



SHSMS System Procedure

Site Emergency Response Procedures Darwin EAW

SHSMS-QP-13-PLN-DWN-0125

Operations Manager:..... Date:.....

Version history

The following table shows the development of this plan.

Version	Change from previous	Date	Comment
1.0		16/10/2009	<i>First issue of the plan</i>
2.0	<i>Branding and major response procedures</i>	01/04/2012	<i>Changed to current format</i>
2.1	Change Operation Managers	1/7/2013	
2.2	Change of chief fire warden	21/05/2014	Angeliki Paxinos
2.3	Adding State Manger & HSE Advisor	27/06/2014	Amanda Holtham- Manager HSE Advisor- Alan Paton
2.4	Document changers requested by SAIPEM	4/7/2014	
	S1.2 : 4 th bullet should be a new sentence Removed bullet point		
	S1.2 Added: safe work practices, and secondly, if they do arise ensure operational personnel are notified and alert fire wardens and first aid responders in organised manner to minimise		
	P3 under Authorised Added : The HSE Advisor will be responsible for maintaining this Plan		
	S2 Added: Fire extinguishers, Fire Blanket and alarms are maintained by an external inspector in accordance with Australian Standard (AS) 2444		
	S2.1 Added: Fire extinguishers, Fire Blanket and alarms are maintained by an external inspector in accordance with Australian Standard (AS) 2444		
	S2.3 Added table of where these spill kits can be found in the East Arm Logistics Yard		
	S2.4 Added table and that the location of the 'Emergency Contacts with the Warden list on the HSE Notice boards in the Crib room and Administration office'		
	S3 Deleted the word 'listed'		
	S4.1 Changed working to: Personnel at the QUBE, muster point must make their way by available transport to the allocated DPC muster point advised by the PIC		
	S2.4: Added: Third party personnel working within the EAW QUBE Ports operational areas must in the event of an emergency occurring immediately notify a QUBE Ports employee. In the case of fire, only attempt to extinguish the flames if it is safe and you are trained to do so.		
	Post incident reporting is managed in accordance with section 7 of this plan		
	S7 Added: If Third party personnel working within the EAW QUBE Ports operational areas are involved in an accident or incident your first priority is to ensure the safety of all persons, including yourself and prevent further harm.		
	QUBE Ports is committed to the thorough investigation of all serious accidents and near misses. Your full cooperation will be required in the accident investigation process. Depending on the severity of the event third parties will be notified of required documentation.		
	All Personnel entering A QUBE Ports work zone are subjected to QUBE Ports Drug and Alcohol Policy and may be requested to submit to a D&A test in the event of a safety incident.		
	S9 Added QUBE Emergency drills will be conducted at the QUBE Terminal annually or in the event that risk assessments determine that additional drills are required.		

	Moved: QUBE, East Arm Wharf terminals emergency equipment locations to S2.8		
	S10 removed		
2.5	Change of Operations Manager To Mat Upton and Shift Manager Robert Heather,	15/10/2014	
2.6	Update new management	16/02/2015	
2.7	Update new management	27/04/2015	Change in management
2.8	Annual review	14/03/2016	Remove Energy from Qube, Remove Corporation from Darwin Port
2.9	Annual Review	06/12/2016	
3.0	Change of Management team – general review and addition of Project yard	30/06/2017	
3.1	Change of Management organisation	16/02/2018	
3.2	Change of Management organisation	11/09/2019	
3.3	Inclusion of Nebo Road Site	11/09/2019	Inclusion of Nebo Road Transport and Warehouse Depot
3.4	Organisational Changes	31/01/2020	
4.0	Organisational Changes and Financial Year Review	05/08/2021	Change of HSE Advisor Position
4.1	Organisational Changes, inclusion on Lightning management Appendix.	05/12/2021	
4.2	Organisational Changes	18/03/2022	Transport manager and Site Administration Changes

Authorised

The following managers give authority to implement the information provided within this plan to all employees on the premises at the time of an emergency. Employees shall be indemnified against civil liability resulting from practice or emergency evacuation of this building or site where those persons act in good faith and in the course of their duties.

The HSE Advisor will be responsible for maintaining this Plan

Name	Position	Date	Signature
Scott Sims	Operations Manager	25/03/2022	
Carl Sinclair	Operations Superintendent	25/03/2022	
John Sykes	Transport Manager	25/03/2022	
Reg Ramage	HSE and Training Advisor	25/03/2022	
Samuel Spence	Maintenance & Equipment Manager	25/03/2022	
Shawn Brodie	Shift Manager	25/03/2022	
David Beeson	Shift Manager	25/03/2022	

<i>Name</i>	<i>Position</i>	<i>Date</i>	<i>Signature</i>
Jamie Urquhart	Shift Manager	25/03/2022	
Danielle Bailey	Ports and Operations Assistance	25/03/2022	
Evi Susanti	Administration Officer and Accounts Payable	25/03/2022	
James Kent	First Aid	25/03/2022	
Zed Damjanovic	First Aid/Area Warden	25/03/2022	
Matthew Cameron	First Aid/Area Warden	25/03/2022	
Greg Westaway	First Aid/Area Warden	25/03/2022	
Zach Mason	First Aid/Area Warden	25/03/2022	
Byron Starr	First Aid	25/03/2022	
Ian Trimbell	First Aid/Area Warden	25/03/2022	
Ryan Burford	First Aid	25/03/2022	

Distribution List

<i>Copy</i>	<i>Issued To</i>	<i>Date of Issue</i>	<i>Issued by</i>
<i>Master</i>	Qube Safety	25/03/2022	SHS and Training Advisor
1	R & D Gatehouse – Hardcopy in file stand next to printer	25/03/2022	SHS and Training Advisor
2	Crib Room; HSE Board	25/03/2022	SHS and Training Advisor
3	Reception/Safety Office HSE Board	25/03/2022	SHS and Training Advisor
4	Nebo Road Transport and Warehouse Depot	25/03/2022	SHS and Training Advisor

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1. Introduction

1.1 Abbreviations

DP	Darwin Port
EAW	East Arm Wharf
FHW	Fort Hill Wharf
ERP	Emergency Response Plan
MSB	Marine Supply Base
HSE	Health and Safety Advisor
PIC	Person in Charge
R&D	(goods) Received and Dispatched
SHEMS	Safety Health Environment Management System
WaH	Working at Height

1.2 Purpose

An emergency can be described as a crisis in which any or all of the following are threatened:

