



Emergency Response Plan

NWHS 60.01

Document Control

Document Code:	NWHS 60.01
Version:	5.0
Approved by:	Ashleigh Crisp
Date:	11/10/17

This document is for internal use and distribution only. A controlled version of this document exists in electronic form on the company server. Once printed, this is an uncontrolled document unless issued and stamped Controlled Copy.

This plan is subject to annual review and possible amendment. It may also be reviewed following audits or emergency incidents.

Each person receiving a copy of the plan is responsible for ensuring their areas of responsibility are aware of the changes.

Australian Agricultural Company Limited

Lot 2260 Stuart Hwy Livingstone NT

PO Box 3072 Palmerston NT 0830

Telephone: (08) 8978 4100

Web: www.aaco.com.au

Document History

Version	Amended Details	Date Issued	Approved By
1	Chief Warden changed		Ann Graham
2	General Revision		Ann Graham
3	Chief Warden changed		Ann Graham
4	General Revision	28/11/2016	Ann Graham
5	Restructured	29/09/17	Ashleigh Crisp

UNCONTROLLED COPY

Doc Name: NWHS 60 01 Emergency Plan 2017

Version No: 5.0

Approval: WHS Manager

Date Effective: 29 Sept 2017

Page: i

Abbreviations

The following abbreviations are used in this document and are commonly used in emergency planning literature:

ADG	Australian Dangerous Goods Code
ECO	emergency control organization
EPC	emergency planning committee
ERT	emergency response team
EWIS	emergency warning and intercommunication system
FIP	fire indicator panel
MCP	manual call point (red)
NABL	Northern Australian Beef Limited
OEMP	Operation Environmental Management Plan
PA	public address system
SDS	Safety Data Sheet

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: ii

Definitions

The definitions below are in addition to the definitions listed in AS3745-2010

Chemical Release: The unintended discharge or spillage of a declared hazardous or dangerous substance or product.

Chemical Spill: An unintended discharge or spillage of a declared hazardous or dangerous substance or product.

Dangerous Goods: Substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing or water reactive. If not controlled they can cause immediate injury, death, harm to the environment and/or damage to property. These goods are regulated in the Northern Territory under the Dangerous Goods Act. The criteria used to determine whether substances are classified as dangerous goods are contained in the Australian Dangerous Goods Code (ADG code).

Emergency Controller: The emergency controller is the person that is appointed to assume control of the emergency situation from the time an alarm is raised until the arrival of the emergency services or until the situation has been declared safe.

Emergency Planning Committee (EPC): Persons responsible for the documentation and maintenance of the emergency plan.

Emergency Response: Actions taken by personnel to contain, control or eliminate the emergency.

Emergency Response Team: Specialist site personnel, trained in emergency response for specific incidents using emergency response equipment.

Emergency: means a major incident that may have serious effects on the environment, property or the health or safety of on-site personnel or the community, which requires management for response co-ordination and to address the wider implications. The emergency may be caused by either internal on-site sources (e.g. explosion) or by an external source (e.g. cyclone) and may also occur as a knock-on effect from an off-site occurrence which has impacts within the facility boundaries.

Emergency Services: Northern Territory Police, Fire and Ambulance Services

Hazardous Substance: Substances that may have the potential to harm human health. These substances may be solids, liquids or gases (they may be pure substances or mixtures). When used, opened, consumed or spilt, these substances can generate vapours, fumes, dusts and mists.

Incident: means an event (eg. Small chemical spill), which requires an immediate response, but can be managed relatively quickly using site resources, possibly with the assistance of local Emergency Services.

Material Environmental Harm: means environmental harm that:

- a) is not trivial or negligible in nature;
- b) consists of an environmental nuisance of a high impact or on a wide scale;
- c) results, or is likely to result, in not more than \$50,000 or the prescribed amount (whichever is greater) being spent in taking appropriate action to prevent or minimise the environmental harm or rehabilitate the environment; or

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: iii

- d) results in actual or potential loss or damage to the value of not more than \$50,000 or the prescribed amount (whichever is greater).

Muster Point: A designated point or area where all employees, passengers, or a large crowd assemble in case of an emergency. It is also known as an emergency assembly point.

Notifiable Disease: A disease that must be immediately reported to agricultural authorities.

Safety Data Sheets (SDS): A document that is supplied by the manufacturer and/or supplier of substances that describes the chemical composition and provides vital information on how persons should use these substances safely and in accordance with their designated use. All chemicals held on site must have an SDS.

Serious Environmental Harm: means environmental harm that is more serious than material environmental harm and includes environmental harm that:

- (a) is irreversible or otherwise of a high impact or on a wide scale;
- (b) damages an aspect of the environment that is of a high conservation value, high cultural value or high community value or is of special significance;
- (c) results or is likely to result in more than \$50,000 or the prescribed amount (whichever is greater) being spent in taking appropriate action to prevent or minimise the environmental harm or rehabilitate the environment; or
- (d) results in actual or potential loss or damage to the value of more than \$50,000 or the prescribed amount (whichever is greater).

Time Weighted Average: TWA is the exposure level, of the average airborne concentration that a person can safely work in, over an eight-hour working day, for a five-day week over an entire working life.

Warden: A designated employee who has acquired through training, qualification or experience the knowledge and skill to control emergency procedures, co-ordinate an evacuation and activities at the muster point, generally as directed by the Emergency Controller.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: iv

Table of Contents

Document Control	i
Document History	i
Abbreviations	ii
Definitions	iii
1 Emergency Contact Information	1
1.1 Emergency Services	1
1.2 Utilities Suppliers	1
1.3 Government Agencies – For Reporting	1
2 Introduction	2
2.1 Purpose	2
2.2 Objectives	2
2.3 Scope	2
2.4 Emergency Planning Committee (EPC)	3
2.5 Reference Documents	3
2.6 Site Location	4
2.7 Location Specific Data	4
2.8 Facility Description	5
2.8.1 Operating Hours	5
2.9 Plant Safety Features	5
2.9.1 Fire System	6
2.9.2 Warning Systems and Alarms - Fire	6
2.9.3 Alarms	6
2.9.4 Designated Assembly Areas – (Appendix A)	6
2.9.5 Hazardous Materials –Manufactured, Stored or Used on Site	6
2.9.6 Spill Containment Equipment	7
2.9.7 Emergency Response Equipment	7
2.9.8 First Aid Office	7
3 Preparing for Emergency Response	8
3.1 Key Threats and Responses	8
3.2 Environmental Emergency	8
3.3 Risk Assessment	8
3.4 Site Specific – Types of Emergencies Identified	8
4 Roles and Responsibilities	10
4.1 Emergency Control Organisation (ECO)	10
4.2 Plant Manager - (Appendix E)	11
4.3 Emergency Controller – (Appendix F)	11
4.4 Wardens – (Appendix G)	11
4.5 Communication Officer – (Appendix H)	11

UNCONTROLLED COPY

Doc Name: NWHS 60 01 Emergency Plan 2017

Version No: 5.0

Approval: WHS Manager

Date Effective: 29 Sept 2017

Page: v

4.6	Plant Emergency Response Team - (Appendix I)	12
4.7	External Services	12
4.8	Human Resources	12
5	Emergency Response	13
5.1	Immediate Actions	13
5.2	Decision to Evacuate	13
5.3	After Hours	14
5.4	Stages of Evacuation	14
5.5	Clearing the Areas	15
5.6	Secure the Area	15
6	Communication and External Enquiries	16
7	Emergency Response Procedures	18
8	Appendices	19
	Appendix B – Emergency Response Flowchart	21
	Appendix C – Emergency Risk Matrix	22
	Appendix D – Emergency Risk Assessment	24
	Appendix E – Plant Manager Responsibility	29
	Appendix F – Emergency Controller Responsibility	31
	Appendix G – Warden Responsibility	33
	Appendix H – Communications Officer Responsibility	35
	Appendix I – Emergency Response Team Responsibility	37

1 Emergency Contact Information

During a major incident, Management shall appoint a media release officer who will act as the point of contact for media and to provide media releases on behalf of the company. All contact with media should be through the media release officer only. Communications/Public Relations will compile a list of missing and injured people. They will coordinate the communication with the company (on and offsite) and outside officials.

1.1 Emergency Services

Emergency	Authority	Phone Number
Life-Threatening situation	National Fire, Police or Ambulance Services	000
Police Assistance	NT Police	131 444
Storm or Flood Assistance	NT Emergency Service	132 500
Cattle Truck Rollover	Aus. Livestock Rural Transport Assoc. (ALTRA)	1800 425 782

1.2 Utilities Suppliers

Emergency	Authority	Phone Number
Powerline – Life threatening	Power & Water Corporation	1800 245 090
Natural Gas - Leak	APA Group	1800 017 000
	Telstra Country Wide	1800 687 829

1.3 Government Agencies – For Reporting

Incident	Authority	Phone Number
Death, serious injury, dangerous incident	NT Worksafe	1800 019 115
Report Pollution Incident	NT EPA Pollution Hotline	1800 064 567
Environmental incident	Environmental Hotline	131 555
Livestock Epidemic	Centre for Disease Control (CDC)	1800 008 002

2 Introduction

An EMERGENCY is a major incident, which may threaten the safety of persons on-site, community, environment and the organisation's ability to function which requires management to co-ordinate a response.

