

OPERATING PROCEDURE



Title: Transport- Emergency Response Plan

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APPROVED VARIANCE			
<ul style="list-style-type: none"> To comply with Australian rules and regulations. 			
APPLICABILITY			
<p>This document is of particular relevance to the following roles:</p> <ul style="list-style-type: none"> Drivers Operations Department Transport Operators Chief Fire Warden Fire Warden Emergency Response Committee HSEQ Advisors 			
SAFETY CRITICAL			
<ul style="list-style-type: none"> NA 			
DOCUMENT REFERENCES			
Internal References	<ul style="list-style-type: none"> OPP-AUS-HSEQ-02 - Spill Management WA-AUS-HSEQ-001 - Spill Response OP-AUS-OS-03- Vehicle Maintenance Procedures Manual OP-GRP-HSEQ-031- Incident Management FRM-GRP-HSEQ-031B - Incident Report Form FRM-GRP-HSEQ-031D- Witness Statement OP-AUS-TR-01 - Drivers Handbook 		
External References	<ul style="list-style-type: none"> Dangerous Goods Initial Emergency Response Guide SAA/SNZ HB76:2010 Australian Standards AS 2016; AS2809; AS1940; AS2683 Explosive and Dangerous Goods Act 1961 Dangerous Goods Regulations 1992 Road Traffic Act 1961 and amendments Department of Minerals and Energy Guidance Notes Australian Institute of Petroleum codes of practice 		
DOCUMENT SCOPE			
<p>This plan applies to all ASCO personnel, contractors, visitors and suppliers working on ASCO sites and Depots.</p>			

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REVISION HISTORY		
Rev	Date	Comment
1.0.0	06/01/2017	Creation of procedure



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<p>1.0 Purpose</p> <p>This plan provides specific guidelines to follow in the event of a heavy vehicle emergency situation.</p> <p>It is to be noted that in the event of emergency situation occurring within the confines of a client’s facilities, those facilities’ emergency response plans will take precedence.</p>																					
<p>2.0 Responsibility Summary</p>																					
<p>2.1 Transport Operators</p> <ul style="list-style-type: none"> • Will respond to any emergency situation in accordance with their knowledge and skills & utilise the information provided in this procedure • Provide support directly to field emergency response • Report the emergency situation to their supervisor • Follow the directions given by their Supervisor/ Manager • Participate in the incident reporting process <p>*Management/ direct Supervisors will assume the role of Emergency Response Team Leader once they are advised of the situation.</p>																					
<p>2.2 Supervisor/ Manager</p> <ul style="list-style-type: none"> • Assume the role of Emergency Response Team Leader • Provide guidance to Transport Operator • Follow the requirements set out in the procedure • Communicate with management and HSEQ personnel 																					
<p>2.3 HSEQ Advisors</p> <ul style="list-style-type: none"> • Arrange for training and skills retention of emergency personnel & drivers • Provide support where required in an emergency situation 																					
<p>3.0 Abbreviations & Definitions</p> <table border="1"> <thead> <tr> <th>Term</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>ISO/AS</td> <td>International or Australian Standards</td> </tr> <tr> <td>ASCO</td> <td>ASCO Group Pty Ltd</td> </tr> <tr> <td>DER</td> <td>Department of Environment Regulation</td> </tr> <tr> <td>DFES</td> <td>Department of Fire and Emergency Services</td> </tr> <tr> <td>DMP</td> <td>Department of Mines and Petroleum</td> </tr> <tr> <td>Emergency</td> <td>A hazardous situation (or threat of a hazardous situation) which requires significant action (other than normal first-aid treatment or basic firefighting) to control, correct and return the site to a safe condition</td> </tr> <tr> <td>HB</td> <td>Hand Book</td> </tr> <tr> <td>Response</td> <td>The execution of duties and services in order to preserve and protect life, property and the environment</td> </tr> <tr> <td>SDS</td> <td>Safety Data Sheet</td> </tr> </tbody> </table>		Term	Meaning	ISO/AS	International or Australian Standards	ASCO	ASCO Group Pty Ltd	DER	Department of Environment Regulation	DFES	Department of Fire and Emergency Services	DMP	Department of Mines and Petroleum	Emergency	A hazardous situation (or threat of a hazardous situation) which requires significant action (other than normal first-aid treatment or basic firefighting) to control, correct and return the site to a safe condition	HB	Hand Book	Response	The execution of duties and services in order to preserve and protect life, property and the environment	SDS	Safety Data Sheet
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<h4>4.0 General Requirements</h4>
<h5>4.1 Priorities for Emergency Response & Recovery</h5> <p>It is impractical to prepare detailed procedures for response to all emergencies. However, personnel involved in the management of emergencies shall be trained in their roles and responsibilities and made aware that the protection of personnel and the evacuation of casualties take priority over business considerations. The overall response in support of emergencies in priority order is based upon the following philosophy:</p> <p>Safety of Personnel:</p> <ul style="list-style-type: none">• Minimise the impact of the incident on personnel directly or indirectly involved• Protect the safety and health of all personnel involved in the response <p>Protecting the Environment:</p> <ul style="list-style-type: none">• Minimise any impact of the incident on the environment• Protect environmentally sensitive areas and resources <p>Safeguarding Business and Assets:</p> <ul style="list-style-type: none">• Minimise the impact of the incident at ASCO and/or site facilities and restore normal business as soon as possible• Minimise impact on production and ongoing operations <p>Protecting Reputation:</p> <ul style="list-style-type: none">• Avoid or manage adverse publicity regarding the Emergency• Defend the reputation of ASCO, our partners and the wider industry
<h4>5.0 Communications</h4> <p>ASCO shall have installed communication networks appropriate to the business requirements. In the event of any single communications bearer failure, an alternate means will be made available. Alternative means may include but not limited to;</p> <ul style="list-style-type: none">• Satellite Phone• SMS alert• Radio communications• Data communications• GPS positioning/alert system (where applicable to particular contracts)
<h4>6.0 Training</h4> <p>Training of personnel is an essential requirement for preparedness. ASCO will provide the necessary training and resources to ensure ASCO personnel are aware of their roles and responsibilities in ASCO's emergency management procedures.</p> <p>ASCO will keep records of any Emergency Management, Incident Management Training, drills and/or exercises and will meet current standards.</p>



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7.0 Emergency Management System

7.1 Emergency Situations

An emergency is a hazardous situation (or threat of a hazardous situation) which requires significant action (other than normal first-aid treatment or basic firefighting) to control, correct and return the site to a safe condition and also requires timely action to minimise the impacts on people (i.e. injury or illness), environment, property (plant, equipment, process or production assets) or reputation (public image, industry image, or regulatory authority perceptions).

The following types of emergencies have the potential to occur within ASCO's transport operations:

- Fire / explosion
- Release of dangerous goods / hazardous substances
- Major vehicle accident
- Major environmental incident
- Personal injuries, including fatalities.

7.2 Emergency Response Call Out

In a life threatening emergency Dial: your local emergency number (i.e. 000) (Ambulance, Fire and Rescue, Hospital, Police) from any location. For all other emergency situations utilise local emergency contact lists in Appendix A.

