



NMG Emergency Preparation Procedure

Qudos-100123

Purpose

Neil Mansell Group (NMG) is committed to ensuring a safe and healthy working environment within all areas of NMG operations. As this can be only achieved by a shared responsibility process and aim, the full commitment and involvement of the persons involved or who come into contact shall support and abide by this policy

Scope

This procedure applies to all Site Managers and is applicable to all NMG sites

Referenced Documents

- Emergency Response Card

Definitions

SM	Site Manager
HSE	Health Safety and Environment

Procedure

Emergency priorities

- When responding to emergency situations at NMG controlled sites:
 - The protection of human life is the **FIRST** priority;
 - The protection of the environment from harm is second priority;
 - The protection and recovery of plant and equipment, including third party assets, is the third priority.

What is an emergency?

- An unplanned event at a NMG controlled site, accidentally or deliberately caused, which requires a response and which has, or may result in:
 - Injury to people;
 - Damage to the environment;
 - Loss or damage to property;
 - Any electrical incident; or
 - A combination of any of the above.



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Client Emergency Preparedness

Prior to the completion of any site specific emergency response procedure, the clients (as applicable) emergency response procedure/plan shall be reviewed to ensure all relevant items are mirrored (equivalent or better) within the NMG emergency response procedure.

Contractor Emergency Preparedness

Subcontractors working for the NMG shall work under this procedure unless approved by the SM where the works are engaged.

Emergency Response Plan Minimum Requirements

- Preparation of an emergency response procedure is a key component of emergency management's four phases of operation and each identified site specific emergency response shall have the following:
 - *Prevention* – measures to prevent emergencies or mitigate their impact;
 - Completion and dissemination of a Hazard Register to identify potential site emergency situations;
 - All staff are to be competent in work procedures; and
 - Maintain plant and equipment;
 - *Preparedness* – arrangements to provide resources and services
 - Means in which an emergency response is initiated;
 - Detail key roles and responsibilities of site personnel;
 - Detail resources required to coordinate the emergency response;
 - Detail communication available onsite telephone, UHF, VHF, mobile phone etc.
 - Privacy requirements third party consultation;
 - Evacuation protocol including muster points, fire extinguisher locations, first aid kits, emergency alarm activation;
 - Ensure a contact list is included in the section or in an appendix and regularly updated at least quarterly;
 - Alignment to client Emergency/Incident Management Plans;



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- Review of Hazard Register for potential site emergency situations;
- Conduct Emergency Response Exercises;
- Variability in site conditions- i.e. heat, rain, dust etc.
- *Response* – actions taken during and after to minimise the emergency;
 - Response Hierarchy- Personnel, Environment, Plant & Equipment;
 - Include responsibilities of personnel;
 - Privacy is to be maintained during communication of injured or missing persons;
 - Criteria for escalation of emergency;
 - Communication with key stakeholders is to be defined, such as with family, employees, clients, government departments, media etc.;
 - Restoration of essential services;
- *Recovery* – arrangements for recovery;
 - Personnel;
 - Plant;
 - Other resources.
- The SM in conjunction with the HSE Manager shall develop emergency response procedures for the following items notwithstanding the items identified by the Hazard Register:
 - Injury to a person at a NMG controlled site;
 - Environmental Incident;
 - Fire;
 - Dangerous Goods/ Hazardous Substance Chemical Spill;
 - Any electrical incident;
 - Unauthorised site entry/ robbery;
 - Evacuation of neighbouring properties/sites due to any emergency;

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- Emergency Response Exercises must be conducted annually to ensure that all staff members are aware of the site procedures for emergency response.
 - All aspects of the exercises are to be recorded and any lessons learned are to be forwarded to the relevant site HSE advisor.



I have read / had read to me this procedure and advise accordingly that I agree with its contents and advice.

Name:		Site:
Signature:		Date:
Witness:		Witness Position:
Signature:		Date: