


Any amendment to this document must be fully documented, including the following:


- A tabulated summary of the amendment(s) with document references
- Reasons for the amendment(s); and
- An assessment of environmental risk associated with the amendment(s).

The above information must be provided to NTEPA within 10 business days in accordance with Condition 9 of EPL57-02.

BLACKTIP OPERATIONS EMERGENCY RESPONSE PLAN

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APPENDICES

Appendix A: Fatality Checklists

Appendix B: Bomb threat checklist

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1. INTRODUCTION

1.1 Scope

The purpose of this Emergency Response Plan (this Plan) is to identify the types of incidents that may require an emergency response at or in conjunction with the Blacktip facilities. This Plan looks at the potential scenarios and outlines possible responses to those events under the command of the Emergency Commander located at the YGP (Onshore Gas Plant).

The Plan applies to the following Blacktip facilities made up of the:

- Yelcherr Gas Plant (YGP);
- Well Head Platform (WHP – normally unmanned);
- Single Point Mooring (SPM);
- Gas Export Pipeline (GEP); and
- Condensate Export Pipeline.

1.2 Structure of this Plan

The following diagram shows the relationship between this plan and the emergency response documents.

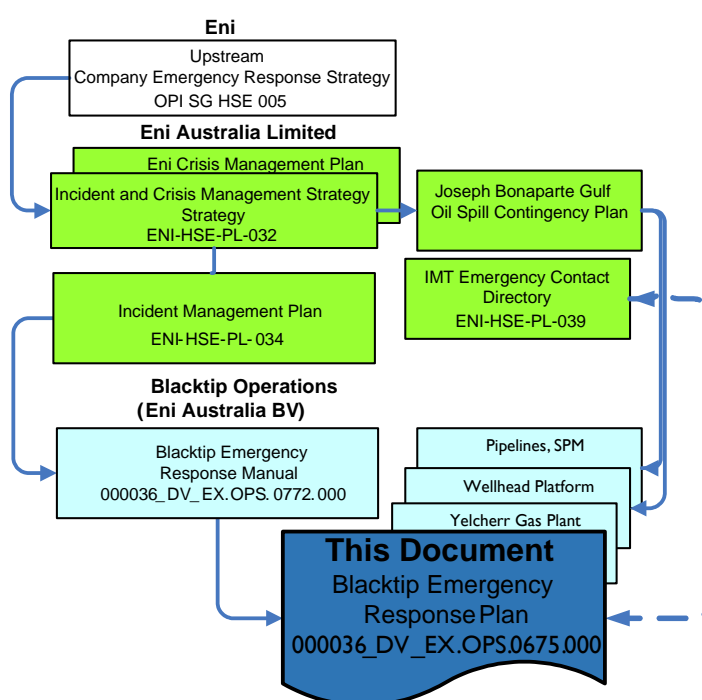



Figure 1.1: Relationship between ER Plan and overall ER documentation

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2. BLACKTIP SITE EMERGENCY RESPONSE


2.1 Emergency Response Roles

When an incident occurs at the Yelcherr Gas Plant (YGP) that requires activation of this Plan, then the POS assumes the role of the Emergency Commander (EC). Other core crew personnel are assigned roles as followed. ERT members will muster in the BA Room, and once accounted for will standby for instructions ready for deployment. The Medic will muster in the CCR and once accounted for will standby in the medical centre ready for deployment. The Warehouse Supervisor will assume the role as Muster Checker at the Muster point and await further instructions, all other personnel will muster at the Primary muster point in the Breezeway or secondary muster point at the Main gate if instructed. Table 2.1 below is a guide only for the roles of the ERT members.

Table 2.1: Blacktip Team Emergency Response Roles

<u>CORE</u> Emergency Response Role	Abrev.	No.	Operations Role Description
Emergency Commander Muster in the CCR	EC	1	Plant Operations Superintendent
Control Room Operator Muster in the CCR	CO	1	On shift Control Room Operator
Scribe Muster in the CCR	Scribe	1	Maintenance Supervisor Any other MOME Trained Personnel
Emergency Response Team Leader, Fire Team lead, Entry Control Officer Muster in the BA room	ERTL ECO	1	On-shift Production Operator
Emergency Response Fire Team/Confined space rescue Muster in the BA room, numbers may vary all trained ERT members at site will muster in BA room	ERT	4	Operations Personnel Maintenance Personnel Maintenance Supervisor
First Aid Muster in the CCR	Medic	1	Site paramedic/ first responder
Muster Checker Muster in the Breezeway	MC	1	Warehouse Supervisor,
Minimum <u>Core</u> Emergency Response Roles required		10	Total personnel

<u>Secondary</u> Emergency Response Role	Abrev.	No.	Operations Role Description
2 nd Muster checker Muster in the Breezeway	2nd MC	1	All other core crew/ contractors Any other FTMO Trained personnel

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The responsibilities and training requirements for the designated emergency response roles are detailed in the Blacktip Operations Emergency Response Manual (000036_DV_PR.HSE.0772.000).

2.2 Command Structure

For incidents (both onshore and offshore), the initial identification of the event is likely to be relayed to the Control Room Operator (CO), who is located in the Central Control Room (CCR), by either an observer or an alarm activated by a detector(s). The action by the CO is to inform the POS unless the event is so significant that the General Muster Alarm must be raised immediately.

For offshore events the Eni Operations Representative / Person In Charge (PIC) at site is the Emergency Response Team Leader (ERTL) and will contact the CCR in the event of an incident requiring an emergency response. Offshore incidents will mostly require logistical and communications response from the YGP, but they may also require an operational response at the YGP; for example to shut down the condensate export pumps for spills associated with a condensate export.