This EMERGENCY RESPONSE PLAN (ERP) documents the process for responding to identified potential emergency situations.

The implementation of an Emergency Response Plan helps to ensure the effective utilisation of protective equipment on site to prevent and mitigate the health and safety impacts, property damage and environmental impacts that may be associated with an emergency situation.

2.1 Purpose

The Emergency Response plan has been prepared to provide a system to deal with a disaster or major emergency situation.

The Plan is designed to inform supervisory personnel of the procedures for managing an emergency until the appropriate Emergency Service arrives to manage the situation. These should not be regarded as rigid procedures to be followed but rather as flexible guidelines to be adopted to cope with any unanticipated situation.

The Plan also identifies those individuals that are directly responsible for emergency response and critical support services.

2.2 Objectives

The objectives of implementing an Emergency Response Plan are to:

- maintain a high level of preparedness;
- to respond quickly and efficiently to limit the impacts of an emergency;
- to manage an emergency until emergency services arrive and take control;
- to support emergency services with information, knowledge, skills and equipment;
- to protect emergency responders, personnel and the community from harm;
- ensure correct regulatory notifications are satisfactorily completed in the event of potential or actual environmental harm.

2.3 Scope

The Emergency Response plan has been prepared for Australian Agricultural Company (AACo) and applies solely to their Northern Australia Beef Ltd. (NABL), beef processing facility at Livingstone, Northern Territory.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 2

2.4 Emergency Planning Committee (EPC)

The members of the EPC are responsible for the development, implementation and maintenance of the emergency response plan, procedures and related training.

The EPC consists of facility management representatives as shown in the table below.

Plant Manager	Patrick Vandewinkel
Plant Maintenance Manager	Grahame Coker
Emergency Controller (Chief Warden)	Lynton Tansell
Emergency Controller (Back up Chief Warden)	Phillip Bungey
Communication Officer (WHS Manager)	Ashleigh Crisp

The Roles and Responsibilities of the EPC are outlined in Section 2 of AS3745-2010.

EPC meetings are to be held at least annually and records of the meeting retained.

2.5 Reference Documents

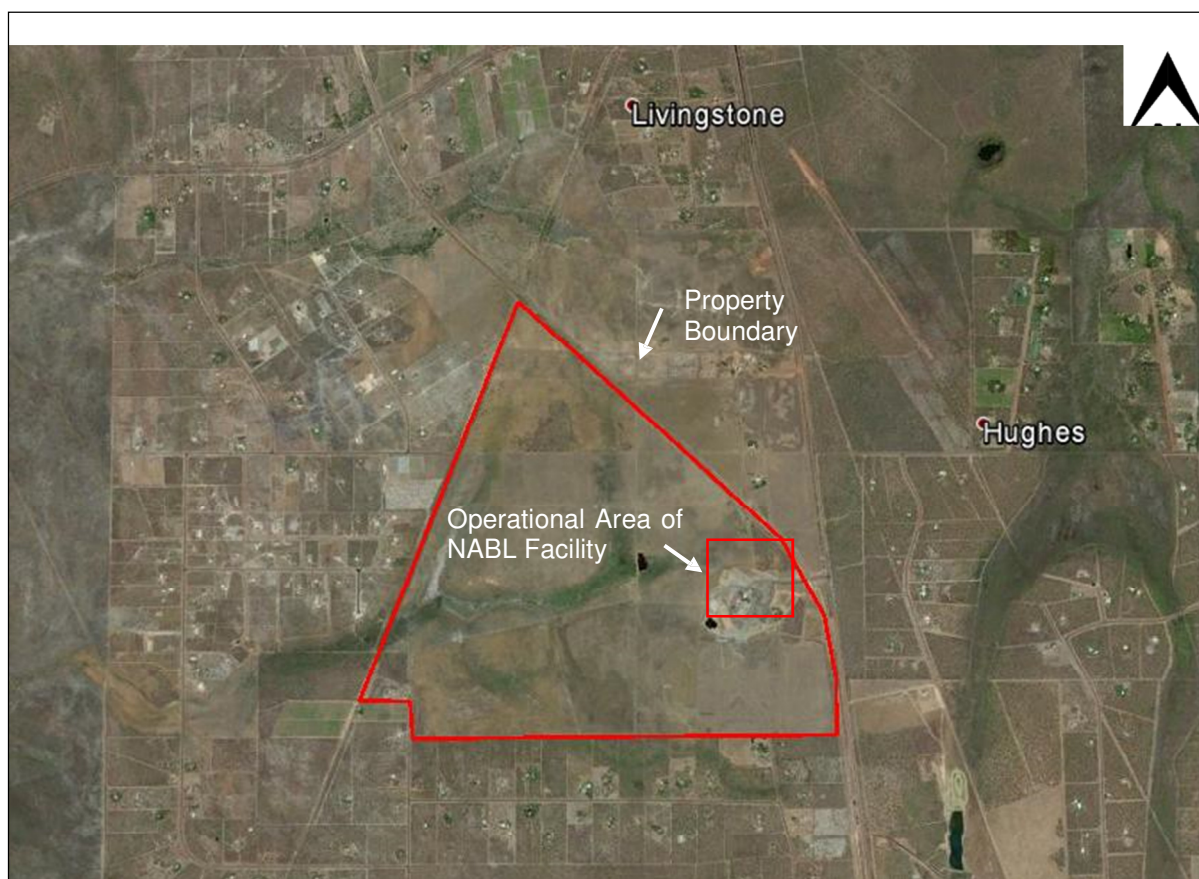
The following legislation, regulation and standards were also considered in the development of this Plan:

- Work Health and Safety Regulation 2011, Part 3 Division 4 & 5
- Work Health and Safety – Incident Notification (V1.1, Dec 2013)
- AS 3745:2010 Planning for emergencies in facilities
- AS/NZS ISO 31000:2009 Risk management – Principles and guidelines
- AS/NZS ISO 14001 Section 8.2 Emergency Preparedness and Response
- Operation Environmental Management Plan (OEMP) 2015
- NT Waste Management and Pollution Control Act, 2016

2.6 Site Location

The AACo facility is located in the sparsely populated area of Livingstone around 50km to the south-east of Darwin city in the Northern Territory.

The location of the abattoir facility and the surroundings is presented in the image below.



2.7 Location Specific Data

Site Name	Northern Australian Beef Ltd.
Site Address	2660 Stuart Highway, Livingstone NT
Site GPS co-ordinates	(Lat) E131° 04' 54.57", (Lon) S12° 42' 41.84"
Core Business	Abattoir - Meat Process Facility
Plant Telephone No.	+61 8 8947 5440

UNCONTROLLED COPY

Doc Name: NWHS 60 01 Emergency Plan 2017

Version No: 5.0

Approval: WHS Manager

Date Effective: 29 Sept 2017

Page: 4

2.8 Facility Description

Northern Australian Beef Limited is a beef processing plant processing around 500 cattle per day.

The layout of the facility is shown on the Emergency Evacuation Plan ([Appendix A](#)). The processing plant involves the following areas and activities:

- Cattle Receival and Lairage;
- Beef Slaughter;
- Edible and Inedible Offal Processing;
- Beef Carcass Boning and packaging of beef products;
- Chilling & Freezing of beef cartons;
- Storage and Loadout of Cartons;
- Rendering by-products;
- Processing of Hides;
- Administration block;
- Amenities block and Laundry;
- Canteen block;
- QA, Laboratory, WHS & Vet offices;
- Maintenance and Equipment Storage;
- Chemical Storage;
- Effluent Screening and Wastewater Treatment;
- Potable and Hot Water Production;
- Co-generation of Electricity.

In processing red meat, the plant uses a significant amount of water and several chemical products and the generated waste can potentially act as pollutants. Specific hazards to human health and the environment associated with particular emergency situations is included in this ERP.

2.8.1 Operating Hours

The operating hours for the site is 24 hours per day, 7 days per week.

- | | | |
|---------------------------|---------------------|---|
| • Main Processing Plant | 5:20 am to 4:30 pm | Monday to Friday |
| • Plant washdown | 7:00 pm to 2:30 am | Monday to Friday (outside normal hours) |
| • General administrative | 8:00 am to 5:00 pm | Monday to Friday |
| • Truck / Cattle Delivery | 6:00 am to 10:00 pm | Monday to Friday |

During normal working hours there are approximately 300 people on the site. Outside of normal working hours there are minimal people on the site to maintain operating equipment.

