



Emergency Response Plan

NT Waste Away – Darwin Region Operations

1. Purpose

This Emergency Response Plan outlines the procedures NT Waste Away follows in the event of an incident that threatens the safety of personnel, the public, the environment, or company assets. It establishes clear responsibilities, response actions, and reporting requirements to ensure effective management of emergencies and compliance with Northern Territory regulations.

2. Scope

This plan applies to all NT Waste Away staff, vehicles, and operations across the Greater Darwin region. It covers all emergency situations occurring on client sites, public roads, depots, or landfills, including:

- Personal injury or medical emergencies
- Spills, leaks, or uncontrolled waste releases
- Equipment or vehicle failure impacting safety
- Severe weather events or environmental hazards
- Incidents involving the public or third parties

3. Roles and Responsibilities

All Staff

- Immediately cease work if an emergency arises
- Take action to secure the area and protect life
- Notify the Operations Manager as soon as it is safe to do so
- Complete all required reports following the incident

Operations Manager

- Coordinates on-site response and escalation
- Notifies the Director and external authorities as required
- Oversees incident documentation, investigation, and review
- Ensures corrective actions and retraining are implemented

Director

- Maintains responsibility for regulatory reporting and external communication
- Engages with EPA, NT WorkSafe, and emergency services where required



- Signs off on procedural changes resulting from post-incident analysis

4. Immediate Response Actions

In the event of any emergency, the following steps must be taken:

- Stop all activity immediately
- Ensure safety of all personnel and members of the public
- Call emergency services (000) if necessary
- Contain and isolate hazards if safe to do so
- Notify the Operations Manager without delay
- Do not resume work until the area is declared safe by management

5. Specific Incident Procedures

5.1 Personal Injury

- Administer first aid only if trained and safe
- Do not move the injured person unless there is further danger
- Call 000 immediately for serious injuries
- Record the incident in detail
- Submit an Emergency Incident Report within 12 hours

5.2 Spill or Contamination

- Use the vehicle's spill kit to contain the material
- Prevent entry to drains or natural waterways
- Take photographs and document the volume, material type, and affected area
- Notify management
- Management will report the incident to EPA NT where required

5.3 Equipment or Load Failure

- Secure the area and halt movement
- Assess whether repairs can be completed safely
- If not, arrange for equipment recovery
- Complete a Load or Equipment Fault Report

5.4 Extreme Weather

- Cease operations during lightning, high winds, flooding, or extreme heat



- Secure all bins and equipment
- Relocate to a safe zone if required
- Await clearance from management before resuming work

6. Communication Protocol

All emergency communication must follow the internal chain of command:

- Crew Member → Operations Manager
- Operations Manager → Director
- Director → Regulators, Emergency Services, or External Parties (as applicable)

No public statements are to be made by staff unless explicitly authorised by the Director.

7. Reporting and Documentation

The following forms must be completed and submitted after an incident:

- Emergency Incident Report
- Spill Response Log (if applicable)
- Equipment or Load Fault Report (if applicable)

All forms are to be submitted to the Operations Manager and retained for audit and regulatory purposes.

8. Training and Preparedness

- All vehicles are equipped with first aid kits, spill kits, and extinguishers
- Staff complete mandatory emergency response training annually
- Emergency drills are conducted twice yearly
- Pre-starts include review of site-specific risks and emergency contact protocols
- Emergency contact cards are issued to all field personnel

9. Review and Improvement

All incidents are reviewed by management within 48 hours. Findings are presented at the next toolbox meeting. Where necessary, SOPs are updated, and corrective actions are assigned and tracked. The Emergency Response Plan is reviewed annually or following any significant incident.

10. Commitment

NT Waste Away maintains zero tolerance for complacency in emergency response. Every team member is empowered to stop work, raise concerns, and act decisively in the face of



risk. This plan supports that authority, and its application is mandatory at all levels of the business.