- Safety of Life
- Integrity of Property
- Degradation of the environment

QUBE's EAW locations to which the procedure applies

- QUBE's Office
- QUBE's Amenities
- QUBE's Receivable and Delivery Office.
- QUBE's Yard and work shop
- East Arm wharf
- Muramats Road Transport and Warehouse Depot, DOSB
- Fort Hill Wharf

QUBE's approach to the management of emergency situations, is firstly, to proactively reduce the risk of them arising through safe work practices, and secondly, if they do arise ensure operational personnel are notified and alert fire wardens and first aid responders in organised manner to minimise

- Injury to people on-site and our neighbours
- Damage to the environment
- Damage to our facilities and equipment
- Disruption and cost to our business, and
- Damage to QUBE's reputation

The purpose of this Emergency Response Plan (ERP) is to facilitate the steps to be taken to manage an emergency to safely enable the evacuation of occupants from any building or areas located within QUBE'S, EAW operations in the event of a fire, hazardous spill, or other emergency or threat.

This plan is also intended to minimise damage to equipment, facilities or the environment of an emergency event.

In addition to providing direction on the management of an emergency this ERP provides the location of Evacuation Assembly Areas, Fire Extinguishers, Spill Response Kits and First Aid Kits.

1.3 Scope

In preparing this emergency plan QUBE's, EAW operations has considered all relevant matters, including

- The nature of the work being carried out;
- The nature of the hazards at the workplace;
- The size and location of the workplace;
- The number and composition of the workers and other persons at the workplace.
- QUBE, EAW operations undertakes to commit the necessary resources, to ensure that these emergency procedures include:
 - An effective response to an emergency;
 - Evacuation procedures;
 - Notifying emergency service organisations at the earliest opportunity;
 - Medical treatment and assistance;
 - Effective communication to coordinate the emergency response;
 - That the emergency procedures are tested annually;
 - Employees are provided information, training and instruction to implement these emergency procedures.

QUBE, EAW operations will maintain the emergency plan so that procedures and training that are established to deal with the awareness, response and recovery phase of an emergency remain effective.

This ERP describes the QUBE, EAW operations terminal and its environment, the potential hazards to which occupants are likely to be exposed, and the manner in which emergencies will be managed. A condition of being in the facility is that all staff, contractors and visitors familiarise themselves with the contents of this ERP.

1.4 Media

In the event of an emergency where the media are attracted to the Port, staff, contractors and visitors should immediately advise the media that the only person authorised to deal with the media is QUBE's NT Port Manager.

1.5 Site Responsibility

- Darwin's NT Port Manager and SHE Committee 'Own' and manages the sites Emergency Response Plan for QUBE, EAW, FHW and MSB operations.
- Darwin's NT Port Manager is responsible for implementing the site ERP for QUBE, in accordance with the implementation actions outlined in this Plan.
- The QUBE, HSE and Training Advisor is responsible for assisting with the implementation of the QUBE, Darwin ERP and for the ongoing maintenance and continuous improvement of the Plan.
- The HSE and Training Advisor is responsible for ensuring that QUBE, Site ERP is compatible with the Darwin Port ERP.

- The NT Port Manager and HSE Advisor are responsible for maintaining the sites HSE Management Plan and are required to undertake Mock Emergency Exercises to evaluate the sites emergency preparedness. This may be in conjunction with exercises held with the DP.
- Darwin's Port Manager is responsible for maintaining employee next of kin information to ensure all parties are notified in the event that a person is severely injured.

2. Emergency Preparedness

2.1 Fire Extinguishers

The purpose of the Fire Extinguishers is for putting out, maintaining, containing or extinguishing a fire within or around the buildings and operational areas. All Fire Extinguishers have accompanied appropriate signage located on the outside of the buildings, or near the Fire Extinguisher.

Fire extinguishers, Fire Blanket and alarms are maintained by an external inspector in accordance with Australian Standard (AS) 2444

Locations are:

- QUBE, reception office: - Fire Extinguishers are located next to the front entry door .
- Fire Blanket is located in the reception kitchen.
- R & D Office: extinguisher is located in the office next to the kitchen area.
- QUBE, Amenities Building: extinguisher is mounted on the wall near the entry door.
- QUBE, operations office - Fire Extinguishers are located next to the front entry door.
- Fire Blanket is located in operations office kitchen
- Mobile plant: Fire Extinguishers are mounted on all Forklifts, Intermediate Transit Vehicles (ITV's), light vehicles, and Reach Stackers.

2.2 First Aid Kits

The purpose of the First Aid Kits is to provide emergency First Aid assistance in the event of a medical emergency by available first aid personnel.

Locations of First Aid Kits are:

- QUBE, reception office - kitchen on the wall
- QUBE, operations office - kitchen on the wall
- QUBE, Amenities Building: first aid kit situated on the wall near the Supervisor's Desk.
- R & D Office: first aid kit situated in the Office next to the assistant Clerk's desk.
- Portable first aid kits are also maintained in the Amenities Building and in light vehicles for use when employees are located away from QUBE Facilities.

2.3 Spill Kits

QUBE Ports have four Absorbent spill kits ' on site

Kit 1	Kit 2	Kit 3	Kit 4	Kit 5, 6, 7, 8
Oil	Oil	Hazmat	Oil	Oil
240	240	240	120	120
R&D	Out-side Crib Room	Maintenance/Workshop area	Maintenance/Workshop area	Maintenance/Workshop area

2.4 Emergency Contacts List

The purpose of the Emergency Contacts List is for all employees, contractors or visitors to have accessibility to Emergency Contacts in the event of an Emergency. This Emergency Contacts List can be found near every telephone within all buildings in the form of a laminated plastic list. There is also a list of Emergency Contacts with the Warden list on the HSE Notice boards in the Crib room and Administration office.

EMERGENCY PHONE LIST		
Scott Sims	NT Port Manager	0401 542 106
Carl Sinclair	Operations Superintendent	0447 601 971
Reg Ramage	HSE & Training Advisor	0437 025 073
John Sykes	Transport/Equipment Manager	0428 636 384
Samuel Spence	Maintenance and Equipment Manger	0436 356 249
Shaun Brodie	Shift Manager	0437 041 917
David Beeson	Shift Manager	0436 014 062
James Urquhart	Shift manager	0498 779 434
Danielle Bailey	Transport Operations Assistance	0436 818 328
Areej Shoeb	Administration Officer and Accounts Payable	08 8922 2300

Third party personnel working within the EAW QUBE Ports operational areas must in the event of an emergency occurring immediately notify a QUBE Ports employee. In the case of fire, only attempt to extinguish the flames if it is safe and you are trained to do so.