2.9 Plant Safety Features

The sections below describe the safety and emergency features on site.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 5

2.9.1 Fire System

The existing fire system onsite incorporates:

- 2 water storage tanks; 190KL each tank
- 2 diesel pumps, located near the fire storage tanks;
- The building is protected by an Automatic Wet Pipe sprinkler system installed throughout the cold store building
- Smoke detection system (VESDA) is installed in the Production ceiling space
- Control Panels are located near the fire storage tanks and booster system, & in the Reception
- 10 Dual head Fire Hydrants, located around the site
- 22 Fire Hose Reels throughout the buildings
- Portable fire extinguishers, located throughout the plant.

2.9.2 Warning Systems and Alarms - Fire

The Building Complex is protected by a fire detection system and any alarm must be raised manually.

On discovery of a fire or smoke, the Chief Warden must ensure that the Fire Services are contacted by dialling “000” to confirm the emergency OR “112” from mobiles.

2.9.3 Alarms

An alarm may be raised by the following:

- Verbal warning by someone in the building [FIRE FIRE FIRE]
- A bell which can be rung by hand.

2.9.4 Designated Assembly Areas – (Appendix A)

- Muster Point 1 – outside the canteen building along the fence line (south side).
- Muster Point 2 – along the road directly behind the maintenance workshop.
- Muster Point 3 – outside the admin building (north side) on the service road & grassed area.

2.9.5 Hazardous Materials – Manufactured, Stored or Used on Site

The chemical register includes details of dangerous goods stored, or used in quantities, which could conceivably be a subject of concern in an emergency and which may have the potential to act as a pollutant under certain circumstances.

Electronic copies of the chemical register are stored in the NABL company server. In the event of a power or computer system failure, chemical information can be found in the SDS folder kept at the chemical store.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 6

2.9.6 Spill Containment Equipment

All chemicals stored on site are kept in bunded areas or stored on transportable bunded pallets. This includes all cleaning chemicals, oils, fuels and water treatment products.

A number of diversion structures have been installed on site to prevent the escape of any effluent spills. In the event of an effluent overflow, all liquid will be captured by the site tailings dam, and pumped back to the waste water treatment plant.

2.9.7 Emergency Response Equipment

The following emergency response equipment is kept on site to protect human health and to limit any potential environmental impacts which may arise from an incident:

- Self-Contained Breathing Apparatus
- Air-purifying Respirators
- Hazmat Suits
- Ammonia & CO2 Detection system
- Gas Detectors
- Spill Kits (chemical and other liquid spills)
- Fire Extinguishers (inspected and maintained by Defend Fire)
- Fire Reels (inspected and maintained by Defend Fire)

A register of all equipment on site is kept in the maintenance planning system; where other equipment may assist in containing an environmental release.

2.9.8 First Aid Office

The First Aid office is located at the end of the canteen building next to the Halal Office.

All first aid facilities will be clearly identified with appropriate signage that is clearly visible in the workplace. First aid kits will be regularly inspected by the WHS Manager, and replenished and restocked as necessary.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 7

3 Preparing for Emergency Response

3.1 Key Threats and Responses

There are many threats that could conceivably impact the site, however, this ERP only addresses credible threats that could result in an emergency situation.

A safety risk assessment was then undertaken of those credible threats to identify the potential situations that require consideration as an emergency and the appropriate response.

3.2 Environmental Emergency

Environmental incidents occur due to an emission, discharge or escape of contaminants from the plant operations to its surrounding environment.

For the purpose of this ERP, an environmental emergency is defined as incident that causes or threatens to cause “material or serious environmental harm”, which is defined in Section 14 of the NT Waste Management and Pollution Control Act 2016. See definitions.

3.3 Risk Assessment

As given in ISO 31000:2009, the level of risk is expressed in terms of the product of consequence and likelihood.

The assessment is presented as a series of risk tables in [Appendix D](#) in standard risk format based on the AACo risk matrix definitions. The risk matrix (likelihood v consequence) and the definitions of each category are provided in summarised form as [Appendix C](#). A fuller definition is available in electronic format on the NTEPA website under EPL131, Plans for Environmental Management with the title “Risk Matrix Definitions”.

Potential Incidents or consequence defined as “Very Low Risk” and Non-Critical, regarding both Safety and Environment are to be managed through the Plant’s standard operating procedures (SOP) and related incident procedures

For those potential incidents identified as “Low to Critical Risk” the assessment documents the range of safeguards available and provide the responders with contingency options.

3.4 Site Specific – Types of Emergencies Identified

The risk assessment of potential major incidents has identified the following potential emergencies situations.

The Emergency events from Internal Sources to the facility;

- Fire
- Explosion on site;
- Power Outage
- Water Shortage

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 8

- Chemical spills;
- Major gas leak / Release of Hazardous Material
- Failure of a Dam
- Cattle Truck Accident

Emergency events from External Sources to the facility;

- Cyclone or severe weather;
- Lightning
- Floods and Flash Floods
- Bush or Grass Fire
- Bomb threat or discovery of an explosive device;
- Train Accident
- Epidemic of livestock

Emergency Procedures, that are required to be followed, have been developed for each identified scenario. These provide the emergency response team members and management guidance on actions to address the physical emergency and minimise any serious consequence that could occur;

In all situations, if the emergency situation is severe or prolonged, the situation may exceed the capacity of the on-site response team and require the assistance of external emergency services.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 9

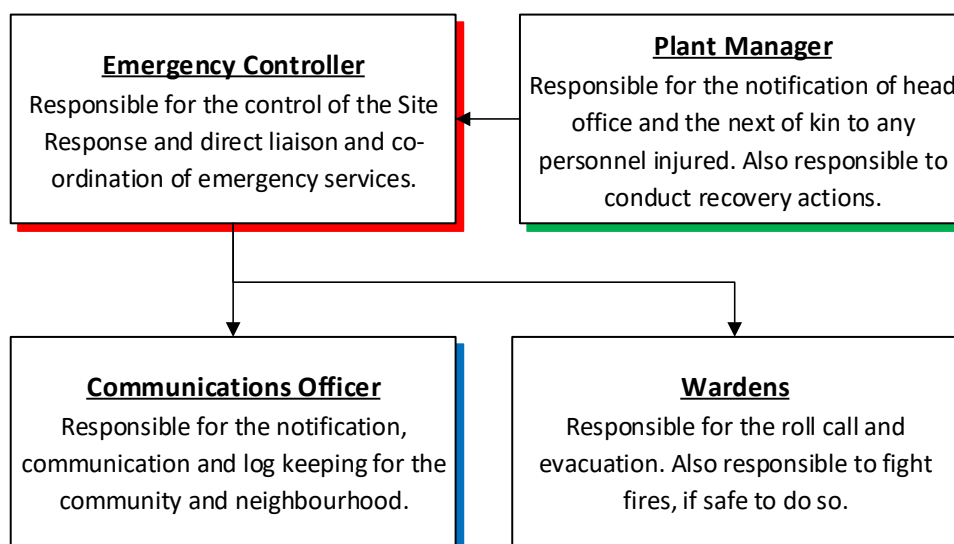
4 Roles and Responsibilities

Specific responsibilities in relation to responding to an emergency situation are outlined below.

4.1 Emergency Control Organisation (ECO)

The ECO is a structured team of personnel within the facility consisting of:

- Plant Manager
- Emergency Controller (Chief Warden)
- Wardens: (who have been trained as Fire Wardens).
- Communication Officer (WHS Manager)



The primary role of the Emergency Controller and Wardens is NOT TO combat emergencies, but to ensure as far as practical and to the best of their ability, the safety of the site occupants and their orderly evacuation from the danger zone it appropriate.

Responsibilities include:

- To provide information and assistance to the Emergency Controller, Fire Services, Police and other authorities in their investigation of the emergency if necessary;
- To oversee the orderly evacuation of all occupants in the building during an emergency situation, and
- To only operate firefighting equipment installed on site, if trained, in its correct usage and if safe to do so.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 10

4.2 Plant Manager - (Appendix E)

The Plant Manager has ultimate responsibility for the emergency response, but will delegate the task of co-ordinating the response to the Emergency Controller.

Responsibilities include:

- Determine if the incident is an emergency situation
- Determine if an evacuation is required
- Prompt an Emergency Alarm

4.3 Emergency Controller – (Appendix F)

During an EMERGENCY situation, the Emergency Controller is to assume control of the situation from the time an alarm is raised until the arrival of the emergency services or until the situation has been declared safe.

Responsibilities include:

- Ascertain the nature of the emergency and implement appropriate action.
- Ensure that the appropriate Emergency Service has been notified (if required).
- Activate the appropriate ERP procedures.
- Mobilise the site Emergency Response Team (ERT) to combat the emergency situation if required.

4.4 Wardens – (Appendix G)

Responsibilities include:

- Implement the appropriate emergency response procedure for their specific area, if appropriate.
- In a **FIRE** situation, operate fire extinguishers, **if safe to do so**.
- Follow the emergency response procedures and training.
- Assist with the evacuation of occupants from the immediate danger area.

