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## Emergency Management Plan

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## 1.0 - Purpose

To provide an emergency management plan in logical format that encompasses the health, safety, and environmental procedures on site. The plan is to reduce the risk of personal injury, and negative impact on the environment.

## 2.0 - Scope

This plan describes the procedures used to prevent pollution, minimise the environmental impact, and ensure safety to all employees and surrounding premises. The procedures for evacuating the site in the case of an emergency is included - *Emergency Evacuation Procedure*

## 3.0 - Responsibility

Persons responsible for executing this plan are:

### 3.1 Managing Director – Gavin Rahlf – 0459 995 013

- a). Person appointed to contribute to the emergency plan, to ensure compliance with all statutory, mandatory and company policy.
- b). Assess the adequacy of plant and facilities to ensure safety of staff and the protection of the plant and the environment.
- c). Ensure that all contract personnel and visitors to site are instructed on the actions to take in the event that this plan is implemented.
- d). Ensure training and management of all personnel to adhere to approved procedures and are aware of the potential results of non-conformance.
- e). Liaise with government and other off-site organisations, in the event of an emergency.
- f). Shall be the only point for any media discussions.
- g). Ensure there are adequate resources to respond to the requirements of this plan.
- h). Ensure that all operational staff and all other staff under the operation managers supervision, follow the approved operations procedures for ordering, storage and transferring of hazardous substances.
- i). Maintain a 24 hour emergency response.
- j). To provide adequate spill containment and spill response equipment to all required areas on site, and all vehicles that operate externally.

### **3.2 Director / OHSE Manager – Samantha Rahlf – 0459 995 012**

- a). Person appointed to prepare and update the emergency plan, to ensure compliance with all statutory, mandatory and company policy.
  
- b). Assess the adequacy of plant and facilities to ensure safety of staff and the protection of the plant and the environment.
  
- c). Manage changes to improve the safety and performance of systems.
  
- d). Ensure that adequate communication equipment and facilities for the operation of this plan.
  
- e). Initiate relevant training for OHS and Environmental compliance.
  
- f). Initiate investigative reporting of any incident involving a significant spill or incident.
  
- g). Implementation of new and updated OHS and Environmental policies, procedures and plans.
  
- h). Ensure all hazardous goods and storage vessels involving chemical, oil or gases are correctly labelled and in accordance with the requirements of the legislative body.
  
- i). Review operation procedures to ensure that they are clear and correct for staff and do not contribute to potential staff error.
  
- j). Assessing and determining the strategy to be used for the prevention and control of hazards posed by significant release of hazardous substances.
  
- k). To ensure that spills of any product off site or at a customer premises are handled correctly and as covered by this plan.

### **3.3 Supervisor – Lance Hart 0458 995 014**

Assist on implementation of the plan.

- a). Responsible for ensuring all operators, labourers and contractor personnel under their control are confident in notifying the supervisor or manager in the situation of discovering a minor or significant release of hazardous substance into the environment. Providing induction and procedural training to new staff.

### **3.4 All Personnel**

- a). Staff receiving visitors shall be responsible for instructing them in the actions to be taken in the event of a significant release of hazardous substances.

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#### 4.0 Objectives

The Environmental Emergency plan will take a positive approach to ensure the prevention of any site incident involving polluting materials. This plan will comply with the “Waste Management and Pollution Control Act” and all other legislative requirements identified by government bodies or company policy.

The objectives of this plan are:

- a). Auditable procedures for the prevention of pollution, due to incidents occurring on or off-site.
- b). To define and allocate site responsibilities for implementation of the plan.
- c). To identify plant and equipment covered by the plan.
- d). To provide a review procedure for the ongoing revision of the Emergency Plan.
- e). To provide a procedure for reporting a significant release into the environment, and adopt preventative measures wherever possible.

#### 5.0 Plan Maintenance

This plan has been prepared by the management of GSR Industrial Solutions. Management will endeavour to maintain the plan on a regular basis and update accordingly. Any modifications or amendments to this plan must be produced in writing to the OHS and Environmental Manager. All site personnel, contractors, or visitors, shall assist with the requirements of the implementation of the plan wherever appropriate.