When declaring an emergency, the following details are to be provided:

- **State, “ I am declaring an emergency”**
- Your name
- Location of accident
- Type of emergency
- Assistance required
- Number of casualties and what injuries there are

Do not hang up until you are sure your message is understood and you are told so by the person receiving the call. In the event you are in a location where phone coverage is not available, attempt to use radio communications (i.e. two-way radio) or request assistance from others within the vicinity.

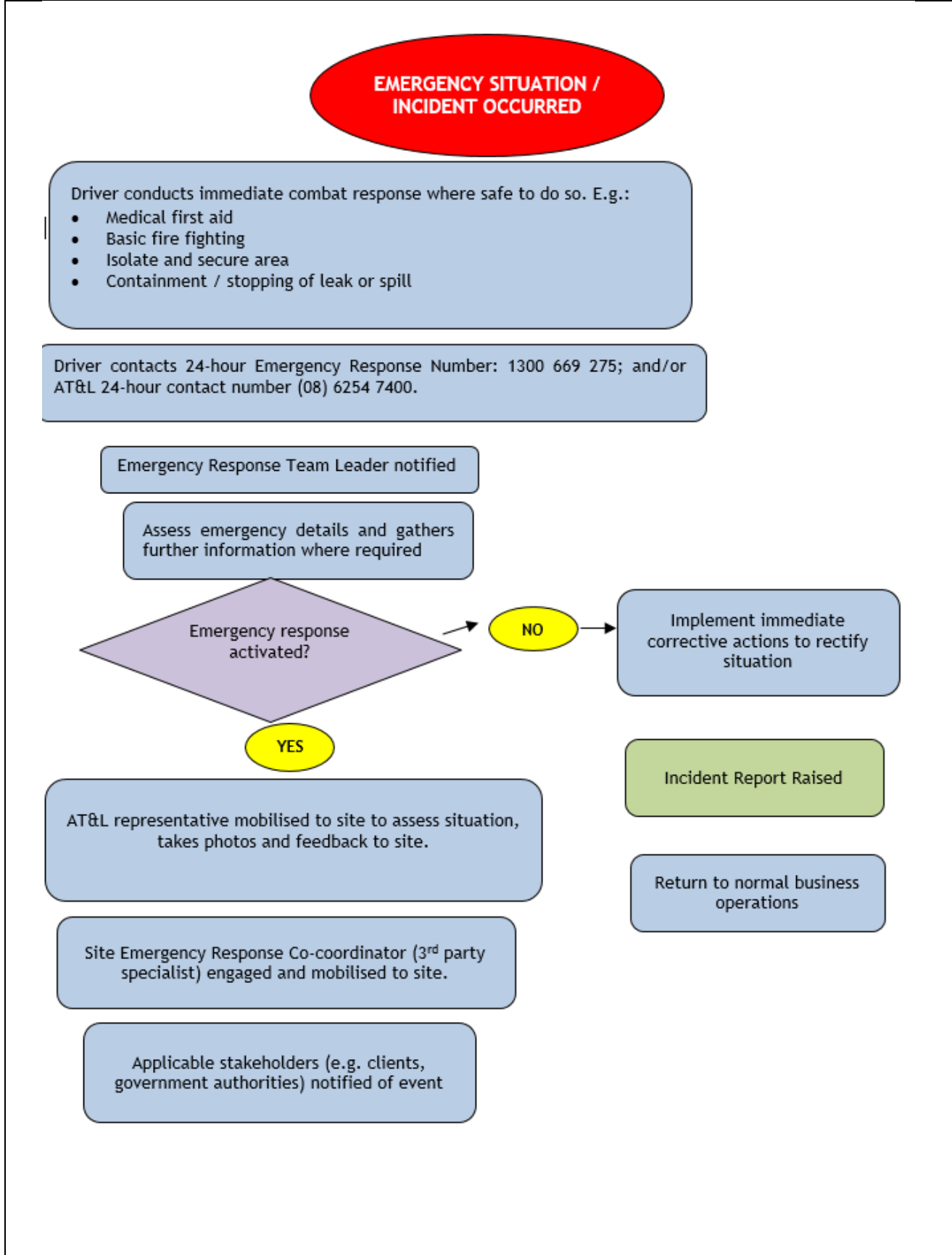
7.3 Emergency Response Team Leader

- Takes the senior position in the emergency response situation and is ultimately responsible for any actions or decisions made throughout any such emergency response
- Is responsible for the appointment of all positions and support functions needed to manage the emergency response situations in consultation with relevant stakeholders
- Is responsible for all external communications and media releases if and where applicable
- Is responsible to initiate evacuation of the building/workplace
- Is responsible for ensuring any emergency response is implemented in accordance with this plan
- Ensures a role call is taken (for persons on site)
- Notifies **relevant Government Organisation’s/ Authorities** of all reportable emergency events in consultation with ASCO.



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8.0 Initial Notification Flow Chart





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9.0 Hazardous Material Spill Emergencies

9.1 Hazardous Material Spill Guidelines

Any spills associated with the handling, storage and use of Hazardous Substances / Dangerous Goods shall be done so in accordance with the ASCO Spill Management Plan TBA.

ASCO employees and contractors engaged in the handling of Hazardous Substances shall be made aware of the requirements of relevant SDS (Safety Data Sheet) and any emergency procedures applicable to the site.

Transport Operators must initiate an emergency response by contacting the 24 hour Emergency Response Number as per appendix 1 when:

- The product spilt is of a hazardous nature
- The quantity of the spill is estimated to be greater than 100 litres
- The spill has the potential to impact the normal daily site functions e.g. road blockages, building evacuation etc.
- There is a potential for spill to spread beyond the localised boundaries of the work area.

Ultimately the ASCO Emergency Response Team Leader is responsible for a hazardous spill response. However, such a response will be conducted in consultation with relevant stakeholders (e.g. clients, 3rd party specialists, government authorities, etc.) when:

- There is potential for the spill to escalate beyond the capacity of the ASCO response capabilities
- Personnel have been injured as result of the spill
- There is potential for personnel to be injured as a result of the spill or during clean-up activities

ASCO are responsible for completing any restoration activities associated with such a spill, including:

- The removal all residual chemical and contaminated soils
- Restoration and backfill of the spill site to original status prior to spill occurring
- Disposing of contaminates in accordance with local statutory requirements

Refer to Appendix 4 for flowcharts associated with the removal of contaminated material and restoration of site.

Contractors must ensure all personnel associated with the use of hazardous material in the workplace:

- Are trained and deemed competent in the safe use of any such material; and
- **Have read and understood any documentation associated the material including any applicable SDS's**

In the event of a hazardous material spill the transport operator involved will:

- Immediately raise the alarm
- Evacuate the area taking wind directions into consideration
- Prevent other personnel from entering the affected area
- Provide Emergency Response Team Leader and Emergency Response with an overview of event upon arrival at the scene
- Provide additional assistance to Emergency Response Support Team as required

10.0 Dangerous Goods

10.1 Scope

Although not limited to ASCO transport capability, for the purposes of this plan, the following dangerous goods are outlined for transport operations awareness:

- Petroleum Crude Oil
- Condensate Stabilised
- Hydrochloric Acid



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- Sodium Hydroxide
 - Radio Active Source
- For each product listed above, emergency information is available in the Appendices of this document dealing with a hazardous situation.