Post incident reporting is managed in accordance with section 7 of this plan

2.5 Emergency Response Plans

A duplication of this Emergency Response Plan is for the purpose of assisting any individual within the QUBE, EAW Terminal in the event of an Emergency are located at the:

- Safety Office
- R & D Gatehouse – Hardcopy in file stand next to printer
- Crib Room
- Muramats Road Transport and Warehouse Depot, DOSB

2.6 Emergency Response Maps

A Map of the site also shows locations of the Emergency System Components such as Evacuation Assembly Area Locations are displayed at the:

- Supervisor's desk Common Amenities (Crib Room) and a Laminated A4 colour Map is located on the crib room door.
- Fixed to the Reception building's Door
- Fixed to the Operations building's Door

2.7 Evacuation Assembly Area

The Evacuation Assembly Area provides all personnel, contractors or visitors within the site a safe area to evacuate to in the event of an emergency or threat.

Evacuation to the Evacuation Assembly Area can also assist Supervisors and Wardens in identifying if individuals have safely evacuated through means of a roll call.

It can also assist in the event of an individual needing medical assistance.

Evacuation Assembly Area are shown on the Emergency Response Map

Locations are:

- QUBE, Evacuation assembly area is the QUBE, East Arm Wharf Terminals amenities building (crib room) and the entrance gate at R&D. If this is not suitable due to the nature of the emergency then personnel will be directed to the most suitable DP assembly area, by the QUBE on-duty Fire Warden or a DP employee

2.8 Emergency equipment locations:

- QUBE, East Arm Wharf terminals & Nebo Road Transport and Warehouse Depot emergency equipment locations

Equipment	Type	Details
<i>Fire extinguishers</i>	<i>ABE</i>	<i>All occupied buildings mobile plant and hoppers</i>
<i>Fire hose reels</i>	<i>N/A</i>	<i>None on site</i>
<i>Booster pumps</i>	<i>N/A</i>	<i>None on site</i>
<i>Fire blankets</i>	<i>Wall Mounted</i>	<i>All kitchens</i>
<i>First aid kits</i>	<i>Fixed</i>	<i>Reception and operations building Kitchen, R&D building, Crib Room</i>
<i>First aid kits</i>	<i>Portable</i>	<i>Mobile plant, light vehicles</i>
<i>Spill kits</i>	<i>Portable bin</i>	<i>Outside Crib Room and R&D building, maintenance shed Maintenance container</i>
<i>Respirators</i>	<i>N/A</i>	<i>Not Required</i>
<i>Portable Defibrillator</i>	<i>Wall Mounted</i>	<i>Attach on the seaside wall of the Darwin Port Electrical Sub-Station directly opposite Qube Office Facility</i>

<i>Confined space entry</i>	<i>N/A</i>	<i>Not required No confined spaces registered</i>
<i>Confined space retrieval kit</i>	<i>N/A</i>	<i>Not required No confined spaces registered</i>
<i>Fall arrest systems</i>	<i>Portable</i>	<i>Standard system used for WaH tasks – Maintenance Container</i>
<i>Pole top rescue kit</i>	<i>Portable</i>	<i>WaH recovery via crane and man-cage</i>

2.9 Related Documents

- SHSMS-QP-13-PLN-DWN-0275 Cyclone Plan
- SHSMS-QP-06-RA-DWN-0210 First Aid & Medical Emergency Risk assessment
- AS 3745-2010 Planning for Emergencies in Facilities

2.10 Weather Monitoring

- Bureau of Meteorology - <http://www.bom.gov.au/products/IDR633.loop.shtml#skip>
- Windy.com

3. Workplace

3.1 Description of workplace

- QUBE, EAW facility & Nebo Road Transport and Warehouse Depot provides a range of stevedoring activities listed below:
 - *Break Bulk Discharge*
 - *Rig Tenders*
 - *Bulk Discharge*
 - *Steel Plate discharge*
 - *Cargo Reception and Dispatch*
 - *Container Discharge & Loading*
 - *Bulk Loading*
 - *Moorings*
 - *Scrap Steel Loading*
 - *Mobile Plant operations*
 - *Ship Cranes*
 - *Heavy Lifts*
 - *AQIS Unpack inspections*
 - *Transport*

- The sites also has 5 demountable style office blocks and a Nebo Road Transport and Warehouse Depot, which provide
 - *Transport Office*
 - *Conference Room*
 - *Administration Office*
 - *Amenities (Crib) Room*
 - *Ports Operations and Conference room*
 - *Receivable and Dispatch (R&D) Office*
 - *Training Room*

All buildings consist of 'stand alone' individual construction.

3.2 Types of Emergencies

The sites risk register details all hazards with determined residual risk outcomes. In determining risk the Emergency Planning Committee assessed these residual risks (risk after implemented risk controls) against the following emergency types ranking them in accordance with QUBE, risk matrix

<i>Medical emergency requiring emergency response treatment (heart-attack, stroke)</i>	<i>High</i>
<i>Workplace injury requiring emergency response treatment</i>	<i>High</i>
<i>Spill or loss of containment of hazardous substances, dangerous goods or bio-hazards</i>	<i>Low</i>
<i>Fire –involving ordinary combustibles, flammable liquids, flammable gases, electrical equipment and dangerous goods</i>	<i>Low</i>
<i>Floods or cyclones including storm surge</i>	<i>Medium</i>
<i>Bomb threats and suspicious objects</i>	<i>Low</i>
<i>Employee entrapment, engulfment or emersion requiring recovery</i>	<i>Medium</i>
<i>Civil disorder such as riots or protests</i>	<i>Low</i>
<i>Gas leaks – internal and external</i>	<i>Low</i>
<i>Natural events such as earthquakes</i>	<i>Low</i>
<i>Explosions</i>	<i>Low</i>

4. Notification of emergency

4.1 Notification to employees, contractors and visitors

As the site principle the DP has primary responsibility for the safety of all personnel on the EAW. QUBE, ERP acknowledges that DP advice and direction takes precedent in all EAW emergency events.