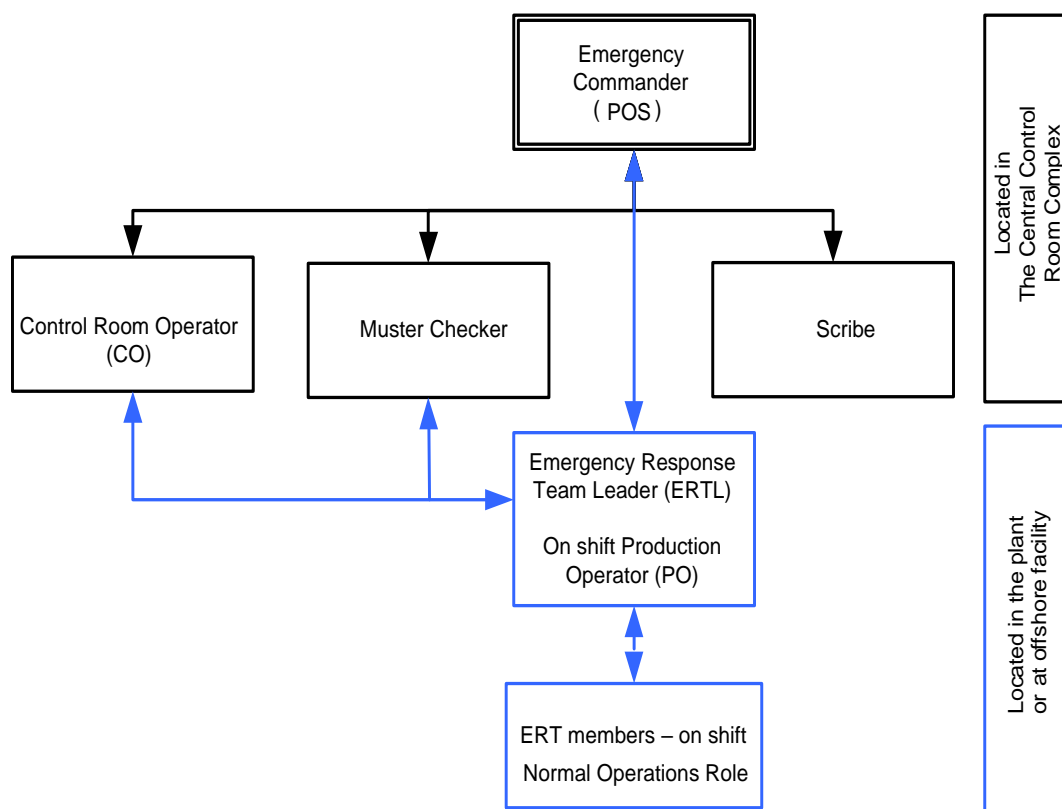



Figure 2.1: Blacktip Site Emergency Management Structure.

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3. ONSHORE GAS PLANT EVENTS

3.1 Raising and Alarm

Incident Observer

In the case where an incident does occur, an alarm can be activated and immediately responded to via the following methods:

- Contacting the Central Control Room via radio (or telephone); or advise location and as much information on the incident
- Activating a Manual Alarm Call-Point (MAC);
- Stop work;
- Shutdown equipment and make safe;
- Do NOT fight any fire unless safe to do so; and
- Proceed to muster point via safest route.

CCR Operator

- Alert the POS (Emergency Commander); and
- Depending on the situation, the CCR may have to alert personnel via the radio (preferred) or a PA announcement, within the following guideline.

PA, Radio Announcement

"Attention all personnel.....Attention all personnel"

"There is an indication of a (type of incident) in the vicinity of (location of incident)"


STOP work immediately and proceed to the muster point avoiding (location of incident)"

3.2 Mustering Procedure

On sounding of the onshore emergency alarm, all personnel shall:

- Stop work;
- Make work area safe; and
- Go directly to their muster point.

At the muster point, all personnel will:

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- Stay in the area; and
- Standby for further instructions.

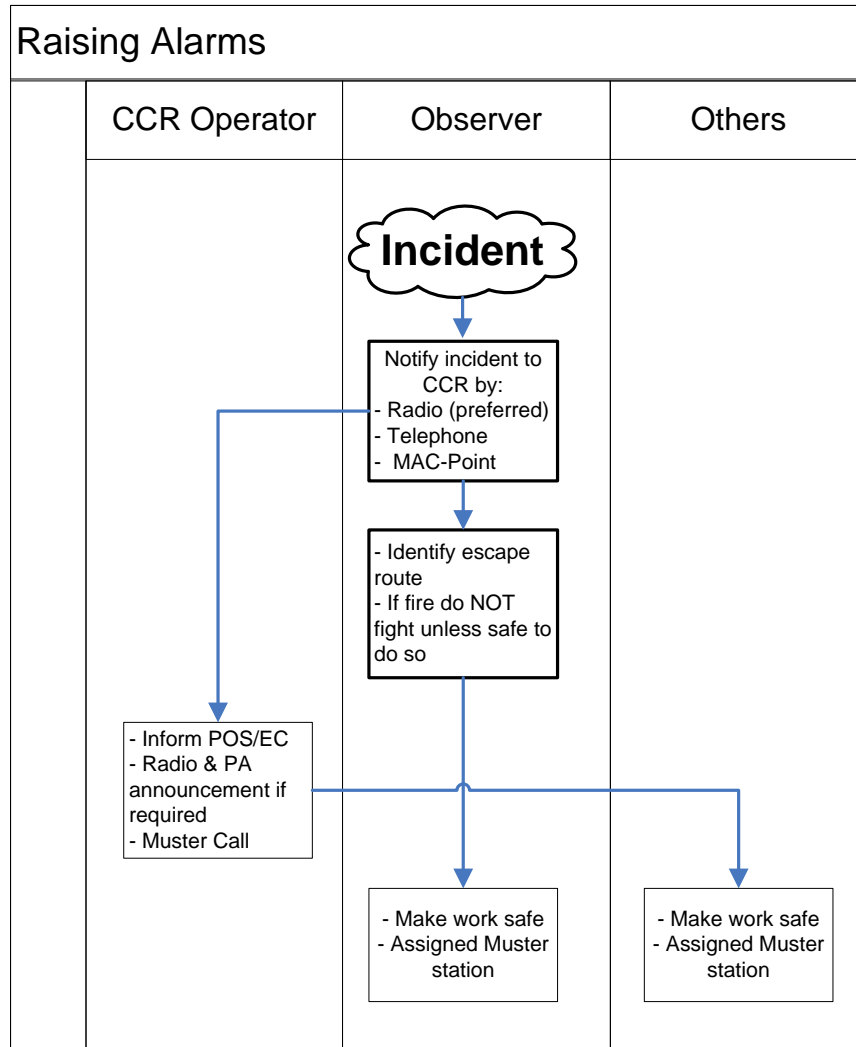



Figure 3.1: Raising Alarms Flow Diagram

Following an announcement of an incident and assessment of the severity of the incident, the potential for escalation and the immediate response requirements must be determined.

The following sections detail the likely actions and issues that may need to be dealt with for specific types of emergency scenarios. These are intended as a guide only and the Emergency Commander (EC) must make informed decisions based on the incident and the information at hand.

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3.3 Response to Fire / Explosion

A witnessed fire or explosion will result in an alarm being initiated by fire detectors strategically located throughout the process.

Any person discovering a fire in any location on the facility must immediately:


- Raise the alarm either by radio, phone or MAC;
- ONLY attempt to fight the fire if safe to do so; and
- Call CCR to provide details of incident.

CCR Operator (CO)

- Alert Emergency Commander (POS);
- Initiate alarm and muster;
- Confirm ESD and blowdown, fire pumps & deluge;
- Follow EC instructions; and
- Ensure full muster.

Emergency Commander (EC) ensures the following:

- Alarm activation & muster checking;
- Full muster;
- Confirmation of ESD 0 and blowdown;
- Fire pumps started and jockey pumps running;
- Deluge activated;
- Cool & contain surrounding equipment to prevent escalation;
- Have ERT ready to deploy;
- Notify duty manager and keep updated;
- Declare emergency over;
- Assist in investigation;
- Liaise with ERTL for resource requirements; and
- Liaise with external parties if required.

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ERT Members:

- Assemble and await instructions from EC.

Scribe:

- Record events as relayed by CCR emergency response personnel.

Others:

- All on shift personnel proceed to muster point.

