** shall be reviewed for suitability against anticipated emergencies and altered to suit requirements.

The Site Supervisor shall assume the role of Emergency Response Coordinator and enact the procedures as outlined in the **Emergency Response Quick Action Guides** if an emergency event occurs.

The supervisor shall ensure that the **Emergency Response Quick Action Guides** are held in the sign-in folder or other prominent locations to ensure accessibility and timely response to emergencies.

3.2 Emergency Drills

Emergency response drills shall be conducted at regular intervals.

Emergency Response, First Aid and Emergency Equipment Requirements shall be used to identify the number of drills to be conducted for each type of emergency response on the project.

Timings for each drill shall be recorded on the **Project Audit Schedule** against the applicable **Emergency Response Quick Action Guide.**

As a minimum, one evacuation drill shall be conducted on each project.

Drills shall be conducted to:
- Test the effectiveness of emergency response plans
- Validate the competency of key emergency response personnel
- Assess the capability of all site personnel to respond to an emergency

- Provide an avenue for emergency response training to be practiced and
- Identify opportunities for improvement.

Emergency response drills may be in the form of simulated emergencies, practical drills or any other exercise designed to systematically include all personnel likely to be involved in an emergency.

Office drills shall be conducted annually. All drills shall be reviewed and evaluated for effectiveness using the **Emergency/ Evacuation Drill Observation Checklist.**

Improvement opportunities shall be documented on an **Audit Action Plan** and monitored until completion.

The supervisor shall ensure that results of all drills conducted are discussed and recorded at the following **Toolbox Meeting**.

4   Determine Severity

4.1   Categorising an Emergency

Following an incident and once the immediate situation has been controlled using the applicable **Emergency Response Quick Action Guide**, the Project Manager or member of the Safety Leadership Team shall be responsible for categorizing an incident.

Incident and Emergency Categorization identifies the various types of incident and emergency situations and how the incident category is assigned.

The three levels of classification are as follows:
Level 1 – Minor
Level 2 – Major
Level 3 – Catastrophic (Emergency Event)

5   Manage Response

5.1   Following through to Resolution

Once an incident is categorised, the Incident Coordinator (identified on Incident and Emergency Response Duties) shall be responsible for ensuring that the response protocols identified on the duties chart are complied with.

Should a Major Level 2 or Catastrophic Level 3 incident occur the applicable General Manager shall appoint an off-site emergency response coordinator with appropriate level of seniority to coordinate the response. This person shall be the single point of contact between Rusca Senior Management, the site team and other external stakeholders.

5.2   Command & Control Process

Following the incident notification and classification as level 2 or higher, the following control structure must be established. The purpose of doing so is to co-ordinate the incident response in a measured and controlled manner with clearly defined communication responsibilities.

5.3   Control Structure

The control structure is divided into three distinct functions: Directing, Co-ordinating, Responding.

5.4   5.4 Directing

The Directing function guides the incident response dependent on the nature of the incident. The directing team may consist the following:
- Managing Director
- Business Manager
- Legal Counsel

Additional Specialist Leads by Discipline, dependent on the nature of the incident, will be available to provide strategic guidance to the directing team. These may include:

- Group Compliance Manager
- Environmental Specialist
- Injury Management & Rehabilitation Support

The directing group sets actions based on information received and anticipates potential outcomes to determine mitigating actions.

The directing team communicates directions and receives information through the incident coordinator.

5.5 Co-ordinating

The co-ordinating function is pivotal to the successful management of the Incident. Once the determination is made that a major incident has occurred the co-ordinator must be nominated. This will usually be a senior member of the Business Unit involved.

The role of the co-ordinator is to provide a single path of communication between the directing team and the site personnel. This relieves the site personnel from numerous enquiries for the same information from different parties; which may introduce unnecessary stress and interfere with effective scene management and recovery.

The co-ordinator communicates the activities in accordance with the direction received from the directing team, collates information from the site and provides updates to the directing team as they become known. An hourly update should be provided to confirm that actions directed have been carried out and to advise on any further developments that have come to light.

5.6 Responding

The response team are the on-site initiators charged with immediate response in accordance with established procedures. They also follow directions, as communicated from the co-ordinator and advise the co-ordinator on updates and developments. Where required the response team is to confirm the required actions have been implemented. Dependent on the scale and nature of the incident there may be a single response person or a number of personnel, each with a defined area of responsibility. The response leader will usually be the senior person on site. As a <u>minimum</u> this would ideally be Site Manager, Supervisor or Safety Advisor.

Common responding functions

1. Scene Co-ordination & Recovery
2. Casualty Management
3. Evidence gathering

This command & control structure allows for significant flexibility. As the incident timeline progresses the individuals may change but the structure remains the same. For instance if a more senior member of staff is despatched to the scene they will assume the role following handover.

6   Review

Following the conclusion of the incident, and separate to the investigative process, a documented review of the incident management process will be conducted to measure the effectiveness of the process and capture lessons from the event. The review should include all functions of the command & control process.