The DP assembly muster areas are:

- ***Muster point 1*** Security Managers office next to MSB.
- ***Muster point 2*** Common user carpark
- ***Muster point 3*** BLB
- ***Muster point 4*** MSIC entry requirements
- ***Muster point 5*** Front Gate entrance to DP
- ***Transport Muster Point*** Fence side of the yard Entry Gate

4.2 Qube Contractors

Contractors are to ensure they give a copy of their emergency response plans or rescue plans for high risk work to the Qube representative. The Qube representative is to ensure that all Contractors on site are aware of muster points in the case of a Qube emergency when issuing permit to work.



Muramats Road Transport and Warehouse Depot



Darwin Port Evacuation Emergency Procedures are as follows;-

ALARM : Siren sounds	ACTION	
<i>Oscillating</i>	<i>Check</i>	<i>Alert Workmates</i>
<i>High - Low - High</i>		<i>If in close vicinity of the QUBE, yard assemble at the amenities muster point</i> <i>All other employees proceed directly to the closest DP muster point.</i> <i>All QUBE, employees must check in with their PIC as soon as possible.</i>
	<i>Exit</i>	<i>Personnel at the QUBE, muster point must make their way by available transport to the allocated DP muster point advised by the PIC</i>
<i>Continuous pitch</i>	<i>All Clear</i>	<i>Follow return to work procedure.</i>

QUBE Area Warden is responsible for ensuring that all QUBE, personnel and site contractors within QUBE's facility are accounted for before evacuation to the DP muster area. QUBE, personnel shall assemble outside of the stevedore's amenity (crib) room and/or R&D main entrance gate where they will be transferred to the DP muster point as directed by QUBE, Operations Superintendent and Area Warden.

All Qube personnel working at the Qube Project yard shall muster at DP Muster Point 2 and be advised if required to move to another muster point directed by DP personnel.

QUBE Operations Superintendent shall provide the Area Warden a duty roster and current sign-in book to enable all personnel to be accounted for. The DP must be immediately notified if any QUBE, personnel are not accounted for.

Under no circumstances shall QUBE personnel return to the QUBE, EAW terminal once they have arrived at a DP muster point

The DP emergency team will be responsible for the location of any missing personnel

5. Emergency Response

5.1 Emergency response personnel

Key site incident personnel

Name	Emergency Position	Contact Number	Competency
Scott Sims	Operations Manager	0401 542 089	First Aid
Reg Ramage	SHS Advisor RTW Coordinator First Aid	0437 025 073	First Aid / ICAM Investigation/Fire Warden
Carl Sinclair	Operations Superintendent	0427 228 261	First Aid
Shaun Brodie	Shift Manager	0437 041 917	First Aid
Samuel Spence	Shift Manager	0436 356 249	First Aid
David Beeson	Shift Manager	0436 014 062	First Aid
James Kent	First Aid		First Aid
Zed Damjanovic	First Aid/Area Warden		First Aid/Fire Warden
Matthew Cameron	First Aid/Area Warden		First Aid/Fire Warden
Greg Westaway	First Aid/Area Warden		First Aid/Fire Warden
Zach Mason	First Aid/Area Warden		First Aid/Fire Warden
Byron Starr	First Aid		First Aid
Ian Trimbell	First Aid/Area Warden		First Aid/Fire Warden
Ryan Burford	First Aid		First Aid

5.2 Initial response

QUBE EAW facility operates shifts over a 24 hour period. To ensure that all shifts have a person that meets the requirement of AS3745-2010 *Planning for Emergencies in Facilities* Section 5, all shift PIC's will be trained as wardens and the most senior on shift staff member will assume the initial response roll in the event that the DP siren is sounded:

The person assuming the role of Area Warden is to:

- Be capable of performing their duties as a fire warden
- Take command in the event of an emergency situation
- Communicate their discussions in guidance with this plan

If a QUBE Area Warden is not available at the time of a DP alarm the most senior employee must assume the responsibility of ensuring that all employees are accounted for and transported to the DP muster point.

Emergencies that occur at MSB or FHW shall be reported immediately to security at the time.

Employees shall follow direction from a MSB and FHW security officer or representative at all times.

5.3 Organisational handovers during incidents

In the event of emergency wardens will maintain responsibility for ensuring all QUBE personnel are accounted for.

During standard work hours this task will be undertaken in collaboration with site management.

The PIC on every shift will be the nominated Warden for that shift period and will pass on those duties to the incoming shift Person in Charge at the end of their shift.

Position	Shift time	Responsibilities	Tasks during an incident
<i>Operations Manager</i>	<i>Office hours 08:00-16.30</i>	<ul style="list-style-type: none"> • <i>Manage communication during incident</i> • <i>Notify emergency services</i> 	<ul style="list-style-type: none"> • <i>Ascertain the nature of incident</i> • <i>Notify emergency services</i> • <i>Advise operations superintendent</i>
<i>Operations Superintendent</i>	<i>Office hours 08:00-16:30 Mon -Friday</i>	<ul style="list-style-type: none"> • <i>Direct and manage area wardens</i> • <i>Manage evacuation</i> • <i>Manage post incident hand back and review procedure</i> 	<ul style="list-style-type: none"> • <i>Notify other wardens</i> • <i>Initiate evacuation if necessary</i> • <i>Brief the emergency services personnel upon their arrival on type, location and scope if incident</i> • <i>Prepare the report on incident</i> • <i>Review the procedure post incident</i>
<i>Area Wardens</i>	<i>Shift-hours</i>	<ul style="list-style-type: none"> • <i>Account for and evacuate shift personnel</i> • <i>Assemble all QUBE, personnel and check the work zone for other contractors</i> • <i>Communicate with DP Cargo</i> • <i>Check the area and evacuate as directed by DP emergency protocol</i> 	<ul style="list-style-type: none"> • <i>Reference and undertake Chief Wardens duties</i> • <i>Collect Emergency response procedures and duty roster</i> • <i>Coordinate emergency management and first aid treatments</i> • <i>Implement the site incident response procedures for the area</i> • <i>Lead evacuation of work zone or area.</i> • <i>Monitor the progress of evacuation for their area</i> • <i>Check the area and make sure it is completely evacuated</i> • <i>Provide status report to the DP</i> • <i>After hours notification of Operations Superintendent</i>

5.4 Post-emergency reporting and debriefing

QUBE, terminal emergency:

The QUBE, Incident Notification Matrix provides details on required reporting response. For all emergency incidents ≥ 3 the operations manager will oversee and coordinate site debriefs and reports. The Operations Manager will lead investigations into level 3 incidents and responses within QUBE Injury Incident Reporting Procedure, and SHEMS-QP-13-PR-0130

QUBE Terminal

For incidents requiring immediate emergency response Wardens will contact the appropriate emergency services.