10.2 Response

- The following are recommended steps to deal with a dangerous goods emergency:
- Identify the products involved from any available documents (e.g. safety data sheets, shipping documentation, container placards etc.)
 - Minimise exposure to chemicals by working upwind (blowing from you to the incident). If possible also approach from uphill. Wear appropriate protective clothing and avoid inhaling gases, fumes, and smoke
 - Avoid touching or walking through spilt product
 - Use the information on the physical and chemical properties of the product to judge response and evacuation
 - Many chemicals lack colour or offensive odours. Do not assume that they are harmless
 - Decontaminate equipment, clothing, and personnel on site if it is safe to do so
 - Dispose of contaminated equipment and materials only after receiving specialist advice from the manufacturer, response service providers or the local authorities
 - Replenish used equipment
 - If human exposure has occurred, obtain medical assistance, ensuring full exposure details are advised.

10.3 Dangerous Goods Resources

- All ASCO transport vehicles allocated to carry dangerous goods shall be equipped with the following resources to immediately treat a spill / hazardous situation:
- Shipping Documentation located in emergency information holder inside door of cab
 - 3 x double sided reflective triangles complying with AS 3790
 - 1 x pair coveralls (high visibility & reflective taping) or vest (high visibility) & trousers
 - Hard Hat
 - 1 x Goggles and/or face shield
 - Electric torch complying with AS 2380.7
 - Acid resistant boots
 - Elbow length PVC gloves
 - First Aid Kit
 - Eye wash bottle
 - Long Handled Shovel
 - 1 x 10B Dry Chemical Fire Extinguisher in cabin
 - 2 x 9 kg 60 B Dry Chemical Fire extinguishers
 - 60 Litre tank of fresh portable water
 - Emergency procedure guide for all types of dangerous goods carried
 - Dangerous Good Initial Emergency Response Guide SAA/SNZ HB76:2010
 - 25 Kilo of lime (Acid Bulk cartage only)

10.4 Driver And Vehicle Requirements

- Transport Operators carting bulk dangerous goods shall be required to meet the following minimum licensing requirements:
- 21 Years of age
 - **Current driver’s license for vehicle required to be driven**
 - Have obtained a Dangerous Goods License from a registered training organisation



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- Provide details of all traffic convictions for past 5 years
 - Medically fit as per the AB 7 or AB 8 form from the Transport License Officer
- All Transport Operators carting bulk dangerous goods are required to conduct daily pre-trips inspection of vehicle and ancillary equipment prior to moving the vehicle in accordance with the ASCO Vehicle Maintenance Procedures Manual OP-AUS-OS-03 that shall include but is not limited to ensuring:
- Vehicle & tankers being free from damage or defects
 - **Compliance plate fitted to tanker with manufacturer’s information clearly marked**
 - Load having the required placarding
 - Correct DG documentation
 - Hoses and fittings free from damage or defects (Class 3 - AS 2683, Class 8 - AS 2594)
 - Class 3 fittings being electrically bonded to tanker
 - Trailer(s) are only detached at marshalling or designated areas
 - No parking within 15 metres of people or 8 metres of a vehicle with a placard load.

10.5 Post Incident Notification

The notification of accidents must be reported to the regulator as soon as is practicable after the incident.

- Telephone: see contact list Appendix A

A written report is to be forwarded within 21 days.

The Emergency Response Team Leader, Site Emergency Response Coordinator and members of the Emergency Response Support Team are to meet within one week post incident to review the effectiveness of the response and make changes where applicable.

11.0 Vehicle Incident Emergencies

In the event of a vehicle collision where it’s believed to involve ASCO associated vehicles travelling to and from the site, the Emergency Response Support Team shall apply a mutual aid response as directed by Emergency Management Team Leader.

Where a person witnesses such an event they should initially notify public Emergency Services, followed by the ASCO 24 hour contact number, providing them with information as detailed in section 8.2 of this plan.

Should a driver be involved in a vehicle accident, the first important thing is for them to remain calm, and where possible, provide support to any injured party.

Whilst at the scene, the driver must:

- **Stop immediately and activate their vehicle’s emergency hazard lights**
- Secure their vehicle and ensure that the accident scene is safe
- Ensure that the risk of fire, further injury or damage is minimised
- Await instructions for the recovery of the damaged vehicle where required
- Not to admit liability irrespective of the circumstances.

12.0 Fire Emergencies

Upon detection of a fire the person shall:

- Remove themselves and others from immediate danger
- Where trained and competent to do so, extinguish the fire with the appropriate firefighting equipment



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- Where fire cannot be contained, immediately notify public Emergency Services, followed by the 24 hour Emergency Response Number and/or ASCO 24 hour contact number.
- If the fire involves tanks (e.g. road tanker and iso container) the person shall:
- Eliminate all ignition sources within the vicinity.
 - Initiate evacuation of areas within 500 metres in all directions
 - Fight the fire from a protected position or use unmanned hose holders or monitor nozzles where safe to do so.
 - Withdraw immediately in case of rising sound from venting safety devices or discolouration
 - Always stay away from tank ends.

12.1 Classes of Fire

Fires are extinguished in a number of ways. As a result fires have been classified into six classes:

“A” class fires involving wood, paper, textiles, hay, clothing etc.

“B” class fires involving flammable or combustible liquids, greases, oils, fats.

“C” class fires involving flammable gases, such as Methane, Propane, etc.

“D” class fires involving special metals such as Magnesium, Titanium, Zirconium, Sodium, and Potassium.

“E” Rated Fires **this is a special rating given to fires, which have LIVE electric’s involved.**

“F” class fires involving cooking oils and fats.

The main type of fire extinguishers used on ASCO transport Equipment is as follows:

DRY CHEMICAL POWDER	Red body with a white band	Used on small class “A” fires, flammable liquid and fires involving electrical equipment
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12.2 Combat Strategy

In consultation with the Emergency Response Team Leader, Site Emergency Response Coordinator and applicable external support agencies an immediate fire combat strategy shall be compiled with consideration to:

- Type of fire e.g. oil, gas, structure, scrub etc.
- Position of fire e.g. Elevated
- Access
- Injured or missing persons
- Wind direction
- Resources available at the time e.g. addition water supply, external support, mutual aid
- Secondary threats such as electricity, over pressurization, explosion, implosion etc.

13.0 Medical Injury Emergencies

The initial response when dealing with an injury is extremely important and must be conducted in a safe and timely manner, which will be governed by the nature of the injuries themselves.

Absolute priority will be given to the safety and wellbeing of the individual or individuals who require medical treatment.



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If the person/s has a minor injury and is in a stable condition, they must notify their Supervisor and arrange transport to the local Medical Centre.

