



KAEFER

KAEFER Darwin Emergency Response Plan

| 3 | August 2020 | Name Change to Kaefer. Full document review | BJ | TO |
|-----|-------------|---|-------------|----------|
| 2 | May 2018 | Name Change to Kaefer Maicon | BH | PH |
| 1 | Dec 2017 | Complete Revision | HSE Officer | MD |
| 0 | Dec 2012 | New Document | HSE Officer | MD |
| Rev | Date | Description | Author | Approval |

This document is and shall remain the private property of KAEFER and must not be reproduced, shown or distributed to any third parties or used by the recipient for purposes other than those for which was issued, unless prior written approval has been obtained from the copyright owner.

CONTENTS

| | | |
|------|---|----|
| 1.0 | INTRODUCTION..... | 3 |
| 2.0 | SCOPE | 3 |
| 3.0 | RESPONSIBILITIES | 3 |
| 4.0 | OBJECTIVES | 4 |
| 5.0 | EMERGENCY ACTION PLAN | 4 |
| 6.0 | EMERGENCY PROCEDURE..... | 4 |
| 6.1 | Emergency Drills..... | 5 |
| 7.0 | BUSINESS CONTINUITY AND RECOVERY PLAN | 9 |
| 8.0 | DEFINITIONS | 9 |
| 9.0 | REFERENCES..... | 9 |
| 10.0 | EMERGENCY EVACUATION PLAN | 10 |

1.0 INTRODUCTION

A business, like any individual or organisation, faces inherent potential risks daily. From information technology malfunction and personnel injury through to natural disasters, non-commercial risk can inflict damage on a business ranging from inconvenience to catastrophic. Whilst this plan does not purport to envisage and manage every possible risk, it does outline some of Kaefer's most likely non-commercial risks, and the way in which we will manage them should they arise.

2.0 SCOPE

This plan outlines the high-level risks faced at Kaefer's Darwin facility, located at 17 Mendis Road East Arm Darwin NT 0822 and outlines the way KAEFER would deal with an emergency should it arise. This plan also applies to project sites where KAEFER has control of the emergency response process.

3.0 RESPONSIBILITIES

| ROLE | RESPONSIBILITY |
|-------------------------------|--|
| General Manager | <ul style="list-style-type: none"> • Identify business risks applicable to this plan. • Establish a review process to ensure risks are mitigated. • Review the emergency response process to ensure suitability to current scope of work |
| Operations / Facility Manager | <ul style="list-style-type: none"> • Ensure staff are aware of their emergency management response. • Ensure emergency contact details are current. • Provide emergency management training for staff who have emergency response duties designated within their role. • Test the emergency response process at least annually |
| HSE Team | <ul style="list-style-type: none"> • Provide management with advice on current legislative requirements as they are enacted. • Complete an emergency response review of drills conducted and provide feedback to management on opportunities for improvement. |

| | |
|-----------|---|
| | <ul style="list-style-type: none"> • Ensure appropriate signage is displayed for emergency response purposes including wardens, first aid personnel and other emergency response personnel. |
| Wardens | <ul style="list-style-type: none"> • Ensure personnel are evacuated within your designated area of control. • Guide employees directly to the muster point. • Complete an employee count at the evacuation point and notify the Operations Manager of missing personnel. |
| Employees | <ul style="list-style-type: none"> • Comply with all emergency response requirements including drills undertaken. |

4.0 OBJECTIVES

The objective of the emergency response plan is to:

- Prevent significant injuries in the workplace.
- Eliminate environmental incidents requiring evacuation.
- Reduce damage to buildings, plant and equipment
- Accelerate the resumption of normal business operations post incident.

The site risk register identifies key business risk likely to cause an emergency.

5.0 EMERGENCY ACTION PLAN

The primary objective of the Kaefer Geraldton Emergency Response Plan is to minimise human injury, environmental damage, and to a lesser extent, damage to property and plant.

For the purposes of this plan, an emergency is described as a situation that poses an immediate risk to Health, Life, Property or the Environment.

If a Kaefer employee feels that at any time a situation or potential situation poses immediate risk to health, life, property or the environment, they are firstly to do all in their power/ ability to safely prevent the situation from occurring, then contact the Kaefer Emergency Management Coordinator who will assess the situation and invoke the Emergency Response Plan if necessary.

6.0 EMERGENCY PROCEDURE

In a potential emergency, assess the situation thoroughly and promptly:

- An emergency that requires the evacuation of personnel can have a variety of different circumstances and may require emergency service or possibly all emergency services to be called out to the work site.
- Once the type and/ or nature of the emergency has been established, the person reporting the emergency is to alert all personnel on site to exit the work area and assemble at the emergency evacuation assembly area/ muster point.