For incidents retained totally within QUBE, area of responsibility QUBE Darwin EAW terminal's the Port Manager will undertake the responsibility for the coordination and notification of authorities in collaboration with the site warden.

Incident response equipment inspection schedule

<i>Item</i>	<i>Quantity</i>	<i>Inspection frequency</i>	<i>Inspection Type</i>	<i>Inspector competence</i>	<i>Standard</i>
<i>Fire Extinguishers</i>	<i>20</i>	<i>Before use and 6 monthly</i>	<i>Visual Inspection Maintenance</i>	<i>Operator Certified Specialist</i>	<i>AS 1851- 2005 Maintenance of fire protection systems and equipment</i>
<i>Fire blankets</i>	<i>3</i>	<i>6 monthly</i>	<i>Visual Inspection</i>	<i>Certified Specialist</i>	<i>AS 1851</i>
<i>First aid kits</i>	<i>8</i>	<i>6 monthly</i>	<i>Visual Inspection</i>	<i>St Johns</i>	
<i>Spill kits</i>	<i>8</i>	<i>monthly</i>	<i>Visual Inspection</i>	<i>Woodya Enterprise</i>	
<i>Fall arrest systems</i>	<i>4</i>	<i>3 monthly 12 monthly</i>	<i>Visual Visual</i>	<i>Internal Certified Specialist</i>	

6. Evacuation

QUBE Area Warden is responsible for ensuring that all QUBE, personnel and site contractors are accounted for before evacuation to the DP muster area. QUBE, personnel shall assemble outside of the stevedore's amenity (crib) room and /or R&D main gate entrance where they will be transferred to the DP muster point as directed by QUBE Operations Superintendent and Chief Warden.

All Qube personnel working the Project Yard will muster at DP Muster Point 2 and if advised move to nominated muster Point by Operations Superintendent.

QUBE Operations Superintendent shall provide the Area Warden a duty roster and current sign-in book to enable all personnel to be accounted for. The DP must be immediately notified if any QUBE personnel are not accounted for.

Under no circumstances shall QUBE personnel return to the QUBE EAW terminal once they have arrived at a DP muster point

The DP emergency team will be responsible for the location of any missing personnel

Note: Duplicate of 4.1

6.1 Medical Evacuation

In the event of a severe injury or medical condition, responders must call Darwin Emergency Services on 000

Travel distance is < 5 km taking approx 10 minutes from time of notification.

7. Post-incident reporting and debriefing

Post-incident reporting and debriefing for emergencies requiring evacuation from incidents external to QUBE, operations will be investigated and debriefed in accordance to DP policies and procedures.

Incident reporting will be undertaken as per Appendix F, Incident Notification Matrix in accordance with QUBE, SHEMS Procedure, Incident and Injury Reporting SHEMS-QP-13-PR-0130.

For incidents requiring a site evacuation Area Wardens will form part of the investigation team lead by the Port Manager.

The investigation team will report all findings in accordance with the SHEMS procedures and provide feedback to employees through the sites safety committee.

If thirdparty personnel working within the EAW QUBE Ports operational areas are involved in an accident or incident your first priority is to ensure the safety of all persons, including yourself and prevent further harm. Contractors shall ensure a rescue plan or emergency response plan has been given to the Qube Representative prior to undertaking works to ensure provisions have been made for the safety of workers.

QUBE Ports is committed to the thorough investigation of all serious accidents and near misses. Your full cooperation will be required in the accident investigation process. Depending on the severity of the event third parties will be notified of required documentation.

All Personnel entering a QUBE Ports work zone are subjected to QUBE Ports Drug and Alcohol Policy and may be requested to submit to a D&A test in the event of a safety incident.

8. Training

Warden training is programmed for team leaders and shift managers. Training will be undertaken as a need arises to ensure coverage of both first aiders and area Wardens for the operational requirements

If site risk profile increases additional controls and appropriate training will be determined.

9. Exercises

Emergency drills will be held in conjunction with the DP.

QUBE Emergency drills will be conducted at the QUBE Terminal annually or in the event that risk assessments determine that additional drills are required.