4.5 Communication Officer – (Appendix H)

Responsibilities include:

- Transmit instructions and information.
- Maintain a written log of events during the emergency situation.
- Notify the facility neighbours, if required.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 11

4.6 Plant Emergency Response Team - (Appendix I)

The site Emergency Response Team is drawn from site personnel and includes department Supervisors. The role of the site ERT is to take immediate action to minimise the effect of the emergency on life and property, prior to the arrival of the Emergency Services.

Responsibilities include:

- Respond to the incident under the direction of the Emergency Controller.
- In a **FIRE** situation, operate fire extinguishers, **if trained and safe to do so**.
- Follow the emergency response procedures and training.
- Shutdown of plant and equipment in close proximity to the incident.
- Provide assistance to the Emergency Services if requested.

4.7 External Services

The Emergency services will assume control of the situation upon arrival to the facility.

During an emergency, the directions of the Senior Officer in Charge of the emergency services shall be observed in all respects, by all persons on the premises and to the extent of any such directions are inconsistent with those given by management of the premises or the plant Emergency Controller, the directions of the Senior Officer in Charge shall prevail

The senior officer in charge will also coordinate any communications to external contacts or owners/occupiers of nearby premises, following the initial notification by the emergency controller, based on information received from the emergency services team. This will include notification of any actions taken to combat any pollution which may have occurred.

Needs of the Emergency services;

- A six-monthly site familiarization of the site and emergency response systems.
- To be informed of any major changes to the operation of the site.
- The latest copy of the ERP documentation for review.

4.8 Human Resources

The Human Resources (HR) department is to ensure there is always a backup of the following information readily available:

- List of employees with contact details - Next of Kin
- List of Customers and Suppliers

If there is damage to the building or if the administration block must be evacuated, then the HR Information is to be picked up and quickly and easily carried offsite or alternatively stored safely and securely off site.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 12

5 Emergency Response

There are three levels of emergencies that relate to the site –

Local	where the emergency is confined to a specific location within the facility and no escalation is expected.
Plant	where the emergency is expected to spread to or affect all parts of the facility, but not offsite.
Site Wide	where the emergency is expected to impact both the facility and beyond the boundary of the property

5.1 Immediate Actions

Refer to the Emergency Response Flowchart in [Appendix B](#).

Upon identifying the location, level and type of emergency, the Plant Manager will activate the ERP, determine if there is a need to evacuate and hand control to the Emergency Controller.

The Emergency Controller will activate the response team to carry out the first-response and appropriate emergency procedure.

Emergency services at the local level may or may not be required. The Emergency Controller will assess the situation and determine if emergency services are to be contacted and potential evacuation requirements.

The ECO members will assemble initially in the site Board Room and implement Incident Command suitable to the type and size of the emergency.

5.2 Decision to Evacuate

The first responsibility of all personnel is quickly move anyone in immediate danger to safety.

Employees in areas not directly involved with the emergency are to remain in their area unless this is threatened by the emergency or told to leave by the area Warden, Emergency Controller, Plant Manager or Emergency Services personnel.

Once an Emergency has been identified, the decision to Evacuate will be assessed by the Plant Manager in consultation with the Emergency Controller and area Wardens.

If the Plant Manager is not present and if time and opportunity permits, all reasonable efforts to communicate with him will be made prior to an emergency evacuation being declared. Where due to the nature of the emergency or a quickly escalating incident is occurring and does not permit a reasonable attempt to contact the Plant Manager, the Emergency Controller should make the decision to evacuate.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 13

Factors for consideration to determine stages and priorities of evacuation are as follows:

- Location and extent of the emergency.
- The proximity of hazards – ie. Fire, flammable gases, liquids and other materials, toxic emission or suspect item (in the case of a bomb threat).
- Weather conditions and wind direction,
- Whether it is safe to try to extinguish the fire or block off smoke, or whether the initial attack on the fire looks like it will be successful.
- The nature and type of any injuries sustained by people in the danger area and whether those present are capable of evacuating all people in danger.
- The nearest safe exit route.

If an evacuation is required the words “EVACUATE, EVACUATE, EVACUATE” will be said over the radio until the evacuation is complete.

Where the administration building is evacuated, the ECO will meet at the Muster Point and make a determination of a suitable location for Incident Command. This will likely involve External Emergency Services

5.3 After Hours

For any major incident that happens outside of normal operating hours or during the cleaning shift, the following people are to be called immediately:

- Plant Manager, or
- WHS Manager

Once the incident has been identified as an emergency, the Plant Manager will initiate an emergency response and notify the ECO members.

5.4 Stages of Evacuation

Stage 1 – Local Area	move away from immediate danger
Stage 2 – Main Plant	proceed to Assembly Area, shown on the evacuation plan
Stage 3 – Site Wide	proceed to leave the site

If a site-wide evacuation is required, it will be a decision by ECO or Emergency Services, to leave the site via the main entry or to move to an appropriate location determined at the time, dependent upon the circumstances.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 14

5.5 Clearing the Areas

Prior to vacating their area, the Wardens should ensure that all persons are accounted for by conducting a thorough search of the area. This function is more important than a later physical count of those evacuated.

Where it is safe to do so, processes are to be shutdown, utilities and hazardous materials isolated and made safe, before evacuating.

Once the area has been evacuated, the Wardens will do a roll call and take charge of the assembly area.

Control of all people at the Assembly Area should be maintained. Wardens should not allow persons to wander off or return to the building until the Emergency Controller has given the 'All Clear' after a thorough inspection has declared the area safe to re-enter.

Following an emergency, the Maintenance Manager is required to approve reinstating of any site utility or process services.

Once the 'All Clear' has been given all visitors must enter the building via the main entrance.

5.6 Secure the Area

In an emergency, the Emergency Controller, Wardens and Security are to establish a safe and secure area to prevent injury to other persons.

Following an emergency, the members of the ECO are responsible for preserving and maintaining integrity of the incident scene to allow evidence gathering and investigations to proceed.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 15

6 Communication and External Enquiries

In the event of an emergency, on-site communication shall be via the use of UHF radio and mobile phones.

If the emergency situation cannot be controlled by site resources, then the appropriate emergency service shall be notified immediately. The **emergency contact numbers are listed in Section 1** of this document.

Media Communication:

The Plant Manager is to manage all media communications in relation to the NABL facility. No statement or communication shall be made to the media without the approval of the Plant Manager.

Any enquiries from the media or external sources, regarding an emergency, situation shall be noted and passed to the Plant Manager.

Notification to Neighbours:

If an EMERGENCY threatens adjoining properties, the Plant Manager or Emergency Controller will ensure that the residents are contacted (by the Communications Officer) immediately to:

- Be advised of the emergency situation or pollution incident as outlined in the definitions within this ERP; and
- Receive any relevant updates on the progress or closure of any incident.

Where an incident is of a magnitude that warrants wider notification to the local community, the Police shall be called, briefed and action should be initiated through them, to avoid unnecessary alarm and panic.

Notification to Regulatory Authorities:

The Communications Officer is to ensure that all Regulatory Authorities are notified of an incident as described below.

1. Pollution incidents threatening or causing “material or serious environmental harm”, greater than \$10,000 damage, and which is defined in Section 14 of the NT Waste Management and Pollution Control Act 2016, require immediate notification to the NT EPA.

NT EPA: Pollution hotline 1800 064 567, and local office (09) 8924 4218

2. Under the Work Health and Safety (National Uniform Legislation) Act, it is a requirement to notify NT WorkSafe if certain incidents occur at the workplace. These include;
 - A death of a person
 - A serious injury or illness of the person, or
 - A dangerous incident.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 16

The bulletin 'Work Health and Safety – Incident Notification (V1.1, Dec 2013)' provides further detail into what is considered a serious injury or illness and what is considered a dangerous incident under the work health and safety laws.

NT Worksafe: 1800 019 115

When notifying the incident to the regulatory authorities, the following information is to be provided:

- a) Time, date, nature, duration and location of the incident
- b) Location of the site where incident is occurring or is likely to occur
- c) The nature and extent of the incident, if known
- d) The circumstances in which the incident occurred (including the cause of the incident if known)
- e) Action taken or proposed to be taken to deal with the incident any resulting outcome, if known
- f) When the information relating to items c), d) or e) is not known at the time of verbal notification, this information must be provided once it becomes available

In an EMERGENCY situation, the Communication Officer or person notifying the authority, is to record / log the following information:

- a) Date of notification for each authority
- b) Time of notification for each authority
- c) Incident number from EPA
- d) Attempts to contact authorities that may have failed
- e) A record of any instructions given by the relevant authorities

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 17

7 Emergency Response Procedures

This plan provides comprehensive details of emergency management procedures to be followed during an emergency event, including the procedures for shutdown and evacuation of the facility to ensure the safety of all personnel.

Emergency response procedures have also been developed for each potential emergency situation identified by the risk assessment outlined ([Appendix D](#)).

