

VTG | WASTE & RECYCLING

Emergency Response Plan



**7 Casey Street, East Arm,
Northern Territory**

Details:	Prepared By:	Reviewed By:	Authorised By:
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Position:	Technical & Strategy Manager	People Safety & Training Manager	Managing Director

Company:	VTG Waste & Recycling Pty Ltd
ABN:	62 614 465 682
Line of Business:	Total Waste Management
Facility:	Depot Encompasses: • Transfer Depot • Waste Storage
Address:	Section 0536100 of Bagot plan(s) S99/268 7 CASEY STREET, EAST ARM
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	02/07/2026

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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 VTG or its clients.

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

1.2. Who does it apply to?

The Emergency Response Plan (ERP) applies to all VTG 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 VTG 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.

2. Roles & Responsibilities

Role	Responsibility
General Manager	- Ensure that the Emergency Response Plan (ERP) is effectively implemented. - Approve the ERP. - Demonstrate commitment to this plan
Operations Manager	- Ensure all workers involved in the collection and transport of specified listed waste have access to and understand this plan - Ensure that all relevant workers undertake Spill Kit training - Monitor the use and replenishment of spill kits - Communicate any changes of this plan to workers - Ensure if there are SDS's for the specified listed waste, that copies are available in vehicles and trucks - Communicate to workers any incident findings including corrective or preventative actions.
Health, Safety and Environmental Manager	- Ensure that audits of the system are carried out and reported. - Ensure that the Emergency Response Plan (ERP) is effectively established, implemented and maintained at the site level. - Provide advice and support concerning the ERP. - Complete environmental site checklists. - Collaborate to review the EMP to ensure compliance with AS/NZSISO 14001. - 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.
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	• Complete environmental site checklists. • Undertake annual environmental audits to establish licence compliance gaps, and • Undertake regular site environmental inspections /monitoring regarding VTG minimum standards.
Technical Manager	• 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
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 VTG Manager of any spill • Take part in Spill Kit training • Inform their manager if they have used items from a vehicle spill kit or the 240L kit located in the warehouse behind the office. • Follow the instructions on SDS's if a spill incident occurs.

3. Plan

3.1. Preparedness

The following shall be undertaken to support VTG'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 "Spill Kit", training.
- Spill kits will be regularly serviced and replenished.
- Spill kit components will be available from the 240L kit from the warehouse at the back of the office
- 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 listed waste and will form part of job.

3.2. Resources

Every vehicle transporting the listed waste will be equipped with a 50L spill kit, tailored to the vehicle's size and load. Additionally, a 240L spill kit is available in the warehouse at the rear of the VTG office. All spill kits will be regularly serviced and restocked as needed. VTG also possesses a mobile spill response trailer that can be deployed for on-site or off-site operations, ensuring that sufficient spill containment equipment is readily accessible for spill response.

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3.3. Contact List

Name	Role	Mobile	Email
James Prakash	Managing Director	0447 969 847	James.prakash@vtgwaste.com.au
Trent Nolan	General Manager	0400 621 481	trent.nolan@vtgwaste.com.au
Jayden Day	People, Safety & Training Manager	0467 657 900	jayden.day@vtgwaste.com.au
VTG 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

3.3.1. Response

Stop any work in the area and ensure the wellbeing of any person involved. Promptly risk assess the situation and consider the following:

1. Is there imminent danger to people, the environment or property?
2. The quantity, type and location of the spilt substance
3. Are there any ignition risks? Do not remain in the area if there is a risk of ignition and fire.
4. Will fumes be accumulating anywhere?
5. Will you be putting yourself at risk by entering the area?
6. Is there a risk that any portion of the spill will enter a drain, waterway or vulnerable environment, or has it already? – If so, contact your manager and liaise with them.
7. Can you manage the spill or does NT Fire and Rescue Services need to be notified (000)

