

Emergency Response Plan

Supercharge Batteries Pty Ltd

T/A Exide Batteries

7 Tang Street Coconut Grove, NT 0810

Date	Version	Amendment Summary	Owner
21/06/2022	3.0	Update site contact	National ULAB Manager

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Please see document control section on page 2 for more information

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Date	Version	Amendment Summary	Owner
29/01/2021	1.0	New Document	Regional Director
04/03/2021	2.0	Revision/Update to NT FRS Requirements	Environmental Compliance Manager
21/06/2022	3.0	Update site contact	National ULAB Manager

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1. Introduction

1.1 Background

The Emergency Response Plan (ERP) has been prepared for Ramcar Australia and New Zealand (Ramcar ANZ) for the Supercharge Batteries trading as Exide Batteries Coconut Grove site. The Coconut Grove site comprises of office spaces, showroom, warehousing, loading/unloading area, battery charging area and carpark.

The contents of this document are to be read and understood by all Ramcar ANZ staff at the site, staff visiting from other sites, contractors working within the site and, where applicable contractors delivering Dangerous Goods (DGs) and other materials to the site or transporting DGs to retail and industries, or visitors.

It is a requirement that all staff assigned emergency responsibilities as defined in this plan have a copy of the ERP and receive the appropriate level of training needed to respond to incidents identified in this ERP. This document is to be shared with all staff via the company intranet. The guidelines in this document are simple, but if you are in doubt about any aspect of safety or procedure you must consult with the Chief Warden.

1.2 Purpose

The purpose of the ERP is to provide a clear understanding of how to handle and react to emergencies on this site, and to prevent or minimise the impact of an emergency and to facilitate a return to normal operations as soon as possible, by providing effective:

- Emergency Response
- Incident management and reporting
- Training
- Updating and reviewing emergency procedures or company policy

1.3 Objectives

The ERP provides guidance on response actions to be taken in an emergency which may occur within any area of a site, both internally and externally and to minimise the potential for loss of life, injury to people, damage to property or damage to the environment.

The objectives of the ERP (in order of priority) are:

- 1) Protection of human life and rescue of people
- 2) Protection of the environment
- 3) Protection of property, equipment and products
- 4) Restoration of safety to affected areas
- 5) Restoration of facilities
- 6) Resumption of normal operations

1.4 Emergency Contacts

EMERGENCY SERVICES	
Police, Fire and Ambulance	'000'
State Emergency Services	13 25 00

In the event of an emergency, the following should be contacted immediately:

RAMCAR MANAGEMENT TEAM (includes after hours contact)		
Regional Director	Don Albert Cuesta	
	Office: (02) 9840 2816	Mobile: 0497 068 645
State Manager:	Dion Jones	
	Office: (08) 8193 6800	Mobile: 0423 847 880
Area Manager:	Darren Gamston	
	Office: (08) 8948 0052	Mobile: 0402 098 920

In the event of an incident, accident or an emergency, the following staff are responsible to execute the Emergency Response Plan:

RAMCAR EMERGENCY CONTROL ORGANISATION (ECO) TEAM			
Position	Incumbent	Office Tel	Mobile
Chief Warden	Darren Gamston	(08) 8948 0052	0402 098 920
Communication Warden	Combined role with Deputy Wardens		
First Aid Officer	Darren Gamston	(08) 8948 0052	0402 098 920

The following services should be contacted if and when required:

OTHER SERVICES	
Poison Centre	13 11 26
Pollution, Incidents and Complaints	1800 064 567
Department of Primary Industry, Parks, Water and Environment	(08) 8999 5511
Safe Work (State/Territory)	1800 019 115
Environment Protection Agency (EPA) (State/Territory)	(08) 8924 4218
Closest Hospital or Public Health Unit to site	(08) 7979 9200
Local City/Municipal Council	(08) 8930 0300
Electricity Supplier	1800 245 092
Gas supplier	N/A
Water Supplier	1800 245 092
Telephone Provider (ICT Tech Support)	1300 255 428

SITE OWNERS AND NEIGHBOURS ADJACENT TO SITE			
Building Owner	Name Company:	C & I Clements Superfund	
	Address:	PO Box 36645 Winnellie NT 0821	
	Contact Name:	Clive Cecil Clements & Inge Merete Clements	
	Office:	Mobile: 0427 854 526	
Neighbour	Name Company:	Top End Mechanix	
	Address:	2/5 Tang Street Coconut Grove, NT 0810	
	Contact Name:	Ben Ubia	
	Office:	Mobile: 0432 642 829	
Neighbour	Name Company:	Darwin Lock & Key	
	Address:	9 Tang Street Coconut Grove, NT 0810	
	Contact Name:	Tim Bryan	
	Office: (08) 8948 1966	Mobile:	
Neighbour	Name Company:	Tomra Recycling Centre	
	Address:	11 Tang Street Coconut Grove, NT 0810	
	Contact Name:	Damian Crook	
	Office: (08)	Mobile: 0475 039 237	
Neighbour	Name Company:	Top End Electrical	
	Address:	1/5 Tang Street Coconut Grove, NT 0810	
	Contact Name:	Gary Dempsey	
	Office: (08) 8945 5684	Mobile: 0419 447 123	

2. Roles and Responsibilities

2.1 Emergency Control Organisation

The primary role of members of the Emergency Control Organisation (ECO) is to ensure that protection of human life and rescue of people takes precedence over asset rescue or protection.

Selection criteria:

Persons appointed to these roles should:

- Be physically capable of performing their duties
- Have leadership qualities and command authority
- Have maturity of judgement, good decision-making skills and be capable of remaining calm under pressure
- Be familiar with their areas of responsibility
- Be available to undertake their appointed duties
- Have clear diction, a commanding voice and be able to communicate with many occupants and visitors
- Be willing and able to undergo relevant training

The site emergency response structure shown below will be implemented in emergency situations.

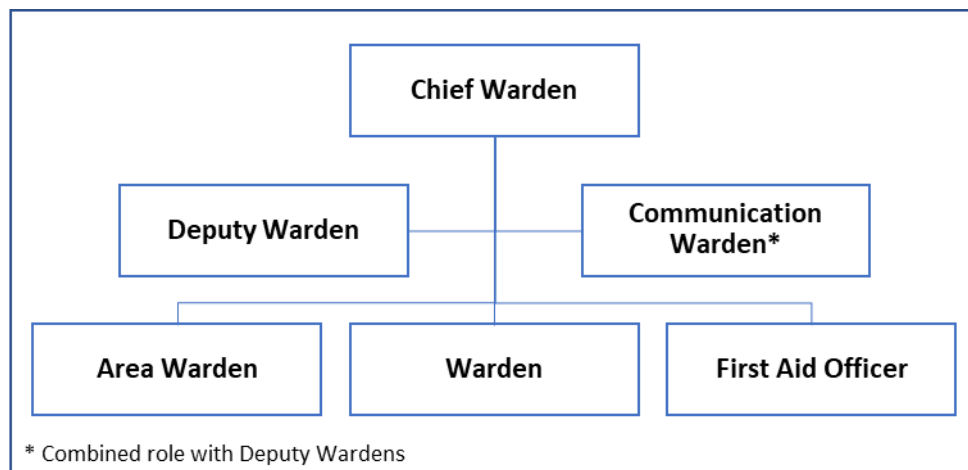


Figure 1 – Emergency Control Organisation structure

There may be some sites where the full complement of the ECO is not required. As a minimum these sites should have in place the following roles:

- Chief Warden
- First Aid Officer

Ramcar will arrange for replacements and training in these roles in the event wardens are no longer available. There may be some sites, where more wardens or first aid officers are required, and these appointments will be arranged as and where required.

Emergency Control Organisation Personnel must be easily identifiable as per the recommendations of the Australian Standard AS 3745, with the following colours used. The Ramcar ECO will wear caps in any emergency: vests are optional:

Role	Colour	Example
Chief Warden	White	
Deputy Warden		
Communication Warden (Can also be used by the 'runner')		
Area Warden	Yellow	
Warden	Red	
First Aid Officer	Green + White cross	

Each ECO member plays an integral role before, during and after any incident or emergency. Outlined on the following pages are the responsibilities of each team member.

These roles assist the organisation to:

- Build a trained and responsive team to ensure the efficient management and response to incidents and emergencies
- Implement workplace evacuation techniques
- Identify potential risks or emergencies that may impact upon the workplace
- Develop risk assessment skills and future training initiatives
- Identify the company's WHS role
- Implement a reporting system and new procedures to manage onsite incidents and emergency situations.

Chief Warden:	is responsible for control of the site response; and direct liaison with Emergency Services
Deputy Warden:	will assume all responsibilities of the Chief Warden if unavailable and as otherwise directed
Area Warden:	is responsible for evacuation, directing Wardens and assisting other ECO members
Warden:	is responsible for evacuation and assisting other ECO members
Communication Warden:	is responsible for communication between the ECO and the management team and log keeping Can also be the 'runner', where there are no communication devices on site, and this is deemed the most appropriate form of communication for this site
First Aid Officer:	is responsible for providing first aid

Note:

1. When any member of the ECO is absent, the most senior position or next nominated person present in the site is to take over the responsibilities. All responsibilities as outlined in the Emergency Response Plan must be adhered to.
2. It is imperative that staff are aware of the immediate actions they must take in the event of a major emergency, such as fire, explosion or medical emergency
3. Staff may be called upon to assist or perform a role in the ECO when an incident or emergency situation arises, therefore all staff must familiarise themselves with the Emergency Response Plan.

ROLES AND RESPONSIBILITIES
Before an Emergency
Emergency Planning shall be co-ordinated by the Chief Warden, with the assistance of members of the ECO and emergency planning shall include: • Establishing and implementing an emergency plan • Ensuring that personnel are appointed to all positions in the Emergency Control Organisation • Arranging for their training • Conducting evacuation exercises and emergency response drills • Reviewing the effectiveness of exercises and drills • Arranging for procedural improvements • Preparation of Personal Emergency Evacuation Plans (PEEPS) for any staff who have a disability or are mobility impaired.