The purpose of the emergency response procedures is to provide guidelines to the members of the emergency response team for the protection of all Employees, neighbours and company property in the event of an emergency occurring on company premises.

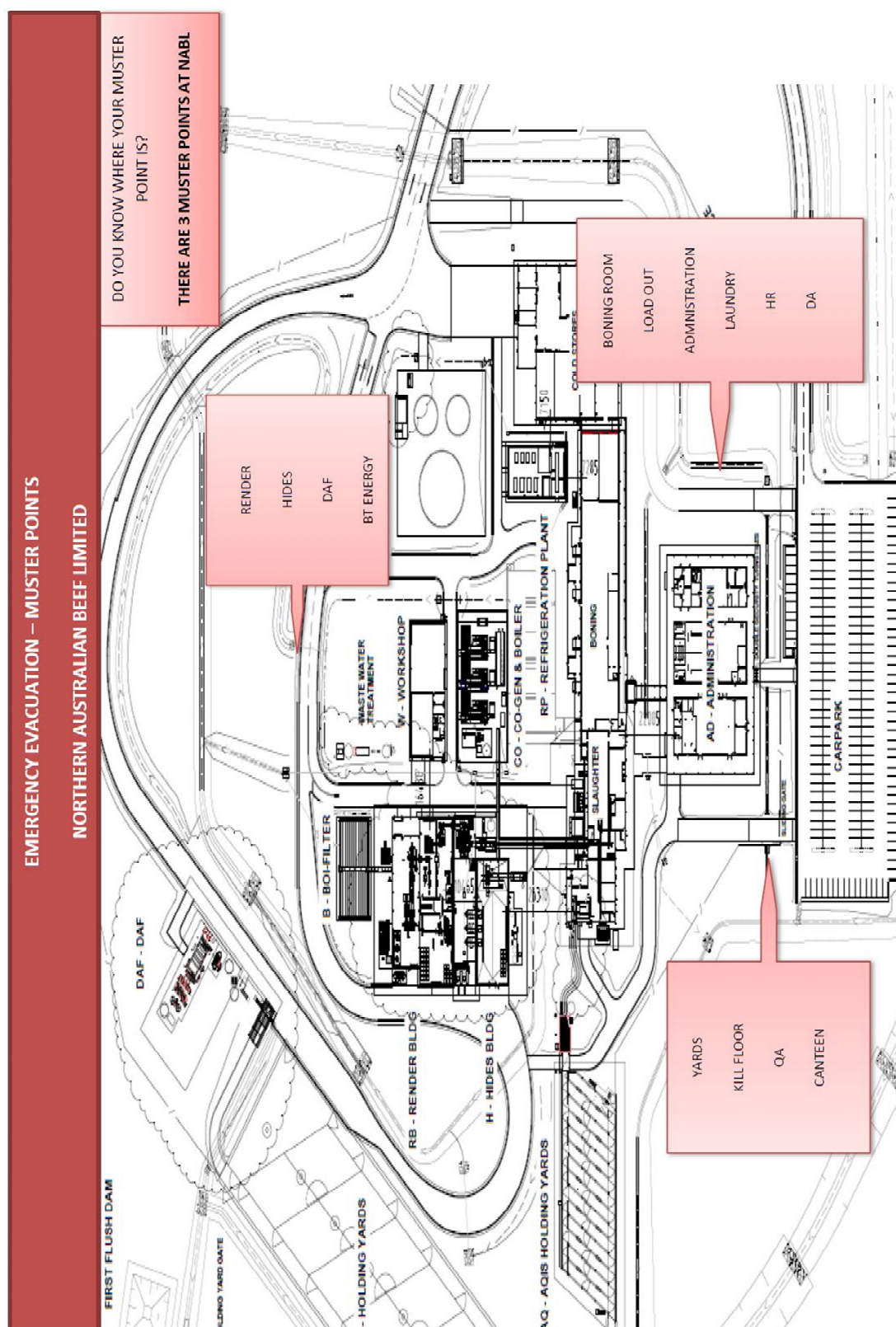
The following procedures are included in a separate document.

Response Procedure 1:	Emergency Evacuation
Response Procedure 2:	Emergency Shutdown
Response Procedure 3:	Fire - Building
Response Procedure 4:	Explosion
Response Procedure 5:	Major chemical spills;
Response Procedure 6:	Major gas leak / Release of Hazardous Material
Response Procedure 7:	Failure of a Dam Wall
Response Procedure 8:	Cyclone
Response Procedure 9:	Bush or Grass Fire
Response Procedure 10:	Bomb threat or discovery of an explosive device;
Response Procedure 11:	Epidemic of livestock

8 Appendices

APPENDIX A:	Emergency Evacuation Plan
APPENDIX B:	Emergency Response Decision Flowchart
APPENDIX C:	AACo Risk Matrix
APPENDIX D:	ERP Risk Assessment
APPENDIX E:	Plant Manager Responsibility
APPENDIX F:	Emergency Controller Responsibility
APPENDIX G:	Warden(s) Responsibility
APPENDIX H:	Communication Officer Responsibility
APPENDIX I:	Emergency Response Team Responsibility

Appendix B – Emergency Evacuation Plan



In case of an emergency you:

1. Follow the instructions given to you by your supervisors
2. Make your way following your supervisor to your designated Muster Point and stay there to await further instruction
3. Must not return to your designated work area until advised by your Supervisor.

UNCONTROLLED COPY

Doc Name: NWHS 60 01 Emergency Plan 2017

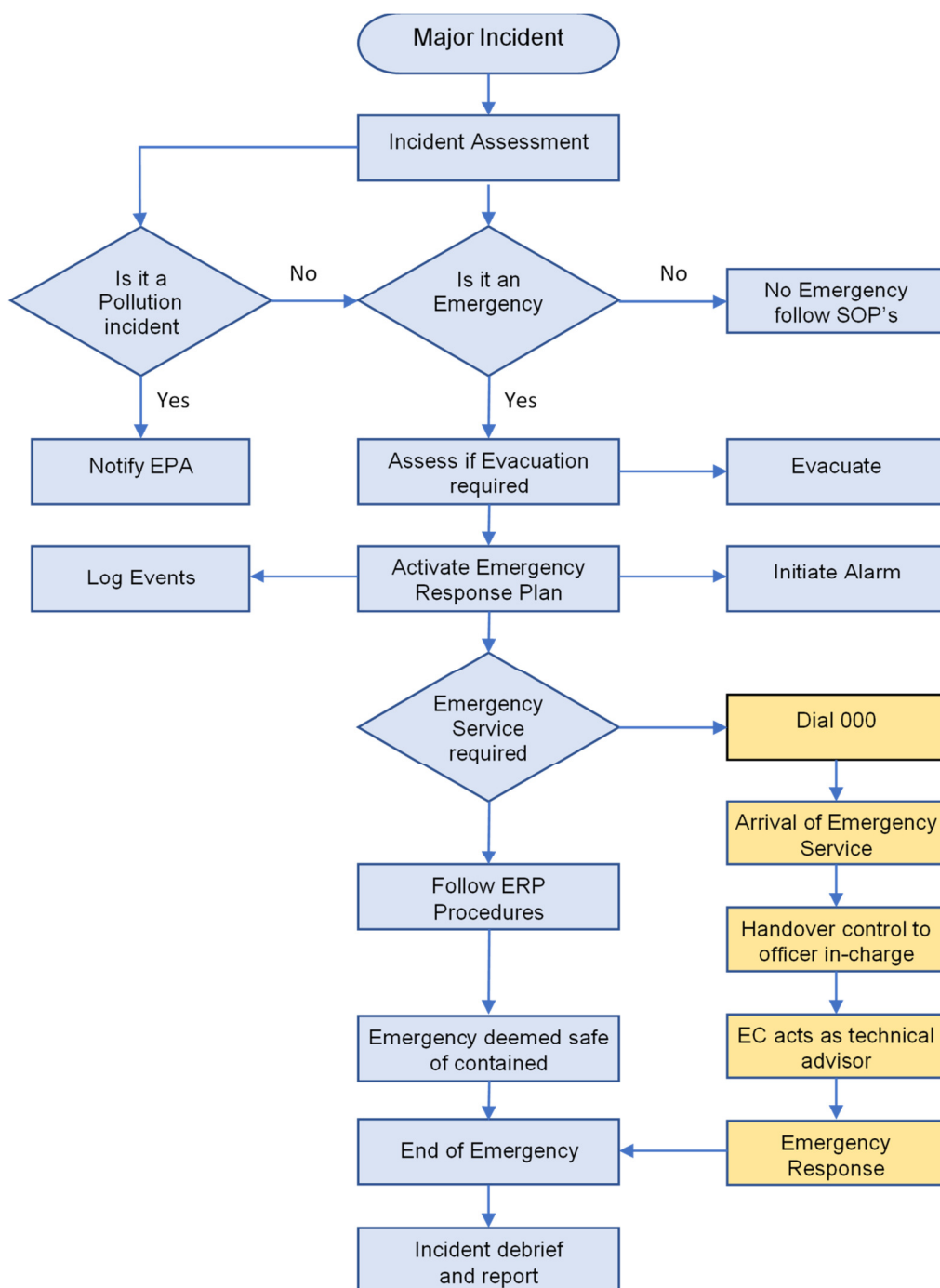
Version No: 5.0

Approval: WHS Manager

Date Effective: 29 Sept 2017

Page: 20

Appendix B – Emergency Response Flowchart



NABL - Emergency Response Flowchart

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 21

Appendix C – Emergency Risk Matrix

Consequence – The likely effect or outcome of an incident if it occurs.