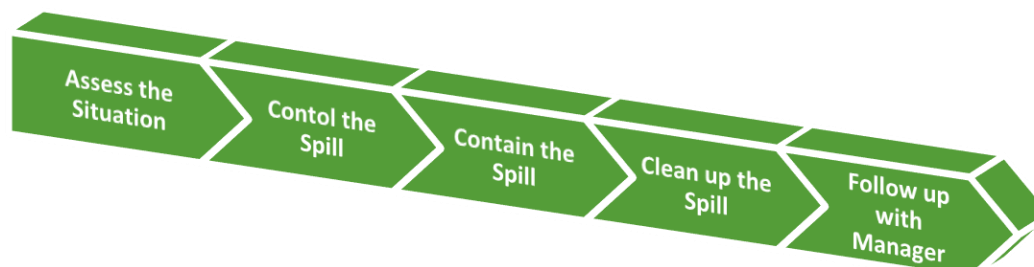
3.3.2. Worker-managed Spill

If after assessing the situation it is safe to begin management of the spill, the following shall be undertaken:

- **Safety Data Sheet:** refer to information regarding Personal Protective Equipment (PPE) as well as clean-up, storage and disposal requirements
- **Control** the spill
 1. Identify the source and assess if the spill has been or can be stopped?
- **Contain** the spill. Stop it from spreading by using your spill kit.
 1. Block drains.
 2. Divert away from water courses or vulnerable areas
 3. Surround spill with booms, pads or other suitable material
- **Clean** up the spill. Use appropriate spill kit material.

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1. Place material used to clean up the spill in plastic bags or another suitable container.
 2. Dispose of contaminated material to a licensed facility.
- Follow up
 - Inform Manager of the incident
 - Worker and Manager complete an environment incident form in Skytrust
 - Inform Manager of the resources used during the incident and replenish vehicle spill kit



3.3.3. Plan Activation

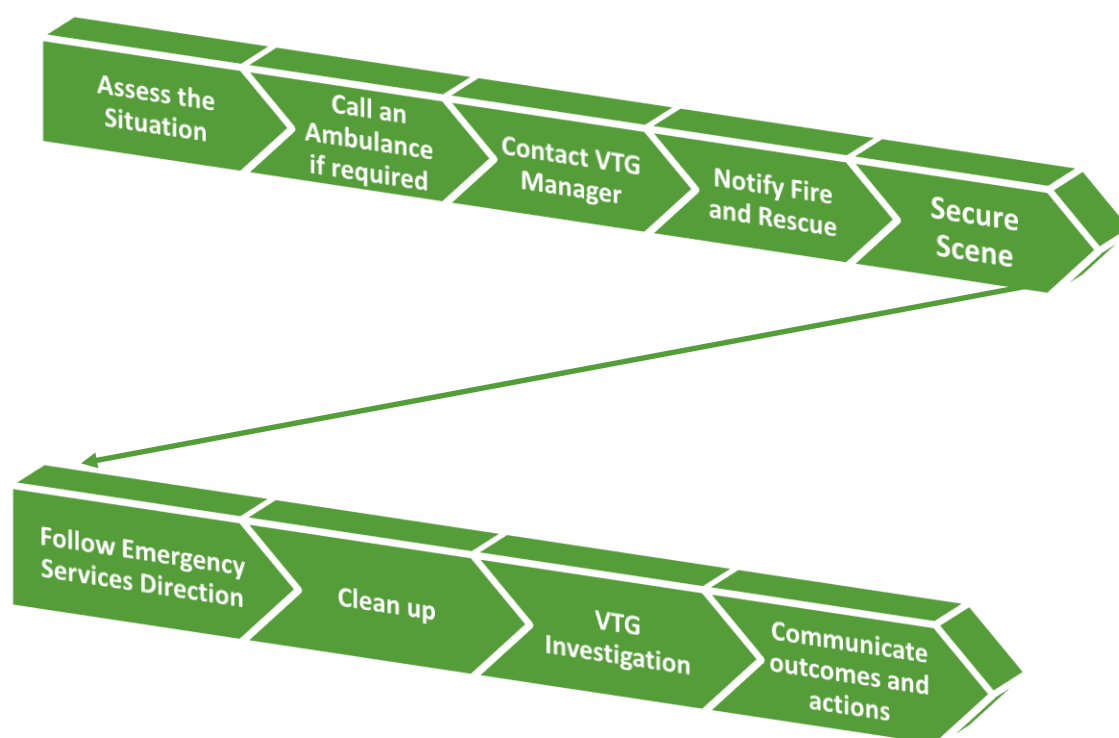
1. After assessment of the situation, if the worker decides that the spill cannot be managed with the resources that they have on site, but they can **control** and **contain** the spill while waiting for more resources to be brought to the site, they can:
 - Use the resource they do have to minimise further impact of the spill by protecting storm water drains, waterways or vulnerable areas
 - Contact a VTG Manager or the office for more resources to be brought to the incident site
 - **Clean** up the site using appropriate materials
 - Place material used to clean up the spill in plastic bags or another suitable container.
 - Dispose of contaminated material at a licensed facility.
 - Follow up with a manager and enter an environment incident form in Skytrust
Replenish vehicle spill kit