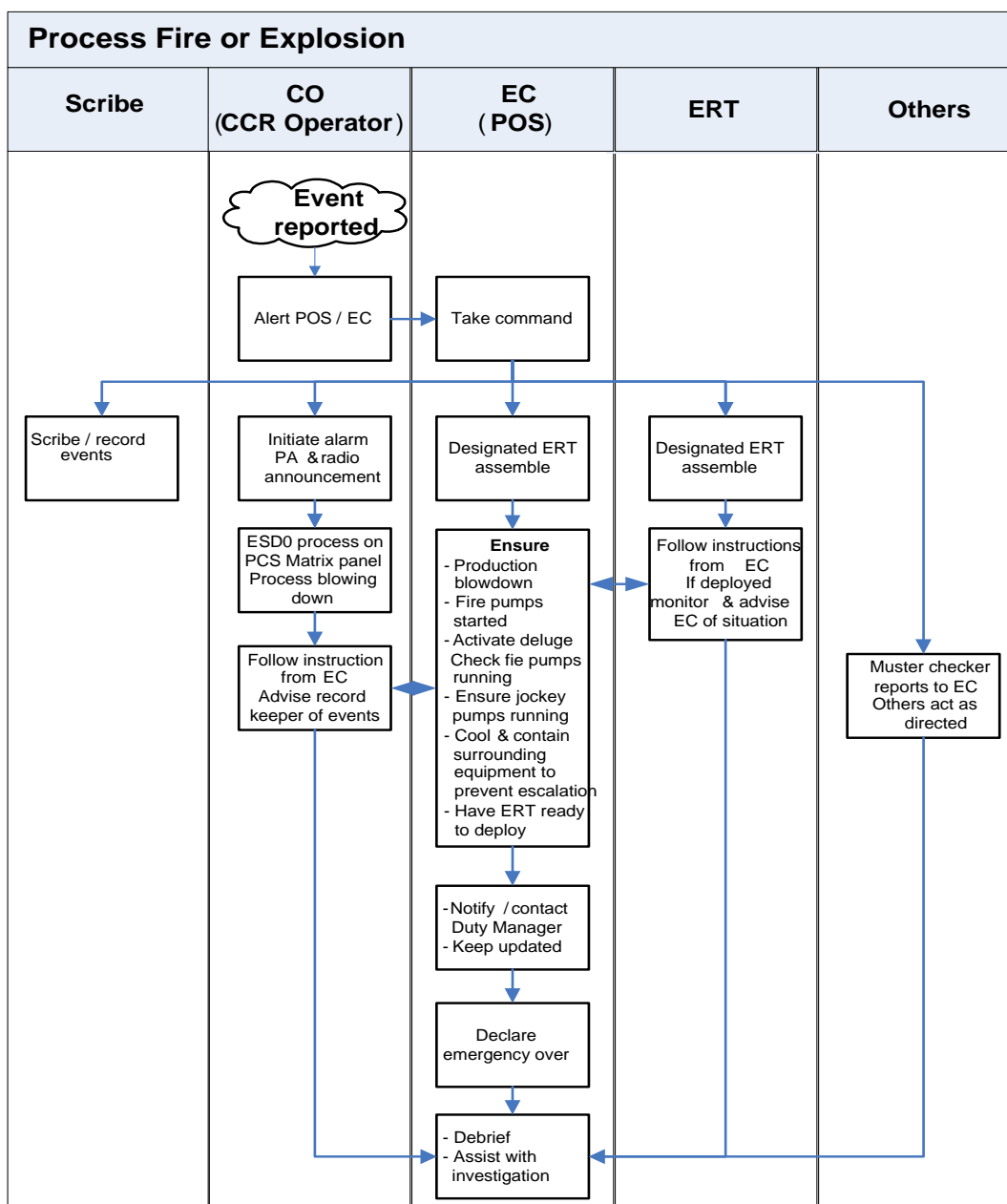



Figure 3.2: Process Fire or Explosion

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3.4 Response to Gas / Condensate / Hydrocarbon Release

Objective: To prevent escalation to fire or gas explosion

The response to a leak near the installation will be dependent on the threat it poses. Any person discovering a leak in any location on the facility must immediately:

- Raise the alarm either by radio, phone or MAC;
- Stop work and turn off any ignition sources;
- Call CCR to provide details of incident; and
- All on shift persons to proceed to muster via safe route and assist any injured persons.

CCR Operator (CO);

- Alert Emergency Commander (POS);
- Initiate alarm and muster;
- On advice from EC ensure ESD 0 and check process blowdown and activation of fixed firefighting systems; and
- Ensure full muster.

Emergency Commander ensures the following:


- The EC assesses the gas / hydrocarbon release and takes appropriate action if the leak can be safely isolated by operations personnel?

If not,

- Production blowdown;
- Fire pumps started & jockey pumps running;
- Deluge activated;
- Check slug catcher & metering ESD valves closed;
- Consider shutting down power generation / or other equipment;
- ERT ready to deploy if LEL=0%; and
- Notify management and update as appropriate.

ERTL and Members:

- Assemble and await instructions from EC;

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- Isolate source of spill, gas or hydrocarbon release;
- Wash down to open drains if possible;
- Beware of static build up, earth equipment if using pumps etc.; and
- Allow for as much evaporation as possible.

NOTE: Oil/condensate release of 200 litres at the YGP or 80 litres offshore to the environment is reportable to the authorities; advise the duty manager when reporting incident.

