



Emergency Response Plan



95 Syrimi Road, Tivendale,
Northern Territory

Details:	Prepared By:	Reviewed By:	Authorised By:
Name:	Dion Meta	Jayden Day	James Prakash
Position:	Technical & Strategy Manager	People Safety & Training Manager	Managing Director

Company:	NT Recycling Solutions
ABN:	48 112 787 685
Line of Business:	Total Waste Management
Facility:	Depot Encompasses: • Transfer Depot • Waste Storage • Recycling Depot
Address:	95 Syrimi Road, Tivendale
Review Frequency:	3 yearly

Revision Details	Issued to	Prepared / Updated By	Reviewed By	Authorised By	Date Issued
Rev-1	NT EPA	Dion Meta	Jayden Day	James Prakash	18/07/2026

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1. Purpose & Scope

1.1. Why is it Important?

Emergency response planning involves anticipating and preparing for potential emergencies that could affect the business. The primary goal of this planning is to safeguard the health and safety of employees while minimising negative impacts on the environment and property belonging to NT Recycling Solutions (NTRS) or its clients.

This document is designed to ensure that NTRS can respond to any emergency (such as medical issues, fires, or natural disasters) in a well-organised and practised manner. It has been created in accordance with the Environmental Management Plan and Site Risk Assessment, which identified significant potential hazards at NTRS's site.

1.2. Who does it apply to?

The Emergency Response Plan (ERP) applies to all NTRS management, employees, and contractors engaged in on-site work activities, as well as any subcontractor employees of the principal Contractor during the construction phase. When NTRS workers perform tasks at a client site, they must respond to emergencies in accordance with any site-specific protocols and follow instructions from the client's emergency response teams.

1.3. Listed Waste Types

The Listed Waste referred to in the plan is:

Waste Code	Waste Description
N160	Encapsulated, chemically fixed, solidified or polymerised wastes
N190	Filter cake
K110	Grease trap waste
N120	Soils contaminated with a listed waste
T140	Tyres

2. Roles & Responsibilities

Role	Responsibility
Managing Director	• Ensure that the Emergency Response Plan (ERP) is effectively implemented. • Approve the ERP. • Demonstrate commitment to this plan
General Manager	• Ensure that the ERP is effectively implemented; • Appoint/nominate the Environmental Representative and/or Site nominee; • Report to executive management on the performance of the system and environmental breaches; • Ensure all workers involved in the collection and transport of

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	- specified listed waste have access to and understand this plan - Ensure that all relevant workers undertake relevant training - Monitor the use and replenishment of spill kits - Ensure that there are SDSs for the specified listed waste, that copies are available in vehicles and trucks - Communicate to workers any incident findings, including corrective or preventative actions. - Allocate project resources to handle environmental issues; - Take action to resolve major non-conformances.
Technical Manager	- Communicate any changes to this plan to workers - Provide support from a risk analysis on environmental hazards - Update plans, drawings and supporting documents for the ERP - Initial contact for the NT EPA - Take part in compliance checks and audits
People, Safety and Training Manager	- Ensure that audits of the system are carried out and reported. - Ensure that the Emergency Response Plan (ERP) is effectively established and maintained at the site level. - Provide advice and support concerning the ERP. - Complete environmental site checklists. - Review and update the EMP and associated documentation. - Provide support to the team to enable them to meet their environmental commitments. - Ensure that site personnel receive appropriate environmental awareness training. - Ensure that environmental records and files are maintained. - Ensure that non-conformances are recorded and actioned. - Complete environmental site checklists. - Undertake annual environmental audits to establish licence compliance gaps, and - Undertake regular site environmental inspections
All Site Personnel	- To be aware of this plan and the process to be undertaken if there is a spill involving any of the specified listed wastes - Inform a NTRS Manager of any incident - Take part in emergency response training.