Where the injury is of a more serious nature, an emergency injury response must be implemented immediately by notifying public Emergency Services. Depending on the nature of the injury, if medical evacuation is required it will be by either:

- Ambulance service provided by the local community
- Emergency aviation services from an aerodrome closest to a medical facility, or as determined by the aviation service in conjunction with medical experts at the local medical centre/hospital
- ASCO or contractor vehicle with designated driver and, if necessary, another person to accompany the stable casualty; or
- **Medivac helicopter will be considered in situations of urgency where the patient’s condition is critical** and the incident site is isolated due to weather, location or disaster effects. The patient will be evacuated by the helicopter to a relevant hospital.

Once the initial emergency response has been raised from within the field and it is safe to do so, trained first aiders shall administer first aid to the injured parties until such time as the Emergency Response Providers arrives at the scene.

Under no circumstances is the initial first aider to leave the patient alone or move injured parties unless there is a further risk of injury as result of the escalating emergency situations or such movement is associated with their first aid treatment e.g. recovery position.

Where safe to do so, other personnel from within the field may also take action to prevent an escalation of the emergency situation or injuries e.g. isolation of plant or equipment.

14.0 Notification And Reporting Of Emergencies

The initial incident notification shall be delivered verbally by the immediate Supervisor to the Emergency Response Team Leader and then followed up as soon as practicable with a formal incident report and investigation as per the incident notification process described in the GOP-HSEQ-031- Incident Management Procedure.

The Emergency Response Team Leader shall make the immediate verbal notifications to the relevant government bodies and non-government organisations in accordance with Figure 1 below.

Where required, written notifications shall be developed and approved by the Emergency Response Team Leader based upon comprehensive incident and investigation report. The written notification will be developed with the assistance of Emergency Response Support Team.

14.1 Table 1 - Notification Of Government Organisations

Emergency Location	Incident/ Emergency Event	Agency to be Notified	Contact Time Frame	Contact Details
All Areas -	Fatalities/Serious injuries to personnel	Police	ASAP	Ph:
		Regulator	ASAP	Incident Reporting Hotline:
	Heavy Vehicle Accident on gazetted roads	Police	ASAP	Ph:
		Main Roads	ASAP (only if road conditions affected)	Ph:

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	Significant Incident involving dangerous goods	Regulator	Verbal - ASAP Written - 21 days	Ph: Email:	
	Significant Pollution (e.g. chemical spill)	Regulator	ASAP	Pollution Watch Hotline: Email:	
	Emergency situation which may attract significant media attention.	Regulator	ASAP	SES Assistance Ph: DFES Emergency Information:	
	Incident involving utilities		ASAP	Power	
Gas					
Water					
Telephone					

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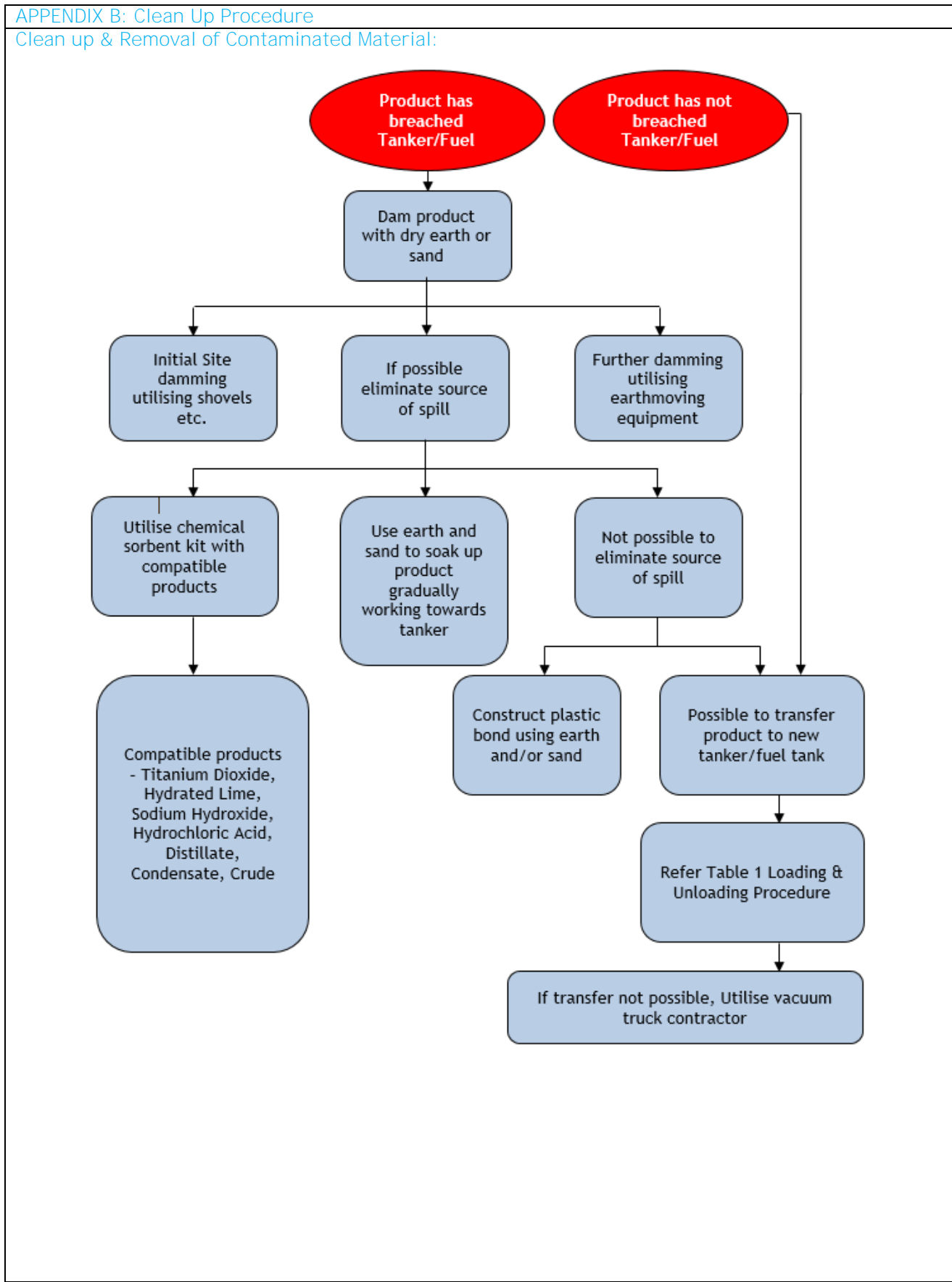
APPENDIX A: ASCO Internal Contacts List Australia			
Title	Contact		Number
Emergency Response Team Leader			
Operations/Logistics Supervisor	Brett Czaplinski	Work	+61 8 6254 7400 (manned 24 hours)
		Mobile	0458 003 068
		Email	Brett.czaplinski@ascoworld.com
Spill Emergency Response Coordinator			
Race Response	Martin Skinner	Mobile	0418 945 741
		Email	raceresponse@bigpond.com
Emergency Response Support Team			
Camp Infrastructure & Rentals Project Supervisor	Darren Currie	Mobile	+61 (0)418 937 608
		Email	Darren.Currie@ascoworld.com
Perth Supply Base Manager	Damian_Vinci	Mobile	0448 063 688
		Email	Damian.vinci@ascoworld.com
Dampier Supply Base Manager	Peter Newbold	Mobile	0417 085 966
		Email	Peter.Newbold@ascoworld.com
		Email	dampieroperations@ascoworld.com
Workshop Manager	Gavin Lewis	Mobile	+61 409 941 987
		Email	Gavin.lewis@ascoworld.com
HSEQ Advisor	Jude Gonzalez	Mobile	0448 779 105
		Email	Jude.Gonzalez@ascoworld.com
HSEQ Advisor	Tamara Warry	Mobile	0448 779 105
		Email	Tamara.warry@ascoworld.com
Dongara Base Manager	Paul Thomson	Mobile	+61 4 2799 3363
		Email	Paul.Thomson@ascoworld.com
Service Provider			
Environmental Clean-Up	Race Response	Ph. 1300 669 275 (24 hours) Mb. 0418 945 741	
Heavy Vehicle Towing	Swan Towing	Ph. (08) 9274 4544 (24 hours)	
Waste Disposal	Tox Free	Ph. 1800 HAZMAT (1800 429 628) (24 hours)	
Traffic Management	Traffic Control Australia	Ph. 1300 369 979 (24 hours)	
Transport	Internal	Ph. (08) 6254 7400	
Excavation & Earthworks	Internal	Ph. (08) 6254 7400	
Cranage	Internal	Ph. (08) 6254 7400	