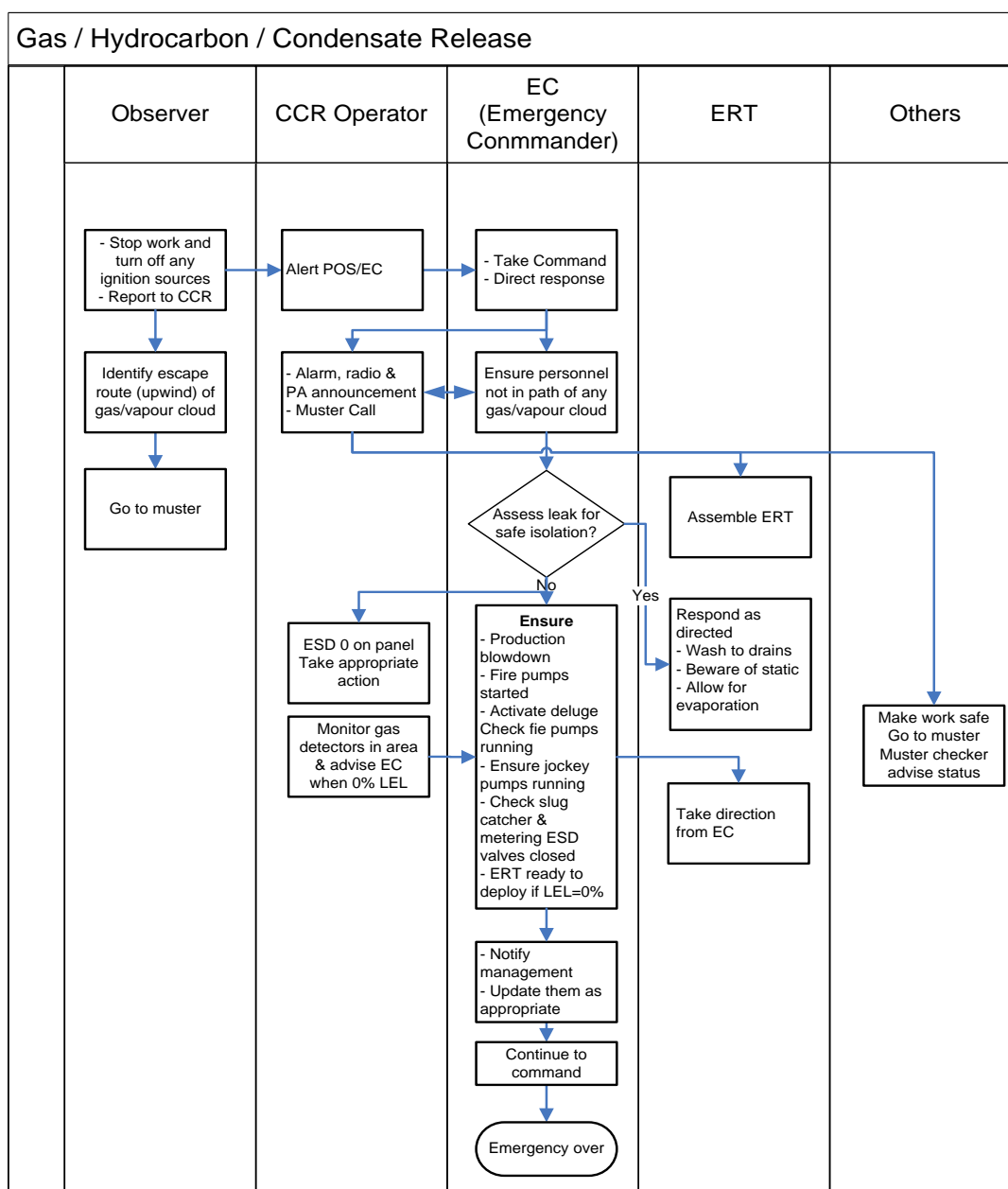



Figure 3.3: Gas / Condensate / Hydrocarbon Release

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3.5 Response to Condensate Tank Fire

Any person discovering a condensate tank fire must immediately:


- Raise the alarm either by radio, phone or MAC;
- Call CCR to provide details of incident; and
- All on shift operational persons proceed to muster.

CCR Operator (CO)

- Alert Emergency Commander (POS);
- Initiate alarm and muster;
- Confirm ESD and blowdown, fire pumps & deluge;
- Follow EC instructions;
- Initiate in tank foam injection from Fire and Gas matrix panel fire zone 4 & 5, ensure foam tank pressure controller has opened;
- Ensure condensate storage tank inlet and outlet SDV's have closed;
- Ensure condensate pumps suction/discharge SDV,s have closed; and
- Keep EC updated.

Emergency Commander (EC) ensures the following:

- Alarm activation & muster checking;
- Full muster;
- Confirmation of ESD 0 and blowdown;
- Fire pumps started and jockey pumps running;
- Deluge activated;
- Cool & contain surrounding equipment to prevent escalation;
- Have ERT ready to deploy;
- Notify duty manager and keep updated;
- Declare emergency over;
- Assist in investigation;

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- Liaise with ERTL for resource requirements; and
- Liaise with external parties if required.

ERT Members:

- Assemble and await instructions from EC.

Scribe:

- Record events as relayed by CCR emergency response personnel.

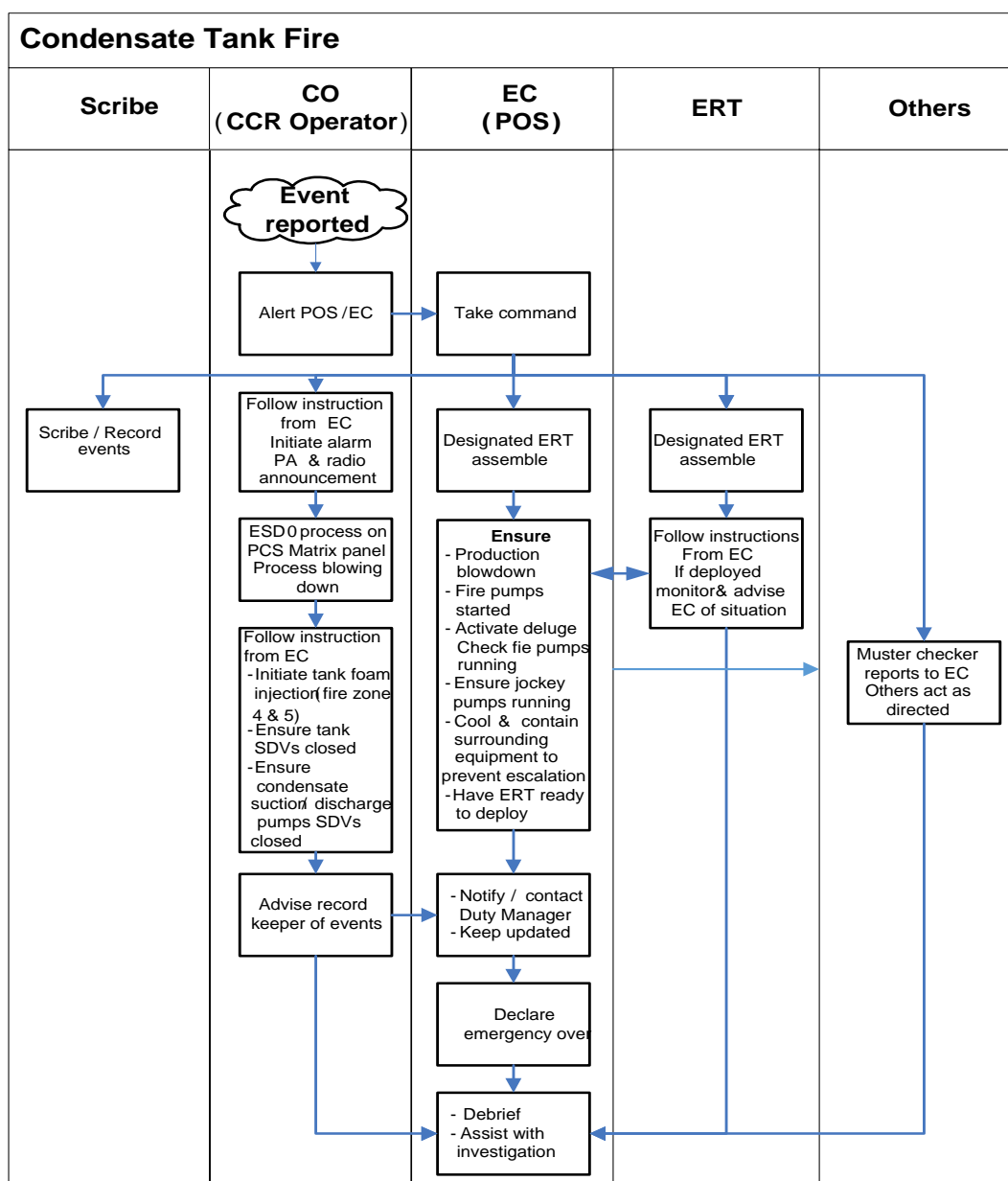



Figure 3.4: Condensate Tank Fire

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3.6 Response to Confined Space Incident:

Any person discovering a confined space incident or emergency must immediately:

- Raise the alarm either by radio, phone or MAC; and
- Call CCR to provide details of incident.