2. If after assessing the situation the works concludes that the spill cannot be managed within VTG 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 SDS's that may be the cause of the injury
 - If there are other workers or bystanders – ask someone to meet the ambulance

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- Contact VTG Manager to inform of 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, water ways 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
- VTG to coordinate clean up, removal of affected vehicles, loads and correct disposal of contaminated material.
- Comprehensive incident investigation will be undertaken and any corrective and preventative actions communicated to all workers.



3.4. Unplanned Emergency

In case 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 HSEQ Team, to develop a suitable response plan. After the emergency response, a review and evaluation will be carried out, with any necessary changes implemented.

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4. Emergency Response Plan

4.1. Access

The latest approved version of the ERP is maintained on Skytryst, and a hard copy is held onsite. All site workers and contractors will be trained in this ERP when undertaking the site induction.

4.2. Testing

The ERP will be tested at least 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 in which this plan is activated, the manager/supervisor must ensure the incident is entered into Skytrust. A coordinated review of the emergency response plan will also be held, involving key personnel from the site and other stakeholders involved in managing the emergency.

The Emergency Response Plan Use Review Form must be completed, and where opportunities for improvement or required changes are identified, corrective actions must be documented, entered in 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 Principal Contractor have the responsibility to: • Notify the Chief Warden/Warden of the emergency situation. • Follow instructions from the Chief Warden/Warden and assist in managing the emergency in accordance with the relevant site ERP. • In the absence of 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 senior management or State Crisis Management team as soon as possible. • Take notes of relevant information and significant event times to

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	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 access 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 VTG 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 situation alone • Advise the senior person on site of the emergency situation • 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 situation, shall wear a white safety helmet with the wording Chief Warden printed across the front. 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 the type, scope and location of the emergency and the 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 situations. • 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, you shall take the following actions: • Take the portable first aid kit and follow the instructions of a warden. • Render medical assistance and guidance within their ability, training and scope; and • Determine whether an emergency ambulance should be utilised.

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 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).

Confirm the person you are speaking to understands the situation and what you need them to do by asking them to repeat back the information.

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, dial '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,

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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 the event of an emergency are listed in the contact list of this document.

5.1.5. Notify Management and HSEQ Unit

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
- General Manager
- HSEQ Manager
- HSEQ team.

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. In the event of 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.
- If the casualty is suffering from a known medical condition, ask them if they have a management plan i.e. asthma, diabetes or have medications that you can get for them.
- 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 not, 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.

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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
- If there is another person available who is able to assist in doing CPR until emergency services arrive, take turns delivering CPR by swapping every 2-minute cycle, as the effectiveness of CPR delivery substantially decreases with fatigue. When swapping, reduce the amount of time "off the chest" as much as possible.

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

Breathing (Disability)

- If the unconscious casualty is breathing, assess their disability
- disability refers to different aspects that consider the casualty's ability to function "normally"
- Do they only open their eyes when you talk or touch them or provide a painful stimulus? Or do they not open their eyes at all? Are they sleepy?
- When talking, are they oriented to time, place and person? Or are they confused? Are the words inappropriate or incomprehensible? Do they just make noises? Or are they not making any noise at all?
- Regarding movement, can they follow an instruction such as squeeze my hand? Are they combative? Do they withdraw from touch or painful stimuli? Do they do purposeful movements? Are they in fixed postures or positions? Or is there no muscle tone or movement at all?
- After doing DRS ABCD, treat any other injuries, i.e. cuts, burns, broken limbs
- stay with the casualty until further medical assistance arrives
- always keep constant watch on the casualty, and continuously reassess their response, airway, breathing, circulation and disability as they can quickly alter.

