

1. SUMMARY

1. This procedure defines the process for emergency planning and response including, preparing Emergency Plans, implementing Emergency Plans, Testing Emergency Plans, and managing Emergency Response Equipment.
2. The QSE Officer is responsible for implementation of this procedure.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0	07/05/2021	Original issue.	Richard Huddleston

3. PROCEDURE

3.1. PREPARE EMERGENCY RESPONSE PLAN

1. The QSE Officer is responsible for preparing Emergency Response Plans
2. Following completion of a Risk Assessment to understand the possible Emergency Situation use the Emergency Response Plan Template to develop a site/project specific Emergency Response Plan.
3. Always consider the following (CoP First Aid):
 - Number of First Aiders
 - Low risk workplaces – one First Aider for every 50 workers
 - High risk workplaces – one First Aider for every 25 workers.
 - High risk workplaces that do not have timely access to medical and ambulance services should have at least one First Aider for every 10 workers.
 - First Aider Training
 - **Provide First Aid** - provide competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and manage the casualty and incident until the arrival of medical or other assistance. In low risk workplaces, First Aiders are sufficiently trained if they can perform CPR and treat minor illnesses and injuries.
 - **Provide Advanced First Aid and Provide Advance First Aid Response** – provide additional competencies required to apply advanced first aid procedures. This type of training is suitable for some high risk workplaces.
 - **Manage First Aid Services and Resources** – provides competencies required to apply advanced first aid procedures and to manage a first aid room.

- **Provide First Aid in Remote Situations** – provide the competencies required to administer first aid in a remote and/or isolated situation, including preparing for aero-medical evacuation. This type of training is suitable for high risk workplaces that are likely to have a major delay in accessing emergency services.
 - **Response Equipment**
 - Minimum First Aid Kits as per the CoP required (Appendix A)
 - Hydrogel/eye wash station based on risk
 - Equipment required to follow the emergency response procedures is mandatory
 - Fire response equipment based on risk (Appendix B)
 - Spill Kit based on risk
 - **Review Emergency Procedures** and delete any that aren't relevant and add any that are, note Emergency Procedures for High Risk Construction Activities should also be in the corresponding SWMS when applicable.
4. The Emergency Response Plan is a document. Follow the Document Control Procedure to ensure that it is approved and reviewed as required.

3.2. IMPLEMENT EMERGENCY RESPONSE PLAN

1. An Emergency Response Plan must be implemented for all of Akron's fixed locations:
 - Darwin – The QSE Officer is responsible for implementing the Emergency Response Plan
 - Alice Springs – The Regional Manager is responsible for implementing the Emergency Response Plan
 - Projects – managed on a Project by Project basis as detailed in the Project Profile
2. Ensure that all resources as identified in the Emergency Response Plan are available and signed (stickers on vehicles that have emergency equipment in it/signage on outside of office etc.)
3. As nominated in corresponding Emergency Response Plan respond to emergency situations according to the plan and complete an Emergency Response Record including holding a debrief.
4. Trigger the Incident Management Procedure on completion of the initial Emergency Response.

3.3. TEST EMERGENCY RESPONSE PLANS

1. All Emergency Response Plans must be tested at the frequency shown in the Emergency Response Plan, which must not exceed 12 months:
 - Darwin – The QSE Officer is responsible for testing the Emergency Response Plan
 - Alice Springs – The Regional Manager is responsible for testing the Emergency Response Plan
 - Projects – managed on a Project by Project basis as detailed in the Project Profile
2. Plan the emergency scenario; the drills should correspond to the most likely emergency scenarios for the site, based on the activities being completed at the time of the drill, or those starting before the next drill will be held.

3. Where the drill is being carried out at a customer or client premises consult with them prior, to avoid interfering with their standard business operations
4. Carry out the Emergency Response Drill with the Emergency Responders and First Aid Officers assuming their roles as per an actual emergency situation.
5. Record details of the drill on the Emergency Response Record.
6. Following the Drill, speak with the Emergency Responders and First Aid Officer to determine what went well and what could have gone better.
7. Within 24 hours, hold a debrief of the Drill with all workers.
8. Get a Sign off after debrief from all workers involved on the Emergency Response Record.
9. Where improvements have been identified, follow the Corrective and Preventative Action Procedure to realise improvements.

3.4. EMERGENCY RESPONSE EQUIPMENT

1. Emergency Response Equipment must be maintained
 - o Darwin – The QSE Officer is responsible for maintaining Emergency Response Equipment
 - o Alice Springs – The Regional Manager is responsible for implementing the Emergency Response Plan
 - o Projects – generally managed through the corresponding office, Construction Projects managed as per the Project Plan
2. List all Emergency Response Equipment on the corresponding Emergency Equipment Register including; First Aid Kits, Spills Kits and Fire Response Equipment.
3. The following Test/Check Frequencies apply;
 - a. Fire Response Equipment – 6 monthly
 - b. First Aid Kits – 6 monthly
 - c. Spills Kits – 6 monthly
4. Monitor test/check dates and ensure that all items are checked/tested by component and when required qualified persons at the required intervals.
5. Records of Testing will be maintained with the items if applicable, recorded on the Emergency Equipment Register and copies of Services providers invoices will also be kept.
6. Restocking, servicing or otherwise of Emergency Response Equipment is triggered by the Incident Management Procedure in the event that items are used in response to incidents.
7. Fire extinguishers and first aid kits are located in each vehicle/plant
8. Spill kits are located around the workplace to ensure that one is always in easy reach of persons responding to a spill.

APPENDIX A - FIRST AID KIT MINIMUM REQUIREMENTS

Typical First Aid Kit Contents

Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4

Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).	1

Burns Module

Burn treatment instructions on water-proof instruction cards	1
Hydro gel 3.5 gram sachets	8
Clean polythene sheets (small, medium and large)	2
7.5cm cotton conforming bandage	1

Outdoor Work Module

Heavy duty crepe bandage	1
Sting relief cream, gel or spray.	1

Eye Module






















































Eye Pad- Large	4
Eye Injuries Booklet	1
Saline Steritube 10 ml.	6
Tape 1.25cm x 9.1m	1

Vehicle Kit

First Aid Quick Reference Guide	1
Adhesive Band Aids	10
Crepe Bandage	1
Nitrile Gloves	2 pairs
Triangle Bandage 110cm x 110cm	1
Pad Combine 10x20cm	1
Blanket Emergency Shock	1
Pad Eye Large	1
Swabs Gauze Sterile 10cm x 10cm	1

Saline Steritube	2
Tape Hypo Allergenic 2.5cm x 9m	1
Resuscitation face mask or face shield	1
Scissors S/S sharp/Blunt 12.5cm	1
Bag Plastic 150 x 230mm	1
Eyewash Module	1
Burns Module	1

APPENDIX B – FIRE EXTINGUISHER COMPATIBILITY

	A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	Notes: *Limited indicates that the extinguisher is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires involving combustible metal(s) use only special purpose extinguishers - please seek expert advice. Comments: (Refer Appendix A of AS 2444)
 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Carbon Dioxide (CO ₂)						Generally not suitable for outdoor fires. Suitable only for small fires.
 Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
 Foam						Dangerous if used on energized electrical equipment.
 Wet Chemical						Dangerous if used on energized electrical equipment.
 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.