#### 6.0 Communications

The on-site control is to be conducted by the assigned Incident Controller. Site personnel will be alerted and informed of any significant release and this plan implemented by following the procedures detailed or by the most appropriate method. This plan will work alongside client’s procedures, in this event, their incident controller will work with the GSR controller, clients requirements must be met without compromise of the GSR EMP.

The *Emergency Evacuation Procedure* of the plan includes the 24 hour contact details of organisations who shall be notified in the event of any spill, regardless of size, which is released outside the sites boundaries and meets the criteria detailed in the Emergency Procedure.

Personnel will be alerted to any significant incident and the implementation of this plan. Personnel will be warned to vacate the vicinity of the incident and if required, evacuate the site as detailed the *Emergency Evacuation Procedure* of the plan.

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The incident controller will physically attend the affected area, providing it is safe to do so, or use telephones to confirm that personnel have been safely evacuated. No person will be provided access to the affected area, unless directed by the incident controller and it is safe to do so.

The end of incident shall be announced on the authority of the incident controller.

### **7.0 Maintenance of Equipment and Materials**

Emergency equipment will be subject to a routine inspection. Third party certification will be undertaken for emergency equipment.

### **8.0 Spill Inventory Stock**

Spill response containers to be placed in the required locations and utilised when necessary. Additional stock shall be purchased and utilised for replenishing of the kits as soon as practical.

The *Emergency Spill Containment Procedure* of the plan includes the Emergency Spill Containment Procedure.

All vehicles in an operational capacity shall contain spill kits and be returned for exchange once any part of the kit has been used, as per the spill response procedure.

### **9.0 Resources**

The relevant management must ensure arrangements exist to maintain sufficient suitably qualified experienced personnel on-site at all times to cover the operational requirements of this plan.

### **10.0 Controllable or Contained Incident**

If the Incident Controller deems the incident manageable or contained appropriately within the boundaries of the premises, and there is no significant risk to personnel, neighbouring properties or the environment, the area will be restricted to designated personnel that can clean up the site to an acceptable level. The incident controller may request assistance for the clean up by a professional non-company organisation at their discretion.

Any substances that may reach easements or waterways from any incident must be reported to the Managing Director and then to the appropriate government authorities.

An incident or near miss form must be completed within a 24-hour period after the incident.

*Emergency Evacuation Procedure, Cyclone Procedure and Emergency Spill Containment Procedure* of the plan includes all of the current emergency procedures.

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## 11.0 Uncontrollable Incident

If the incident controller deems the incident unmanageable or uncontrollable within the boundaries of the premises, the area shall be isolated, or the site evacuated. The incident controller, or nominated staff member, will notify all personnel on site of the situation. Any contractors or visitors not affected by the incident will be accounted for by the accompanying staff member, and requested to leave the working area immediately and await instruction at the muster point.

The incident shall be contained to the best of the ability of the incident controller if the situation has no risk to personal injury. The appropriate government departments and emergency services shall be contacted to contain the incident. The emergency response procedure shall be executed, see the *Emergency Evacuation Procedure*.

The incident controller may nominate personnel to be on a roster to ensure there is a company representative on site at all times in the event of an uncontrollable incident.

All media enquires shall be directed to the Managing Director.

In the event of a cyclone, the Cyclone Procedure will take effect.

## 12.0 Review

Action tasks to be completed by the time frames set.

The review of the Emergency Management Plan is to be conducted annually and updated accordingly.

### 13.0 Emergency Evacuation Procedure

Key personnel involved in the event of a major incident:

**Managing Director:** Gavin Rahlf - 0459 995 013

Responsibilities –

This position is responsible for all actions of employees on and off site. Oversees the supervisors, operators and labourers. Implementation of EMS on and off site.

Responsible for discussions with media in the event of a major incident.

**Environmental and OHS Manager:** Samantha Rahlf – 0459 995 012

Responsibilities –

Manages the Environmental and OHS Systems for GSR, ensures safety and environmental legislation is applied, and relevant policies, procedures, forms, and plans are updated accordingly. Provides training to staff.

**Supervisors** - 0458 995014

Responsibilities –

Oversees operators and labourers on and offsite. Assists in implementation of Environmental procedures with staff. Ensure that the day-to-day vehicle, plant, and operational tasks are dealt with in environmentally and safe manner.

#### **Operators**

Drive and operate the heavy vehicles in accordance with GSR Industrial Solutions procedures.