During an Emergency	
Chief Warden	On becoming aware of an emergency shall: • Ascertain the nature of the emergency and determine appropriate action • Ensure the appropriate emergency service has been notified • Ensure the area wardens are advised of the situation • If necessary initiate evacuation and control entry to the affected areas • Ensure the progress of the evacuation and any action taken is recorded in an incident log • Brief the emergency service personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instruction/s In emergency drills, the Chief Warden will oversee the drill and conduct a roll call at the Assembly Area using Appendix C: On Site – Roll Call List. After any drills the Chief Warden will conduct a debrief with all Wardens and First Aid Officers to: • Discuss management and time of drill of both ECO and staff • Process or procedure improvement • Report to Regional Director and other senior managers as required • If required, further training shall be implemented The Chief Warden is responsible for ensuring the roll call list is kept up to date on a monthly basis, so that in the event of an emergency, staff information is already at hand. HR is responsible for providing a monthly staff report to the Chief Warden.
Deputy Warden	The Deputy Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required. <u>If the evacuate alarm is activated or an alert given to evacuate:</u> The Deputy Warden must make their way to the Reception area on Ground Level known as the 'control site' and await further instruction from the Chief Warden If in the event it may be difficult for Emergency Services to locate the exact site location of the emergency, the Deputy Warden will be responsible to meet at entrance and direct Emergency Services to the exact location.
Communication Warden	The Communication Warden is responsible for: • Maintaining a log of the events • Transmit and record instructions and information between the Chief Warden and the Area Wardens and occupants and Emergency Services personnel <u>If the evacuate alarm is activated or an alert given to evacuate:</u> The Communication Warden must make their way to the 'control site' and they must: • Confirm the nature and location of the emergency with the Chief Warden • Confirm the appropriate emergency services have been notified with the Chief Warden Please note: A warden may be placed in this role, where there are not enough staff in a site

During an Emergency	
Area Wardens	The Area Warden is responsible for: • Evacuation • Roll call <u>If the evacuate alarm is activated or an alert given to evacuate:</u> The Area Warden will be responsible for: • Immediately start implementing emergency procedures for their floor or area • Direct wardens to check the floors or area for any abnormal situation • Commence evacuation if the circumstances on their floor or area warrant this • 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 • Assist Wardens and First Aid Officers during an emergency • Confirm the activities of wardens have been completed and report this to the Chief Warden In an emergency the nominated Area Warden will conduct a roll call at the Assembly Area using Appendix C: On Site – Roll Call List.
Wardens	Wardens are responsible for: • Evacuation • Assistance as directed by the Chief Warden or Emergency Services personnel <u>If the evacuate alarm is activated or an alert given to evacuate</u> • Meet the Area Warden at 'control site' who will advise the Warden/s of the emergency and give instruction • Once instructed immediately start implementing emergency procedures for their floor or area • Check all areas, such as kitchens, lunchrooms and bathrooms to ensure all staff are advised to evacuate immediately • Ensure staff are directed to evacuation route and there are wardens at sections on route to ensure all staff make their way to the assembly area • Communicate with the Area Warden by whatever means available and act on instructions • Assist Area Warden or First Aid Offices as directed
First Aid Officer	The First Aid Officer is responsible for: • Providing first aid to any staff member or visitor <u>If the evacuate alarm is activated or an alert given to evacuate</u> The First Aid Officer must locate the first aid kit closest to them and make their way to the 'control site' area and await further instructions from the Chief Warden Please note: The First Aid Officers do not affect or assist in evacuations other than to advise staff to make their way to the Assembly Area when they are on route to the 'control site' once an evacuation alarm has been raised. First Aid Officers sole responsibility is to provide first aid and must be available should the need arise.

Traffic Management:

Any of the Warden positions may be instructed to assist in the removal of equipment or vehicles only by the Chief Warden or Emergency Services (only where and when if it is safe to do so). If required, the traffic manager's task is to ensure the free flow of traffic into and out of any area of the site. This may involve the removal of any vehicle that may obstruct the free flow of Emergency Services in and out of the site. The traffic manager cannot manage vehicles outside of this site and must leave this to the management of Emergency Services personnel.

After an Emergency

Refer to 2.3 Communication and 2.4 Reporting of an Emergency

2.2 Ramcar Management Team

The Ramcar Management Team is made up of the Regional Director of Ramcar ANZ, together with the site owner, a secondary manager and can include any of the following positions, known as the Site Manager:

- General Manager
- State Manager
- Branch Manager
- Warehouse Manager
- Store Manager
- Member of HO Management team

Any of the above, can also act as the ECO in the absence of said team and would therefore take on the responsibilities of these roles, providing they have been trained in these areas. Please note, in the absence of a trained ECO, these positions would require emergency training by an approved organisation.

Regional Director	Site Manager/Owner	2IC
The Regional Director is responsible for group notification, Media communications, relatives/next of kin* and recovery actions	The Site Manager or Site Owner will take on all responsibilities of the Chief Warden where this role is not assigned at this site	The 2IC to Site Manager or Site Owner will take on all responsibilities of the Deputy Warden where this role is not assigned at this site

Note: HR must have available an up-to-date staff listing, including personal mobile and next of kin/emergencies details for all staff on each, for the sole use of the Regional Director, should a major emergency occur

2.3 Communications

Internal

The Chief Warden is the Team Leader for all communications. It will be his/her task to monitor communication and facilitate the effective exchange of information between the site and Emergency Services or other organisations.

The Communication Warden is responsible for notification, communication with the Chief Warden and Emergency Services and log keeping.

External

The Regional Director is the only person responsible for relaying information to the media and other public bodies on behalf of the company. Staff are explicitly instructed not to discuss issues with any persons outside the site.

When a significant incident occurs, a media statement should be prepared as quickly as possible, and include:

- A description of the nature of the emergency.
- The corrective action taken, and its effectiveness.
- When the emergency is expected to be over.
- The investigative action that is to be taken.
- Any assistance that can be given by the media.

Only facts should be stated. Statements as to the cause and effects of the emergency should be avoided until a thorough investigation has been conducted.

In the event the Regional Director is not available, the assigned delegate shall handle communications.

Community

Communication with neighbours and the local community is an important element in managing the response to any incident. Determining the extent of community notification will depend on the nature of the incident. Notification must be made to Ramcar ANZ Regional Director in the first instance to ensure communication is made via the appropriate channel, relative to the incident where relevant. Please refer to page 7 of this document for community contact details.

In the event the Regional Director is not available, the assigned delegate shall handle communications.

2.4 Reporting of an Emergency

2.4.1 Reporting to Authorities

In the event of a serious workplace incident, the Site Manager or Site Owner must ensure that the appropriate authorities are contacted i.e. Safe Work, EPA, Local Authorities, etc.

The Site Manager or Site Owner is responsible for contacting the appropriate authorities. In the absence of the Site Manager or Site Owner, this will be delegate to a HO Manager available at the time.

Please refer to Page 7 of this document – Emergency Contacts for further details

2.4.2 Internal Incident reporting and investigation

It is imperative that any incident, being minor or serious is recorded and communicated using the Incident Report Form – **Appendix D: Incident Report Form** and this is provided to the Site Manager. This will ensure the appropriate investigations and follow up actions can be conducted in accordance with any relevant policy and legislation.

After an incident or emergency, where the ECO has been involved, the Chief Warden must:

- Hold a meeting with the ECO to debrief and document the emergency using the Incident Report Form – **Appendix D: Incident Report Form**
- If Emergency Services were involved, the ECO and the Ramcar Management Team must debrief with Emergency Services Personnel
 - All details, issues and reporting must be captured by the Chief Warden using the Incident Report Form – **Appendix D: Incident Report Form**
- After any debrief meeting has been held and all incident reporting completed, the Chief Warden must schedule a meeting with the Ramcar Management Team to discuss what event/s had occurred
 - A member of the Ramcar Management Team will complete the Incident Investigation, using **Appendix E: Incident Investigation Report** in order to address all issues and incidents raised and make good or rectify any damage, process or policy improvement, or any instruction as directed by any government or legislative body or organisation.

2.5 Training

Ramcar ANZ staff called the **Emergency Control Organisation**, as listed on page 6 of this document, have been trained to ensure the safe management of any emergency on this site.

The ECO undergo annual training in their respective area and when and where identified, training will be offered to other staff to undertake Emergency training.

All training is conducted by a qualified and accredited external organisation.

3. Site Information

3.1 Site Location

The site is located at **7 Tang Street, Coconut Grove N.T. 0810**, which is approximately 7.20kms North East of the Central Business District (CBD) in Darwin, N.T.

Figure 2 shows the regional location of the site in relation to the CBD; **Figure 3** shows the aerial view of the site showing the surrounding land uses; and **Figure 4** shows the street view of the site and building.

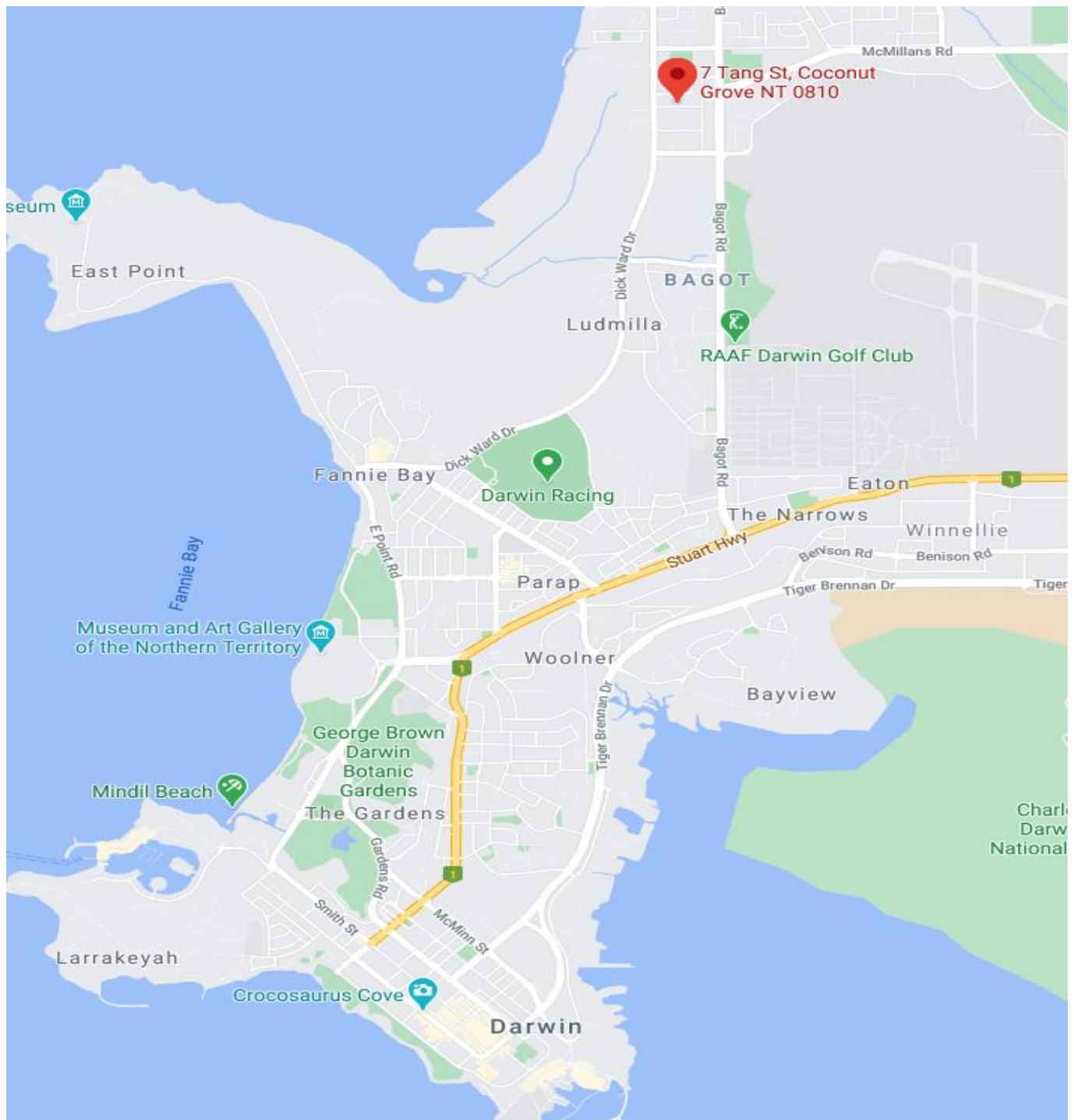


Figure 2: Site picture - Site Location Map

3.2 Adjacent Land Uses

The land is in the Zone surrounded by the following land uses, which are adjacent to the site:

North	Residential Properties
South	Nightcliff Veterinary Clinic, Coconut Grove Industrial Village
East	Darwin Lock & Key, Tomra Recycling Centre and Darwin Amusements
West	Top End Mechanics and Top End Electrical



Figure 3: Site Picture – Aerial View

3.3 Site description

This site comprises:

- Warehouse
- Office Space & Showroom
- Battery Charging Area
- Carpark
- Loading / Unloading Area



Figure 4: Site Picture – Street View Tang Street

Following is a detailed description of each area of this site, including emergency equipment and other electrical and plant material at this site.

3.3.1 Warehouse Description

The warehouse has a total floor area of approximately 486m² which houses racking for the storage of new and used automotive batteries and battery charging area.

A total of 1 Staff operate from the site.

Operational hours are:

Monday to Friday: 8:00am to 5:00pm

Please note staff may work outside of these hours from time to time, but it is not usual practice.

The Warehouse is fitted with the following safety equipment:

- Hazmat Box and Emergency Assembly Area are located outside on the front boundary fence between Darwin Lock & Key and Exide Batteries.
- 2 x Fire Hose Reels with Signage are located outside the internal toilet doors of the warehouse.
- 1 x ABE Fire Extinguisher and Signage located inside next to the Warehouse West Roller Door.
- 1 x ABE Fire Extinguisher and Signage located inside next to the Warehouse East Roller Door.
- Main Switch Board is located outside on the East Wall of the Warehouse behind the gate.
- Main Water Shut Off Valve is located in the front left Grassed Area.
- Sub-Electrical Switch Board is located between the two Fire Hose Reels in the Warehouse.
- Emergency luminated Exit Signs.

The Warehouse houses the following electrical and or heavy equipment:

- Forklift machine: Used in handling and transporting pallets of batteries.
- Battery Charging Area – Where battery testers and chargers are located and used for charging batteries up to eight hours per day.

3.3.2 Office Description

The office space adjacent to the warehouse is approximately 149m² in size. A total of 1 Staff operate from the site.

The offices contain the following safety equipment:

- Emergency Fire Door Release located at the two Main Entrances.
- 1 x ABE Fire Extinguisher and Signage located in the Office/Showroom next to the Main Door Entry.
- 1 x First Aid Kit with Signage is located inside the West Kitchen.
- 1 x Emergency Eye Wash Station located in the West Toilet Area.
- Emergency luminated Exit Signs

The offices house the following equipment:

- General office equipment, such as computers and photocopiers
- Fridges and microwave ovens in kitchen areas

3.4 Safeguards employed at this site

The following safeguards are employed at this site:

- Bunding: The used battery area is bunded to ensure compliance as per AS 3780-2008
- Hose Reels: Hose Reels are installed in the warehouse as per AS 2441-2005
- Extinguishers: Fire Extinguishers are installed to meet the quantity/location requirements as per AS 2444-2001
- Underground Fire Hydrants are located outside of businesses, Nightcliff Veterinary Clinic and Home Systems.
- Spill Kits: are marked and located inside the warehouse as per AS1319-1994
- Safety Data Sheet (SDS) folders are located next to the Battery Charging Area, inside the Warehouse Manager's Office and inside the Hazmat Box

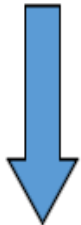
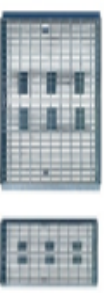
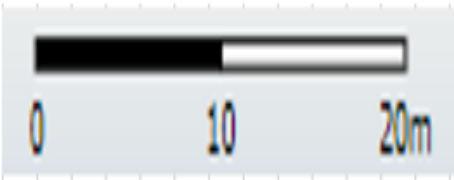
3.5 Dangerous Goods stored on site

Dangerous Goods (DG) are stored in the warehouse. The classes and quantities can be found in the approved Dangerous Good Manifest, dated 9th November 2020, however all Dangerous Goods on site are summarised below:

Storage Area	Proper Shipping Name	UN No	Class	PG	Sub Risk	Type	Capacity
WA1	Batteries, Wet filled with Acid	2794	8	N/A	N/A	Packaged	85,000Lts

3.6 Emergency equipment identification – on this site

The following emergency equipment on this site is identifiable by these symbols as follows:

LEGEND							
	ABE DRY POWDER FIRE EXTINGUISHER		FIRE HOSE REEL		UNDERGROUND FIRE HYDRANT		HAZMAT BOX
	EMERGENCY EXITS		EMERGENCY ASSEMBLY AREA		FIRST-AID KIT		EMERGENCY EYE WASH STATION
	MAIN SWITCH BOARD		ELECTRICAL SUB-BOARD		WATER FLOW DIRECTION		WATER SHUT OFF VALVE
	ENTRY EXIT		SPILL KIT		PALLET RACKING		PATH OF EXIT
	DRAINS	SCALE 			EVACUATION DIAGRAM LOCATION		

4. Emergency Response Procedure

4.1 Definition of an Emergency

An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

4.2 Types of Emergencies

The following incidents and/or emergencies are covered under this ERP, however incident types and emergencies are not limited to:

- Fire and explosion
- Medical, including injury and death
- Chemical Spill
- Vehicle Accident
- Natural Disasters: storm/flash flooding, bushfire, earthquake
- Environment: pollution
- Security threats: terrorist, armed intrusion/hold-up, bomb threat
- Third party: e.g. neighbouring property, street/road, shared carpark, etc
- Other such as: Major structural damage

Note: all fires and chemical spills are to be treated as emergencies. If there is any doubt, the default action is such an event should be treated as an emergency.

4.3 Levels of an Emergency

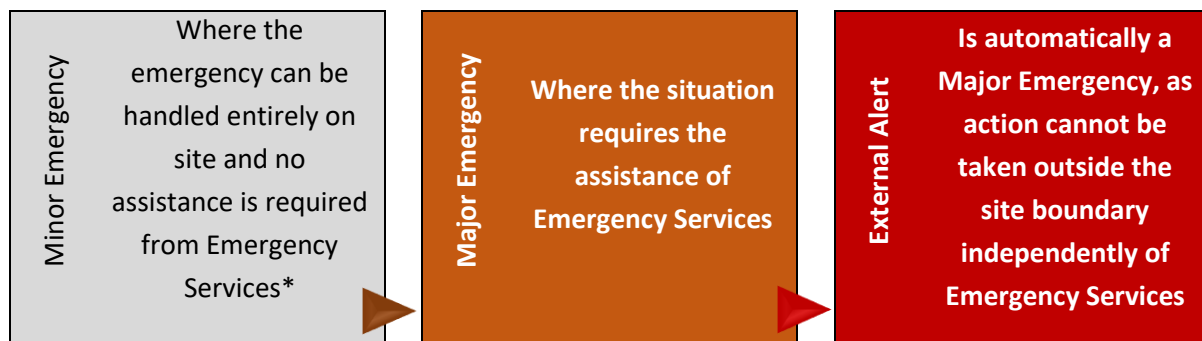
There are three (3) levels of emergencies defined as:

Level 1: Local Alert for any situation which threatens life, property or the environment at one location on site, but may not spread to other areas on site

Level 2: Site Alert where effects may spread to other areas on the site

Level 3: External Alert where effects may spread and impact on people, property or the environment outside the site

Each of these three (3) levels of emergency may be further classified as:



* Emergency Services are: Police, Fire, Ambulance, State Emergency Services

4.4 Priorities in an Emergency

There are four priorities in an emergency:

First Priority: Protection of Life

Ensure all people who may be in danger are warned, and that action is taken to guarantee their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.

Second Priority: Prevent spread of Hazard

Aims at controlling the extent of the hazard within the building or site and minimizing its release into the environment.

Third Priority: Save Assets in affected Area

Is to prevent personal and Ramcar ANZ assets from being damaged in the event of an incident.

Fourth Priority: Eliminate the Hazard

Is to eliminate the source of the event or incident by control measures described within the response procedures.