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 VTG management.

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5.2.2. Transport of a worker to medical treatment

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

When transport is arranged by VTG, a worker (not the driver) 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 the first aid officer has any concern that the employee's (worker's) condition may deteriorate en route and possibly require medical assistance, e.g., feeling dizzy and at risk of fainting, a qualified first aider must ride as a third passenger (not the driver) 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 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 retrieval of the worker and medical treatment through normal processes.

5.4. Electrical Emergencies

5.4.1. Electrical Shock

Electric shock occurs when a body part comes into contact with an electrical source and a sufficient current pass 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 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.

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- 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.

RESPONSIVENESS

- Check for response (verbal and tactile stimuli), touch and talk
- SEND/Shout FOR HELP
- Send a bystander to DIAL 000 Ambulance
- If available, send for an Automatic External Defibrillator (AED)
- If alone, shout for help.

AIRWAY

- Place the casualty on his/her back.
- Tilt the head back and raise the chin forward.

BREATHING

- Check for normal breathing, observe chest movement, listen and feel for breathing.
- Give two initial breaths.
- In the absence of normal breathing, if no one has gone for help, place the casualty in recovery position and go for help.

CIRCULATION

- Position hands on the centre of the chest.
- Give 30 chest compressions followed by 2 breaths. Depress breastbone 1/3 the chest depth (approx. 4 cm or 5 cm) at a rate of 100 compressions per minute.
- As soon as it is available, attach the AED and follow its instructions.
- Continue CPR, 30 compressions: 2 breaths.
- When the casualty's normal breathing returns, cease resuscitation and move the casualty into the recovery or coma position.
- Keep a constant watch on the casualty to ensure that they do not stop breathing again until trained assistants take over.

MEDICAL REVIEW

Regardless of the severity of the electric shock, all workers who receive one must immediately seek emergency medical care. 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 sometime later - even hours after the event. These changes in heartbeat may not be apparent to the casualty, i.e. they "feel fine". These types of changes can only be detected with specialist cardiac monitoring equipment, and hence the requirement for a medical review to rule out any such damage.

5.4.2. Power lines down

If a worker identifies a power line coming down or already down, the following steps are to be followed:

- **Danger:** the worker is to ensure that they remain outside of an 8-metre radius of the downed line and ensure anyone in the immediate area is notified of the imminent danger. The area should be barricaded off to ensure that no persons/vehicles can approach the fallen power lines. The area should remain under supervision to ensure that no one enters the danger zone until power company authorities attend and take control of the incident scene.

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- **Send for help:** the worker is to notify **NT Power and Water emergency (number 1800 245 090)** or your local emergency number 000 and refer to Medical Emergencies if there are any injuries. The worker should contact their manager/ supervisor and advise them of the situation
- Re-entry to the area and removal of any barricades must only be done under instruction from the power company, once they have declared the area safe.

5.4.3. Vehicle in contact with a power Line

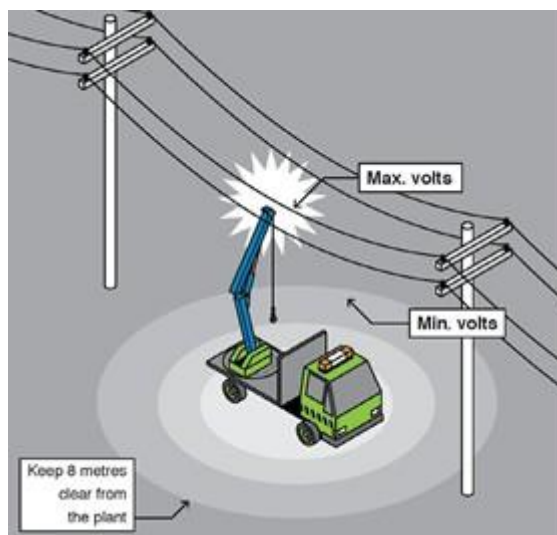
When a vehicle or mobile plant comes into contact with overhead power lines or a flash-over occurs between a power line and the vehicle / mobile plant, the body and frame of the vehicle / mobile plant could become 'live'. This would cause electricity to flow from the vehicle / mobile plant to the ground, forming a voltage gradient - or 'rings' of different voltages on the surface of the ground, moving out from the vehicle or equipment and reducing as the distance increases.