The entry control/spotter MUST NOT attempt rescue or enter the confined space in the event of an incident; but await arrival of the ERT.

CCR Operator (CO):

- Alert Emergency Commander (POS);
- Initiate alarm and muster;
- Follow EC instructions;
- Initiate co-ordination of the CSE Rescue & Emergency Plan confirm ERT members nominated in supporting the confined space activity are assembled at location;
- Keep EC updated; and
- Contact State Emergency and provide:
 - Give your name
 - Location of emergency
 - Type of emergency
 - Assistance required
 - Number of casualties if medical emergency

Emergency Commander (EC):

- Alarm activation & muster checking;
- Initiate full muster;
- Confirm the CSE Rescue & Emergency Plan Contingency is in place and adhered too;
- Confirm isolations are in place and correct;
- Monitor atmosphere and proceed if safe, are rescuers protected during the CSE Rescue & Emergency Plan operation;

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- Rescue/retrieval method as per plan;
- Ensure ERT ready to deploy;
- Identify injury sustained to determine extraction method, consider the following;
 - Evacuate – self extraction with ELSA;
 - Personal injury sustained from trip/fall/struck by or sharp object;
 - Encourage IP to self-evacuate by stairway, 1st aid treatment in pit if necessary by ERT. Spine board extraction if required; and
 - Personal injury or semi/unconscious – unable to self-evacuate and requires assistance & medical attention Spine board extraction by ERT.
- Notify duty manager and keep updated;
- Declare emergency over;
- Assist in investigation;
- Liaise with ERTL for resource requirements; and
- Liaise with external parties if required.

ERT Members:

- Assemble and await instructions from EC.

Scribe:

- Record events as relayed by CCR emergency response personnel.

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3.7 Response to Chemical Spill

Chemical spill occurs and is reported to CCR Operator.

CCR Operator (CO)

- Alert Emergency Commander (POS);
- Initiate alarm and muster; and
- Shutdown equipment as directed.

Emergency Commander (EC) ensures the following:

- Alarm activation & muster checking;
- Ensure personnel are directed away from hazardous areas;
- Assess situation, determine requirement for equipment shutdown;
- Direct ERTL for containment and clean up;
- Notify duty manager and keep updated;
- Declare emergency over;
- Assist in investigation;
- Obtain SDS(s); and
- Support ERT with any equipment requirements.

ERT Members:

- Assemble and await instructions from EC;
- Initiate containment; and
- Clean-up and dispose of as directed.

NOTE:

Significant spills to the environment are reportable, advise the duty manager when reporting incidents so the regulatory authorities can be notified.

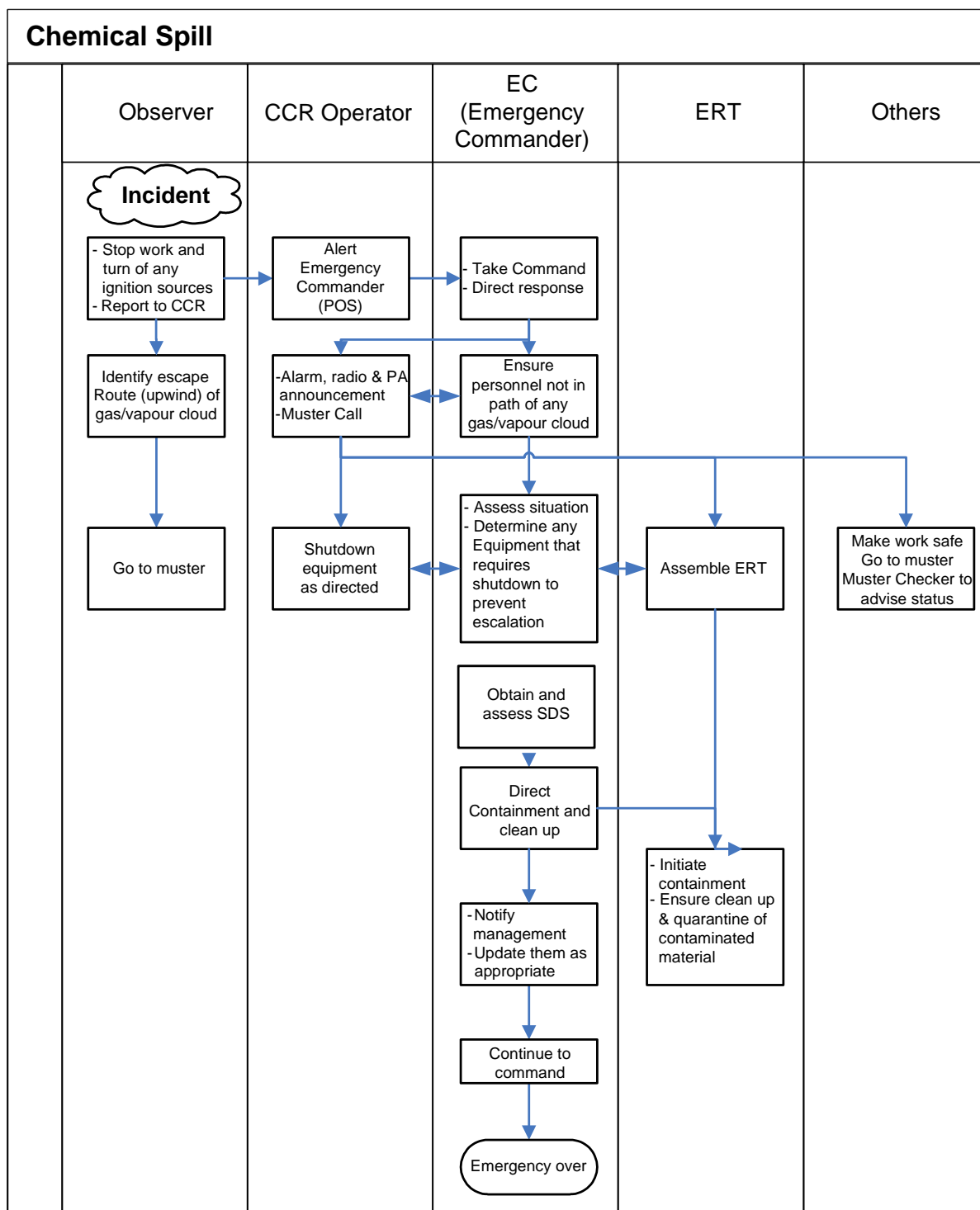



Figure 3.5: Chemical Spill

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3.8 Response to Serious Illness or Injury (Medevac)

A medical evacuation (Medevac) is performed when illness or injury requires treatment, which cannot be obtained at the Blacktip facilities or Wadeye clinic/hospital.