3. Contact List

Name	Role	Mobile	Email
James Prakash	Managing Director	0447 969 847	James.prakash@vtgwaste.com.au
Tristan Seppelt	General Manager		

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Dion Meta	Technical Manager	0418 265 180	dion.meta@vtgwaste.com.au
Jayden Day	People, Safety & Training Manager	0467 657 900	jayden.day@vtgwaste.com.au
NTRS Office	Admin	(08) 7909 8888	admin@vtgwaste.com.au
Emergency Services	Emergency	000	NA
NT WorkSafe	Reporting	1800 019 115	ntworksafe@nt.gov.au
NT Environmental Protection Authority	Reporting	1800 064 567	ntepa@nt.gov.au

4. Emergency Response Plan

4.1. Access

The latest approved version of the ERP is maintained in the Skytrust (Compliance Management System). All site workers and contractors will be trained in this ERP when undertaking the site induction.

4.2. Testing

The ERP will as a minimum be tested annually in accordance with Emergency Response Procedures. Records of any testing conducted will be maintained.

4.3. Review and Maintenance

4.3.1. General

The ERP will as a minimum be reviewed annually, and amended as required when any of the following occurs:

- Significant operational changes (e.g. addition of new processes to a work area that introduce new potential emergency situations).
- Significant new emergency risks being identified; or
- On completion of an emergency response event.

This will ensure the relevance, accuracy and effectiveness of the information provided.

4.3.2. Post Emergency Response Plan use evaluation and review

After an emergency where this plan is activated, the manager/ supervisor must ensure that the incident is entered into Skytrust. A coordinated review of the emergency response plan, involving key site personnel and other stakeholders responsible for managing the emergency, will also be held.

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Emergency preparedness will be reviewed, and where opportunities for improvement or required changes are identified, corrective actions must be documented, entered into Skytrust, and the ERP updated to reflect the changes.

4.4. Governance, Roles and Responsibilities

Role	Responsibility
Managers/ Supervisors, including Principal Contractor	Managers and supervisors, including the Principal Contractor, have the responsibility to: • Notify Chief Warden/Warden of an emergency. • Follow instructions from the Chief Warden/Warden and assist in managing the emergency in accordance with the relevant site ERP. • In the absence of the Chief Warden/Warden, contact the Health and Safety Advisor or emergency services if life or property is threatened. • If significant damage, serious injury, environmental harm or media attention, notify the senior management team as soon as possible. • Manage all public/media/regulatory authorities. • Take notes of relevant information and significant event times to assist in the investigation and reporting process. • Ensure no fault, blame or speculation on the incident is made until a full investigation is undertaken. • Ensure no media or other unauthorised person accesses the site of the emergency. • Ensure no details of the emergency are released to anybody (other than emergency services) unless directed by senior management; and • Ensure the incident is entered in SKYTRUST.
Employees (principal contract employees, subcontractors, and NTRS employees)	• Take immediate action to ensure your own safety and the safety of others, where safe to do so • Do not take any action that places your safety or the safety of others at risk • Obtain assistance from others on site – never attempt to handle an emergency alone • Advise the senior person on site of the emergency • Apply the relevant site emergency response process • In the event of an emergency, and in the absence of instructions, assemble at the site emergency assembly area.
Site Emergency Personnel Chief Warden / Deputy Warden	Site Emergency Personnel Chief Warden or Deputy Warden, in the event of an emergency, shall wear a white safety helmet with the wording Chief Warden printed across the front.

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	On becoming aware of an emergency, shall take the following actions: • Ascertain the nature of the emergency and determine appropriate action. • Ensure appropriate emergency service has been notified. • Ensure Fire wardens (where applicable) are advised of the situation. • If necessary, initiate evacuation and controlled entry to affected areas. • Ensure progress of the evacuation and any action taken is recorded in an incident log; and • Brief the emergency services personnel upon arrival on type, scope and location of the emergency and status of the evacuation and, thereafter, act on the emergency services instructions.
Warden	On hearing an alarm or on becoming aware of an emergency, the Warden shall take the following actions: • Implement the emergency procedures for the work area. • Ensure the appropriate emergency service has been notified. • Check or direct a responsible person to check the work areas for any abnormal situation. • Establish a safe exit and commence evacuation if the circumstances in the work site warrant this. • Check to ensure fire doors and smoke doors are properly closed. • Search the work area to ensure all personnel have been evacuated. • Ensure orderly flow of persons into protected areas, e.g. stairwells. • Assist persons with disabilities. • Act as a leader of groups moving to nominated assembly areas. • Communicate with the Chief Warden by whatever means available and act on instructions. • Advise the Chief Warden as soon as possible of the circumstances and action taken. • Co-opt persons as required to assist during an emergency; and • Operate the intercommunication system.