If the driver/operator were to touch the ground and the body of the vehicle/mobile plant at the same time, they could receive a severe electric shock. If they were to simply run or walk away from the vehicle/equipment, their legs may 'bridge' the voltage gradient from a higher voltage 'ring' to a lower voltage 'ring' -which could also result in severe electric shock.

Where contact is made with an overhead power line or a flash-over occurs between an overhead electric line and a vehicle, mobile plant or equipment, the following actions must be taken:

- The driver/operator of the vehicle, mobile plant or equipment must remain inside the cab of the vehicle / mobile plant if safe to do so. The motor should be shut off and the vehicle / mobile plant secured. Windows can be opened to allow ventilation into the cab.
- The driver/operator must immediately phone Emergency Services (000) and advise them of the emergency. The driver/operator should also phone their supervisor to advise them of the emergency.
- Emergency Services will contact the local Electricity Supply Authority, which will isolate the electricity supply to the energised overhead electric line.
- The driver/operator should remain in the cab of the vehicle / mobile plant until the electricity has been isolated and the 'all clear' has been given by the Electricity Supply Authority at the scene of the incident.
- If it is essential for the driver/operator to leave the cab because of fire or other life-threatening reason, then they must jump from the cab, landing well clear of the vehicle / mobile plant with **both feet together**. They must not touch any part of the vehicle / mobile plant **and** the ground at the same time.
- When moving away from the vehicle / mobile plant, the driver/operator must **hop or shuffle** away from the mobile plant or heavy vehicle with both feet together until at least 8 metres from the nearest part of the vehicle / mobile plant. Under no circumstances are they to run or walk from the crane or mobile plant as the voltage gradient on the surface of the ground may cause electricity to pass through the body resulting in electric shock.
- All other people and members of the public must be kept at least 8 metres away from the vehicle or mobile plant (see figure below). Do not allow people to approach or re-enter the vehicle / mobile plant until the Electricity Supply Authority has determined the site is safe. Remember electricity flows through the ground, so an electric shock could be received from walking close to the scene.

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5.5. Motor Vehicle Accidents

Vehicle Roll Over

5.5.1. Motor Vehicle

- If a vehicle roll over 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.

5.5.2. 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.

5.5.3. Vehicle Recovery

- Contact the manager/ supervisor, who will determine the most appropriate means for recovering the vehicle
- Stay near the vehicle (maintaining a safe distance) until help arrives.

5.5.4. Forklift

In the event a forklift starts to tip, the operator is to:

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- 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 forklift and lean in the opposite direction to the direction of tipping. Note: Jumping from an overturning forklift often results in serious injury or death.
- Raise the alarm and gain attention by whatever means possible.
- Where possible, notify your site manager/supervisor; and
- Implement [DRS ABCD](#).

5.6. Working at Heights Emergencies

A fall from any height, even at ground level, can inflict a life-threatening injury. If any person on site (whether a worker or visitor to the site) has fallen and has any back, neck or other distracting injuries, i.e. pain in another limb, minimise all movement and encourage the casualty to hold as still as possible until medical assistance arrives. Only ever move the casualty if they are in immediate danger (i.e. falling objects, risk of being struck).

Where a person falls and is not undertaking a task that is considered working at heights, implement DRSABCD.

5.7. Fire Related Emergencies

5.7.1. 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.