First responder (Site Paramedic)

- In the event that a medical evacuation is required, the delegated site medic (paramedic/first responder) contacts the Wadeye Clinic (if available) or the District Medical Officer (DMO) to arrange for the Medevac;
- The medic keeps the POS informed;
- The medic prepares the patient assessment form and notes for the receiving clinic/aircraft retrieval team; and
- The IP is transferred to the Wadeye Clinic (if available) with patient information data sheet. If the clinic is not available patient transferred to medevac aircraft under the instruction of the DMO. The patient is under the care of the DMO.


POS

- POS records for daily report etc.; and
- POS notifies Duty Officer.

Duty Officer:

Notifies:

- IMTL to determine Level of Incident and initial course of action;
- HR (Eni Human Resources) for next of kin notification and contact at the receiving hospital for Eni personnel; or for ill/injured contractor the emergency response contact person; and
- HSE so the appropriate regulatory agency is kept informed.

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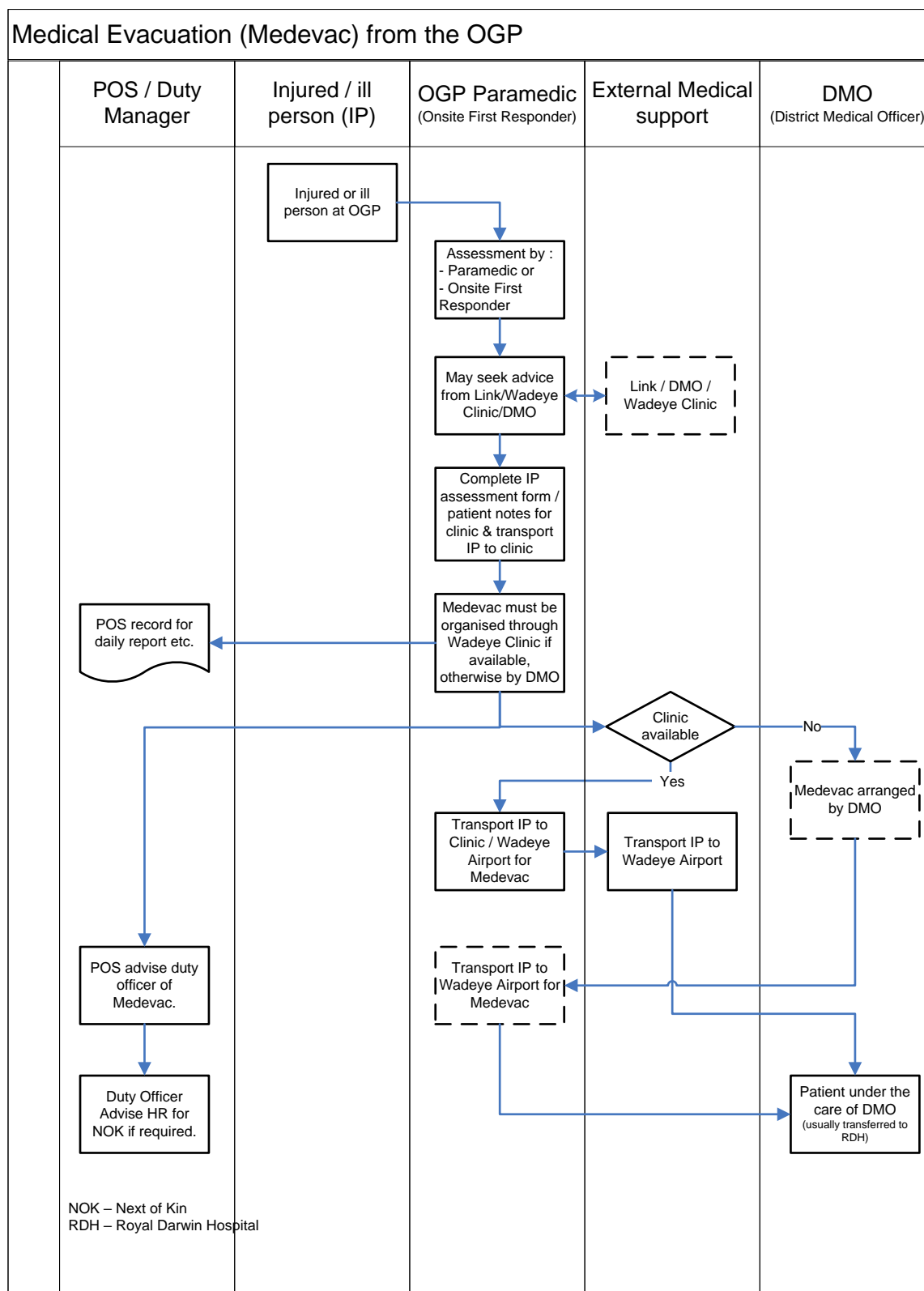



Figure 3.6: YGP Medivac Process

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3.9 Response to Grass Fire

Grass Fires may arise from sources outside the Blacktip facilities or could be generated from an operations work practice or process. If a grass fire is observed it must be reported to the CCR.

CCR Operator:

- Initiate the onshore emergency alarm (if required by the POS;
- The CCR operator to note wind direction; and
- Monitor fire and gas system for signs of escalation.

Emergency Commander (EC) ensures the following:

- Determine the threat;
- Mobilise fire trailers; and
- Assess the situation to evaluate if the grass fire has the potential to affect process operations.

3.10 Response to Onsite Vehicle Accident

If a vehicle Incident occurs:

- Report incident to CCR;
- Assess the situation and render first aid at the scene of the incident; and
- Secure the area and consider stopping all vehicle movements until the situation has been assessed to be controlled and cleared by the POS.


3.11 Response to Extreme Weather Conditions

The Bureau of Meteorology is contracted to provide weather forecasts for the YGP and the WHP; this includes of warnings for extreme weather events.

The POS will consider weather information and forecasts available, prior to sending personnel to the WHP and/or restricting certain areas within the operational plant. The POS shall consider whether evacuation of non-essential personnel from the Blacktip facilities is necessary.

In weather conditions where high wind speeds, flooding, storm surging are expected the POS will assess conditions and impose restrictions on access to certain areas of the facilities (YGP, WHP and SPM) and associated works.

For specific cyclone evacuation procedures, please see Blacktip operations HSE Manual (BTP-HSE-MA-022).

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3.12 Security / Criminal Activity

As a first response to security / criminal activity, inform the CCR/POS:

- Notify the POS;
- Call Wadeye police to help with control of the situation; and
- Immediately inform the Eni Duty Officer when possible.

All security incidents are reported directly to the Eni Australia duty officer who liaises with the IMT Leader to determine the appropriate response.

3.13 Bomb Threats / Threatening Phone Calls


Security Incidents such as threatening phone calls and bomb threats are managed locally as a first response.

All security incidents are reported directly to the Eni Australia duty officer who liaises with the IMT Leader to determine the appropriate response.