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Note: The above list of Emergency Service Providers may vary depending on the regional location within Western Australia.

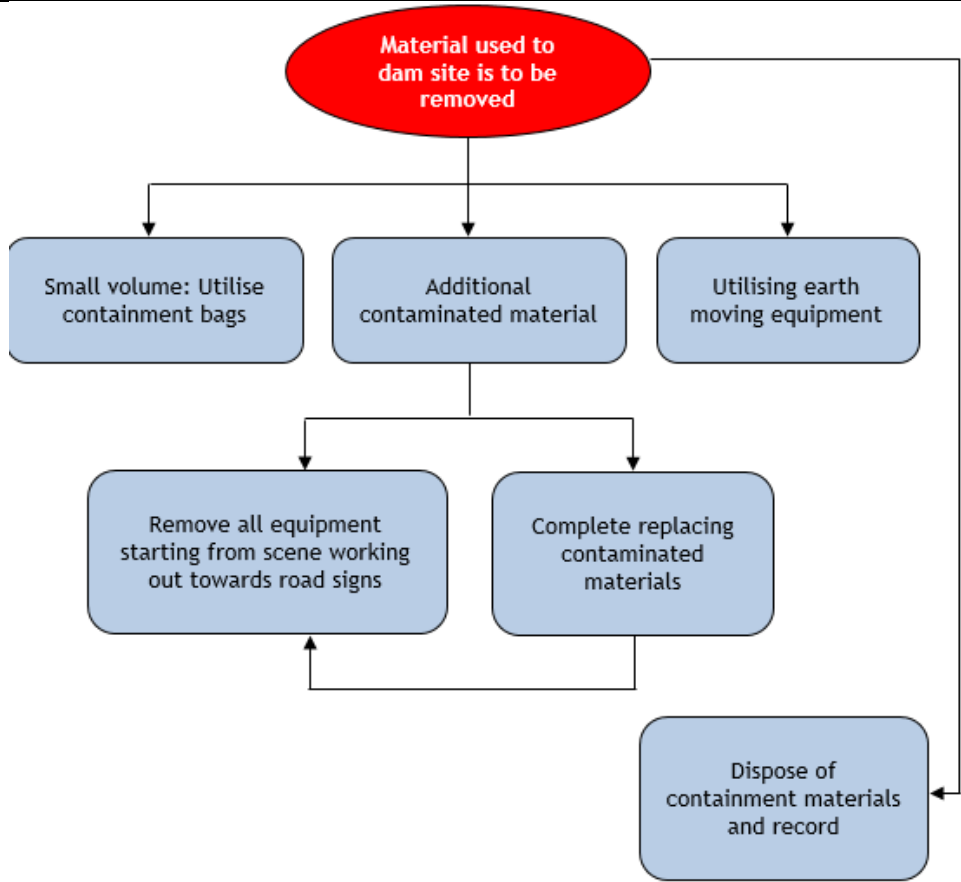
Title	Contact		Number
Emergency Response Team Leader			
Operations/Logistics Supervisor		Work	
		Mobile	
		Email	
Site Emergency Response Coordinator			
Race Response		Mobile	
		Email	
Emergency Response Support Team			
Supervisor		Mobile	
		Email	
Transport Manager		Mobile	
		Email	
Base Manager		Mobile	
		Email	
		Email	
Workshop Manager		Mobile	
		Email	
HSEQ Advisor		Mobile	
		Email	
HSEQ Advisor		Mobile	
		Email	





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Restoration of Site:





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APPENDIX C: Emergency Information For Crude Oil	
1. Product Properties	
UN No	1267
HAZCHEM	3WE
CLASS	3
Other names	N/A
Colour	Dark Colour
Odour	Petroleum Odour
Physical State	Thick Liquid below 20 degrees Celsius
2. Small spill or leak	
Eliminate ignition sources 50 metres around spill site, (NO SMOKING, FLARES, SPARKS or FLAMES).	X
Clear immediate area for 25 metres around spill site	X
Do not touch or walk through spilled material	X
Keep unauthorized personnel away	X
Wear appropriate personal protective equipment as in point 9	X
Dam area with earth or sand to avoid further contamination	X
Cover spill with earth or sand and plastic	X
3. Large spill	
Eliminate ignition sources 50 metres around spill site	X
Clear immediate area for 25 metres around spill site	X
Consider initial downwind evacuation for at least 300 metres	X
Keep unauthorised personnel away	X
Wear appropriate personal protective equipment as in point 9	X
Dam area with earth or sand to avoid further contamination	X
Cover spill with earth or sand	X
4. Fire	
Flammable product, the following notes are necessary when involved in a fire:	X
* Withdraw immediately if rising sound from venting safety devices or discolouration of tank	X
If cargo is involved in a fire evacuate 500 metres in all directions	X
* Keep clear of tank ends	X
Fight small fires with foam, chemical, or CO2	X
Produces poisonous fumes when heated	X
5. Health Effects	
May irritate or burn skin and eyes	X
IN CASE OF POISONING local posions help line	



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6. First Aid	
Seek medical assistance as soon as practicable	X
Oral - - - Thoroughly rinse mouth with water. If casualty is conscious give two glasses (250 ml) Of water. Do not attempt to induce vomiting. Seek urgent medical attention.	X
Eye - - - Flush open eye immediately with copious amounts of water for a least 15 minutes	X
Skin - - - For small skin area contact, remove contaminated clothing and thoroughly wash area with plenty of soap and water. For a large area contact thoroughly wash area with water and then remove all clothing and drench with water again till clean.	X
Inhalation - - - Harmful if inhaled. Remove casualty to fresh air, keep warm and at rest. If breathing is laboured, hold in a half upright position. Apply artificial respiration if breathing has stopped. Seek urgent medical attention.	X
7. Information to give to medical practitioner	
Petroleum Crude Oil	X
8. Additional Information	
Additional information can be sought from manufacturer, refer Appendix 2 Supplier Contact List. Refer to guide 14 in HB 76 Dangerous Goods Initial Emergency Response Guide.	X
9. Personal Protective Equipment	
Overalls	X
Hard Hat	X
Mono goggles and/or face shield	X
Anti-static safety boots	X
Elbow length PVC gloves	X
10. Clean-up	
Refer to Appendix B Clean-up Procedure	X