First Aid Officers	On hearing an alarm or on becoming aware of an emergency, shall take the following actions: • Take the portable first aid kit and follow the instruction of a warden. • Render medical assistance and guidance within their ability, training and scope; and • Determine whether an emergency ambulance should be utilised.
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4.5. Preparedness

The following shall be undertaken to support NTRS's preparedness should a spill eventuate:

- A task analysis has been undertaken in consultation with workers for the collection and transport of the specified waste. Risk management strategies have been put in place to minimise the risk to people, the environment and property
- Any worker involved in the collection and/or transport of specified listed waste shall undertake appropriate training.
- This plan will be reviewed every two years, or sooner should an incident occur or there are changes to statutory requirements
- This plan will be communicated to all workers involved in the collection and transport of specified waste and will form part of their job.

4.6. Plan Activation

After assessment of the situation, if the worker decides that the spill cannot be managed with the resources that they have on site, but they can **control** and **contain** the spill while waiting for more resources to be brought to site, they can:

- Use the resource they do have to minimise further impact of the spill by protecting storm water drains, waterways or vulnerable areas
- Contact a NTRS Manager or the office for more resource to be brought to the incident site
- **Clean** up the site using appropriate material
 - Place material used to clean up the spill in plastic bags or another suitable container.
 - Dispose of contaminated material to a licensed facility.
- Follow up with a manager and enter an environment incident form in Skytrust
- Replenish vehicle spill kit