5.7.2. Fire during Transit (vehicle)

- When a fire is observed during transit, the driver is to stop the vehicle and park in a safe area, and away from storm water drains where possible
- Driver is to call fire service by following **Contacting emergency services – phone ‘000’**
- Where provided, the driver is to set up emergency triangles or witches hats to warn others of the emergency and to avoid additional accidents if on a public road
- The driver must notify their manager/ supervisor immediately of the emergency
- Where provided, and if safe and practical to do so, the driver should use the fire extinguishers on the vehicle in an effort to suppress the fire
- Where spill kits are provided, storm water drains should be protected/ blocked off with gravel socks/absorbent booms or otherwise to prevent potential ingress of fire water/ waste/ liquid
- Where necessary, the manager/ supervisor is to arrange transportation of the worker back to the site, and if involving a VTG-owned vehicle, request the VTG Workshop to arrange transportation of the vehicle (refer to Vehicle recovery)

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5.7.3. 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 it with a worker
- The 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 the emergency assembly area and await further instructions 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 are to be evacuated from the site. Where this occurs, the General Manager, HSEQ Manager, and/or HSEQ team must be advised of the situation as soon as practicable and evacuate when safe to do so.
- During the fire season (as detailed on the map below), the manager/ supervisor is required to review the Bureau of Meteorology website each morning for fire weather warnings (<http://www.bom.gov.au/australia/warnings/index.shtml>). Where weather conditions are advised as catastrophic, the site is to be closed to visitors and all workers are advised of the potential for a bushfire. On catastrophic days, the manager/supervisor is encouraged to regularly check the website for updates or listen to reports on local media, e.g., radio, as weather warnings may be upgraded or downgraded as conditions change.

Explosion-related Emergencies

5.7.4. 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 the type of emergency, the location of the emergency, and the number of people injured
- Remove people from immediate danger, restrict access to the affected area
- Prepare for site evacuation
- If the explosion has caused the release of liquids on site, protect storm water drains and enact spill response processes.

5.7.5. Explosion during transit

- If an explosion occurs during transit from the load carried and catches alight, refer to Fire in a waste load
- If an explosion occurs during transit and the vehicle catches alight, refer to Fire during transit (vehicle).

5.8.Spills (hazardous /non - hazardous / solid / liquid) related emergencies

- Ensure the safety of yourself and the safety of others.
- Treat the spilled chemical and contaminated materials with extreme caution.
- Wear appropriate Personal Protective Equipment (PPE).
- Check the SDS to verify if the substance generates hazardous vapours, which may be invisible and/or

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odourless.

- Work upwind of the spill; and
- If the substance is unidentified, treat it as the worst case unless advised otherwise
- If the spill is considered to present a significant risk to people, take immediate action to remove all people from the area and remain upwind and uphill of the spill.

5.9. Hazardous Substances / Dangerous Goods in Waste-Related Emergencies

- On discovery of an intact container or drum in the waste, assess the likelihood of it containing a hazardous substance or dangerous goods. Consider the following:
 - Is the container intact and sealed with a lid?
 - Is the container large or small?
 - Does it show hazard labels or markings?
 - Does its weight indicate it is full, part full or empty?
- If the container is considered potentially hazardous or dangerous, stop all activity in the immediate area
- If necessary, request assistance from other site operators
- Advise the manager/supervisor of the situation
- Wearing gloves and eye protection, inspect the container, and carefully check for leaking substances before handling
- If the container is sound, transfer it to an appropriate & safe storage location
- Do not open a container to check its contents. If there is a label on the container, use this to assist with identification. The manager/supervisor will arrange for prompt removal and safe disposal
- If the container is damaged or there is evidence of a leak, apply Chemical and Hazardous Materials Management (refer to Spills (hazardous/ non-hazardous/ solid/ liquid) related emergencies).