Consequence		
1	Low	No measurable or minimal impact on the environment. (<\$10K) None or Minor injuries. Loss of up to 4 hours production. Low-nil financial loss up to \$50K
2	Medium	Minor, temporary environmental impact. (>\$10K to be reported) No publicity likely and no stakeholder concerns. First aid treatment required. Loss of 4 – 8 hours production. Medium-low financial loss between \$50K and \$100K
3	High	Material Environmental Harm. (not more than \$50K) Significant loss to production of 2-5 days. Stakeholder enquiries (this may include government, unions or public). Medical attention required. High-medium financial loss between \$100K and \$500K.
4	Major	Serious Environmental Harm. (> \$50K) - Prosecution possible. Major loss to production of 6-14 days. Loss of company credibility and high stakeholder interest. Permanent injuries or single fatality. High financial loss between \$500K and \$10 million
5	Catastrophic	Widespread severe and permanent environmental damage. Toxic release off-site with massive detrimental effects. Production shutdown for an unspecified period. Multiple fatalities. Extreme financial loss > \$10 million

Probability – The possibility that the incident will happen.

Probability/likelihood		
A	Rare	Practically impossible, will only occur in exceptional circumstances. Once in a 100 year event.
B	Unlikely	Could occur at some time but highly unlikely. Once in 50 to 100 year event.
C	Possible	Might occur at some time. Once in 25 to 50 year event.
D	Probable	Known to occur or will probably occur in most circumstances. Once in 2 to 25 year event.
E	Almost certain	Common or repeating occurrence. Once in 2 years or more event.

UNCONTROLLED COPY

Doc Name: NWHS 60 01 Emergency Plan 2017

Version No: 5.0

Approval: WHS Manager

Date Effective: 29 Sept 2017

Page: 22

Risk Matrix

Likelihood v Consequence		CONSEQUENCE				
		Low	Medium	High	Major	Catastrophic
LIKELIHOOD	Almost Certain	Moderate	Significant	Significant	Critical	Critical
	Probable	Low	Moderate	Significant	Significant	Critical
	Possible	Low	Low	Moderate	Significant	Critical
	Unlikely	Very Low	Low	Moderate	Significant	Significant
	Rare	Very Low	Very Low	medium	Moderate	Significant

Inherent Risk

“is the risk that an incident would pose if no other control measures are taken beyond the routine procedures”

Very Low	Acceptable Low Risk, that can be managed by routine procedures which are in place and regularly tested.
Low	Can be an acceptable risk. Responses implemented are expected to control the incident, unless under extreme conditions. The situation would need to be monitored in case additional measures have to be implemented.
Moderate	Not acceptable risk. Medium Response Team capacity but on-site response action is expected to control the incident.
Significant	Not acceptable risk. High risk where the Response Team has low level capacity to control the incident.
Critical	Not acceptable risk. Absolute Emergency Services required to control the incident.

Appendix D – Emergency Risk Assessment

An **EMERGENCY** is a major incident, which may threaten the safety of persons on-site, community, environment and the organisation's ability to function which requires management to co-ordinate a response. The following are identified incidents that could cause, or contribute to causing, a major incident and an emergency situation.

Potential Hazard	Cons	L/hood	Risk Ranking	Safeguards	Contingency plan <i>In the event that this happens</i>
Fire - Building	Major	Possible	Significant	1. Building insulated panel is fire resistant material 2. Installed fire safety devices including emergency exit lighting, hose reels, fire extinguishers in buildings. 3. Installed fire booster, water storage tanks & hydrants around the plant. 4. Installed fire sprinklers in the Freezer / Cold Store area. 5. Render plant is separated from the main processing plant. 6. Maintained equipment & property for fire threat.	1. Implement fire emergency procedure 2. Evacuate at-risk people & relocate cattle
Explosion – Biogas (rupture of CAL cover)	Major	Possible	Significant	1. Hot work control procedure required for any work in the area. 2. Sufficient separation distance between the CAL and the main plant and residential area.	1. Secure the area for investigation. 2. Notify NT EPA (>\$10K) 3. Assess the situation 4. Expedite the reinstatement of CAL Cover

Potential Hazard	Cons	L/hood	Risk Ranking	Safeguards	Contingency plan <i>In the event that this happens</i>
Explosions (including gensets, transformers, gas bottles, boiler, ammonia)	Major	Unlikely	Significant	- Regular inspection & maintenance - Equipment is within restricted areas.	- Follow ERP procedure - Notify NT EPA (>\$10K)
Pollution due to Major Chemical Spill	High	Probable	Significant	- Maintained SDS register of hazardous substances on site. - Safe storage of hazardous substances. - Regular Risk Assessment of hazardous substances. - Training of employees and PPE provided for handling hazardous substances	- Follow ERP procedure - Notify NT EPA (>\$10K)
Major Gas Leak - flammable (Natural Gas)	Major	Possible	Significant	Regular training, Inspections & maintenance scheduled.	- Initiate emergency situation - Contact utilities provider - Evacuate immediate area. - Follow ERP procedure
Major Gas Leak - Toxic (Ammonia or CO2)	High	Possible	Moderate	- Regular inspection & maintenance - Gas detection sensors installed	- Initiate emergency situation - Evacuate immediate area. - Follow ERP procedure



Potential Hazard	Cons	L/hood	Risk Ranking	Safeguards	Contingency plan <i>In the event that this happens</i>
Release of Hazardous Material	Medium	Possible	Low	1. Store hazardous materials in designated storage areas. 2. Maintained spill kits 3. Trained personnel	1. Follow ERP procedures 2. Notify NT EPA (>\$10K)
Failure of a Dam Wall	Major	Rare	Critical	1. Sufficient freeboard in each dam 2. Level sensors and alarms used to control water levels. 3. Overflow drain installed for removing excess treated effluent in the wet season. 4. Maintain slope of external batters. 5. Maintain grassed batters during dry season to stabilise soil and prevent erosion. 6. Carry out remedial work on dam crest and grassed batters after each wet season.	1. Notify NT EPA 2. Redirect discharge directly to irrigation 3. Secure the area 4. Assess the situation 5. Expedite the reinstatement of dam wall
Cattle Truck Rollover (outside the facility)	Medium	Unlikely	Low	1. Awareness of the ALRTA Hotline.	1. Call Australian Livestock and Rural Transporters Association (ALRTA) who will contact relevant authorities and co-ordinate a response plan. National Hotline: 1800 4 ALRTA (or 1800 425 782) <u>Does not require Emergency Response Procedure</u>

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: 5.0	
Approval: WHS Manager	Date Effective: 29 Sept 2017	Page: 26

Potential Hazard	Cons	L/hood	Risk Ranking	Safeguards	Contingency plan <i>In the event that this happens</i>
Intense Storm or Cyclone	Major	Probable	Significant	1. Building designed for cyclone conditions. 2. Cyclone procedure in place. 3. Attend yearly cyclone briefings. 4. Prepare emergency kits.	1. WHS - Monitor NTG broadcast services. 2. Follow all NTG recommendations. 3. In the event of a cyclone, implement staged cyclone response procedures 4. Lockdown / Shutdown facility if necessary.
Lightning Strike	Low	Almost Certain	Moderate	1. Buildings have lightning arresters & earthing grids. 2. Specialist electrical inspections.	1. Cease outdoor work when "flash to bang" time is less than 30 seconds. <u>Does not require Emergency Response Procedure</u>
Floods and Flash Floods of Buildings	Medium	Rare	Very Low	1. Building designed for once in 100 year storm event. 2. Main plant floor levels are 300mm above natural ground level. 3. The plant is built on a sloped site.	1. Partially evacuate the affected area 2. Follow routine plant procedures 3. Pre-start checks of all equipment <u>Does not require Emergency Response Procedure</u>
Bush or Grass Fire	Low	Almost Certain	Moderate	1. Fire Hydrants around the plant 2. Keep fuel load within 500m of the buildings to less than 12 t/ha at all times. 3. Maintain the grass in the vicinity of plant	1. Follow ERP procedure 2. Consider using irrigation water to fight the fire 3. Consider fire break around the plant
Bomb Threat	High	Possible	Moderate	1. ERP procedures in place	1. Follow emergency response procedure



Potential Hazard	Cons	L/hood	Risk Ranking	Safeguards	Contingency plan <i>In the event that this happens</i>
Livestock Epidemic (FMD)	Major	Rare	Moderate	1. Awareness of the CDC Hotline.	1. Call Dept. of Health – Centre for Disease Control (CDC) who will contact relevant authorities and co-ordinate a response plan. Darwin 1800 008 002

UNCONTROLLED COPY			
Doc Name: NWHS 60 01 Emergency Plan 2017		Version No: 5.0	
Approval: WHS Manager		Date Effective: 29 Sept 2017	Page: 28

Appendix E – Plant Manager Responsibility

PLANT MANAGER

The duties and roles of this position are documented below.