Where injuries occur, as a result of the emergency, movement of the injured to a safe area will be critical. Injured person(s) should be assessed and provided with first aid treatment while awaiting medical assistance/ ambulance services.

Mobility impaired person(s) who are in danger should be moved to a safe place. It may not be practical or necessary to immediately attempt to make a difficult evacuation. A person should be assigned to stay and reassure the person that their well-being is being looked after. Emergency services should be advised immediately of the situation upon their arrival.

The emergency assembly area/ muster point for each workplace is shown on all emergency plans, which are posted throughout the workplace. If the emergency assembly area is not habitable due to the nature of the emergency, (smoke, chemical fumes, etc.) the emergency management officer may alone or in conjunction with the emergency management group, emergency services personnel, determine that the evacuees assemble in an alternative location.

6.1 Emergency Drills

The emergency response process shall be tested on an annual basis and consist of the following:

- A defined emergency based on one of the below identified possible emergencies.
- The drill includes all employees including office staff
- A review of the conducted drill identifying the time for evacuation, counting of personnel and opportunities for improvement of the process.

| Procedures for specific emergencies | |
|--|--|
| Fire Emergency | <p>Small Fire</p> <ul style="list-style-type: none"> • Ensure that any person(s) in danger is removed from the area. • Raise the alarm. • Extinguish the fire using a fire extinguisher, fire blanket, or fire hose reel, - if it is safe to do so and you are trained in the use of such equipment. • If the fire cannot be extinguished, or cannot be controlled, evacuate the area. • On arrival of the EMO, advise them of the actions you have taken. <p>Large Fire</p> <ul style="list-style-type: none"> • Ensure that any person(s) in danger is removed from the area. • Raise the alarm. • On arrival of the EMO, advise them of the actions you have taken. |

| | |
|---|--|
| | <ul style="list-style-type: none"> • If the fire is indoors/ office, and it is safe to do so, close all filing cabinets, windows and doors, but do not lock. • No one is to re-enter the building/ area until given the all clear by the emergency services personnel or the EMO. |
| <p>Bomb or Substance Threat – Chemical, Biological, Radiological or Suspicious Package</p> | <p>Telephone Threat.</p> <p>If a bomb or substance treat is received over the phone, attempt to write down the exact wording of the person making the threat. Do not hang up. Attempt to keep the caller on the line for as long as possible. Ask questions as per the Bomb Threat Checklist issued by the Australian Bomb Data Centre:</p> <ul style="list-style-type: none"> • When is the bomb going to explode? • Where did you put the bomb? • When did you put it there? • What does the bomb look like? • What kind of bomb is it? • What will make the bomb explode? • Did you place the bomb? • What is your name? • Where are you? • What is your address? <p>Do not create panic by informing other personnel, notify the EMO immediately.</p> <p>Suspicious Package/ bag</p> <p>If a suspicious package/ bag is found and it cannot be identified by the occupants of the building, the EMO is to be notified immediately.</p> <p>No one is to touch or move the package/ bag.</p> <p>The EMO will assume control and initiate appropriate actions, including notifying the police/ emergency services if necessary.</p> |
| <p>Cyclone</p> | <p>Stage 1 - Cyclone Watch/ Blue Alert</p> <p>Operations/ branch manager to conduct a briefing with all personnel and complete cyclone preparedness, work areas to be made cyclone ready. All items to be secured and stored. SMG to decide if personnel working at remote sites are to be evacuated or if suitable cyclone rated facilities are available onsite. SMG to assess the progress of works, equipment at the work site, and the likelihood of damage if the cyclone presents.</p> <p>Stage 2 – Cyclone Warning/ Yellow Alert</p> <p>Operations/ branch manager to advise personnel of cyclone warning phase, work is to cease, and shutdown process implemented and then the workers are to be sent home.</p> |