4.5 Evacuation

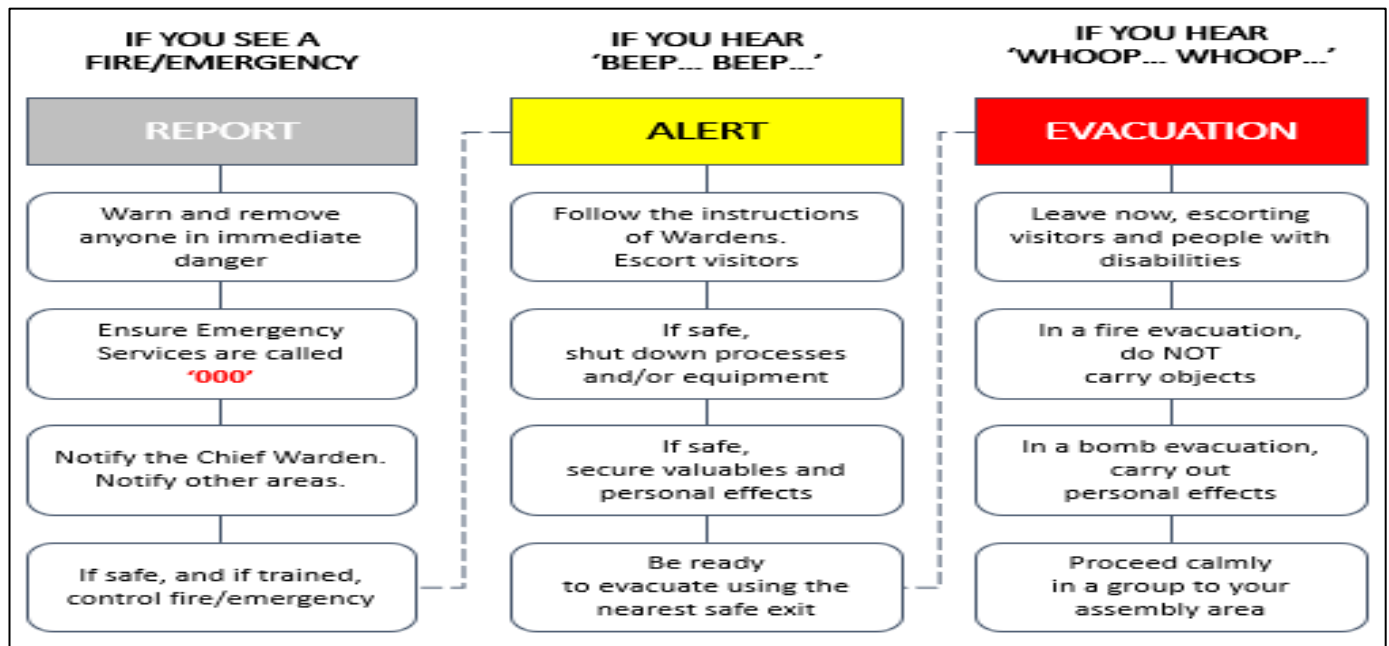
Consideration is given to the following evacuation options, as appropriate to the site and extent of the emergency:

- Full evacuation:** This measure is used to clear a building or site of all occupants
Full evacuation would normally be carried out in response to a potentially catastrophic, life-threatening situation or where the building cannot function due to a severe services malfunction.
- Partial evacuation:** This measure can be used where one section of a site is affected, e.g. multi-storey buildings.
Examples of where a partial building evacuation may be carried out include a localised fire, a localised flood, a chemical spill, or a bomb threat specified for a certain area.
- Escape, Hide, Tell:** Where immediate escape from the site is not considered personally safe, then occupants should hide out of sight and remain silent, or alternatively take other action to protect their safety.
- Lockdown:** The process of securing a site (full or partial) or an area to protect its occupants in response to an occurring or imminent threat that may have the potential to cause harm.

4.5.1 Evacuation Notification

The order to evacuate the site can be issued by a building alarm system (manual or automatic), manually triggered alarms such as 'break glass', air horn or other device, the Chief Warden or Emergency Services. All persons on site (employees, contractors or visitors) are to move quickly to the Emergency Assembly Area as shown in **Figure 5: Evacuation Site Plan – Emergency Assembly Area**, using the closest and safest exit.

This site has a manual alarm system; however, all staff should follow the basic procedures as set out in the diagram below:



- Staff are to warn others as they go, ensuring all persons along the exit route, including bathroom and kitchen areas, are also aware and are responding to the evacuation
- Assist all physically challenged persons in the evacuation
- Account for any person/s on site and their whereabouts and report to the Area Warden, any person who has left the site earlier, so they can mark their name/s off the Onsite – Roll Call List (Appendix C)
- Not leave the Assembly Area without permission from the Chief Warden or Emergency Services unless the area is under direct threat.

Priority that must be observed during a building evacuation are:

- Those who can walk without assistance leave first;
- Those who require some assistance leave next; and
- Those who must be carried leave last.

Mobility impaired persons should be assembled in a safe area away from immediate danger until all other persons are evacuated. Please also see 4.8 Personal Emergency Evacuation Plan (PEEPs)

Note: staff are not authorised to move their personal or company vehicles from within the site; away from the site; or leave the site entirely – their first priority is to make their way to the Emergency Assembly Area and await further instruction from the Chief Warden or Emergency Services.

There may be instances where the designated Assembly Area itself is not safe, you will be directed by the Chief Warden to another Assembly Area should this occur.

4.5.2 Site Plan and Evacuation Assembly Area

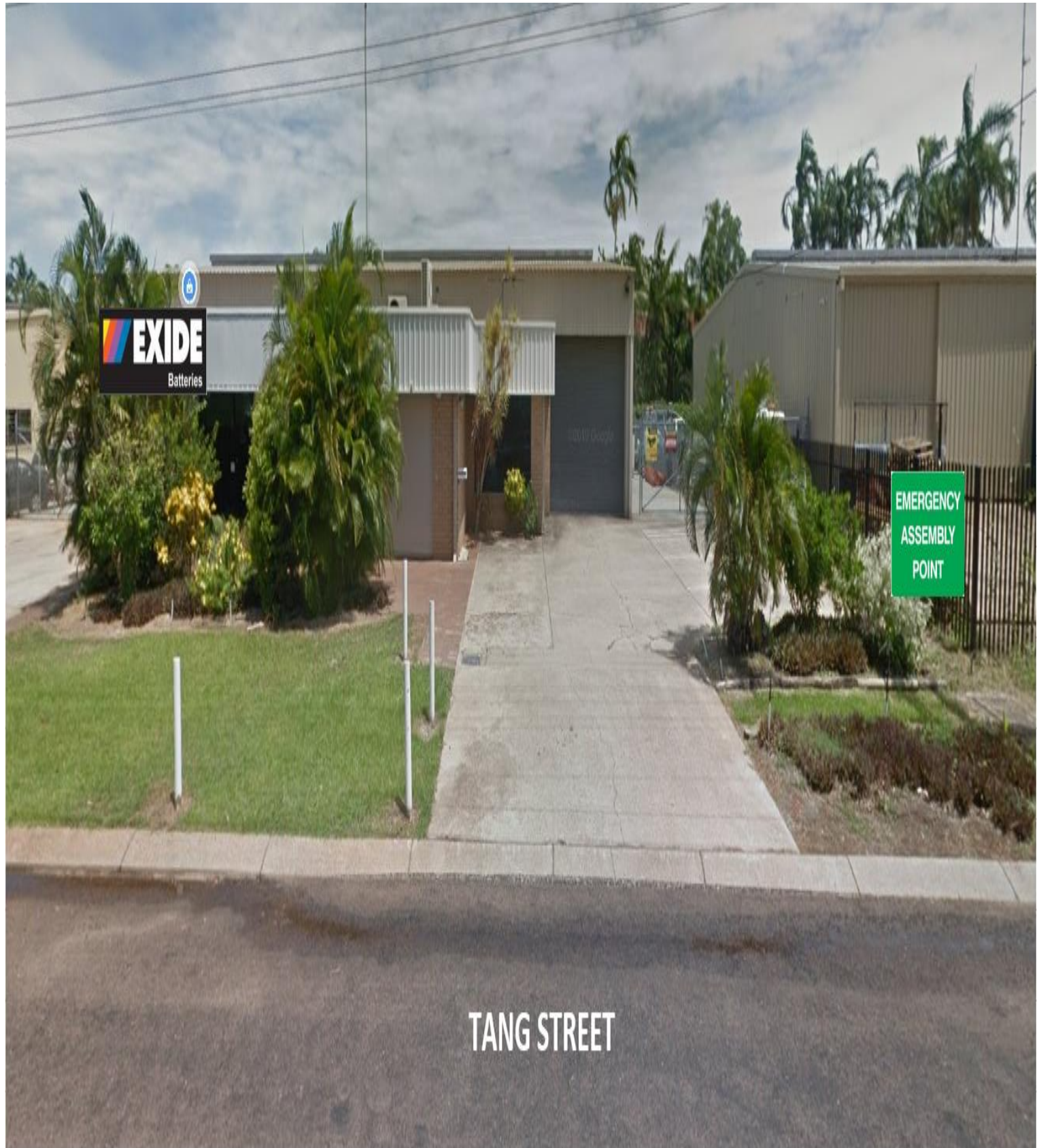


Figure 5: Evacuation Site Plan – Emergency Assembly Area

Please see **Appendix F** for full A3 print out details.

4.6 Response by type

4.6.1 Fire and/or Explosion

As soon as possible after a fire occurs, a decision needs to be made whether the situation can be controlled locally, or assistance is required.

When a small fire is discovered and is not spreading to other areas: If safe to do so, the fire can be controlled using a portable fire extinguisher. Only commence to extinguish the fire if you are trained/confident with the available appropriate equipment; and only if the fire extinguisher is in good working condition.

Note: Fire extinguishers, hose reels and fire blankets are to be inspected and serviced on a regular basis with records held on site.

If ascertained the fire is not safe or the fire is considered too large:

- Activate the nearest designated alarm (automatic or manual)
- Notify the Fire Department by telephoning '000'
- Follow the Evacuation Procedure as described in 4.5
- All persons are to remain at the designated Assembly Area until the incident has been controlled and authorised to return to work by the Chief Warden or Emergency Services.

There could be a number of potential sources where a fire and/or explosion may occur within this site and some of these could include:

- Ignition of outer packaging (cardboard) as a result of electrical equipment failure such as sparking
- Electrical fires in the warehouse or office from overheating of equipment, charging connections, electrical failure resulting in short circuit
- Accidents involving forklift or truck deliveries resulting in a release of fuel as a result of the collision, ignition of released fuels

4.6.1.1 Warehouse Incident

Fire

Within the warehouse areas there is potential for an electrical fault to result in a fire, e.g. overheating of equipment, electrical failure resulting in short circuit. An electrical fire would typically be small and contained to the local area around the equipment, e.g. lights, exit lights, alarm systems, etc.

In most areas of the warehouse, it is noted that there are no large motors/electrical equipment at the site that draw high voltage/current, hence large electrical fires would not be expected to occur at the site. If a fire did occur, as there is a minimal amount of fuel for the electrical fire to consume, such fires could be managed using first attack firefighting equipment during normal working hours. In the event these firefighting systems fail to control the fire, the site will need to wait until Emergency Services arrives and extinguish the fire.

In the event of a chemical spill, please see 4.6.3

4.6.1.2 Office Incident

In the office an electrical fire (computers, servers, printers, photocopiers, etc.) may propagate quickly due to fuel in the form of paper, furniture (wood), carpet, etc. During normal working hours, the office is fully staffed, and personnel are in attendance. Such fires could be controlled using first attack firefighting equipment using fire extinguishers and hose reels. However, during periods when the office is unattended, the site will need to wait until Emergency Services arrive and extinguishes the fire.

4.6.2 Medical Emergency or Personal Injury

As soon as possible after an injury or serious illness occurs a decision needs to be made whether the situation can be controlled locally by a First Aid Officer, or if Emergency Services assistance is required.