Pre-emergency

- Maintain a current register of ECO members.
- Replace ECO members when a position becomes vacant.
- Ensure ongoing training and regular emergency exercises are scheduled.
- Ensure the ECO members have necessary equipment to undertake their roles.
- Schedule and attend regular ECO meetings.
- Delegation 'in-absence' protocol

Emergency

The Plant Manager will assume ultimate responsibility for the emergency response, but delegate the task of co-ordinating the response to the Emergency Controller.

On becoming aware of an emergency, the Plant Manager will take the following actions:

- Obtain status of the incident and determine if it is an emergency or could lead to an emergency.
- Determine if there is a need to evacuate.
- Prompt an Emergency Alarm.
- Inform and transfer control authority to the Emergency Controller.
- Inform facility owners and other management as necessary.

If the Plant Manager is not on site at the time of the incident, the Emergency Controller shall assume the above responsibilities.

Post-emergency

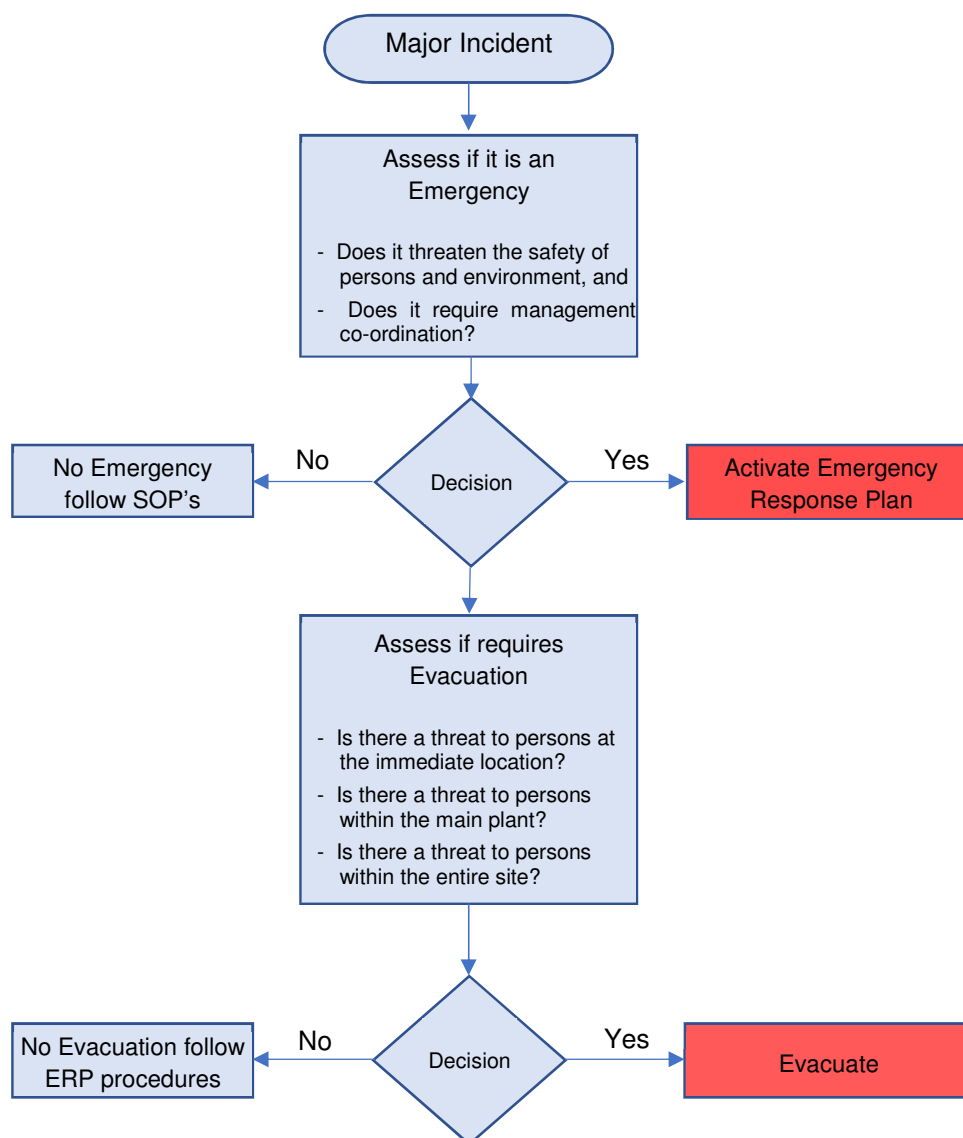
- Organise a debrief with ECO members and, where appropriate, with the attending Emergency Service.
- Compile a report for facility owners.

Identification

- The Emergency Controller is to be clearly identified by wearing a high visibility vest with the words 'Plant Manager' marked on the back.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: Draft	
Approval: WHS Manager	Date Effective: 14 Sept 2017	Page: 29

Decision Flowchart



Appendix F – Emergency Controller Responsibility

EMERGENCY CONTROLLER (CHIEF WARDEN)

The duties and roles of this position are documented below.

Pre-emergency

- Ensure ongoing training and regular emergency exercises are conducted.
- Ensure the emergency response procedures are kept up-to-date
- Attend meetings of the EPC, as appropriate
- Delegation 'in-absence' protocol

Emergency

During an EMERGENCY situation, the person in this position is required to respond immediately to the alarm being raised and to lead and direct the Wardens and to bring the Emergency Control Organisation into operation.

The Emergency Controller is to assume control of the occupants of the building from the time an alarm is raised until the arrival of the emergency services or until the situation has been declared safe.

On becoming aware of an emergency, the Emergency Controller will take the following actions:

- Ascertain the nature of the emergency and implement appropriate action.
- Ensure that the appropriate Emergency Service has been notified (if required).
- Activate the use of this plan and take control of the emergency until the arrival of the emergency services and then assist the Emergency Services until the emergency is terminated.
- Mobilise the Plant Emergency Response Team to combat the emergency situation if required.
- Ensure the area wardens are advised of the situation, as appropriate.
- Coordinate the incident from the HR office as the incident command centre, including any responses required to pollution or other incident.
- Ensure that any incident or situation threatening or causing material environmental harm is reported following the procedures for immediate notification and is responsible for liaising with the relevant authorities during the course of any incidents which occur.
- Ensure that nearby owners and occupiers of premises are immediately notified for any incident which has the potential to impact on nearby owners and occupiers of premises.
- Coordinate any communications required to update nearby owners and occupiers of premises of actions taken to combat any pollution that may have occurred.
- Arrange for specialist advice and assistance from company resources to assist the Emergency Services.
- Keep management informed of situation.
- Retains ultimate responsibility for the emergency response, but may delegate tasks
- Coordinate health and safety functions such as roll call and search and rescue; and,
- Terminating the emergency. After consultation with the Operations Manager and / or emergency services, declare the emergency to be over.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: Draft	
Approval: WHS Manager	Date Effective: 14 Sept 2017	Page: 31

Control of the situation will be given back to the emergency controller only by the authority of the senior officer in charge of emergency services.

Post-emergency

- When the emergency has been terminated and rendered safe or the Emergency Service returns control, notify ECO members to have occupants return to their work locations, as appropriate.
- Organise a debrief with ECO members and, where appropriate, with the attending Emergency Service.
- Compile a report for the EPC and management.

Identification

- The Emergency Controller is to be clearly identified by wearing a high visibility vest with the words 'Emergency Controller' marked on the back.

Position requirements

The Emergency Controller will require the following.

- 2-way radio;
- Mobile phone;
- Copy of the ERP
- Copy of the emergency procedures book
- Training in **immediate notification** procedures, identification of environmental impacts and site environmental licence/permit conditions.

In an emergency, the ECO will also require the following to be stored and readily available in the Board Room:

- Copy of the ERP
- Copy of the Chemical Register and Safety Data Sheets
- Layouts showing stored chemical locations;
- Layouts showing location of hydrants, hose reels and portable fire extinguishers;
- Layout of plant services

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: Draft	
Approval: WHS Manager	Date Effective: 14 Sept 2017	Page: 32

Appendix G – Warden Responsibility

WARDEN

The duties and roles of this position are documented below.