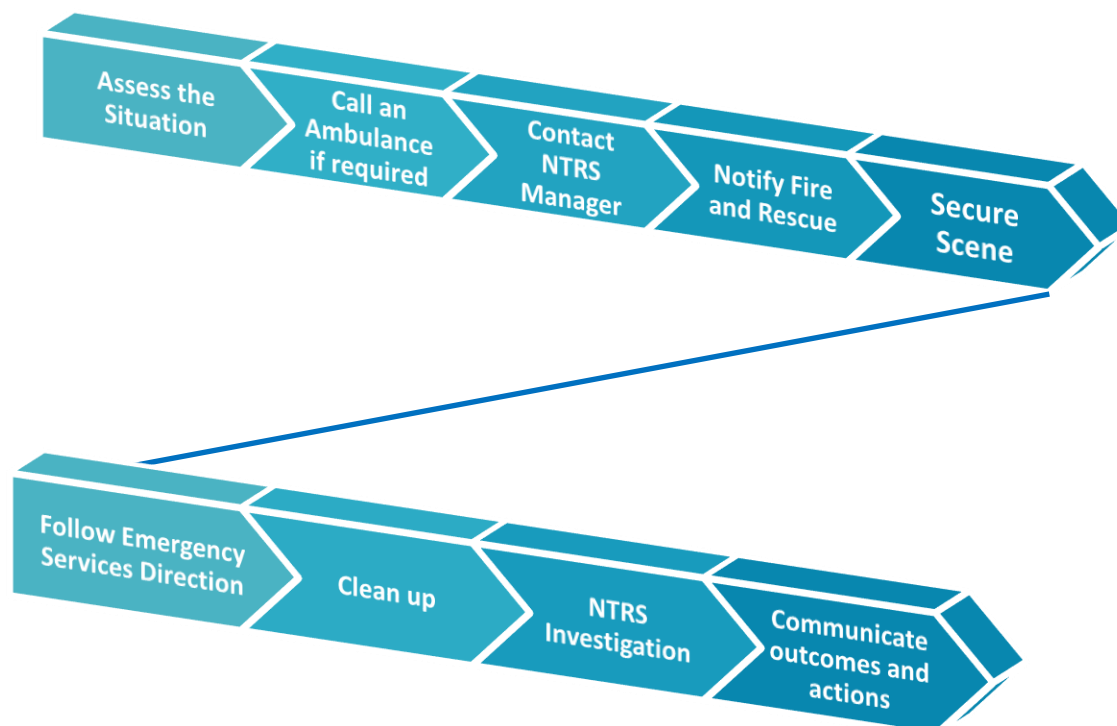


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If, after assessing the situation, the worker concludes that the spill cannot be managed within NTRS resources, or if someone has been injured, the following steps shall be taken:

- If there are any injured persons, ascertain if they are at risk of further injury; if they are, then move them if it is safe to do so
- Call for an ambulance – 000 and inform them:
 - Location and access
 - Name and approximate age of the injured person
 - Signs and symptoms of the injured person
 - Listed waste with supporting SDSs that may be the cause of the injury
 - If there are other workers or bystanders – ask someone to meet the ambulance
- Contact NTRS Manager to inform them of the situation, the Manager will:
 - Contact NT EPA
 - Contact NT WorkSafe
- Notify NT Fire and Rescue Service on 000, inform them:
 - Location and access
 - The chemical or substance involved – UN number, SDS
 - Approximate quantity spilled
 - Assistance required
 - If the public can be affected
- Consider the following and act as required:
 - Manage the spill area:
 - Use spill kit resources to protect any drains, waterways or vulnerable areas if safe to do so
 - To ensure that no unauthorised person enters the area, determine if an exclusion zone is required to be established
 - Assessing if the spill has been contained and, if so, does it need to be isolated for access by emergency or authorised personnel
- Follow directions from Emergency Services and statutory authority personnel
- NTRS to coordinate clean up, removal of affected vehicles, loads and correct disposal of contaminated material.
- A comprehensive incident investigation will be undertaken, and any corrective and preventative actions will be communicated to all workers.

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4.7. Unplanned Emergency

In the event of an emergency not covered by this ERP, management will collaborate with site emergency response personnel, such as the principal contractor, chief warden, warden, and the PST Team, to develop an appropriate response plan. After the emergency response, a review and evaluation will be conducted, and any necessary changes will be implemented.

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5. Emergency Response

5.1. General emergency response requirements for all situations

In the event of any emergency, these steps must always be followed in the first instance, regardless of the nature of the emergency.

5.1.1. Danger

Consider the immediate safety of yourself, other workers or persons in the vicinity. Where possible and only where safe to do so, make the situation safe by immediately eliminating or isolating the hazard.

5.1.2. Send for Help

Obtain assistance through whatever means possible, i.e. yelling out, activating manual emergency call points, phone, radio, alarm systems. Once you have assistance, provide the person with the following details:

- who you are, i.e. name, position
- nature of the emergency
- where you are
- any hazardous situations
- number of people involved
- what you need – i.e. first aid, immediate assistance by site personnel, emergency services (fire, ambulance, police).

5.1.3. Contacting Emergency Services - phone '000' or '112'

If emergency services are required phone '000'. If there is no access to a landline, '112' from a mobile phone. Advise the emergency services operator what state you are in (i.e. NT) and the service(s) you require (fire, ambulance, police). You will then be connected to the required section. You will then need to provide the next operator with the following information.

- Exact location and address.
- Nature of emergency i.e. person trapped in a rolled-over vehicle who is unconscious and bleeding

5.1.4. Site Emergency Contacts

The Incident Management team, workers, and other external agencies responsible for, or who must be notified in an emergency, are listed in section 3.

5.1.5. Notify Management and PST Team

Once immediate assistance is obtained, notification must be made to the manager/supervisor of the emergency. The manager/supervisor will then ensure this plan is enacted where appropriate, and notification is made as soon as practicable to the following:

- Site emergency personnel, i.e. Chief Warden/Warden/First Aid Officer
- Senior Manager
- PST Manager
- WHS Coordinator.