If there is a trained and qualified First Aid Officer on site – they may offer First Aid assistance but only where it is safe to do so.

If there is no trained and qualified First Aid Officer on site – contact Emergency Services on ‘000’

If you require Emergency Services, you will be asked to provide the following information:

- Location of the incident (property name, address, nearest cross street)
- Nature of the incident
- Name and contact number

Follow all instructions given to you by Emergency Services personnel

Please also refer to 2. Roles and Responsibilities

4.6.3 Chemical Spill

The definition of a chemical spill is the inadvertent release of a liquid chemical regarded as hazardous to human health, irrespective of the volume or place of release – indoors or environment – which, in a workplace, is identified with hazardous materials labels.

Spills can occur on the site due to:

- Spillage of containers from sulphuric acid
- Leaks from new and used batteries
- Damaged product from loading/unloading transport vehicles
- Fuel from vehicles

In the event of a chemical spill:

- Communicate the hazard immediately notifying others working in the area and the Chief Warden of the hazard, and if the situation warrants, evacuate the area
- Establish an exclusion zone using pedestrian and traffic safety equipment, spills kits and safety signage
- Control the spill: if safe to do so, the spill should be stopped at its source (e.g. turn off valve, pick up tipped vessel, etc.)

- Contain the hazard
- Clean up the spill using:
 - Soda ash, spill kits, portable bunds are available to respond
 - Safety Data Sheet (SDS) contains instructions as to how to respond to the spill
 - Wear appropriate PPE (Refer to SDS)

Note: Spill Kits are clearly labelled and located in easily accessible locations. All Warehouse employees will be trained on how to use the Spill Kit in case of an incident. Any component of the Spill Kit used in an incident should be replaced immediately.

4.6.4 Vehicle Incident

As there are multiple vehicles, including forklifts on site, utilised to transport goods from the storage location to awaiting trucks for deliveries, an incident could occur resulting in a fire or chemical spill. Whilst there are speed limits placarded and placed on all vehicles used onsite, there is still a potential for incidents involving transport vehicles.

If a collision occurred involving these vehicles, which resulted in a fire, personnel are present and can initiate first attack firefighting equipment using extinguishers and hose reels. In the event these firefighting systems fail to control the fire, the site will need to wait until Emergency Services arrives and extinguish the fire.

In the event of an accident on site, regardless of type of vehicles involved, i.e. company or private vehicles, the Motor Vehicle Policy procedures should be followed. In the event of a chemical spill as a result of a vehicle accident, please see 4.6.3

4.6.5 Natural Disasters

Storm/Flash flooding

- Be ready to evacuate as directed by the Chief Warden or Emergency Services
- Avoid walking or driving through flood water

Bush fire (as applicable to sites in bush fire zones)

The Chief Warden should refer to the site's Bush Fire Plan and follow all procedures accordingly

- Stay calm and await instructions from the Chief Warden or Emergency Services
- Evacuate as instructed by the Chief Warden or Emergency Services

Earthquake

- Stay calm and await instructions from the Chief Warden or Emergency Services
- Keep away from overhead fixtures, windows, filing cabinets and electrical power
- Evacuate as instructed by the Chief Warden or Emergency Services

Cyclones (as applicable to sites in cyclone zones)

The Chief Warden should refer to the site's Cyclone Plan and follow all procedures accordingly

- A cyclone watch is issued when a cyclone becomes a threat to a coastal area.
- A cyclone warning is issued when dangerously high winds, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.
- Be ready to evacuate as directed by the Chief Warden or Emergency Services
- Leave areas that might be affected by storm tide or stream flooding.
- When a warning is issued seek inside shelter - stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the cyclone threat is announced to be over.

In any of these scenarios, assist people with disabilities in finding a safe place, where required.

4.6.6 Environment/Pollution

A pollution incident occurs when any hazardous substance is released to land, air or water that could harm people or the environment. Actions are required to be taken to reduce the chances of any pollution from an incident or accident at the site.

If the incident presents an immediate threat to human health or property:

- Contact Emergency services on '000'. Emergency Services will be responsible for containing and controlling the incident.

If the incident does not pose any threat to human health or property; all possible actions should be taken to control the pollution incident and minimise health, safety and environmental consequences:

- Contact Emergency services, dial '000'.
- Secure the scene and contain the incident

Relevant authorities must be contacted in the event that a Pollution Incident occurs (i.e. EPA, Pollutions, Incidents and Complaints, State Emergency Services etc.).

4.6.7 Security Threat

In the event of a security threat, staff should follow all steps as documented below:

Aggression/Armed Hold Up/Terrorist

1. Quickly assess the situation and contact Emergency Services when it is safe to do so
2. Follow directions given by Emergency Services personnel
3. Follow the standard procedures for that type of emergency

Aggression

- Do not place yourself at risk
- Obey the offender's instruction
- Attempt to de-escalate the situation – avoid getting into an argument
- Keep a safe distance between yourself and the offender
- Take note of exits or other possible escape routes and try to get as close as possible to those exits
- Contact the Police on '000' if a weapon is involved
- Call for assistance from another staff member as soon as possible
- Observe continuously: description of offender and their physical appearance, what was said, touched etc and report as soon as possible
- Isolate the area until Police arrive

Armed hold up/robbery

- Do exactly as asked
- Avoid eye contact
- Observe: physical features, clothing worn, distinguishing features including voice, hair, tattoos, scars, any weapons, anything touched, or taken, escape route, vehicle
- When safe, call the Police on '000' with exact location and details of events
- Request all witnesses to remain calm
- Restrict entry to the area until Police arrive
- Do not touch anything within the scene
- Write down everything you and other witnesses observed

Lockdown procedures

An emergency lockdown will be implemented in situations where it may be safer for occupants to shelter inside a building, to ensure they are protected from an external threat including, but not limited to, violent incidents, civil disturbances etc. During a lockdown staff and visitors should:

- Remain calm. Try to encourage others to remain calm
- Lock the doors and windows into the room if possible. If it is not possible to lock them, place furniture and equipment in front of them to barricade them. It should be noted that some doors open out because of fire code regulations. In such situations, use whatever means possible to try to restrict entry to the room including:
 - Placing furniture and equipment in front of the door, and
 - Covering any glass panels in the doors and any windows if possible.
- Move away from doors and windows. Get down and stay close to the floor. Stay under furniture
- Assist any individuals with a disability to take cover and hide
- Remain quiet so that the intruder will believe that no one is in the room
- Turn off any lights where possible
- Turn off any audio/visual equipment

- Follow the instruction of the Chief Warden or Emergency Services.
- Do not respond to requests to open the door. Emergency Services will have their own means to access the room if required.

Bomb Threat

A bomb threat could be received via telephone, by mail, in person or you may discover a suspicious looking item on the premises. The term 'bomb' is not limited to explosive devices; the threat can also be biological, chemical or radiological.

Bomb Threat received or suspicious item found:

- Record as much information as possible. If you receive the bomb threat via Telephone, follow the Telephone Bomb Threat Checklist (refer to **Appendix A**)
- If a bomb or suspicious item is found DO NOT TOUCH OR DISTURB THE ITEM and clear people away. Make note of the item's physical appearance and location
- Remain calm and alert the Chief Warden or Emergency Services for further assessment and action

The Chief Warden is responsible to:

- Judge the authenticity of the threat.
- Contact Police on '000' and inform them what steps have been taken.
- If unknown and if it is safe to do so, search the premises for the device (interior and exterior)
- If a bomb is located DO NOT TOUCH OR DISTURB THE ITEM and clear people away. Advise police on the item's physical appearance and location.
- Assess the situation in consultation with Police and consider evacuation

Decision to reoccupy:

- If no bomb is found and the threat is determined to be a hoax, the decision to reoccupy the premises should happen at a minimum of 20 minutes after the evacuation.
- If the threat is real, the premises may become a crime scene and a decision on when it is safe to reoccupy the building will be guided by the Police and Emergency Services.

It is important to remember every bomb threat scenario is different; liaise with Police and Emergency Services on the best course of action. You may be required to assist Police in their investigations.

4.7 Third Party Response

Neighbouring property/road, etc

In the event an emergency occurs on a neighbouring property, on the road or any other position external to the site, staff are to remain calm and await advice from the Chief Warden. The Chief Warden will attempt to contact other site owners or occupiers or Emergency Services to confirm if our site is or will be affected and if any action is required.

Power or Telecommunications Loss

In the event of extended power or telecommunications loss to a site, certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and affect sensitive equipment.
- The Site Manager should contact the third-party provider or service provider to ascertain outage type and duration.
 - If the outage is significant the Site Manager should contact the Supply Chain/IT Manager who will monitor the outage with the Site Manager, any third-party provider or service provider
 - In the event of a major loss, that stops operations on the site, the site should be shut down, with all employees to leave the site until such time alternate power, e.g. generators are sourced, or the issue has been fixed
 - If staff can be reallocated or transferred to another site to perform their role, this should be arranged
 - If the event causes a telecommunications outage only, staff can continue to work onsite with the use of mobile telephones.

Onsite equipment causing an outage

If a power or telecommunication loss is due to an explosion//fire/outage caused by a battery charger or other equipment, a manager should arrange for a suitably qualified person to isolate the affected equipment and tag the equipment as out of service to be repaired, replaced or removed.

4.8 Personal Emergency Evacuation Plan (PEEPs)

A PEEP is a practical measure to ensure appropriate, agreed actions are taken for an individual who is disabled or has a mobility impairment in an emergency. This customised document provides the framework for the planning and provision of emergency evacuation of a person with a disability.

The Chief Fire Warden/Site Manager is responsible to develop a PEEP with the individual and must consider the following:

- Appropriate structures need to be put in place to ensure all employees can evacuate in an emergency.
- The Area Warden should be aware of any PEEPs in place for people with a disability in their work area and understand the assistance that is required.
- The Chief Warden is responsible for advising emergency personnel of the location of people with reduced mobility in refuge areas.
- Evacuation drills should be conducted regularly, including practice for evacuating people with a disability.
- This a confidential document and as a rule it is always best to discuss and develop evacuation procedures with the individuals themselves as they will be the experts in any equipment and adjustments they may require.

Please see **Appendix G** for an example of a PEEP

Whilst they may not be specific to this site, guidelines for a site in an emergency with staff who have a disability are:

People who are deaf or hard of hearing

- A flashing light alarm should be installed in work areas, including bathrooms.
- If no flashing alarm is installed, a co-worker should be assigned to assist the worker who is deaf or hard of hearing.