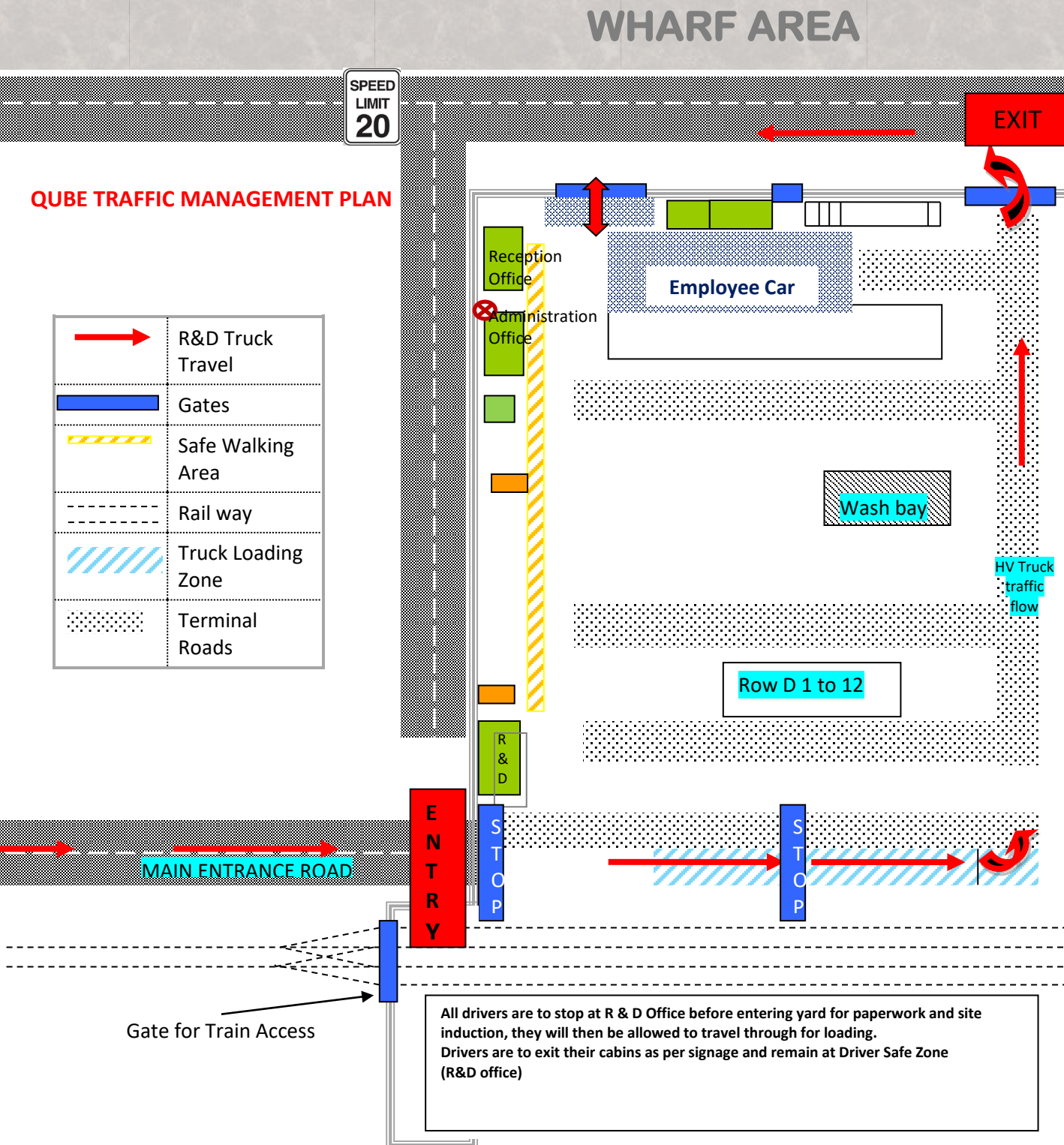
10. Appendices

Appendix A : Warden List

SHSMS-QP-06-FM-DWN-0138 Warden List

Chief Warden	PIC on duty at the time of incident – refer 5.1
Area Warden	Matt Cameron
Area Warden	Zed Danonjovic
Area Warden	Greg Westaway
Area Warden	Ian Trimbell

Traffic Management



BOMB THREAT CHECK LIST

Telephone Bomb Threat Checklist

KEEP CALM: Do not get excited or excite others.

TIME: Call received _____ am/pm Terminated _____ am/pm

EXACT WORDS OF CALLER: _____

DELAY: ASK CALLER TO REPEAT

Questions you should ask:

- A. Time bomb is set to explode? _____
B. Where located? Floor _____ Area _____
C. Kind of bomb? _____
D. Description? _____
E. Why kill or injure innocent people? _____

Voice description:

____ Female ____ Calm ____ Young ____ Refined
____ Male ____ Nervous ____ Middle-Aged ____ Rough ____ Old

Other Descriptors:

Accent ____ Yes ____ No Describe _____
Speech impediment ____ Yes ____ No Describe _____
Unusual phrases _____
Recognise voice? If so, who do you think it was? _____

Background noise

____ Music ____ Running motor (Type) _____
____ Traffic ____ Whistles ____ Bells
____ Horns ____ Aircraft ____ Tape recorder
____ Machinery ____ Other _____

Additional information

A. Did caller indicate knowledge of the facility? If so, how? In what way? _____

B. What line did call come in on? _____

C. Is number listed? ____ Yes ____ No Private number? Whose? _____

Signature _____ Date _____

Appendix B

SHSMS Incident Notification Matrix

Incident Reporting Issue date: 08 Dec 2021 Number: SHSMS-QP-13-PR-0126

Severity Level	Supervisor	Site Manager, HSE Advisor /Manager	National HSE Manager	GM/Regional Manager	Director
1 INSIGNIFICANT	Same Day Notification	Notification through SCRIMS	Notification through SCRIMS	Notification through SCRIMS	Notification through SCRIMS
2 MINOR	Immediate Notification	Same Day Notification	Notification through SCRIMS	Notification through SCRIMS	Notification through SCRIMS
3 MODERATE	Immediate Notification	Immediate Notification	Same Day Notification	Same Day Notification	Same Day Notification
4 MAJOR	Immediate Notification	Immediate Notification	Immediate Notification	Immediate Notification	Immediate Notification
5 CRITICAL	Immediate Notification	Immediate Notification	Immediate Notification	Immediate Notification	Immediate Notification
On-Road/Public Road	Immediate notification to National HSE Manager and General Manager for communication with Director Corporate Affairs (if required).				

INJURY CLASSIFICATION

- **Lost Time Injury (LTI):** injury or condition that results in the time lost from work of next shift or more
- **Medical Treatment (MTI):** offsite treatment by medical practitioner that is beyond the scope of first aid
- **First Aid (FAI):** those injuries, illness that required treatment from a first aid attendant

Appendix B Scenarios

EVACUATION

EVACUATION PROCEDURES

These procedures are to be followed by all occupants on the order to evacuate.

ON NOTIFICATION OF POSSIBLE EVACUATION

- *Secure confidential and valuable items if time permits, shut down Electrical equipment.*
- *Proceed to Assembly Area (work area)*
- *Follow instructions of Warden (Person In Charge)*

*If you are away from your area, **DO NOT RETURN TO YOUR AREA***

- *The warden will arrange for evacuation. If area is unattended contact:*
- *Site Manager or **EMERGENCY SERVICES** on **000** and provide particulars of the emergency. i.e.: Location, Address and type of emergency.*

ON NOTIFICATION TO EVACUATE

- *Immediately leave building, work area, or vessel via the designated exit or nearest safe exit.*
- *Proceed to nominated Assembly Point and remain there until otherwise*
- *directed by the warden or emergency services*

The purpose of the Emergency Assembly Point is to provide all personnel, contractors and visitors within the site, a safe area to evacuate to in the event of an emergency or threat.

Evacuation to the Emergency Assembly Point can also assist Supervisor/Person In Charges and Management in identifying if individuals have safely evacuated through means of a roll call.

It can also assist in the event of an individual needing medical assistance.

Emergency Assembly Points are shown on the Emergency Response Map

Locations are: ON BUILDING EXIT POINTS.

A Map of Emergency Assembly Points is located in each ERP folder

Note: Wardens, Employees, Contractors and Visitors will be notified by the Site Manager or Emergency Services of the “ALL CLEAR” when the site is considered to be safe to return to.

