



Emergency Management Plan

Location: Contract Resources
17 Mander Rd,
Holtze, Darwin NT.



Revision history

Rev No.	Author name	Position	Date issued	Issued to
0	Mark Rigoli	HSET Coordinator	7/05/19	Darwin - Site Management
1	Mark Rigoli	HSET Coordinator	22/04/2020	Darwin - Site Management

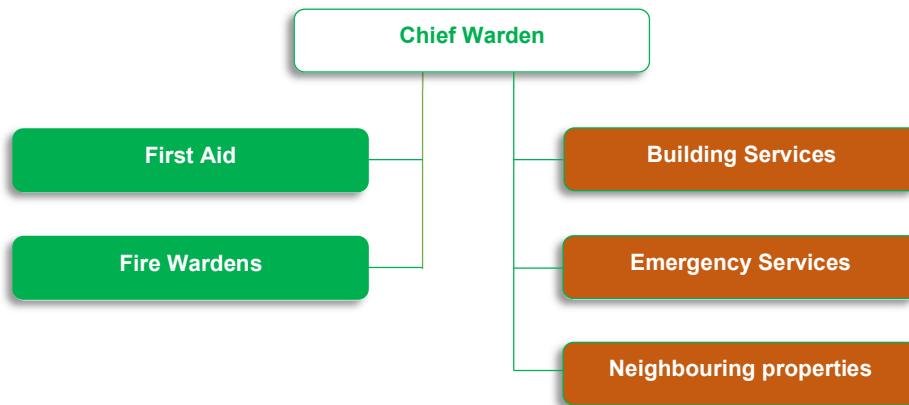
Definitions and abbreviations

<i>Emergency</i>	A sudden, unexpected, abnormal or extreme event requiring precise and timely operational action to control, retain and restore to a safe condition.
<i>Emergency Response</i>	The deployment of human and material resources, and the application of procedures and techniques to mitigate or limit the consequences of an emergency.
<i>Emergency Management</i>	The process of preparing for, mitigating, responding to and recovering from an emergency
<i>Emergency Management team</i>	The collective name given to personnel who perform roles with the team
<i>Incident</i>	An event that has affected, or may affect any aspect of business operations
<i>Critical Incident</i>	A traumatic event, or the threat of such which has the potential to harm life or well-being and causes extreme stress, fear or injury to the person experiencing or witnessing the event. i.e. Site based death, suicide, serious work injury, armed hold up, allergic reaction, snake bite (venomous).

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SITE EMERGENCY MANAGEMENT



Contract Resources – site emergency team

Position	Location	Name	Contact Number	
Chief Warden	Office	Craig Jones	0498 007 249	
First Aid	Workshop	Craig Jones	0498 007 249	
	Office			
Wardens	Workshop	Craig Jones	0498 007 249	

Refer to the Roles and Responsibilities section for position information

Contract Resources – site management team

Position	Location	Name	Contact Number	
General Manager	CR - Jandakot	Michael Charles	0407 181 342	
NT Area Coordinator	CR – Darwin	Craig Jones	0498 007 249	
HSE Lead	CR - Jandakot	Mark Rigoli	0419 869 161	