5.10. Severe weather and externally related emergencies

5.10.1. 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 are 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 ([Weather Warnings](#)) the following steps should be implemented to reduce any potential risk:

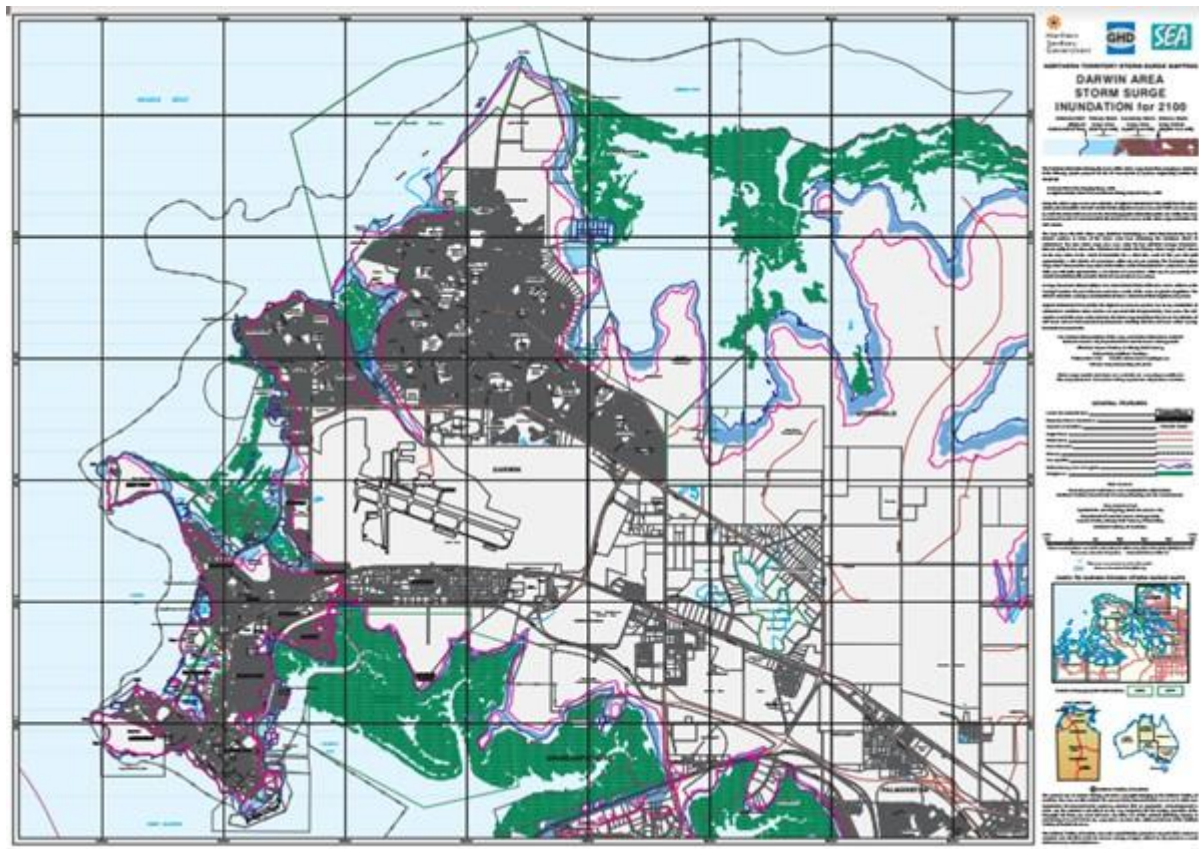
- Workers who are exposed to outdoor work in a heatwave, or work in areas that subject them to high temperatures for long periods of time, should be trained on the common health effects of heat-related medical conditions
- Workers should be monitored by a manager/supervisor for heat-related medical conditions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

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5.10.2. Cyclone

VTG has a Cyclone Response Procedure that should be referred to during any event in which a cyclone may form. Below is a summary of the steps during this event:

- 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 the 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



5.11. Threat to Personal Emergencies

5.11.1. Phone threats - Bomb/Chemical/Biological

For any threatening phone calls that are received, that is bomb threats, chemical/ biological threats:

- Keep the caller on the line for as long as possible
- Obtain as much information from the caller as possible
- Converse with the caller in a friendly manner, do not antagonise
- Refer to the [Bomb Threat Checklist](#) asking as many questions as possible
- Do not hang up even though the caller may have terminated the call
- Attempt to attract another person's attention, indicate to them a bomb threat has been received
- Advise the chief warden/ warden as soon as possible who will contact the Police
- Follow instructions of the warden

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5.11.2. Threat by mail or other communication

- Advise the chief warden/ warden immediately
- If a suspect item is discovered, do not touch
- Discreetly ask people to leave the immediate area
- Prevent people from entering the area.