Pre-emergency

- Ensure that all persons in the work area are aware of the emergency exits and protocols
- Ensure the emergency response procedure are kept up-to-date
- Attend meetings of the EPC, as appropriate
- Become familiar with all emergency exits and alternate escape routes as noted on area map;
- Become aware of all blind passages, toilets, storerooms etc. in which people could be located during an emergency;
- Become aware of locations for hydrants, hose reels, fire extinguishers, safety kits.

On becoming aware of an emergency, notify the Emergency Controller or Plant Manager, including notification of any potential or actual circumstances which could cause environmental harm following the procedure for immediate notification.

Emergency

The persons in this position will assume the duties and responsibilities as assigned by the Chief Warden on duty.

On hearing an **ALARM** or on becoming aware of an emergency, the wardens shall take the following actions:

- Implement the appropriate emergency response procedure for their specific area, if appropriate.
- In a **FIRE** situation, operate fire extinguishers, **if safe to do so**.
- Follow the instruction of the Emergency Controller
- Follow the emergency response procedures and training.

If an **EVACUATION** is required, the wardens will carry out the emergency evacuation procedures, and;

- Assist with the evacuation of occupants from the immediate danger area.
- Nominate assistants (deputise Wardens) for special duties, e.g. assisting persons with disabilities;
- Search the area to ensure all people have evacuated.
- Direct and guide occupants to the designated assembly area.
- Assist mobility impaired persons from the building.
- Carryout a search of the building to ensure nobody has been overlooked when ordered to evacuate.
- Advise the Emergency Controller of completed evacuation and any issues which arose from evacuation.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: Draft	
Approval: WHS Manager	Date Effective: 14 Sept 2017	Page: 33

During a **BOMB** threat, assist with a search for suspicious articles, as instructed by the Emergency Controller and / or External Emergency Services

Post-emergency

- When the emergency has been terminated and rendered safe or the Emergency Service returns control, notify employees to return to their work locations, as appropriate.
- Compile a report of the actions taken during the emergency for the debrief.
- Attend a debrief with ECO members when requested.
- Assist the Emergency Controller in compiling the after-event report.

Identification

- The Emergency Controller is to be clearly identified by wearing a high visibility vest and red helmet marked with the word 'Warden'.

Position requirements

The Emergency Controller will require the following.

- Basic firefighting training;
- Understand evacuation areas for individual areas within the plant;
- 2-way radio and mobile phone communication;
- Knowledge of the plant and layout of the facility.
- Knowledge of the emergency response equipment and procedures.
- Training in the implementation of this PIRMP and familiarisation with the warnings, actions and responses needed to any incident to limit the risk or harm to human health or the environment.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: Draft	
Approval: WHS Manager	Date Effective: 14 Sept 2017	Page: 34

Appendix H – Communications Officer Responsibility

COMMUNICATION OFFICER (WHS MANAGER)

The WHS Manager or WHS Officer will assume the duties and roles of this position as documented below.

Pre-emergency

- Ensure personal proficiency in operation of facility communication equipment.
- Ensure that ECO members are proficient in use of the facility communication equipment.
- Maintain all records and make them available for emergency response.
- Ensure that all emergency contact details are up-to-date
- Attend meetings of the ECO, as appropriate
- Attend training and emergency exercises

Emergency

On becoming aware of an emergency, the Communications Officer shall take the following actions:

- In consultation with the Plant Manager, ascertain the nature and location of the emergency.
- Confirm that the appropriate Emergency Service has been notified.
- Notify appropriate ECO members.
- Notify the appropriate Regulatory Authorities as required.
- Transmit instructions and information.
- Maintain a written log of events during the emergency situation (eg. Evacuation times, arrival of emergency services etc.)
- Maintain close contact with the Emergency Controller, ECO members and Security Guards.
- If the Plant Manager or Emergency Controller advise the emergency threatens adjoining properties, the Communication Officer is to notify the facility neighbours.

Post-emergency

- Collate records of events during the emergency for the debrief and ensure they are secured for future reference.
- Attend a debrief with ECO members when requested.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: Draft	
Approval: WHS Manager	Date Effective: 14 Sept 2017	Page: 35

Identification

- The Emergency Controller is to be clearly identified by wearing a high visibility vest with the words 'Emergency Controller' marked on the back and wear a white helmet.

Position requirements

The Communication Officer will require the following.

- 2-way radio;
- Mobile phone;
- List of all ECO, ERT mobile phone numbers,
- Copy and knowledge of the ERP procedures,
- Copy of the emergency procedures book
- Training in immediate notification procedures, identification of environmental impacts and site environmental licence/permit conditions.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: Draft	
Approval: WHS Manager	Date Effective: 14 Sept 2017	Page: 36

Appendix I – Emergency Response Team Responsibility

EMERGENCY RESPONSE TEAM

The duties and roles of this position are documented below.

Pre-emergency

- Attend meetings of the EPO, as appropriate
- Be familiar with plant layout, shut down procedures, exit routes and location of firefighting equipment, including breathing apparatus.

On becoming aware of an emergency, notify a Warden, including notification of any potential or actual circumstances which could cause environmental harm following the procedure for immediate notification.

Emergency

The site Emergency Response Team is drawn from site personnel and include department Supervisors. The role of the ERT is to take immediate action to minimise the effect of the emergency on life and property, prior to the arrival of the Emergency Services.

- Respond to the incident under the direction of the Emergency Controller and provide feedback on any anticipated pollution or offsite impacts from the incident.
- In a FIRE situation, operate fire extinguishers, if trained and safe to do so.
- Follow the instruction of the Emergency Controller
- Follow the emergency response procedures and training.
- Shutdown of plant and equipment in close proximity to the incident.
- Meeting and guiding the Emergency Services to the location of the incident.
- Provide assistance to the Emergency Services if requested.

If an **EVACUATION** is required;

- Ensure that employees leave their work area in an orderly manner.
- Control the evacuation of employees to their designated Evacuation Areas.
- Ensure management is kept informed of the progress of the emergency.
- Supervisors will conduct a 'roll call' of their employees to ensure all employees are accounted for.
- Report outcome of evacuation roll call to the Command Centre
- In the event of any unaccounted employee/s or contractors, the Supervisor will notify the Emergency Controller as soon as practicable and wait further direction.

Post-emergency

- When the emergency has been terminated and rendered safe or the Emergency Service returns control, ensure the orderly return of employees back to their work locations.
- Carry out salvage operations after the incident to prevent secondary damage.

UNCONTROLLED COPY		
Doc Name: NWHS 60 01 Emergency Plan 2017	Version No: Draft	
Approval: WHS Manager	Date Effective: 14 Sept 2017	Page: 37

Identification

- The ERT member is to be clearly identified by wearing a high visibility vest with the words 'Emergency Response Team' marked on the back.

Position requirements

The Emergency Response Team members will require the following.

- Basic firefighting training;
- Understand evacuation areas for individual areas within the plant;
- 2-way radio and mobile phone communication;
- Knowledge of the ERP and layout of the facility;
- First Aid Training
- Confined Space Training;
- SCBA (Self Contained Breathing Apparatus) Training;
- Chemical spill training, including response and clean up procedures
- General Environmental Awareness training, reporting of pollution incidents

Name:	Position	Internal	Mobile
Patrick Vandewinkel	Plant Manager	4101	0437 936 302
Lynton Tansell	Chief Warden- Maintenance Supervisor	4127	0400 293 765
Phillip Bungey	Deputy Warden- Maintenance Leading Hand	Radio	
Grahame Coker	Maintenance Manager	4132	0448 621 457
Ashleigh Crisp	Communication Officer	4103	0416 890 672
Darren Davy	Deputy Communication Officer	4102	0437 462 426
Jenna Kirkham	Office fire warden, First aid	4129	0405 945 371
Teaghan Low	Admin- First aid	4104	
QA Manager	Assembly Point 1 Warden	4103	0416890672
Grayson Webster	Assembly Point 1 Deputy Warden	4115	
Rebecca Roach	Assembly Point 2 Warden	4117	0408 762 315
Kedra Kirkham	Assembly Point 2 Deputy Warden	4110	
Kristy-May Tisdell	Assembly Point 3 Warden	4126	0439 876 145
Cody Vitkus	Assembly Point 3 Deputy Warden	4126	
Jock McQueen	Stockyards Warden,	4122	0437 378 664
Jason Simpson	Slaughter Floor Warden	4119	
Bryce Saurine	Slaughter Floor Deputy Warden	4119	
Jeremy Moffett	Boning Room Warden	4116	
Brad Molnar	Boning Room Deputy Warden	4116	
Richard Braund	Coldstore Warden	4128	
Jonathon Walsh	Rendering/DAFF Warden	4124	
Ian Parton	Hides Shed Warden	4124	

UNCONTROLLED COPY

Doc Name: NWHS 60 01 Emergency Plan 2017

Version No: Draft

Approval: WHS Manager

Date Effective: 14 Sept 2017

Page: 38