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5.2. DRS ABCD

In the event you're the first person to respond to an emergency where there is a casualty/casualties, use the 'DRSABCD' action plan to assess and manage. If there are multiple casualties, the unconscious casualty should be given priority.

Danger

Do not put yourself at risk, and where possible & safe to do so, remove the casualty from any immediate dangers.

Response

Check for a response (if unresponsive) – use voice, touch, and pain stimuli (in that order).

If responsive, ask the casualty what the nature of their medical emergency is and take appropriate action.

With all casualties, regardless of their conscious state, talk calmly and reassuringly and tell them what you are doing.

Send

Send for help (refer to Contacting emergency services – phone '000'). Appoint a worker to meet the ambulance.

Airway

Is the casualty talking or responding to you? If yes, the airway is clear, move to breathing.

If no, the casualty is unconscious, open their airway by slightly tilting the head back and check for visible obstructions in the mouth. Never place fingers or materials that could break into the mouth of an unconscious person.

Breathing

Check if the casualty is breathing and consider if the breathing is normal. If yes, move to Defibrillation & Disability

If no, consider what the quality & quantity of the breaths being made, i.e. depth (shallow, deep), noise (gurgling, wheeze, stridor), too little: (<10 is not enough breaths per minute), too many: (>30-40 ineffective breaths)

What is the casualty's appearance (blue, red, pale, sweaty, distressed, anxious, gasping, clutching throat)?

Circulation

In the case of an unconscious casualty who has failed the breathing assessment, start Cardiopulmonary Resuscitation (CPR) by giving 30 compressions followed by 2 breaths

When providing 30 compressions (at approximately 100/min) and giving two breaths (each given over one second), this should result in the delivery of five cycles in approximately two minutes

If you are unwilling or unable to do rescue breathing, you should do continuous chest compressions without any pause at a rate of approximately 100/min

Defibrillator and Disability

Not breathing (Defibrillation)

If the unconscious casualty has failed the breathing assessment and is under CPR, attach an Automated External Defibrillator (AED) as soon as possible (where available) and follow the prompts. If a second person is present have them attach the pads whilst you continue CPR

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Continue CPR until the casualty regains responsiveness or commences normal breathing (between 10-20 breaths per minute).

5.2.1. Emergency Assembly Area

In the event of a site emergency, and in the absence of specific instructions from the Chief Warden/Warden/Manager/Supervisor, all site personnel will gather at the site muster assembly point and await further instructions from emergency services or NTRS management.

5.2.2. Transport of a worker to medical treatment

In the case of a worker injury, a first aid officer will determine whether the worker needs to be transported by ambulance or by other means arranged by NTRS. Where there is any doubt whether a worker can be transported safely, an ambulance should be engaged.

Where transport is arranged by NTRS, a worker may be transported in a vehicle to an appropriate medical facility. The worker's manager/supervisor will also attend either by travelling with the worker or in a separate vehicle. If there is any concern by the first aid officer that the workers condition may deteriorate on route and possibly need medical assistance, a qualified first aider must ride as an additional passenger in the vehicle with the worker.

5.2.3. Managing the emergency response

When the relevant emergency service arrives, Chief Warden/Warden/Manager/ Supervisor/Worker should hand over control of the site and remain on hand to provide information and access, as required

In most emergency situations it is expected that the emergency response will be coordinated from the relevant site. If safe to do so, the Chief Warden/ Warden should remain in attendance throughout the emergency to provide information and assistance to the attending emergency service.

5.3. Medical Emergency

5.3.1. Medical Emergency Onsite

- Raise the alarm and gain attention by whatever means possible
- Where possible, notify the manager/supervisor
- Implement DRSABCD

5.3.2. Medical Emergency Off-Site

- Raise the alarm and gain attention by whatever means possible
- Where possible, notify the manager/ supervisor
- Implement DRSABCD

The manager/ supervisor will arrange for emergency medical services to attend to the scene if necessary or arrange for the retrieval of the worker and medical treatment through normal processes.