5.11.3. Unarmed /armed intruder or holdup

Remember “CODE A”

- **Calm** – Try to remain calm
- **Obey** – Obey offenders instructions, let the offender know you are doing what they ask. Make no sudden movements
- **Description** – try to picture offender and any weapons
- **Evidence** – Secure scene, touch nothing the offender may have touched
- **Alarm** – activate alarm and call police when safe

If the situation warrants such action, contact the Police, dial ‘000’ and provide the following information:

- Your name and location
- The exact nature of the emergency
- Any other relevant information, which may be of use to them
- Preserve the scene of the crime, do not disturb the area

5.11.4. 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.

5.11.5. 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 **VTG Waste - NT** of the emergency either directly or via the authorities, then the manager/ supervisor (or other nominated person) 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.

5.15 Neighbouringsite 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 Principal Contractor of the emergency either directly or via the authorities, then the manager/supervisor (or other nominated person) will contact the emergency services to advise of the emergency.

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- Manager/supervisor is to notify the chief warden/warden of situation.
- Chief warden/warden is activated or put on standby emergency response plan; and
- Where necessary notify other neighbouring sites of the emergency.

5.16 Biosecurity Waste related Emergencies

Spillage of biosecurity waste must be immediately and thoroughly collected and the area of the spillage disinfected by a thorough application of a department-approved disinfectant.

Major spillage or loss of biosecurity waste is to be immediately reported to the department. A major spillage is classified as a spillage of biosecurity waste outside the confines of an AA site, which can be accessed by the general public, which cannot be readily cleaned up within fifteen minutes.

5.17 Medical Waste related Emergencies

Where a worker is injured by a disposed sharp (e.g. needle stick injury) Managers and Supervisors shall ensure:

- The injured worker has received appropriate first aid treatment.
- The item causing the injury is retained and placed in a sealed, puncture-proof container.
- The injured worker is sent for immediate medical treatment by a qualified medical practitioner as per Injury Management Procedure along with the sharp item causing the injury.
- The HSEQ Manager is advised immediately after ensuring the well-being of the injured worker.
- The injury is reported electronically on SKYTRUST within 24hrs of the occurrence and investigated as per Incident Management Procedure; and
- Employees travelling overseas undertake a health check and obtain medical advice concerning the precautions necessary to minimise the risk of contracting an infectious or communicable disease as detailed in the Human Resources Manual.

6 Emergency Communications

6.10 Initial Communications

Refer to the following sections:

- Contacting emergency services – phone '000'
- Site emergency contacts
- Notify management and the HSEQ team

6.11 Notification of appropriate authorities and organisations

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

6.12 Notification to site neighbours of emergency

If an emergency occurs at a VTG site that may impact the neighbouring operations, they are to be notified as appropriate. The General Manager, where necessary, shall be responsible for notifying appropriate organisations and neighbouring properties, etc, who may not have been notified during the emergency.

6.13 Public relations and debriefing

No site worker is to communicate with any member of the media or the 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 General Manager.

7 Termination of Emergency Response

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Following any emergency, the decision to return to normal operations will be made by the HSEQ team, in consultation with management & the attending emergency services.

7.10 Restarting facilities

Before operations can be restarted after an emergency, the General 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.

7.11 Health Assessment and Surveillance

Depending upon the nature of the emergency, products released, combustion products, environmental conditions at the time (i.e. wind direction, etc.), contaminated material etc., an evaluation should be made and documented by the Senior Manager in consultation with emergency services, doctors, and other medical specialists to determine if an initial health assessment and ongoing surveillance is required for persons who may have been at risk of exposure during the emergency.

7.12 Statutory Investigation

Depending on the nature and effects of the emergency, there may be a statutory investigation. Relevant government authorities may also require investigations. All requests for information or interviews must be referred to the General Manager, who will coordinate the release of required information.

A listing of all personnel on-site 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.

7.13 Internal Information process

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

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