Although rare, telephone and bomb threats are an issue that all staff should be made aware of. The Bomb Threat Checklist (opposite page) should be available near the business telephones for immediate use by employees if a threatening call is received. Checklist in **Appendix B**.

Telephone Response

- Stay calm;
- Do not panic or make return threats;
- If possible, fill out all information on Bomb Threat Checklist while you are on the phone to the caller;
- Keep the person talking for as long as possible (to obtain as much information as possible);
- Whilst not alerting the caller, have an available co-worker contact the police using a separate telephone line or mobile phone;
- Once a call is finished DO NOT HANG UP – it may be possible to trace the call if the telephone line is kept open, regardless of whether the caller hangs up;
- Ensure all information has been written down; and
- Inform management and report threat to police immediately - use a separate telephone line or mobile phone.

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Locating an item


If an item or suspect package is located:

- Do not touch, tilt or tamper with the item; and
- Notify police immediately and follow the instructions given to you by them.

Evacuation

If evacuation is deemed necessary, it should be conducted in a pre-planned and organized manner:

- If appropriate in the circumstances, clear the area immediately within the vicinity of the package of all people, ensuring that they are not directed past the package;
- Ensure people that have been evacuated are moved to a safe, designated location; and
- Request that people remain available at the designated location to assist police.

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4. PROCEDURE FOR DEFINED EVENTS OFFSHORE

The designated Eni Operations representative is the person in charge (PIC) of activities on the WHP and SPM. In the event of an emergency they assume the role of the Emergency Response Team Leader (ERTL) for the facility they are on.

4.1 Response to Possible Ship Collision

The WHP is fitted with navigation lights and a "RACOR" radar beacon. Its position is indicated on shipping charts with a two (2) nautical mile exclusion zone. Standby vessel is available to monitor shipping movements. If a ship is on a collision course with the platform carry out the following:

- If required shutdown platform; and
- Abandon the WHP.

4.2 Response to Topsides Production Blowout

- Initiate ESD 0; and
- Abandon the WHP.

4.3 Response to Helicopter Emergency

4.3.1 Helicopter Overdue


- Contact helicopter company;
- This may occur when a helicopter is overdue, has lost radio communications or Sent, a distress signal; and
- The IMT organises other aircraft or vessels in the area to assist.

4.3.2 Helicopter Crash / Ditch

A helicopter crash onto the WHP may not be confined to the helideck. The helicopter could overshoot the helideck or fail to remain airborne and crash anywhere on the WHP. If the crash does not activate the automatic alarm system any person observing the incident must immediately:

Offshore

- Raise an alarm and initiate ESD 0;
- Contact Control Room;
- Advise CCR to contact POS/EC and Helicopter Company;

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- Advise support vessel to conduct search and rescue for survivors;
- Contact other vessels in the area to assist if required;
- Evacuate the platform if required; and
- Advise POS/EC of incident and actions taken

Onshore

- POS/EC to advise Duty Manager/IMT;
- CCR to contact AMSA and Police for AUSSAR;
- If people have been recovered advise Health Nurse in Wadeye and prepare to receive casualties at the jetty;
- Co-ordinate with Health Nurse to evacuate casualties if required;
- Prepare transport and medical facilities as required;
- POS/EC to keep IMT informed; and
- Secure platform and any materials relevant for investigation;


IMT

- Confirm AMSA and Police and AUSSAR have been advised;
- Advise Darwin Hospital to assist in casualty evacuation;
- Co-ordinate with Health Nurse to evacuate casualties if required;
- Contact air services for medical transport of casualties;
- Advise NOPSA and NT Worksafe24hr contact line; and
- Inform CMT.

4.4 Response to Man Overboard

If a person falls overboard, the most important action is to immediately raise the alarm to ensure prompt communication of the emergency to the workboat and PO. For over-the-side work, personnel transfers and where there is a risk of personnel going overboard they must be equipped with an emergency locating device:

- EPIRBs (Emergency Position-Indicating Radio Beacon) at all times if no standby vessel is present;
- PLBs (Personnel Locator Beacons) – if a standby vessel is present.

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The stages in dealing with a “man overboard” are:

Observation:

- Keep an eye on the person at all times;
- Throw a lifebuoy to a position near the person in the water;
- Raise the alarm;
- Alert the workboat to effect a rescue;
- PO to inform CCR operator and POS of “man overboard” emergency; and
- PO to liaise with work boat / helicopter.

Recovery: Work boat on site

- Work boat to rescue “man overboard”.


If No Work boat on site

- Maintain visual contact with the person at all times; and
- throw a lifebuoy (equipped with an activated EPIRB) to a position near the person in the water;
- Raise the alarm;
- POS to notify IMT; and
- SAR helicopter to recover person.

4.5 Medivac

Medivac for an injured or ill person (IP) at the WHP is arranged through the YGP:

- Assessment by WHP Paramedic or Onsite First Responder (Medic);
- Medic stabilises IP for transport;
- If Medivac required this is organised through the YGP;
- Eni representative (PIC) notifies POS to arrange Medivac;
- POS notifies Duty Manager;
- POS arranges Medivac via DMO or IMT logistics; and
- POS keeps WHP informed.

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4.6 Mustering

The location of the primary muster point is on the boat landing when access is by vessel and under the helideck when access is by helicopter.

The locations of the secondary muster points are adjacent to life raft embarkation points either on the Cellar Deck or Mezzanine Deck.

4.7 Mustering Procedure

On sounding of the offshore emergency alarm, all personnel shall:

- Stop work;
- Make work area safe; and
- Go directly to the muster point or as directed by the PIC.

Note: Key personnel that have other designated duties during an emergency situation may not need to muster but will need to be accounted for.

4.8 Primary Evacuation

Once everyone has been accounted for, an instruction will be given by the ERTL to abandon the facility;

- The ERTL in conjunction with the Master of the supply boat will direct personnel via the boat landing and onto the supply boat; and
- During unplanned visits and when access to the WHP is by helicopter, then the primary muster point is under the helideck, and hence would be considered the primary means of evacuation in this situation.


4.9 Secondary Evacuation

The secondary method of evacuation from the WHP is by life raft.


- The arrangements are such that there is a high likelihood of descent directly into previously deployed life raft rather than into the sea; and
- The descent to the life rafts is via either rapid descent devices.

4.10 Tertiary Evacuation

In addition to the personal descent devices kept at each life raft station the following equipment is available on the platform to facilitate escape direct to the sea.

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- Inflatable life vests (pilot style) with integral EPIRB are provided for all platform personnel travelling to the WHP, independent of access means. A cabinet for storing these, whilst personnel are working on the facility is provided at the North West corner of the Cellar Deck; and
- A cabinet containing twelve non-pilot style lifejackets (i.e. SOLAS-compliant type fitted with reflective strips, whistle and lanyard, spray hood, water actuated battery and automatically actuated light plus integrated EPIRB is provided on the East side of the Mezzanine Deck.