STANDARD FIRE ORDERS

ANYONE FINDING A FIRE:- Discovering a Fire in the Facility

- Assist any person in immediate danger **if safe to do so**, and isolate the fire by closing the door.
- Raise the alarm, call Fire Brigade on **000**
- Contact Warden (PIC) and Give details of the fire and its location

If fire is small, attempt to put out using the nearest Fire Extinguisher or hose reel. Have any individual with you notify the Operations Manager and Warden (Supervisor/Person In Charge) of the emergency and location

When notified:-

Evacuate to Assembly Point and remain there until accounted for.

Assembly Points

- Primary Assemble Points– Employee Amenities Building, R & D entrance gate
Secondary Assembly Point – DP Muster points as directed by Wardens/Supervisor



Note:

If the fire result's in a loss of containment of an environmentally harmful substance or fire treatment releases sufficient water that would flow into the harbour as far as reasonable practicable every attempt must be made to prevent this outflow.

This could include bunding the area and blocking drains with loose dirt using the Manitou's Front End Loader attachment or loose clinker if available.

Note: Wardens, Employees, Contractors and Visitors will be notified by the Shift Manager or Emergency Services of the "ALL CLEAR" when the site is considered to be safe to return to.

QUBE Ports Container Yards drains all flow directly into the harbour.

In the event that there is a fire emergency requiring emergency services it is highly likely that fire treatment water will flow into the harbour.

If this occurs the NTEPS must be Notified

Duty to Notify

If an incident occurs during the course of an activity that threatens, or results in, unlawful serious or material environmental harm, notify the NTEPA about the event within 24 hours.

Ensure that the notification to the NTEPA specifies:

- The incident causing or threatening to cause pollution
- The place where the incident occurred
- The date and time of the incident
- How the pollution has occurred, is occurring or may occur
- The attempts made to prevent, reduce, control, rectify or clean up the pollution or resultant environmental harm caused or threatening to be caused by the incident, and
- The identity of the person notifying.

Contact NTEPA on 1800 064 567

MEDICAL EMERGENCY

IN THE EVENT OF A MEDICAL EMERGENCY:-

- *Assess the scene quickly for any threatening situations (if safe to do so) and number of casualties*
- *Remain with the casualty and provide appropriate support.*
- *Notify First Aid attendant and Person in Charge.*
- *Notify Supervisor/Person In Charge that an ambulance is required call Ambulance Service – Call 000, given details of incident, number of casualties, and site details*
- *Supervisor/Person in Charge to advise regulatory authorities of incident by phone and follow required process.*
- *Management shall be notified by Supervisor who shall advise National Management of the seriousness of incident.*
- *Isolate any existing or potential hazards, e.g. – electrical power, source hazardous substances, crane operations, etc.*
- *Protect the patient First Aider and bystanders by stopping traffic and making the area safe if required.*
- *First Aider to coordinate and administer First Aid to the injured person, ensuring they are safe at all times.*
- *Reassure the injured person that help is on the way and keep the patient warm and avoid leaving the injured person on his or her own.*
- *Notify Security to allow ambulance through entrance gate.*
- *Delegate someone to meet Ambulance and direct to location of the casualty.*

Note: Never leave the casualty alone. Do not move the casualty unless exposed to life threatening danger:

- *Provide support and appropriate assistance to casualty until emergency help arrives.*
- *All employees at the scene of a serious accident shall have the right to seek counselling from Management or Qube has contracted the services of a professional Worker Assistance Program (EAP) provider, PPC Worldwide, to assist workers with counselling. Any person working for Qube can seek assistance from the Worker Assistance Program by self-referral or referral through their manager. OSA can be contacted from anywhere in Australia on 1300 361 008. Employees should advise their Supervisor/Manager if they feel they are unable to continue their duties and require this service.*

HAZARDOUS SUBSTANCES SPILL

SPILLAGE OF A HAZARDOUS SUBSTANCE:-

- *Notify Person in Charge (PIC), when notified the PIC will attend the location and assess the situation.*
- *If safe to do so, investigate the source of the leak or emission.*
- *If the incident is sufficiently serious, the PIC will notify the Emergency Services (call 000), Darwin Port and other organisations as necessary and activate the Emergency Response Plan.*



Note: If the spill of any substance or item has the potential to enter the harbour it must immediately be reported to the Darwin Port Corporation control tower 0401 117 090

- *Obtain copy of SDS and have available for Emergency Services*
- *PIC will arrange to meet and escort Emergency Services*
- *If it is appropriate, evacuate.*
- *Isolate power to electrical power / gas supply, if safe to do so. Preferably isolate from an area remote from the affected area.*
- *The Spill Response Team will secure the area with barriers to prevent access to the affected area and arrange for warning notices to be posted (wind direction and strength should be considered during spill response).*
- *Consideration must also be given to the need for staff and vehicles to block approach routes. Notify First Aid Officer*
- *Ports Manager / Operations Superintendent in Charge will also contact the Regional Manager as necessary for advice on control and containment of the release.*



Note: If the loss of containment of an environmentally harmful substance is believed to potentially flow into the harbour as far as reasonable practicable every attempt must be made to prevent this outflow.

Duty to Notify

If an incident occurs during the course of an activity that threatens, or results in, unlawful serious or material environmental harm, notify the NTEPA about the event within 24 hours. Ensure that the NTEPA is notified.

Contact NTEPA on 1800 064 567

EXTERNAL EMERGENCY

AN EXTERNAL EMERGENCY WHICH MAY AFFECT QUBE OPERATED SITE, MAY INCLUDE:-

- Toxic emission or gas leak.
- Fire threat
- Severe weather conditions.
- The emergency can occur on the roadway bordering the property, or it can occur in a neighbour's property.