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APPENDIX D: Emergency Information For Condensate	
1. Product Properties	
UN No	1268
HAZCHEM	3(Y)E
CLASS	3
FLAMMABLE	LOW FLASH POINT
Other names	N/A
Colour	Clear
Odour	Hydrocarbon odour
Physical State	Liquid
2. Small spill or leak	
Eliminate ignition sources 50 metres around spill site, (NO SMOKING, FLARES, SPARKS or FLAMES).	X
Clear immediate area for 25 metres around spill site	X
Do not touch or walk through spilled material	X
Keep unauthorised personnel away	X
Wear appropriate personal protective equipment as in point 9	X
Dam area with earth or sand to avoid further contamination	X
Cover spill with earth or sand and plastic	X
3. Large spill	
Eliminate ignition sources 50 metres around spill site	X
Clear immediate area for 25 metres around spill site	X
Consider initial downwind evacuation for at least 300 metres	X
Keep unauthorized personnel away	X
Wear appropriate personal protective equipment as in point 9	X
Dam area with earth or sand to avoid further contamination	X
Cover spill with earth or sand	X
4. Fire	
Flammable product, the following notes are necessary when involved in a fire:	X
* Withdraw immediately if rising sound from venting safety devices or discolouration of tank	X
If cargo is involved in a fire evacuate 500 metres in all directions	X
* Keep clear of tank ends	X
Fight small fires with foam, chemical, or CO2	X
Produces poisonous fumes when heated	X
5. Health Effects	
May irritate or burn skin and eyes	X
IN CASE OF POISONING local poisons help line	
6. First Aid	
Seek medical assistance as soon as practicable	X
Oral - - - Thoroughly rinse mouth with water. If casualty is conscious give two glasses (250 ml) Of water. Do not attempt to induce vomiting. Seek urgent medical attention.	X

OPERATING PROCEDURE



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Eye - - - - Flush open eye immediately with copious amounts of water for a least 15 minutes	X
Skin - - - - For small skin area contact, thoroughly wash area with plenty of water and then remove contaminated clothing once at least 15 metres away from spill site. For a large area of contact thoroughly wash area with water and then remove all clothing once at least 15 metres away	X
Inhalation - - - - Harmful if inhaled. Remove casualty to fresh air, keep warm and at rest. If breathing is laboured, hold in a half upright position. Apply artificial respiration if breathing has stopped. Seek urgent medical attention.	X
7. Information to give to medical practitioner	
Petroleum Distillate	X
8. Additional Information	
Additional information can be sought from manufacturer, refer Appendix 2 Supplier Contact List. Refer to guide 14 in HB 76 Dangerous Goods Initial Emergency Response Guide.	X
9. Personal Protective Equipment	
Overalls	X
Hard Hat	X
Mono goggles and/or face shield	X
Anti-static safety boots	X
Elbow length PVC gloves	X
10. Clean-up	
Refer to Appendix B Clean-up Procedure	X



Title: Transport- Emergency Response Plan

APPENDIX E: Emergency Information for Hydrochloric Acid	
1. Product Properties	
UN No	1789
HAZCHEM	2R
CLASS	8
Other names	Muriatic Acid
Colour	Ranges from Clear to Slightly Yellow
Odour	Pungent irritating odour
Physical State	Liquid
2. Small spill or leak	
Clear immediate are for 25 metres around spill site	X
Keep unauthorized personnel away & stay upwind from spill	X
Wear appropriate personal protective equipment as in point 9	X
Dam area with earth or sand to avoid further contamination	X
3. Large spill	
Evacuate for at least 250 meters downwind	X
Keep unauthorized personnel away & stay upwind of spill	X
Wear appropriate personal protective equipment as in point 9	X
Dam area with earth or sand to avoid further contamination	X
Cover spill with earth or sand	X
4. Fire	
Hydrochloric Acid is not flammable but the following notes are necessary when involved in a fire:	X
* Withdraw immediately if rising sound from venting safety devices or discolouration of tank	X
If cargo is involved in a fire evacuate 800 metres in all directions	X
* Keep clear of tank ends	X
Fight small fires with CO2 (not Barium oxide) dry chemical, dry sand or water spray and water	X
May produce poisonous and/or corrosive fumes when heated	X
Heat reaction - can ignite combustible materials	X
5. Health Effects	
Hydrochloric Acid is highly corrosive and contact should be prevented at all times. Inhalation of vapour can lead to long-term lung and respiratory tract damage. The detectible odour is measured at five parts per million (5ppm)	X
IN CASE OF POISONING local poisons help line	
6. First Aid	
Seek medical assistance as soon as practicable	X

OPERATING PROCEDURE



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Oral - - - - Thoroughly rinse mouth with water and drink plenty of water or milk. Vomiting should not be induced but if occurs more water is to be given.	X
Eye - - - - Flush open eye immediately with copious amounts of water for a least 15 minutes	X
Skin - - - - For small skin area contact, remove contaminated clothing and thoroughly wash area with plenty of soap and water. For a large area contact remove all clothing and drench with water for 15 minutes - again till clean.	X
Inhalation - - - - Hydrochloric Acid respiratory & membrane irritant is detectible at thirty-five parts per million (35ppm) Remove affected personal from further exposure if safe to do so. Seek medical attention immediately. For emergency resuscitation use breathing mask to avoid cross contamination.	X
7. Information to give to medical practitioner	
The same for acidic corrosive substances	X
8. Additional Information	
Refer to guide 40 in HB 76 Dangerous Goods Initial Emergency Response Guide.	X
9. Personal Protective Equipment	
PVC Coveralls or Jacket & Trousers	X
Hard Hat	X
Mono goggles and/or face shield	X
Acid resistant boots	X
Cartridge Mask APF 10	X
Elbow length PVC gloves	X
Self-contained Breathing Apparatus for constant exposure	X
10. Clean-up	
Refer to Appendix B Clean-up Procedure	



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APPENDIX F: Emergency Information For Sodium Hydroxide