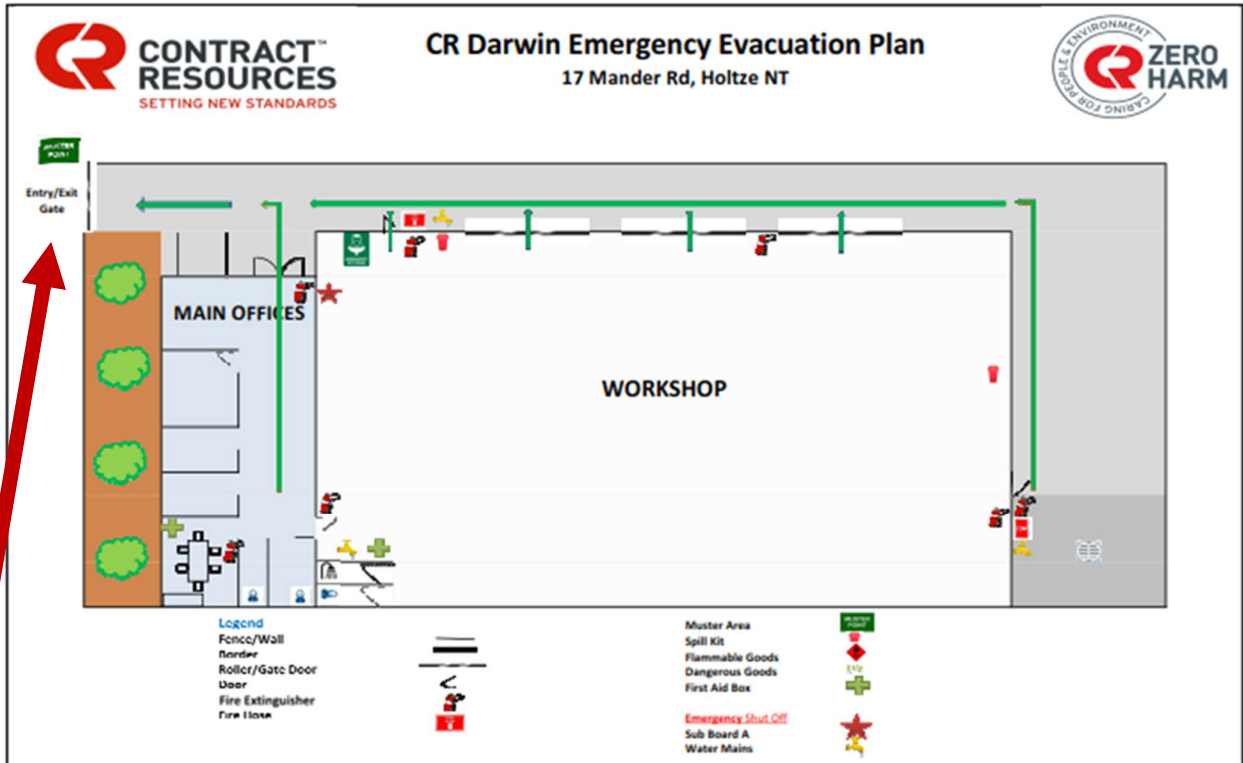
Emergency Services

Name	Location	
Emergency Services (Ambulance, Police, Fire)		000
Police Station	4 Fiveash Ln, Palmerston City	8999 3422
Fire Station	46 Emery Ave, Palmerston City	8932 1335
Electrical emergencies	Darwin	1800 245 090
Water Corporation	Darwin	1800 245 090
Medical Centre (Work Hours Only) – Sonic Health	22 Smith St, Darwin City	(08) 8981 4233
Hospital (All Hours) – Royal Darwin - Palmerston Regional	Rocklands Drive, Tiwi Linco Rd, Holtze NT	8922 8888 7979 9200
Poisons information hotline		13 11 26
State Emergency Services (SES)		132 500
Wildlife (Snakes)	Darwin	1800 453 210

Neighbouring properties

Name	Location	
Palmerston Paint Group	15 Mander Rd, Holtze NT	8932 7999
Kakadu Blue	19 Mander Rd, Holtze NT	0428 831 500

SITE PLAN



Primary Muster Point:

SITE HAZARDS

Electrical	<ul style="list-style-type: none"> ▪ The site electrical Mains Box is located on the Western side of the workshop wall. ▪ The site has both 415V and 240V electrical feeds. ▪ Electrical switchboards are located throughout the tenancy and are marked as such. ▪ The primary electrical switchboard for the building is located in the Workshop section of the building and is designated as an grey cupboard. ▪ Unauthorised access any switchboard is prohibited.
Gas	<p>Natural gas N/A</p> <p>LPG</p> <p>Oxy and Acetylene N/A</p>
Hazardous Substances	<p>Includes fuels, paints, acids and solvents.</p> <p>Refer to the relevant register for additional information.</p>
Snakes /ticks	<p>The tenancy is located in an Industrial Area adjacent to scrub and bushland. As such, snakes (including venomous) have been spotted.</p>

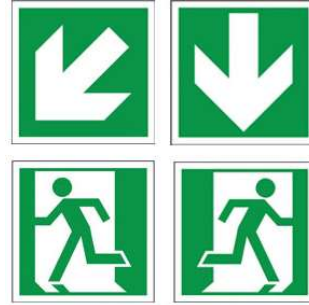
COMMUNICATION

F.I.P	<p>The Fire Indicator Panel is in the Main Office building and is managed by Site Management.</p>
Alerts	<p>Evacuate The site Alarm system will deliver a continuous emergency message.</p> <p>Return to Work Attending emergency services will communicate with the Chief Warden, who will convey instructions to the work force.</p>
Legal Privilege	<p>Where applicable, legal privilege may be imposed by General Counsel.</p> <p>Where this is required this will be advised to the site team by a Manager (i.e. General Manager, HSEQ Manager or NT Area Manager).</p>
Media communications	<p>Only the Chief Executive Officer (CEO) or their designate are permitted to speak with or provide any information to the media.</p>

EQUIPMENT, PRACTICES, ROUTES

Evacuation routes

- Evacuation routes are signposted in each work area.
- Personnel are required to follow the safest route to the nominated assembly area.



Evacuation assembly areas

- The position of assembly areas is signposted to provide direction to personnel.
- Assembly areas and evacuation routes will be communicated (notices, toolbox talks, etc.).