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5.4. Electrical Emergencies

5.4.1. Electrical Shock

An electric shock occurs when a body part contacts a source of electricity that causes sufficient current to pass from the source through the skin, muscles, or hair. Depending on the severity and length of the shock, injuries can include:

- Burns to the skin
- Burns to internal tissues
- Electrical interference or damage (or both) to the heart, which could cause the heart to stop (cardiac arrest) or beat erratically (fibrillation or tachycardia).

Upon being notified of a person who has suffered electric shock or discovering a person who has been shocked by electricity, the following additional steps must be followed to ensure the health and safety of all workers involved:

DANGERS

- Check for your own safety and the safety of the casualty and bystanders.
- HIGH VOLTAGE—Wait until the power is turned off.
- LOW VOLTAGE—Immediately switch off the power. If this is not practicable, pull or push the casualty clear of the electrical contact using material such as wood, rope, clothing, plastic or rubber. Do not use metal or anything moist.

MEDICAL REVIEW

Regardless of the strength of the electric shock, all workers who receive one must immediately go to an emergency medical facility for evaluation. Electric shock has the potential ability to change the electrical impulses of the heart and cause it to stop beating or beat erratically immediately or sometimes later, even hours after the event.

5.5. Mobile and Fixed Plant Emergencies

5.5.1. Failure of Plant

- Stop what you are doing
- Activate emergency stops & turn off equipment where safe to do so
- Check the surrounding area for danger to yourself and others working in the vicinity
- Notify the manager/supervisor immediately, who will arrange for plant isolation
- Do not attempt to reuse the plant until such time as the manager/ supervisor gives instruction that the plant is safe for use

5.6. Vehicle Roll Over

5.6.1. Motor Vehicle

- If a vehicle rollover occurs, exit the vehicle where safe to do so
- Raise the alarm and gain attention by whatever means possible
- Where possible, notify your site manager/supervisor
- Implement DRS ABCD.

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5.6.2. Mobile Plant

If the loader starts to tip, the operator is to:

- Stay in the cabin
- Ensure seat belt is engaged
- Brace themselves with their feet pressing down and their arms pushing them back into the seat
- Stay with the plant and lean in the opposite direction to the direction of tipping

NOTE: Jumping from an overturning item of plant often results in serious injury or death.

- Raise the alarm and gain attention by whatever means possible
- Where possible, notify your site manager/supervisor
- Implement DRS ABCD

5.7. Working at Heights Emergencies

A fall from any height, even from ground level, can cause a life-threatening injury. If any person on site has fallen and has back, neck, or other distracting injuries, minimise all movement and encourage the casualty to remain as still as possible until medical assistance arrives. Only ever move the casualty if they are in immediate danger.

5.8. Fire-Related Emergencies

5.8.1. Fire Onsite

Upon hearing the emergency alarm or discovering a fire, alert the chief warden/ warden and take the following action:

- **R** – Remove people from the immediate vicinity of the fire
- **A** – Alert the fire service by following Contacting emergency services – phone ‘000’ or by operating the nearest manual call point [break glass alarm]
- **C** – Confine the fire & smoke by closing doors and windows in the affected area if safe to do so
- **E** – Extinguish or control the fire if trained and only if safe to do so

Always obey the instructions of the warden(s) or emergency services, and if required to evacuate, proceed directly to your nominated emergency assembly area and remain there for further instruction. The site’s emergency assembly area is identified in Appendix E ‘Evacuation Diagram’.

5.8.2. Fire in Tyre Bay

The tyre storage area is managed to minimise fire risk and ensure safe emergency access. Controls are in place to prevent ignition sources, limit fire spread, and support rapid response by personnel and emergency services.

- Tyres stored away from perimeter and between stockpiles in line with TSA recommendations
- Water-filled vessels positioned around stockpiles to reduce fire spread
- Daily inspections completed to identify hazards or non-compliance
- Stockpiles not held long-term, reducing fuel load
- Fire hydrants installed onsite for use by emergency services
- Storage areas located away from buildings and office spaces
- Tyre stacks positioned to ensure all site entry and emergency exits remain unobstructed

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5.8.3. Fire During Shredder Operations

Tyre shredding activities are managed to ensure safe operation, minimise fire and mechanical hazards, and maintain controlled access around the plant. A combination of engineered safety systems, operational procedures, and exclusion controls supports rapid response in the event of an incident.