#### **Labourers**

Provides labouring duties of various nature on and off site. Reports to either the supervisor or the General Manager.

#### **Objective:**

To ensure the safety of all staff on site and the neighbouring properties and to minimise wherever possible, any environmental impacts of a major incident.

The Incident Controller will take charge of the situation, and allocate the tasks as follows:

1. Advise staff, visitors and contractors of an emergency evacuation.
2. All employees to meet at the designated muster point. Advise any staff along the way to the muster point to remove themselves from the premises.
3. Employee role call to ensure that all staff is present.
4. Phone emergency services, fire brigade, police or ambulance services (if there are any injuries).



Emergency Services – 000  
 Fire brigade – 000  
 Police – 000  
 Ambulance – 000

5. Phone neighbouring properties to evacuate if necessary – fire / fumes / spill may affect these properties.

<b>EAST ARM OFFICE</b>	
North Boundary	PTTEP - 89801600
South adjacent shed	IES - 89477180 Wilson Security – 89474769 XL express - 0417889624
South Boundary	Tasman - 89843825
East Boundary	Northern Seafood / Fischer Wholesale - 89473370
West Boundary	Gosh Café - 89471771

<b>KATHERINE OFFICE</b>	
North Boundary	Residential – Katherine Town Council - 89725500
South Boundary	Katherine Country Club - 89721276
East Boundary	Vacant Building
West Adjacent Shed	Katherine Auto Electrics - 0438802418
West Boundary	Onsite Refrigeration - 89723872

6. Contact company directors to advise the current emergency situation.
7. Managing Director or Director to notify EPA (Environmental) or NT Work Safe (OHS)  
 NT EPA– 8924 4139 or the pollution hotline 1800 064 567  
 NT Work Safe -1800 019 115 or A/H 0438 711 737

8. The Managing Director will speak with any media that may arrive to the site.
9. Speak with emergency departments as required, supply current MSDS sheets.
10. Complete Incident / Near Miss Report – state the issues, how to rectify any re-occurrence, and who is responsible to rectify.
11. Follow through with the required changes or with the person responsible for the changes to be implemented, and document as required.
12. Sign off incident report investigation once the necessary steps have been completed.

## 14.0 Cyclone Procedure

Key personnel involved in the event of a cyclone:

### **Managing Director:** Gavin Rahlf

Responsibilities –

This position is responsible for all actions of employees on and off site.

Oversees the supervisors, operators and labourers. Implementation of EMS on and off site.

Responsible for discussions with media in the event of a major incident.

### **Environmental and OHS Manager:** Samantha Rahlf

Responsibilities –

Manages the Environmental and OHS Systems for GSR, ensures safety and environmental legislation is applied, and relevant policies, procedures, forms, and plans are updated accordingly. Provides training to staff.

### **Supervisors**

Responsibilities –

Oversees operators and labourers on and offsite. Assists in implementation of Environmental procedures with staff. Ensure that the day-to-day vehicle, plant, and operational tasks are dealt with in environmentally and safe manner.

### **Operators**

Drive and operate the heavy vehicles in accordance with GSR Industrial Solutions procedures.

### **Labourers**

Provides labouring duties of various nature on and off site. Reports to either the supervisor or the General Manager.

### **Objective:**

To ensure the safety of all personnel. Minimise damage to equipment, vehicles, and the environment, in the event of a cyclone in a timely manner.

The Incident Controller (either the General Manager or Supervisor) will take charge of the situation, and allocate the tasks as follows:

1. The Incident Controller will monitor the progress of any cyclone that may affect Darwin/Katherine regions.
2. Once the cyclone watch is updated to a cyclone warning, the Incident Controller is to notify all staff to report to the main office.
3. The Incident Controller will delegate responsibilities to each staff member, to ensure the safe storage of all plant, equipment, and vehicles.

- Place all tools, equipment in a lockable storage area.
- Place all company vehicles in a secured compound where possible, or as close against the main building area as possible.
- Waste and recycling containers are to be emptied where possible and secured and stored inside the building.
- Spill kits are to be removed from locations and stored in a secured area.
- Where possible attempt to keep vehicle fuel tanks as full as possible.
- Turn off any electrical appliance and unplug.
- Cover computers, monitors, printers with plastic bags.
- Place all paper work in secured filing cabinets wherever possible.
- Complete a back up of the computer system and store in a secure area.
- Secure all windows and doors in the office area.