1. Product Properties	
UN No	1824
HAZCHEM	2R
CLASS	8
Other names	Caustic Soda
Colour	Colourless
Odour	Odourless
Physical State	Liquid
2. Small spill or leak	
Clear immediate are for 25 metres around spill site	X
Keep unauthorized personnel away and stay upwind of spill	X
Wear appropriate personal protective equipment as in point 9	X
Dam area with earth or sand to avoid further contamination	X
Cover spill with earth or sand and plastic	X
3. Large spill	
Evacuate for at least 250 meters downwind	X
Keep unauthorised personnel away & stay upwind of smell	X
Wear appropriate personal protective equipment as in point 9	X
Dam area with earth or sand to avoid further contamination	X
Cover spill with earth or sand	X
4. Fire	
Sodium Hydroxide is not flammable but the following notes are necessary when involved in a fire:	X
* Withdraw immediately if rising sound from venting safety devices or discolouration of tank	X
If cargo is involved in a fire evacuate 800 metres in all directions	X
* Keep clear of tank ends	X
Fight small fires with foam, chemical, or CO2 OR Water Spray	X
May produce poisonous and/or corrosive fumes when heated	X
Heat reaction - can ignite combustible materials	X
5. Health Effects	
Sodium Hydroxide is highly corrosive and contact should be prevented at all times. Inhalation of vapour can lead to long-term lung and respiratory tract damage.	X
IN CASE OF POISONING CALL local posions help line	
6. First Aid	
Seek medical assistance as soon as practicable	X

OPERATING PROCEDURE

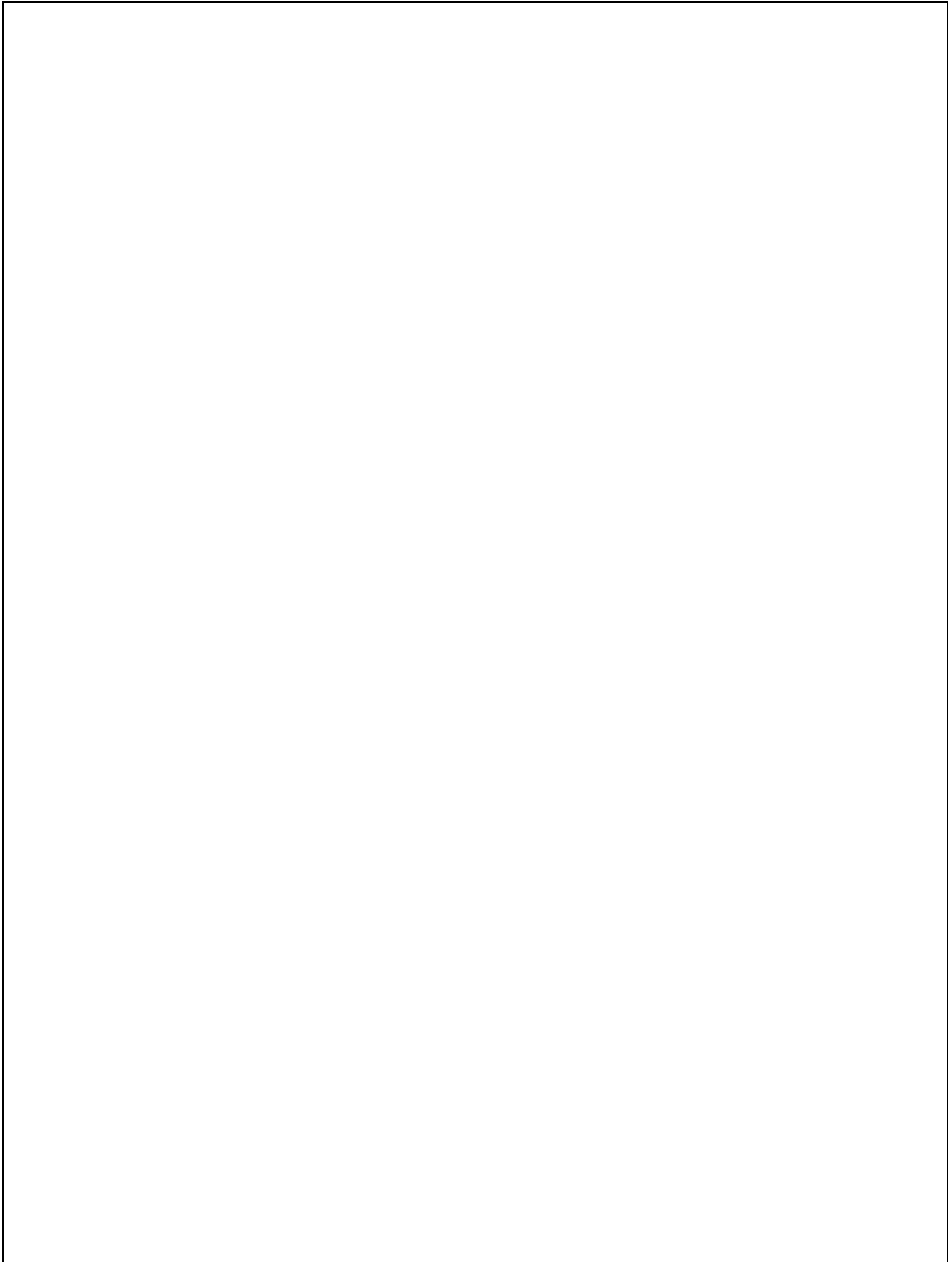


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Oral - - - Thoroughly rinse mouth with water and drink plenty of water or milk. Vomiting should not be induced but if occurs more water is to be given.	X
Eye - - - Flush open eye immediately with copious amounts of water for a least 15 minutes	X
Inhalation - - - Sodium Hydroxide is a respiratory & membrane irritant. Remove affected personal from further exposure if safe to do so. Seek medical attention immediately. For emergency resuscitation use breathing mask to avoid cross contamination.	X
7. Information to give to medical practitioner	
The same for acidic corrosive substances	X
8. Additional Information	
Refer to guide 37 in HB 76 Dangerous Goods Initial Emergency Response Guide.	X
9. Personal Protective Equipment	
PVC Coveralls or Jacket & Trousers	X
Hard Hat	X
Mono goggles and/or face shield	X
Acid resistant boots	X
Cartridge Mask APF 10	X
Elbow length PVC gloves	X
Self-contained Breathing Apparatus & air tight chemical suit for constant exposure	X
10. Clean-up	
Refer to Appendix B Clean-up Procedure	