Alarm testing

Emergency alarm systems will be tested by Site Management, monthly and include:

- evacuation alarm
- public address (PA) system
- any other emergency communication channels/devices

Emergency equipment

- Emergency equipment on site will be reviewed for currency and operability in accordance with AS/NZS: 185:2012 by Site Management.
- Emergency equipment must be maintained through preventive maintenance procedures (inspection and testing) to ensure that equipment is in ready condition for use.

Emergency Practices/ Exercises

- Emergency practice exercises will be conducted annually to test the efficiency of the emergency response system.
- Records of the practice will be maintained by the Chief Warden.
- If required, external emergency groups may be requested to participate in these emergency exercises to ensure communications and joint actions are assessed and addressed where lacking.
- A debrief will occur at the completion of each emergency practice.

GENERAL EMERGENCY INFORMATION

Responsibilities

All personnel

Assess the situation:

- If it cannot be contained and/or personnel have not been trained to deal with the situation – EVACUATE AND STAND DOWN.
- Contact a Warden.
- Where practicable - isolate the sources of live services, shut down plant operations. If this cannot be done - STAND DOWN.
- Follow instructions / provide assistance to emergency team and/or emergency services.

First Aider

- Where practicable, administer First Aid, at the location of the event.
- If the area is safe, assist any person/s in immediate danger.
- Do not move injured person/s – UNLESS they are in imminent danger of further injury.
- If the injury is from a fall – DO NOT move the person/s.
- Assist emergency services.

Fire Warden

- Where required, isolate the incident zone.
- Ensure that workers in the immediate vicinity of the incident have stopped working.
- Move all non-affected workers out of incident zone.
- Where required, instruct a designated worker go to the site gate to meet the emergency response team (police, medical, fire, etc.) and ensure that they have a safe access path to the accident scene.

Mobile Plant Operator

- Make safe any suspended loads.
- As practicable, Plant and machinery in the incident areas to be parked safely, switched off - keys left in ignition - and vacated.
- Ensure that emergency access is not blocked.
- If Mobile Plant is to be used for a rescue, Operator to remain with Plant and await instruction.
- If necessary to save life or prevent further injury, Warden to instruct that plant or machinery be moved to safer location on site.

Actions

General Evacuation

All persons present at the time:

- Leave all personal belongings behind.
- Locate your nearest exit.
- Ensure there is no danger or obstruction outside the exit.
- Do not leave open doors behind you.
- Make your way to the Emergency Assembly Points or an alternate as directed by Wardens.
- Do not return to your workplace until directed by a Warden.

Medical emergency i.e. heart attack, anaphylactic reaction, loss of consciousness, snake bite, etc

- **Assess the situation**
- Raise the alarm.
- First Aider to respond to the scene.
- If persons condition is uncertain / possibly life-threatening call for an ambulance.
- Obtain relevant personnel details- if possible.
- If practical – administer first aid / basic life support until emergency services arrive.

Fire / explosion **Assess the situation.**

- Raise the alarm.
- Where practicable, contain the fire by closing doors and windows - provided it is safe to do so.
- Attempt to extinguish the fire. Only action this if you are trained and it is safe to do so.
- Attempt to rescue any person/s in immediate danger - provided it is safe to do so
 - Fight the fire using the correct equipment,
 - Only use the correct extinguisher type. If you are unsure of firefighting methods or the cause of the explosion – RETREAT.
 - Always keep an Emergency Exit behind you (away from the fire).
 - Stay low to avoid heat and smoke.
 - Direct extinguisher stream at the base of the flame.
 - Move extinguisher in a side to side sweeping motion.
 - On extinguishment of fire, pull apart burnt areas to get at hot spots and repeat same action
 - If the fire gets out of hand, RETREAT.



Electrical shock / fire

Assess the situation.

- Raise the alarm.
- If the person / Plant / equipment is in contact with live apparatus, attempt to isolate the electric power source before attempting any action.
- Secure the immediate area to prevent access or injury to other persons.
- Assess the incident area.
- Assess worker and give necessary first aid treatment, apply basic life support if required.

LOW VOLTAGE	HIGH VOLTAGE
<ul style="list-style-type: none"> ▪ Break the contact by switching off the current. ▪ If the above action is not possible, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around an arm or a leg. ▪ Delegate a person to contact emergency services. ▪ If practical – administer first aid until emergency services arrive. 	<ul style="list-style-type: none"> ▪ Immediately disconnect power source. ▪ If the above action is not possible, stand CLEAR. Do not touch the person / Plant as they may still be energised. ▪ Delegate a person to contact emergency services and advise of the situation. ▪ Contact the nominated electricity provider and advise of the emergency. ▪ Maintain a presence at the incident scene until arrival of emergency services and instructions from them.