| | |
|---|---|
| | <p>Operations/branch manager to ensure that site workers are following the clients/ site procedures.</p> <p>Stage 3 – Activation/ Red Alert</p> <p>Operations/ branch manager to ensure that the building(s) are secure, company vehicles and equipment is secure, no-one is left in the building. Electricity is off, and the gates are locked to prevent unauthorised entry.</p> <p>Stage 4 – All Clear</p> <p>Operations/ branch manager to inspect the worksite and give the all clear when the workplace is deemed safe for work to resume. Vehicle and plant are to be inspected before they are operated.</p> |
| <p>Storm, Flood or Tsunami</p> | <p>Localised flooding may occur during heavy rain events. Minor disruption could be expected. The SMG to develop and action plan if interruption is likely to be more than 24hours.</p> <p>Kaefer Maicon’s operations are unlikely to be affected by storm surge or tsunami.</p> |
| <p>Earthquake, Building Collapse or Structural Failure</p> | <p>Evacuation should commence as soon as possible after tremors have passed. Normal evacuation procedures may not be possible, due to the severity of the earthquake/ building collapse and designated assembly points may need to be changed.</p> |
| <p>Threats / Assaults</p> | <p>Minor</p> <ul style="list-style-type: none"> • The first person responding to the incident is to: • Assess the situation – ensure your own safety. • Remain calm and obtain further assistance, if required. • If the assailant is still present, request separation from the victim. • Provide assistance to the victim, if possible – give or call for first aid. • Call the EMO and wait at the scene. <p>Major</p> <ul style="list-style-type: none"> • Immediately contact the emergency services (000). • If possible, gather details of the offender(s), including vehicles, weapons, number of offenders and their escape route. • If the offender(s) are still at the scene, keep others away and move to a safe place. • Keep witnesses at the scene until the police arrive and if possible preserve the scene with a temporary barricade. • Provide police with the details of the incident and the actions you have taken. |

| | |
|---|--|
| <p>Hazardous Chemical Spill</p> | <p>Minor Spill</p> <ul style="list-style-type: none"> • Contain the spill and alert those who could potentially be exposed to the hazard. • Raise the alarm with EMO. • Alert emergency services, if necessary. • Control and clean the spill as per instructions in the SDS. <p>Major Spill</p> <ul style="list-style-type: none"> • Raise the alarm and evacuate personnel to a safe area, upwind of the spill. • The EMO will notify emergency service personnel, if required. • Appropriately trained personnel to contain the spill and prevent the entry of the material into drains and water courses. • Clean up the spill as per the instruction in the SDS. • Do not allow electrical equipment or other ignition sources in to the area. • Dispose of all materials as per regulatory requirements. |
| <p>Gas Leak</p> | <p>The person who detects (smell / notice) the gas leak should:</p> <ul style="list-style-type: none"> • Keep all personnel away from the area. • If safe to do so, isolate the gas. • Alert the EMO or HSE. • Do not allow the use of electrical equipment, including phones or laptops, or other ignition sources. <p>Responsible Person</p> <ul style="list-style-type: none"> • Isolate the gas supply, if this has not already been done. • Ensure that there are no naked flames in the area. • Ventilate the area. • Notify emergency services, if required. • If it is a major gas leak, evacuate the building. |
| <p>Significant Injury / Incident</p> | <p>Major Injury / Illness</p> <ul style="list-style-type: none"> • Notify Emergency services on 000 for ambulance attendance. • Evacuate the building or immediate area where required. • Ensure an employee is sent to the main entrance to meet emergency services and direct them to the scene. • Turn off any gas or electricity that can impact the injured person and or emergency response members. • First aid personnel to provide immediate first aid only. <p>Significant Incident (Crane failure, structural damage etc)</p> <ul style="list-style-type: none"> • Evacuate personnel from the area if directly impacted. • Prevent personnel from re-entering the facility • Notify emergency services where required. • Barricade the area once safe to do so. |

7.0 BUSINESS CONTINUITY AND RECOVERY PLAN

The Business Continuity Plan looks at incidents that may occur that affect the ability of the business to operate. These risks can be natural disasters or serious incidents such as:

- Flood
- Earthquake
- Cyclones and severe storms
- Severe extremes in temperature
- Pandemic diseases such as influenza
- Fire
- Explosion
- Building collapse
- Accidental or deliberate release of hazardous biological agents, toxic chemicals or noxious substances
- Significant environmental incident
- Terrorist activities
- Exposure to radiation
- Loss of electrical power
- Loss of water supply
- Loss of communications

These types of events may result in the business being unable to operate anywhere from a few days to indefinitely.

8.0 DEFINITIONS

| | |
|---------------------------|--|
| Emergency | A serious, unexpected, and often dangerous situation requiring immediate action. |
| Emergency Services | St John's Ambulance, Fire and Rescue Service, Darwin Police. |

9.0 REFERENCES

- Work, Health and Safety (National Harmonised Legislation) Act, (NT)
- Work, Health and Safety (National Harmonised Legislation) Regulations, (NT)
- Environmental Assessment Act, NT
- Return to Work Act (NT)
- Return to Work Regulations (NT)

10.0 EMERGENCY EVACUATION PLAN