When notified of an emergency, obtain details and record:

- Who is calling
- Type of emergency
- Time of emergency
- Location of emergency
- Notification of Warden / PIC

The Warden / PIC may direct that staff respond to:

Monitor wind direction, to avoid smoke and fumes

- Monitor occupants, staff for any health effects, i.e. coughing, dizziness, etc
- Turn off air conditioners
- Evacuate upwind

***Note: DP Is responsible for all site emergencies and may decide to evacuate the wharf
If a wharf evacuations is indicated by the sounding of emergency sirens all staff must immediately stop work and follow evacuation procedures***

PERSONS IN WATER

PERSONS WHO HAVE FALLEN INTO WATER

- *If safe to do so, rescue persons in immediate danger using a life buoy. If not safe or unable to rescue, notify Police Immediately, Call 000*
- *(Water Police and Port Security would be dispatched) If an ambulance is required, call as soon as possible and notify the*
- *Supervisor/Person in Charge that an ambulance is required Protect the patient, First Aider and bystanders by stopping traffic and making the area safe.*
- *First Aider to coordinate and administer First Aid to the injured person, ensuring they are safe at all times.*
- *Reassure the injured person that help is on the way and keep the patient warm and avoid leaving the injured person on his or her own.*

Note: *Life Buoy's and Wharf access ladders are be in place and the DP check them regularly.*

WaH Emergency Rescue

IN THE EVENT OF A WaH EMERGENCY:-

- *Assess the scene quickly for any threatening situations (if safe to do so) and number of casualties*
- *Remain with the casualty and provide appropriate support.*
- *Notify First Aid attendant and Person in Charge.*
- *Notify Supervisor/Person In Charge that an emergency services Fire Brigade and Ambulance is required call Ambulance Service – Call 000, given details of incident, number of casualties, and site details*
- *Isolate any existing or potential hazards, e.g. – electrical power, source hazardous substances, crane operations, etc.*
- *Reassure the injured person that help is on the way and keep the patient warm and avoid leaving the injured person on his or her own.*
- *Notify Security to allow ambulance through entrance gate.*
- *Delegate someone to meet Fire Brigade and Ambulance and direct to location of the casualty.*

Note: Qube Corporate WaH Emergency Rescue requires only qualified personnel to attempt to remove employees from height i.e.: Emergency Service personnel.

Qube employees shall not attempt to rescue any employees from a WaH scenario unless there is imminent danger

EARTHQUAKE

IN THE EVENT OF AN EARTHQUAKE

- *Do not evacuate the site/building unless instructed by the person in Charge or Warden.*
- *Keep low to the ground.*
- *If you are located in a building, shelter under a table, desk or doorframe for protection against falling debris*
- *Do not light cigarettes, lighters etc. These can create explosions, as there may be flammable fumes from damaged containers or gas mains.*
- *If instructed to evacuate, stay away from buildings, power lines, poles and trees while making your way to your designated assembly zone.*

SECURITY BREACH

INTRUDERS:

The following information has been put together to assist you in the event of an intruder(s) entering the site. It is only a guide as every situation is different.

People who enter the site must be carefully monitored to ensure that their reasons for being on site are valid.

Staff confronted by intruder(s) should:

Remain calm

*What you do next depends on the individual situation and what you feel comfortable with
NEVER PUT YOURSELF AT RISK.*

Approach him/her and inquire as to the purpose of their visit and if appropriate inform them that an appointment must be made to attend the site. Any person acting suspiciously or non-specific in their reason for being on site must be asked to leave and escorted off site.

DO NOT under any circumstances attempt to confront or resist them.

OBEY requests or demands of the intruder(s)

Be courteous and speak if asked by the intruder(s)

Move slowly. Only do this with safety. Advise the intruder(s) of any sudden unexpected movements you may have to make.

If a weapon is present observe it and be aware of it.

Note the intruder(s) conversation including any indecent language, accent, nicknames or speech peculiarities.

Unless otherwise ordered, continually watch the intruder(s), making a mental note of their description. Pay particular attention to scars, tattoos and any other unusual or prominent features.

*When the intruder(s) depart, record vehicle type, registration number and route taken. **Notify Darwin Port Security on 8947 4205 Immediately***

Police should also be asked to attend if there are concerns regarding potential intruder(s) from outside the site.

Note: *Alert the Warden (if he/she are not already aware of the situation)*

TERMINATION OF THE EMERGENCY

The (Emergency Services) Officer in Charge will consult with the DPC Warden / PIC to determine if the emergency situation has been brought under control or eliminated.

- *The DP will either declare the area safe for staff to return or that it is not safe*
- *Site operations manager or PIC will advise employees and determine whether they should stay on site or released from work.*
- *The DP Warden / PIC will inform staff and occupants that the "ALL CLEAR" has been given.*
- *If siren has continued to run the DP will give a siren all clear*
- *Staff welfare must be considered. Check that staff have adequate shelter, refreshments and transport as required.*

WHEN AN EMERGENCY OCCURS:

- *QUBE, Warden must maintain a log of all discussions, notifications and phone calls (This may be done on a pocket pad and written into reports later. All notes must be retained)*
- *ER Folder must retain by the chief warden*

Note: If an emergency incident occurs in the QUBE, Port terminal ALL record minutes of all phone calls notifications and discussions which must be retained and included in the incident investigation

Appendix C Lightning Management



QUBE Ports Darwin Lightning Management Plan

Lightning strikes can cause electrocution of personnel, plant and equipment and also be the ignition source of an electrical fire or equipment fire. In the event of either occurring the Emergency Response Plans will be put into action immediately

The 30/30 guide

When the time interval between observing the lightning flash and hearing the thunder is less than 30 seconds, stop work and seek shelter. Shelter may include substantial buildings or fully enclosed vehicle with windows up. Avoid solitary trees, water, open fields or high ground.

Note; If you cannot see the lightning, just hearing the thunder means you are most likely to already be within striking range, and it is time to seek whatever appropriate shelter is available. The "30–30 Rule" is best suited for existing thunderstorms moving into the area. However, it cannot predict or protect against a first lightning strike. Thunderstorms can develop overhead where there will be no prior notice that a storm is incoming. Be alert to changes in sky conditions portending thunderstorm development directly overhead.

Prevention is key; regularly monitor weather conditions and local weather forecasts prior to scheduled activities.

In the event where a person is caught in a lightning storm without warning the person should:

- *Seek shelter immediately in an enclosed car or safe building*
- *Avoid using trees as shelter*
- *Move away from any bodies of water*
- *Not touch or stand near any conductive items such as metallic objects*

QUBE Ports Darwin will provide updates and warnings to QUBE employees. The system in place, enables QUBE Ports Darwin to track lightning strikes and provide direction to QUBE Ports employees.

The following process steps will be followed

Assessment for distance and direction by QUBE Ports management:

Above 20 kilometres

Notify QUBE Personnel and continue to track movement

Below 10 kilometres

Second notification and assessment to be conducted by Ops Superintendent and or Shift Supervisor, tracking movement of lightning to assess likely hood of interaction within QUBE Area of Work boundaries

Within 5 kilometres

Assess direction of Storm and advise to cease operations and seek shelter