- Shredder fitted with emergency stop systems compliant with Australian Standards
- Machine operated remotely to keep personnel away from moving parts
- 10-metre exclusion zone maintained around the shredder during operation
- Hopper equipped with sprinkler system for dust suppression and temperature control
- Pre-start inspections conducted before each shift to check guards, sensors, and safety systems
- Firefighting equipment (extinguishers or hydrants) available near shredding area
- Shredder isolated and locked out during maintenance or unblocking
- Clear communication protocols (UHF/hand signals) used during loading and operation
- Area kept free of combustible materials and excessive rubber build-up

5.8.4. Fire in a Waste Load

In the event a fire in a transit vehicle is onsite, follow the hot loads procedure for safe management and separation of the hot load to site infrastructure and personnel.

5.8.5. Bushfire

- Raise the alarm and obtain assistance if required
- If required contact emergency services by following Contacting emergency services – phone '000'
- Immediately notify the chief warden/ warden and manager/ supervisor of the situation
- Restrict entry to the site by shutting the gate and manning with a worker
- Chief warden/ manager/ supervisor will delegate workers to check and evacuate site work areas of any visitors to the site
- If safe to do so and time permitting, relocate plant and equipment as required. Manager/ supervisor is to secure office
- Workers are to then assemble at emergency assembly area and await further instruction from the chief warden/ warden/ manager/ supervisor.
- If the bush fire comes within a 5km radius of the worksite, all workers and where possible plant and equipment is to be evacuated from the site. Where this occurs the Senior Manager and HSEQ Manager and/or HSEQ team must be advised of the situation as soon as practicable and evacuate when safe to do so.

5.9. Explosion related Emergencies

5.9.1. Explosion onsite

- Immediately notify the chief warden/ warden and manager/ supervisor of the situation
- If required contact emergency services by following Contacting emergency services – phone '000'
- Provide information in relation to type of emergency, location of emergency, number of people injured
- Remove people from immediate danger, restrict access to the affected area

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- Prepare for site evacuation
- If the explosion has caused the release of liquids on site, protect storm water drains and enact spill response processes.

5.10. Spills / Leaks

- Consult the relevant SDS for information regarding spills/leaks and required PPE and stop the spill if safe to do so.
- Notify the Area Supervisor of the location, size and type of spill/leak as soon as possible after the leak is discovered.
- Contain the spill if safe to do so using spill kits, sand or earth. Prevent entry to drains, sewer, and waterways. Spills that enter drains, sewers, or waterways are Major Spills and notifiable to regulatory authorities.
- Remove chemicals which could react with the spilled chemical.
- Cleanup the spill. Initial priority is to contain the spill. There are then two methods to manage the spill. The Operations Manager or Area Supervisor will determine which method to use. The two methods are.
 - Absorb spill and dispose of absorbent material in a licensed waste disposal site.
 - Neutralise the spill using Citric Acid (50%).

5.10.1. Follow-Up and Corrective Actions

- The Incident Manager shall record information about the incident as appropriate (see Records, below).
- The Operations Manager is responsible for carrying out or delegating the following tasks:
 - Undertake appropriate remediation measures to clean up the site; and
 - Determine the cause of the spill and take the necessary action to prevent recurrence.
 - Review the risk assessment documents relevant to the incident and update them with new information gained.
- Notify regulatory authorities, if applicable within 24 hours.

5.11. Severe weather and external related emergencies

5.11.1. Heatwave

A heat wave is defined by the Australian Bureau of Meteorology (BOM) as three days or more of high maximum and minimum temperatures that is unusual for that location. During long heatwaves it is easy for workers to become dehydrated and for the body to become overheated. If this happens medical conditions such as heat cramps, heat exhaustion or even heat stroke may develop.