4. Contact the Managing Director to advise the current situation if he is not present on site.

5. Once the premise is secure, dismiss staff as soon as practicable to attend their personal commitments.

## 15.0 Emergency Response Spill Containment Procedure

Key personnel involved in the event of a spill:

**Managing Director:** Gavin Rahlf – 0459 995 013

Responsibilities –

This position is responsible for all actions of employees on site.

Responsible for discussions with media. Ensure that the correct procedures are adhered to in the event of a spill and if required site evacuation - employee role call, contact of emergency services, and necessary emergency departments with assistance from the OHS & Environmental Manager. This person will act as the Incident Controller, however, if not on site at the time of the incident, the Supervisor will take on the role of Incident Controller.

**OHS & Environmental Manager:** Samantha Rahlf – 0459 995 012

Responsibilities –

Manages the OHS and Environmental aspects of the business on and off site. Ensures safety and environmental legislation is applied and documentation is developed and maintained to support the business. Ensure correct procedures are adhered to. Liaise with the emergency departments providing information if required.

**Supervisor:** Lance Hart – 0458 995014

Responsibilities –

Oversees and instructs operators. Ensure that the day-to-day vehicle, plant, and operational tasks are dealt with in environmentally and safe manner.

Ensuring all persons are evacuated off the site, in the event of an incident, to the designated muster points. Safe shut down of the plant in the event of an emergency. Liaise with the emergency departments providing information if the Managing Director or OHS and Environmental Manager is not on site. Will take on role of Incident Controller if the Managing Director is not on site.

**Operators:**

Permanent and contracted employees that undertake operational tasks on and off site with plant and equipment. Operators report to the Managing Director or Supervisor on site at the time. Conduct the site clean up if safe to do so under instruction by the Incident Controller or OHS and Environmental Manager.

**Objective:**

To safely cease the spill at the source of the incident, contain the hazardous substance on the premises. To minimise the environmental impact to the soil, stormwater easements or ground water, by managing the containment and appropriate disposal of spill materials.

The incident controller will take charge of the situation and allocate the tasks as follows:

1. Evacuate any personnel within the vicinity of the incident.
2. Managing Director (Incident Controller) and / or OHS & Environmental Manager to assess the situation provided it is safe to do so (in the event that there is only the supervisor on site, the supervisor will assess the spill), and decide whether the spill is containable. If the incident is not containable, refer to the emergency evacuation procedure.
3. If any injuries have occurred, the Incident Controller will organise first aid, or nominate an employee to take the injured employee to hospital for treatment, or, contact the ambulance on 000. The OHS and Environmental Manager should be contacted immediately if not on site.
4. Identify hazard source and product the MSDS.
5. The Managing Director, or the OHS & Environmental Manager, or the Supervisor (if either are unavailable), is to contact the contact the person responsible for the contract (if off site) to inform them of the situation if spill has occurred.
6. Apply the required personal protective equipment (PPE) for handling the product.
7. Cease the source of the spill provided it is safe to do so.
8. Contain any areas of the spill that may affect drains or waterways with the appropriate spill equipment chemical booms, pads, and absorbent. Ensure that if a chemical spill occurs, the assigned chemical spill response kit is utilised - if oil or hydrocarbon utilise the oil/hydrocarbon spill response kit.
9. Once the spill is contained, and the material has been identified as a product that can be cleaned with shovels and brooms, is then to be placed into the hazardous bags provided.
10. Update the current situation to the OHS and Environmental Manager.
11. The OHS and Environmental Manager will notify EPA or NT Work Safe if required.  
NT EPA – 8924 4139 or the pollution hotline 1800 064 567  
NT Work Safe -1800 019 115 or A/H 0438 711 737
12. Contact the licensed waste disposal company to dispose of any contaminated product – soil, PPE, and hazardous containers.
13. Complete the Incident / Near Miss Form. Investigate the situation, and ensure that there is no future re-occurrence. Identify what was responsible for the incident to occur and rectify.

14. If required, draft a new procedure to ensure that the situation or risk is minimised.

15. Sign off incident report investigation once the necessary steps have been completed