Structural collapse

Do not enter any area where there is a risk of engulfment or further collapse.

Assess the situation.

- Immediately evacuate the area.
- If safe to do so, isolate services (e.g. electricity, gas, water) supply. If this above action is not possible, stand CLEAR.
- If necessary – evacuate surrounding buildings / structures.
- Delegate a person to contact emergency services and advise of the situation.
- Conduct a roll call to determine whether any persons are missing and may be under / within the collapsed area.
- Identify any Plant / equipment / machinery that may be used to assist with the movement of structural components –

Gas leak

Assess the situation.

- Raise the alarm.
- Immediately evacuate the area.
- If safe to do so, isolate the gas supply. If this action is not possible, stand CLEAR.

- Do not enter any confined area where there is a risk of being overcome by gas.
- Do not allow any electrical equipment to be operated in the immediate vicinity and do not touch any electrical equipment. Assess the incident area.
- Delegate a person to contact the nominated gas provider and emergency services and advise of the emergency.
- Assess any injuries worker and give necessary first aid treatment, apply basic life support if required. Only action this if it is safe to do so.

Overtured Plant **Assess the situation.**

- Raise the alarm.
- Evacuate the area.
- If the equipment is in an unstable state, do not approach.
- If safe to do so – switch off the ignition.
- If required and safe to do so, isolate any live services in the incident area.
- If required – provide first aid assistance. If persons condition is uncertain / possibly life-threatening call for an ambulance.
- If required – provide firefighting assistance.
- Identify any Plant / equipment / machinery that may be used to assist with the movement of the Plant. Right the equipment using qualified personnel and correct equipment.
- If the equipment is unstable or if personnel and/or equipment are not available, secure the area and call **Emergency Services (Fire / Ambulance / Police)** to assist with the recovery.
- If a person is injured / Plant is on fire await instruction from emergency services before use.

Substance spills **Do not enter any confined area where there is a risk of being exposed to toxic atmospheres.**

Assess the situation.

- If required - sound the alarm.
- If required - evacuate the area and ensure that persons assemble in a well-ventilated, safe area, upwind from the spill.
- If required – isolate the area.
- If safe to do so – apply the content of the Spill Kit.
- No ignition sources or electrical equipment to be operated in the vicinity of the spill.

MINOR SPILL	MAJOR SPILL
<ul style="list-style-type: none"> ▪ If required – review the SDS to identify spill recovery instructions. ▪ Pay attention to nearby drains as these may need to be dammed using appropriate bunding. ▪ Use the contents of a Spill Kit to contain / absorb the spill. ▪ Dispose of used material in the manner prescribed on the Spill Kit instructions. ▪ Make safe any areas affected by the spill. ▪ If there is any concern about your safety or the safety of others, do not permit spillage recovery – leave for specialist Fire Brigade personnel. 	<ul style="list-style-type: none"> ▪ Sound the alarm. ▪ Evacuate the area or site. ▪ If required and safe to do so, isolate gas and electrical supply to the area. If this action is not possible, stand CLEAR. ▪ Delegate a person to contact emergency services and advise of the situation. ▪ Delegate a person to contact the nominated service provider and advise of the emergency. ▪ Await instruction from emergency services.

CONTRACT RESOURCES EMERGENCY MANAGEMENT PERSONNEL

Position responsibilities

- Chief Warden**
- Contact / communicate with emergency services.
 - Coordinate emergency response.
 - Communicate with First Aid Officer and Wardens.
 - Coordinate the activities of all personnel in the emergency team and initiate further directions as required by the situation.
 - Give the all clear when including when authorised to do so by the emergency services.
- Fire Warden**
- Co-ordinate the management of emergencies that occur in their delegated area.
 - Conduct a search sweep of the designated area, ensuring all persons have cleared the area.
 - After completion of the search sweep, assemble at the designated emergency assembly area.
 - Await roll call and / or further directions as given by the Chief Warden.
 - Complete actions and documents as delegated by the Chief Warden
- First Aid**
- Provide initial response to injured personnel.
 - Assist emergency personnel, as required.
 - Maintain a working knowledge of the emergency management system, plan and processes.
 - Ensure that first aid supplies are stocked.
 - Participate in the scheduled review of this Plan.
- All other personnel**
- Follow instructions given emergency personnel.
 - If directed, provide assistance at the scene
 - Reporting to the Warden at the muster point for roll call and remaining at the muster point until instructed to return to work.

Position qualifications

- First Aid**
- Current first aid qualifications completed through an RTO (i.e. TAFE associated, St John Ambulance, and Australian Red Cross Society).
 - Minimum - Senior First Aid
 - Additional - Occupational First Aid
- Fire Warden**
- Attendance at an approved training course through an RTO (i.e. Fire and Rescue).