Where a heatwave is declared by the BOM the following steps should be implemented to reduce any potential risk:

- Workers who are exposed to outdoor work in a heatwave, or work in areas that subject them to high temperatures for long periods of time should be trained on the common health effects of heat related medical conditions
- Workers should be monitored by a manager / supervisor for heat related medical conditions

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- Workers should wear lightweight, light coloured, loose, porous natural fibre clothes
- Workers should drink plenty of water (preferably chilled), even if not thirsty and avoid caffeine
- Work should be programmed to avoid strenuous activity, where this cannot be achieved, work should be programmed in the early morning and late afternoon/evening, in a shaded area to avoid the hottest parts of the day
- Workers conducting strenuous activity should be rotated regularly, or where not possible afforded regular breaks in air-conditioned areas (buildings, vehicles, cool down rooms)
- Workers should avoid direct sunlight by performing work in shaded areas, wearing a hat (broad brim or legionnaires), long sleeves, long pants, and wearing sunscreen.

5.11.2. Cyclone

- Raise the alarm and obtain assistance if required
- Immediately notify the chief warden/ warden/ manager/ supervisor of the situation
- Where safe to do so, move vehicles and equipment to closest high ground where it would be safe to leave vehicles and equipment
- Raise items off floor to appropriate shelving and disconnect electrical equipment
- Isolate power to building
- Evacuate all workers from the site, ensuring that no one drives, swims or wades in the flood waters

5.12. Threat to Personal Emergencies

5.12.1. Abusive and threatening behaviour

- Do not volunteer any information
- If you cannot retreat, remain where you are until help arrives
- Record your observations quickly, i.e. description of the offender including facial description, speech mannerisms, height, tattoos, jewellery, weapons used, motor vehicle used, registration number, if possible, direction of travel.

5.12.2. Neighbouring site related Emergencies

If an emergency occurs at a neighbouring site:

- Attempt to contact the neighbouring site
- If the neighbouring site cannot be contacted or has not notified NTRS of the emergency either directly or via the authorities, then the manager/ supervisor will contact the emergency services to advise of the emergency
- Manager/ supervisor is to notify the chief warden/ warden of situation
- Chief warden/ warden is activated or put on standby emergency response plan
- Where necessary notify other neighbouring sites of the emergency.

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6. Emergency Communications

6.1. Initial Communications

Refer to the following sections:

- Contacting emergency services – phone ‘000’
- Site emergency contacts
- Notify management and PST team

6.2. Notification of appropriate authorities and organisations

The Manager/ supervisor shall be responsible for notifying appropriate regulatory authorities and organisations.

6.3. Notification to site neighbours of emergency

If an emergency occurs at a NTRS site that may impact on the neighbouring operations, the neighbours listed in **Appendix D ‘Site Neighbours’** are to be notified as appropriate. The NTRS Manager where necessary, shall be responsible for notifying appropriate organisations and neighbouring properties etc, who may not have been notified during the emergency.

6.4. Public relations and debriefing

No site worker is to communicate with any member of the media or public. Any external requests for information relating to the emergency from sources, other than local regulators or emergency services personnel will be directed to the Managing Director.

6.5. Restarting facilities

Before operations can be restarted after an emergency, the NTRS Manager for the site will confirm, using external resources, if necessary, that all equipment affected by the emergency has been inspected and is in a safe condition to restart operations.

6.6. Statutory Investigation

Depending on the nature and effects of the emergency, there may be a statutory investigation. Relevant government authorities may also require investigations.

A listing of all personnel onsite at the time of the incident is extremely important should an investigation follow. The visitors register and the result of any headcount should be retained.

6.7. Internal Information process

For any incident the relevant person must complete a report into SKYTRUST as soon as practicable. Depending on the scale of the incident the manager/ supervisor is responsible for either completing or co-ordinating the investigation. There is generally a requirement in insurance policies to report accidents, loss or potential loss events to the business’s insurer. The manager/ supervisor is responsible for ensuring that this report is completed

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7. Site Diagrams