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5. PROCEDURES FOR PIPELINE EVENTS

In the event of an offshore oil spill, the Blacktip Operations Oil Pollution Emergency Plan (000036_DV_PR.HSE.0388.000) must be initiated.

5.1 Scope

This section of the ERP refers to:

- The 18-inch Gas Export Pipeline (GEP) between the Blacktip Wellhead Platform (WHP) and the Onshore Gas Plant (YGP);
- The 12-inch Condensate Export Pipeline (CEP) with its Pipeline End Manifold (PLEM) between the YGP and the Single Point Mooring (SPM); and

The SPM comprising a floating, moored buoy connected to the PLEM by flexible riser/hose.

5.1.1 Pipeline Damage

Types of damage that requires an emergency response is one where there is loss of containment or an escalating situation that could lead to imminent loss of containment such as:

- Pipeline rupture;
- Extensive movement and/or dispersal of rock stabilisation material; and
- Movement of the line (including vibration).


5.1.2 Response to Damage

In general, pipeline damage which has not resulted in a rupture does not require an emergency response action. Any damage or suspected damage must be reported to the Production Manager who will initiate appropriate action as per the pipeline repair plan (000036_DV_EX.OPS.0662.000).

5.2 Pipeline Loss of Containment

5.2.1 Types of Pipeline Loss of Containment (LOC) include

- Pinhole leaks;
- Cracks;
- Full bore rupture; and
- Damaged components such as valves, flanges and gaskets.

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5.2.2 Detection

LOC of the pipeline could be detected by:

- Onshore plant instrumentation during routine operations;
- Platform or shore personnel sighting gas or condensate;
- Helicopters flying along the pipeline route;
- Observation by public / third parties;
- Platform support or other vessels; and
- Diver or ROV inspections.

5.2.3 Response to Loss of Containment

A suspected pipeline LOC shall be reported immediately to the POS. In an emergency situation, it may be necessary for the POS to take appropriate action before it is possible to liaise with the IMT.

The POS will then decide whether to mobilise any extra resources and which containment action is appropriate;

- Reduce production;
- Close in production; or
- Depressurise the pipeline.

The normal emergency response to a pipeline rupture shall be:

- Stop the flow of gas and condensate (close in producing wells); and
- Depressurise the pipeline.

Pipeline depressurisation shall be undertaken at the direction of the POS/EC. The action taken will depend on the location and severity of the leak.


External notifications will be completed through the POS in conjunction with the IMT and including the HSE Advisor.

5.2.4 Response to Pipeline Hydrocarbon Release

The response to a leak near the installation will be dependent on the threat it poses.

Any person discovering a leak in any location on the facility must immediately:


- Raise the alarm either by radio, phone or MAC;

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- Stop work and turn of any ignition sources;
- All on shift non-operational persons to proceed to muster;
- call CCR to provide details of incident;
- CCR Response;
- Confirm activation of fixed systems;
- Consider exposures and escalation; and
- Ensure full muster.


EC/PO Response:

- The EC/PO to assess if gas release is small and can be
- Safely isolated by operations personnel; and
- Persons not allowed to enter the plant unless fixed detection systems confirm no LEL's present.


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6. REFERENCES

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- [4] OPI SG HSE 003 UPS R04 – HSE REPORTING
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APPENDIX A:

FATALITY CHECKLISTS


In the event of fatality, there are legal responsibilities (under the Coroner's Act) which must be complied with. This section details the appropriate information to ensure effective and discreet management of these responsibilities and to describe procedures to be followed:

Next of Kin lists are held by Eni Human Resources and contractors.

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POS activities include:

Step	Activity	Completed	
		Time	Initials
1	Immediately liaise with Production and/or Operations Manager		
2	Ensure the scene is disturbed as little as possible. Note: This is a legal requirement under the Coroner's Act. (Exception: if there is risk of fire, vapour cloud, chemical release, etc. then remove the deceased)		
3	Onshore: Contact Wadeye Health Clinic (WHC) for advice regarding certification of death		
	Offshore: Contact Link Health for advice regarding certification of death		
4	Ensure to: <ul style="list-style-type: none"> Protect the deceased's dignity as much as possible Discourage onlookers – assign personnel duties to keep personnel away from the area Ensure Eni EMT Leader is notified 		
5	Identify the deceased person and notify their direct employer		
6.	Inform all personnel onsite of the incident with a brief outline		
7	Advise the Police that their presence is required at the scene and ask them to notify the Coroner's office		
8	Ensure NOPSEMA is advised if incident occurs Offshore Ensure NT Worksafe is advised if incident occurs onshore		
9	Organise phone counselling service for employees as initial step and for counselling services to attend the rig		
10	If deceased is contractor employee ensure contracting company key person is notified to enable family members to be notified If Eni employee or third party service personnel contracted through Eni – EMT Leader to make contact with company/family member as appropriate		
11	Complete the fatality checklist including signatures and times and send a copy to the EMT Leader. If the deceased is not an Eni employee – also send the checklist to the deceased's employer		
12	Prepare to commence Incident Investigation (Will be required for coroner's report)		
13	Log Events Eni Incident form		

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Supervisor of Deceased Person activities include:

Step	Activity	Completed	
		Time	Initials
1	Ensure incident scene is disturbed as little as possible		
2	When coroner allows:		
3	Itemise the personal effects of the deceased person		
4	Pass on personal effects of deceased to the POS/HR		

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FATALITY CHECKLIST (Onshore and Offshore)

ACTION	DETAILS
Preserve the dignity of the deceased:	
Contact Eni Perth Office immediately and provide all details:	
Bar access to fatality area until investigation concluded:	
Move all non-essential personnel away from incident area:	
Check for relatives working on site or at Eni Perth	
Office operations:	
Obtain statement from witnesses or first person on scene:	
Date and time of incident:	
Incident location details:	
Take photographs of incident area:	
Provide details of any First Aid given:	
Advise employer of fatality:	
Gave details of emergency to: Coroner; .Police; NOPSA/NT Worksafe	
Ambulance transfer requested:	
Police arranged notification to next-of-kin:	
Advise HSE Advisor:	
Police / Coroner notified:	
Counsellor contacted:	
Incident Investigation:	
Supervisor authorised to collect deceased's personal effects:	
Personal effects itemised by:	
Name of witness to itemising of personal effects:	
Personal effects passed to:	
Fatality Checklist sent to:	
Name:	Position:
Signature:	Date: Time:

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APPENDIX B:

BOMB THREAT CHECKLIST

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Initial Actions

Time of call:	AM/PM	Do not hang up!	Keep caller talking
		If possible alert a colleague	

Exact Wording of Threat

Questions to Ask

When is the bomb going to explode?	
Where exactly is the bomb?	
When did you put it there?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	
Did you place the bomb?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	

Listen for

VOICE	accent / impediment / tone / speech / diction / manner
LANGUAGE	polite / incoherent / irrational / taped / read out / abusive
NOISES	traffic / voices / machinery / music / noises on the line / local call /
OTHER	sex of caller / estimated age

Do not hang up

After the Call

Note the time of the end of the call:		AM/PM
Name of recipient (print):		
Signature:		Date:
Report the call to the POS		