People who are blind or have low vision

- Install tactile ground surface indicators (TGSIs) on the approach to fire stairs, which indicate a change in terrain for people who are blind or have low vision (only 5% of people who are blind or have low vision have no sight at all).
- Brightly coloured step edges aid people with low vision and are recommended for use in fire stairwells.

People with mental illness

Emergency situations can be particularly stressful for people with anxiety or other mental illnesses. An evacuation 'buddy' can help reduce stress and provide comfort.

People with a learning or intellectual disability

- May have difficulty recognising an emergency, being motivated to act in an emergency or responding to instructions during an emergency. An evacuation 'buddy' can provide support and guidance.
- When offering your assistance to someone, first identify yourself.
- Break instructions into small steps and use language that is easy to follow.

4.9 Refusal to Evacuate

At no time are ECO members, staff or visitors other than Emergency Services personnel to use physical force to remove someone who refuses to evacuate. If a Warden encounters a person who refuses to evacuate despite repeated attempts, the Wardens should close the door (if possible) where the person is situated and advise the Chief Warden. No personnel are to re-enter the building to retrieve people who refuse to leave.

The Chief Warden will advise Emergency Services.

4.10 Unconscious persons

If the unconscious person is not in immediate danger, call for First Aid assistance and ensure a responsible person remains with them until assistance arrives.

If the person is in imminent danger, ECO members may use implied consent to move the person to a safe area. Avoid moving the person more than necessary as the extent of their injury is unknown.

End of Emergency Response Planning Procedures

The following pages contain appendices:

Appendix A: Telephone Bomb Threat Checklist

Appendix B: Emergency Drill Report

Appendix C: On Site – Roll Call List

Appendix D: Incident Report Form

Appendix E: Incident Investigation Report

Appendix F: Full A3 size of Evacuation Site Plan - Assembly Area

Appendix G: Personal Emergency Evacuation Plan (PEEP)

Appendix A: Telephone Bomb Threat Checklist

REMAIN CALM, COURTEOUS, LISTEN, DO NOT INTERRUPT THE CALLER

WHO RECEIVED THE CALL?

Your name:			
Date:		Time:	
Telephone no. called		Caller ID:	

GENERAL QUESTIONS TO ASK THE CALLER

What is it?	
When is the bomb to explode? Or When will the substance be released?	
Where did you put it?	
What does it look like?	
When did you put it there?	
How will the bomb explode? Or How will the substance be released?	
Did you put it there?	
Why did you put it there?	

BOMB THREAT QUESTIONS

What type of bomb is it?	
What is in the bomb?	
What will make the bomb explode?	

CHEMICAL/BIOLOGICAL THREAT QUESTIONS

What kind of substance is in it?	
How much of the substance is there?	
How will the substance be released?	
Is the substance a liquid, powder or gas?	

Appendix A: Telephone Bomb Threat Checklist – Page 2

EXACT WORDING OF THREAT

--

ANALYSIS OF CALLER'S THREAT

Sex:	☐ Male	☐ Female								
Accent:	☐ Australian	☐ Middle Eastern	☐ British	☐ Asian	☐ American	☐ European	☐ Irish	☐ Other: _____		
Voice:	☐ Angry	☐ Calm	☐ Loud	☐ Giggling	☐ Child	☐ Obscene	☐ Soft	☐ Other: _____		
Speech:	☐ Fast	☐ Slow	☐ Slurred	☐ Distinct	☐ Muffled	☐ Stutter	☐ Lisp	☐ Distorted	☐ Clear	☐ Other: _____
Background noise:	☐ None	☐ TV/Radio	☐ Train	☐ Traffic	☐ Music	☐ Construction	☐ Sirens	☐ Aircraft	☐ Voices	☐ Other: _____

Duration of call min Did the caller appear familiar with the area? ☐ Yes ☐ No Estimated Age

ANY OTHER COMMENTS ABOUT THE CALL OR CALLER

--

Alert someone close to you, ask them to call '000'

DO NOT HANG UP!

Appendix B: Emergency Drill Report

Drills should be completed twice annually, at 6 monthly intervals.

Examples of drills to be conducted: fire evacuation, bomb threat plan, flood evacuation etc.

EMERGENCY DRILL			
Date of drill:		Location (site):	
Time drill started:		Time drill completed:	
Type of evacuation drill:			

Item tested	Competency of Performance
Warning alerted effectively	☐ Yes ☐ No
Did staff respond immediately?	☐ Yes ☐ No
Were all staff accounted for?	☐ Yes ☐ No
Were all visitors and contractor accounted for?	☐ Yes ☐ No
Did you simulate a call to Emergency Services	☐ Yes ☐ No
Was the roll call – staff list up to date?	☐ Yes ☐ No

Other comments/improvements required/policy updates, etc

Chief Warden Name:	
Chief Warden signature:	
Date of report:	

Appendix C: On Site – Roll Call List

[illegible]

Appendix D: Incident Report Form

INCIDENT DETAILS				
Name of person involved in the incident:		Location of Incident:		Date and time of Incident:
INCIDENT INVESTIGATION TEAM (NAME AND TITLE)				
WHAT TASK WAS BEING PERFORMED AT THE TIME OF THE INCIDENT?				
WHAT HAPPENED? (E.G. 'EMPLOYEE TRIPPED OVER BOX' OR 'FORKLIFT HIT WALL')				
WHAT FACTORS CONTRIBUTED TO THE INCIDENT?				
Environment:		Equipment/materials:		
☐ Noise	☐ Layout/design	☐ Wrong equipment for the job	☐ Equipment failure	
☐ Lighting	☐ Dust/fume	☐ Inadequate maintenance	☐ Material/equipment too heavy/awkward	
☐ Vibration	☐ Slip/trip hazard	☐ Inadequate guarding	☐ Inadequate training provided	
☐ Damaged/unstable floor	☐ Other:	☐ Other:		
Work systems:		Equipment/materials:		
☐ Hazard not identified	☐ No/inadequate risk assessment conducted	☐ Procedure not followed/ no procedure exists	☐ Drugs/alcohol	
☐ No/inadequate safe work procedure	☐ No/inadequate controls implemented	☐ Fatigue	☐ Time/production pressures	
☐ Hazard not reported	☐ Inadequate training/supervision	☐ Change of routine	☐ Distraction/personal issues/stress	
☐ Other:		☐ Lack of communication	☐ Other:	
CORRECTIVE ACTIONS				
Contributing factor (from above list)	What are we going to do to fix the problem?	Responsibility	When	Completion date
WAS THE ISSUE FIXED? ☐ Yes ☒ No				
Name and Title:		Signature:	Date:	
Person/Manager involved in incident:				
Person/Manager who conducted investigation:				

Appendix D: Incident Report Form – Page 2

INCIDENT INVESTIGATION PROCESS GUIDE

1. Establish the facts of the incident, including:
 - What happened?
 - When and where did it happen?
 - What task was being done?
 - Who was involved?
 - Were there any witnesses?
2. Gather all necessary background information, for example:
 - Maintenance records
 - Safe work procedures
 - Instructions manuals
 - Training records.
3. Consider all the potential contributing factors:
 - Environment: *Did environmental conditions (e.g. light, noise, floor surfaces) contribute to the incident?*
 - Equipment /materials: *Did anything about the equipment, materials, tools etc (e.g. equipment failures, missing guards) contribute to the incident?*
 - Work systems: *Was there something about the system that contributed (e.g. hazard not identified, known hazard not addressed)?*
 - People: *Was there something the workers, supervisors or contractors did that contributed to the incident (e.g. poor communication, being tired or rushing to finish on time)?*
4. Determine the primary cause/s of the incident, that is, those which if they hadn't occurred then the incident wouldn't have occurred. Ask yourself "Would the incident have happened if....?"
5. Identify the root cause / system failures that underlie the primary cause/s and contributing factors.
6. One simple technique for identifying the root cause is the 'Five Whys'. This technique involves asking yourself 'Why did this happen?' and continuing to ask 'Why' for each response until you reach a conclusion that does not generate another 'why' and the underlying cause becomes apparent.
7. The final and most important step in any investigation is to take action to address all the factors that contributed to the incident, starting with the primary cause/s and working through each of the contributing and underlying causes.

Appendix E: Incident Investigation Report

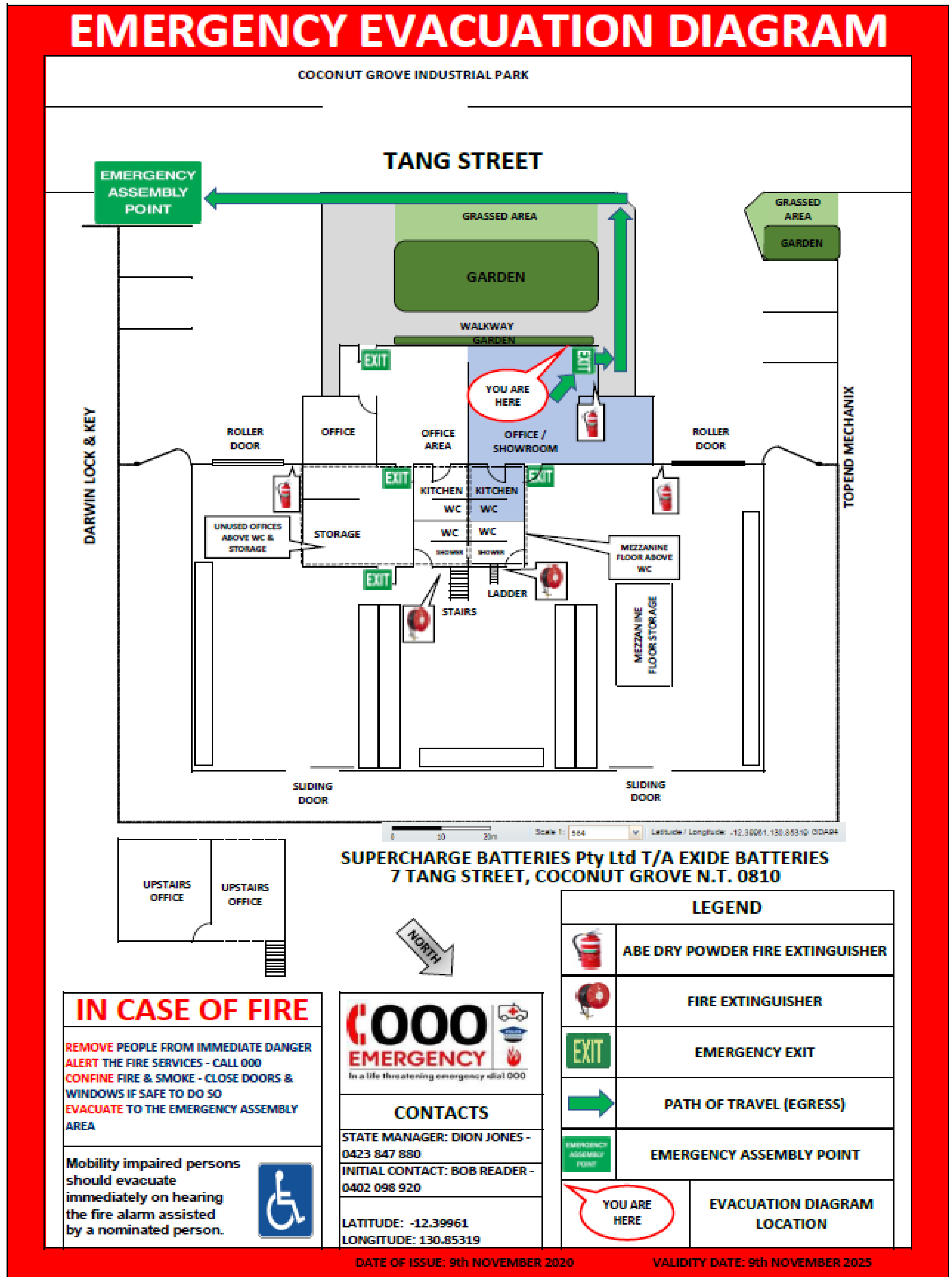
INCIDENT DETAILS (Please complete all sections in light yellow)	
Location of Incident:	Date and time of Incident:
INCIDENT INVESTIGATION TEAM (NAME AND TITLE)	
INCIDENT REPORT ATTACHED TO THIS REPORT	☐ Yes (please note the incident report form must be attached before this form can be completed)