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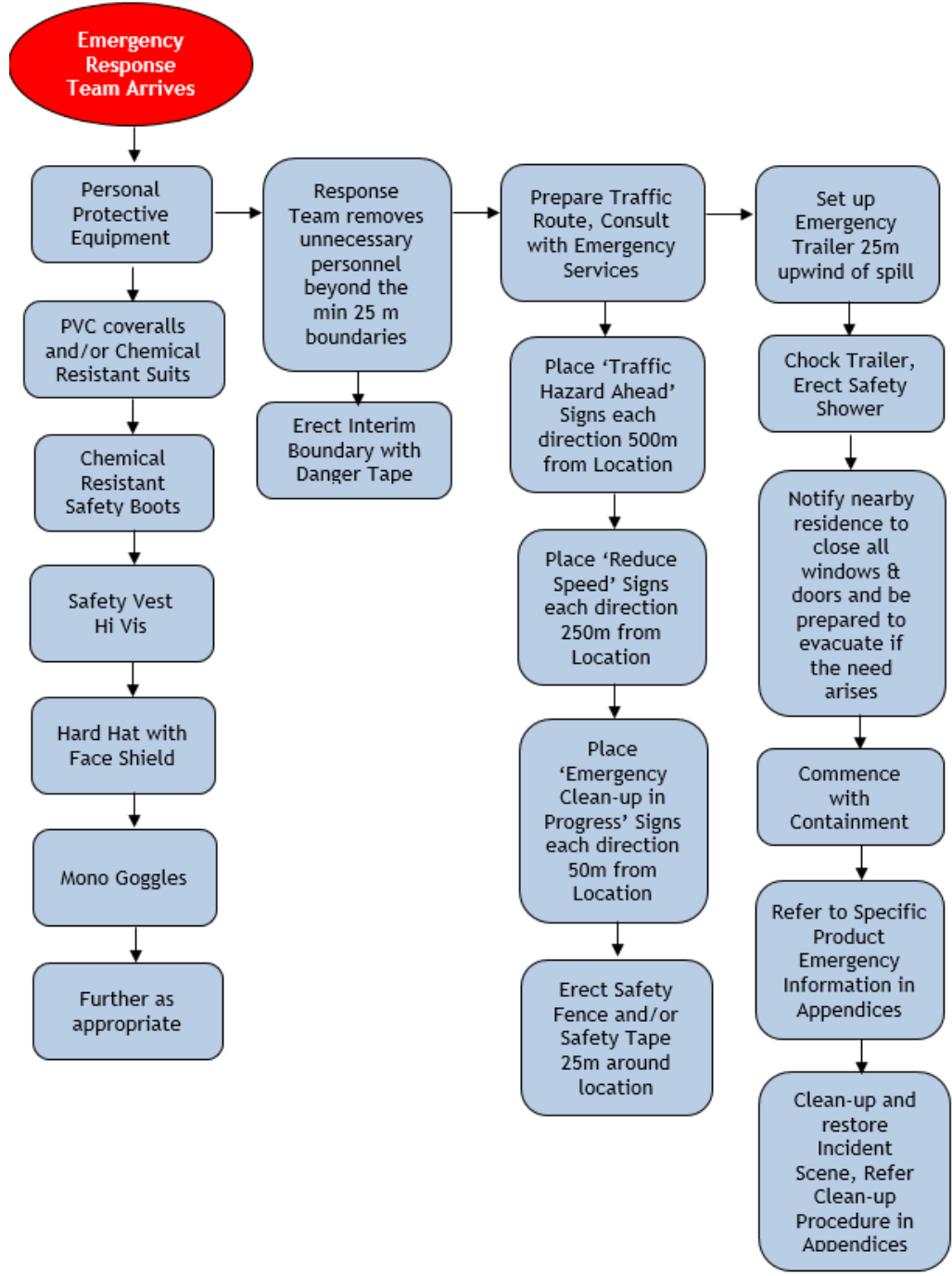




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APPENDIX G: Emergency Response Process

Follow the flowchart to effectively deal with an emergency.





Title: Transport- Emergency Response Plan

APPENDIX J: Emergency Response Audit Tool

Information Record & Contact

1. Correct information received in a timely manner

YES NO

Comments:

2. Relevant Personnel/Agencies Notified

YES NO

Comments:

3. Management of Emergency

Initial Management of Emergency by Driver Sufficient

YES NO

Comments:

4. Emergency Response Implemented Effectively

YES NO

Comments:

5. Business Resources Sufficient for Emergency

YES NO

Comments:

6. Information in Emergency Program Sufficient & Effective for Situation

YES NO

Comments:

Cleanup & Restoration

7. Cleanup & Restoration of Site Achieved the Desired Outcome

YES NO

Comments:

8. Agencies & Client Satisfied With the Management of Emergency

YES NO

Comments:

9. Other Information Relevant To the Improvement of Emergency Program

YES NO

Comments:



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APPENDIX K: Incident Report Form

Incident Report			
Document Reference:	FRM-GRP-HSEQ-031B	Revision Number:	1.0.0
Creation Date:	31/05/2016	Revision Date:	31/05/2016
Person Completing:			
Job Title:			
Phone Number:		Mobile Number:	
Email Address:			
Select the losses involved in the occurrences: (If there are more than 1 in each category multiple loss reports are needed)			
Fatality	Lost Time Injury/Illness	Medical Treatment Case	
Restricted Work Day Case	Days Away from Work Case	First Aid Case	
Non-Treatment Injury	Non-Work Related Injury	High-Potential Incident	
Near Miss Incident	Asset Damage	Environmental Incident	
Dangerous Occurrence (UK Only)	Occupational Disease (UK Only)	Right to Refuse (Canada Only)	
Incident Details			
Date of Incident:		Time of Incident (24hrs)	
Location of Incident:			
Brief Description of Incident			



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Details of Affected Person(s)																			
Person 1																			
Full Name:								Date of Birth:											
Age:								Male/Female:											
Job Title:								On Duty/Off Duty:											
No. of Hours Worked:								Nationality:											
Department:								Employer:											
Injury Location																			
Head		Eyes		Back		Arm		Hand		Leg		Foot		Other					
Nature of Injury																			
Fracture						Contusion						Cut				Laceration			
Sprain						Strain						Burn				Scald			
Foreign Body						Other													
If Other Provide Brief Details:																			
Start Time of Work Day (24hr)								Work Shift Start Date:											
Length of Time Employed:								Number of Years' Experience in Role:											
Note: For Multiple Casualties add additional sections as required.																			
Incident Casual Factors																			
Incident Cause																			
Slips/Trips and Falls								Electricity				Procedural failure							
Lifting/Carrying								Spill/Release				Technology							
Struck stationary object								Failure of Equipment				Organisation							
Struck by moving object								Harmful Substance				People							
Struck by moving vehicle								Contact with moving machinery				Environment							
Fall from height								Physical assault				Similar Events							
Fire								Other											
Agents Involved																			
Changes in floor level								Portable tools				Substance Misuse							
Stairs								Workings surfaces				Other							
Material handling								Electricity											
Machinery								Gas											
If other provide brief details:																			



Title: Transport- Emergency Response Plan

Asset Damage								
Property, equipment or vehicle designation:	Owned		Client Owned		Third Party Owned		Rented or Leased	
Description of property, equipment or vehicle involved:								
Description of damage to property, equipment or vehicle:								
Description of how damage was inflicted:								

3 rd Party Information						
Company Name:				Company Contact Number:		
Insurance Company and Phone Number:				Third Party Insurance Policy Number:		
Driver's Name and Phone Number:				Driver's Address:		
Make/Model/Unit No.				Licence Plate:		
Were there any injuries or extensive damage?	Yes		No		If yes, then the police must be notified immediately	

List all Witnesses				
Witness Names:	Employee/Other Company/Client/Contractor/Visitor:	Contact No:	Statement Attached	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Incident Investigation			
Level 1 Investigation		Level 2 Investigation	Level 3 Investigation

Level 3 Incident Investigation Conclusions



Title: Transport- Emergency Response Plan

Level 3 Incident Investigation Actions		
Action	Responsible Person	Due Date

Regional/General Manager Sign-Off			
Name:		Signature:	
Position:		Date:	