CORRECTIVE ACTIONS				
Contributing factor	What are we going to do to fix the problem?	Responsibility	When	Completion date
1.				
What steps you have taken to rectify the issue/s? What cost has been incurred: \$ ☐ Supporting document attached				
What corrective action has taken place or will be put in place to address this issue in future?				
2.				
What steps you have taken to rectify the issue/s? What cost has been incurred: \$ ☐ Supporting document attached				
What corrective action has taken place or will be put in place to address this issue in future?				

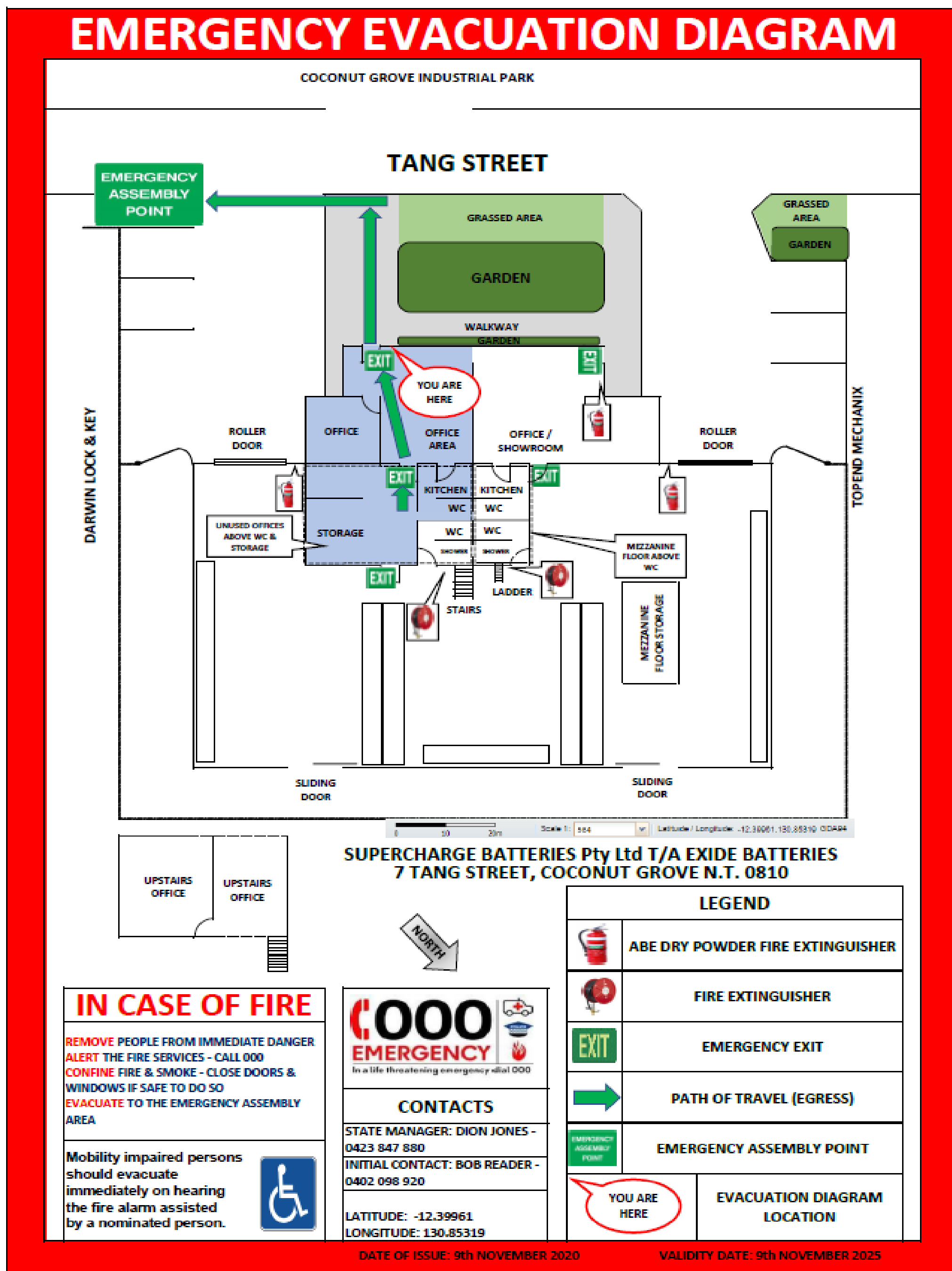
Appendix E: Incident Investigation Report – Page 2

CORRECTIVE ACTIONS				
Contributing factor	What are we going to do to fix the problem?	Responsibility	When	Completion date
3.				
What steps you have taken to rectify the issue/s. What cost has been incurred: \$ ☐ Supporting document attached What corrective action has taken place or will be put in place to address this issue in future?				
4.				
What steps you have taken to rectify the issue/s. What cost has been incurred: \$ ☐ Supporting document attached What corrective action has taken place or will be put in place to address this issue in future?				
HAVE ALL THE ISSUES BEEN FIXED? ☐ Yes ☐ No				
If no, what are next steps (please also add any comments):				
Name and Title:			Signature:	Date:

Appendix F: Full A3 size of Site Plan and Evacuation Assembly Area – Office 1

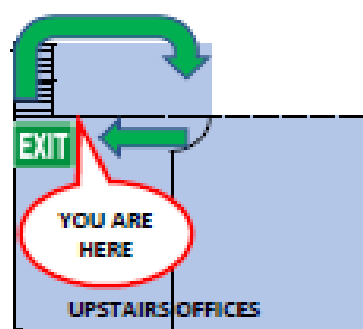
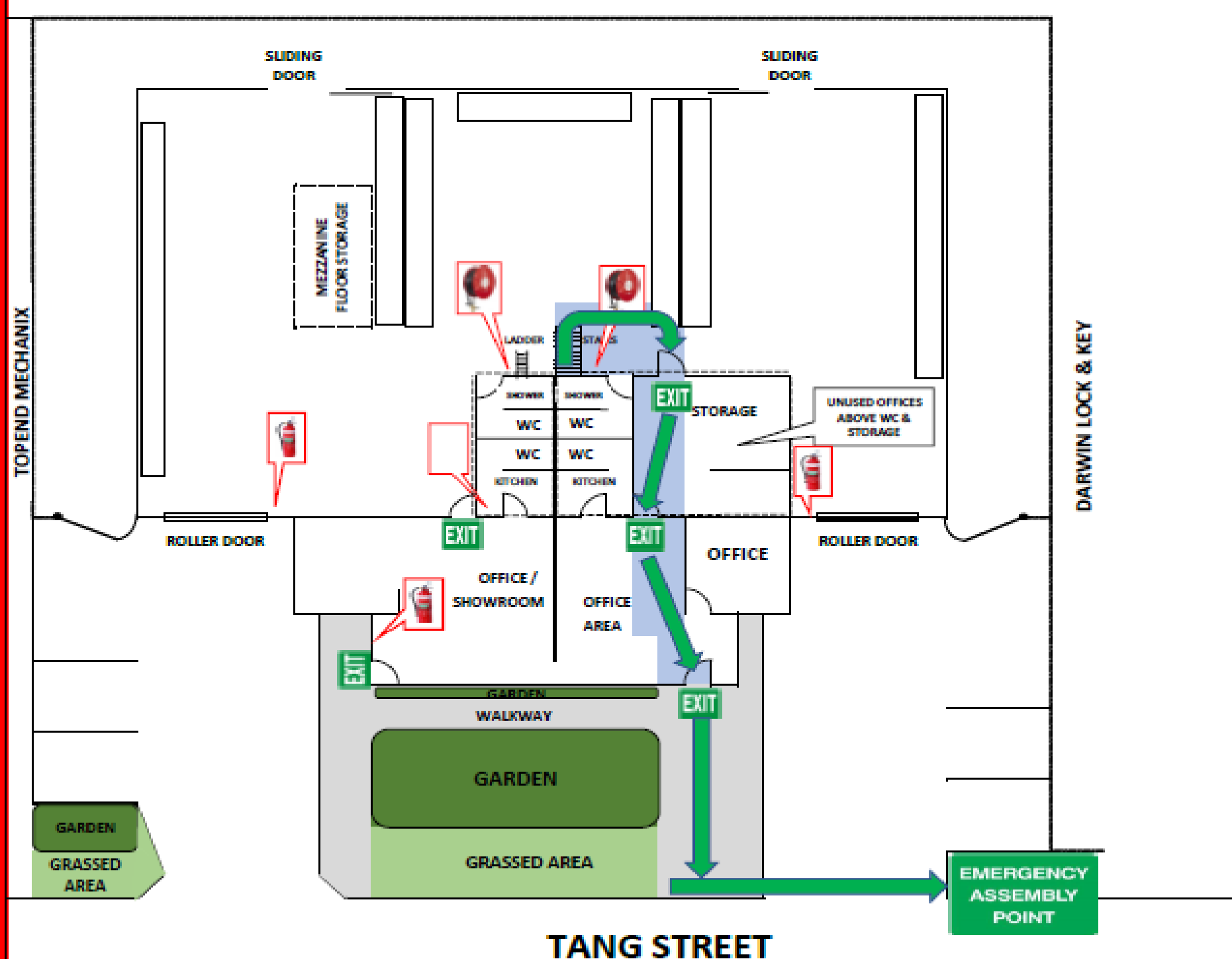


Appendix F: Full A3 size of Site Plan and Evacuation Assembly Area – Storage - Office



Appendix F: Full A3 size of Site Plan and Evacuation Assembly Area – Upstairs Offices

EMERGENCY EVACUATION DIAGRAM



COCONUT GROVE INDUSTRIAL PARK
SUPERCARGE BATTERIES Pty Ltd T/A EXIDE BATTERIES
7 TANG STREET, COCONUT GROVE N.T. 0810



IN CASE OF FIRE

REMOVE PEOPLE FROM IMMEDIATE DANGER
ALERT THE FIRE SERVICES - CALL 000
CONFINE FIRE & SMOKE - CLOSE DOORS & WINDOWS IF SAFE TO DO SO
EVACUATE TO THE EMERGENCY ASSEMBLY AREA

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.



CONTACTS

STATE MANAGER: DION JONES - 0423 847 880

INITIAL CONTACT: BOB READER - 0402 098 920

LATITUDE: -12.39961
LONGITUDE: 130.85319

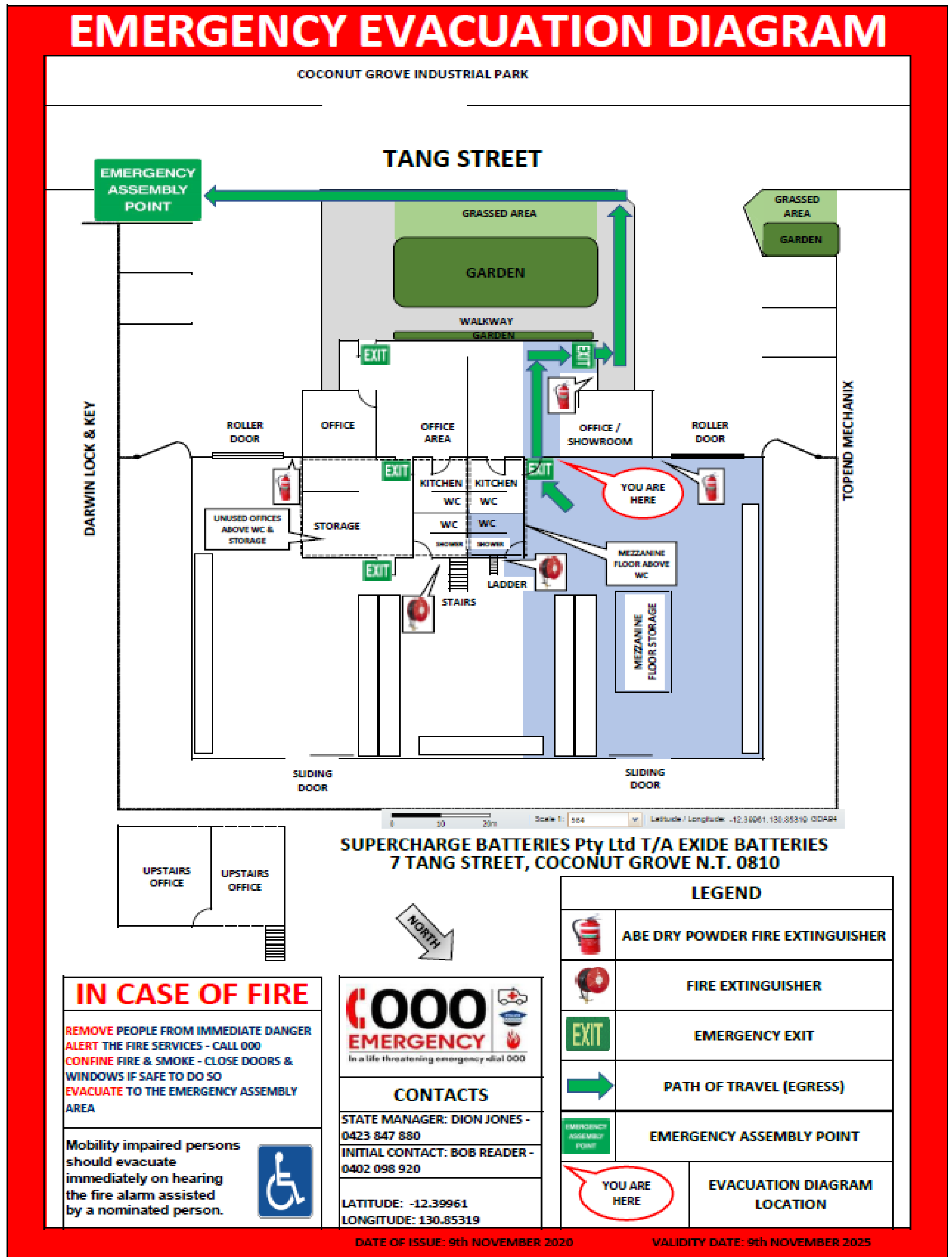
LEGEND

	ABE DRY POWDER FIRE EXTINGUISHER
	FIRE EXTINGUISHER
	EMERGENCY EXIT
	PATH OF TRAVEL (EGRESS)
	EMERGENCY ASSEMBLY POINT
	EVACUATION DIAGRAM LOCATION

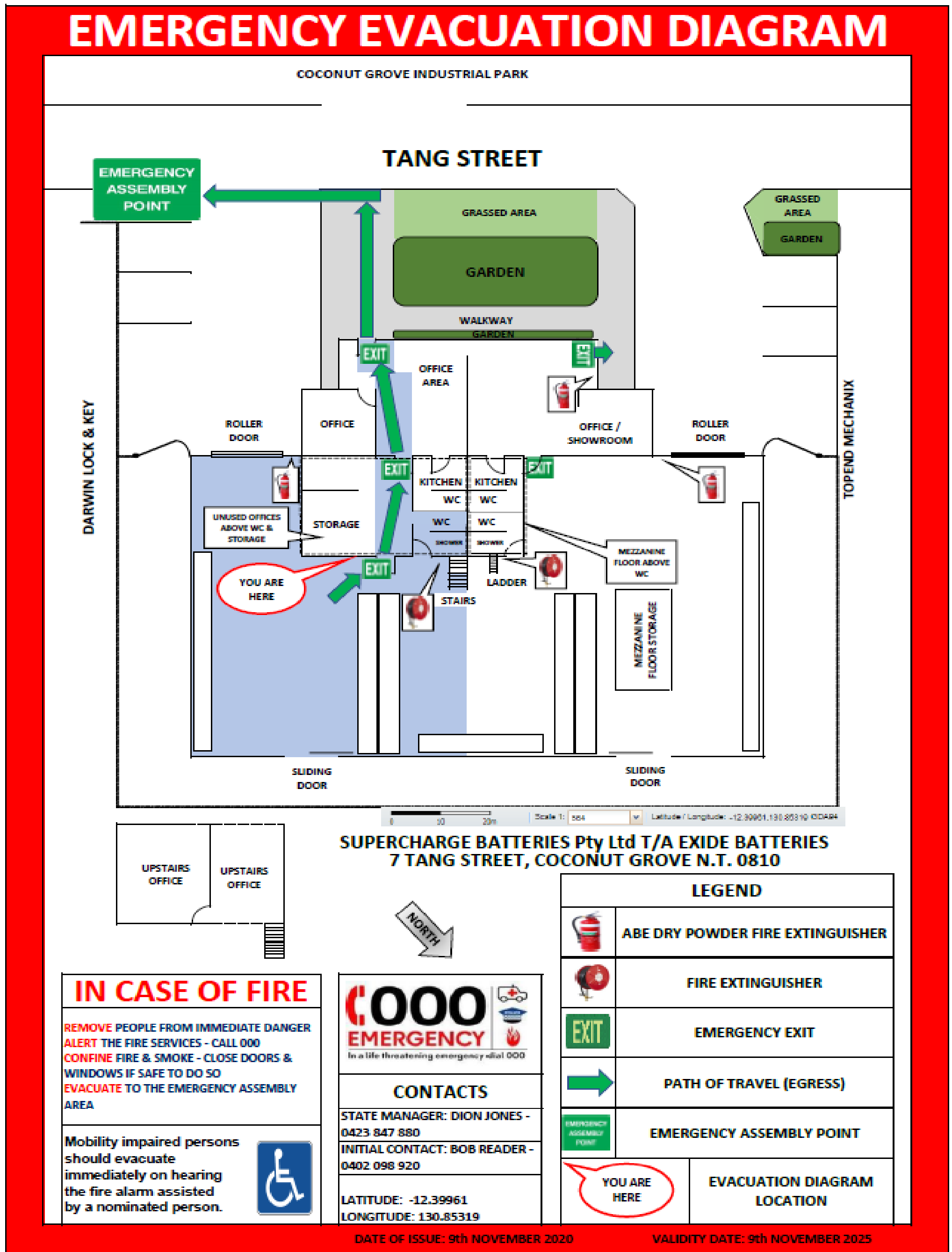
DATE OF ISSUE: 9th NOVEMBER 2020

VALIDITY DATE: 9th NOVEMBER 2025

Appendix F: Full A3 size of Site Plan and Evacuation Assembly Area – Warehouse 1



Appendix F: Full A3 size of Site Plan and Evacuation Assembly Area – Warehouse 2



Appendix G: Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plan (PEEP)

Name:			
Position Title:		Manager:	
Direct Phone:		Mobile:	
Department:		Location:	

1. Is an Assistant Animal involved? ☐ Yes ☐ No
2. Have you been trained in the emergency response procedures? ☐ Yes ☐ No
3. What is preferred method for receiving updates to the emergency response plan?
(Please state: email, text, braille, voice, etc)

4. What type of assistance is required? Please list procedures necessary for assistance

5. What equipment is required for evacuation?

6. Egress procedure (provide step by step details)

7. Designated assistants and contact details

Assistant 1:		Tel/Mobile:	
Assistant 2:		Tel/Mobile	

Appendix G: Personal Emergency Evacuation Plan (PEEP) – page 2

8. Are your designated assistants trained in the emergency response and evacuation? ☐ Yes ☐ No
9. Are your designated assistants trained in the evacuation equipment? ☐ Yes ☐ No ☐ N/A
10. Diagram attached of preferred route and alternative, if available, for assisted evacuation

11. Any additional comments?

Issue date:		Review date:	
Staff member approved - signature:		Date:	
Chief Warden – signature:		Date:	

Reference: Australian Standard AS3745 2010 – Planning for emergencies in facilities