

Solar PV Projects



Emergency Management Plan

Doc ID: PL-CO-05
Rev No.: 3
Rev Date: 08/02/2017



Prepared By:
Damian BRANDON

Reviewed by:
Philippe NGUYEN

Approved By:
Marie Chuet
Project Director

TABLE OF CONTENTS

1	INTRODUCTION	4
1.1	<i>Objectives.....</i>	4
1.2	<i>Document Responsibilities</i>	4
1.3	<i>Document Amendment and Distribution.....</i>	4
1.3.1	Revision Status	5
2	PROJECT DESCRIPTION.....	5
2.1	<i>Project Overview</i>	5
3	DEFINITIONS.....	6
4	ORGANISATION	8
4.1	<i>Responsibilities and Authorities.....</i>	8
4.1.1	Responsibilities.....	8
4.1.1.1	BYCA Senior Management.....	8
4.1.1.2	OHS Manager	8
4.1.1.3	Environmental Manager/Coordinator	9
4.1.1.4	Project Based Managers.....	9
4.1.1.5	Project Foreman and Supervisors	9
4.1.1.6	Employees.....	10
4.1.1.7	Emergency Response Coordinator(s) (ERC).....	10
4.1.1.8	Emergency Response Team (ERT).....	10
4.1.1.9	On-scene Commander	10
4.1.1.10	First Aid Personnel	11
5	EMERGENCY PREPAREDNESS	11
5.1	<i>Risk Assessments</i>	11
5.2	<i>Identified Emergency Situations</i>	12
5.3	<i>Emergency Drills/Exercises.....</i>	13
5.4	<i>Training.....</i>	14
5.5	<i>Equipment.....</i>	15
5.6	<i>Communication in the Event of an Emergency</i>	15
5.7	<i>First Aid.....</i>	15
5.8	<i>Fire Prevention and Protection</i>	15
5.9	<i>Emergency Response Diagram</i>	16
6	EMERGENCY RESPONSE	16
6.1	<i>Incident Response Actions.....</i>	16
6.2	<i>Environmental Incident Response Actions.....</i>	17
6.2.1	Treating Polluted Water	17
6.2.2	Treating Contaminated Soil.....	17
6.2.3	Crisis Management.....	17
6.2.4	Media.....	18
7	POST EMERGENCY	18
8	RECORDS.....	19
	Appendix 1 Emergency Contacts	Error! Bookmark not defined.

Appendix 2	Emergency Response Diagram	Error! Bookmark not defined.
Appendix 3	Medical Services and Hospital Location Maps.....	Error! Bookmark not defined.
Appendix 4	Emergency Response Prompts.....	19
Appendix 5	First Aid and Medical Response.....	25
Appendix 6	Emergency Evacuation Scenarios	26
Appendix 7	Other Incident Response Scenarios.....	28
Appendix 8	Emergency Services Contact Instruction.....	30
Appendix 9	Emergency Response Protocol Cards	31

1 INTRODUCTION

1.1 Objectives

The objectives of this Emergency Management Plan are:

- Secure the health, safety and welfare of all employees, sub-contractors, suppliers, visitors and members affected by workplaces under the control of BYCA
- Contain an emergency
- Protect property, plant, equipment and the environment
- Care for the welfare of casualties and families
- Manage the recovery and resumption of normal operations

Once this plan is approved it must be issued to the BYCA QSE Director to ensure that the BYCA corporate office is aware of the relevant procedures and emergency contacts to ensure clear communication in case of any serious incident.

This Emergency Management Plan has been developed to manage the Solar Farms Projects awarded by NEOEN, under the following entities:

- Parkes Solar Farms Pty Ltd
- Griffith Solar Farm Pty Ltd
- Dubbo Solar Hub Pty Ltd

This Plan should be read with the site specifics section (Appendixes 1 to 4 of the Project Management Plan.)

1.2 Document Responsibilities

This Emergency Management Plan must be in place and operational prior to commencement of construction work and shall be read in conjunction with the PR-CO-05 Emergency Management Procedure.

The Project OHS Mgr/Crd in conjunction with the Project Director will ensure that the plan is monitored, reviewed (***at least annually***), maintained and updated as necessary and kept up to date during the course of the project.

A copy of the Project Emergency Management Plan will be available for consultation throughout the course of the construction work by all subcontractors and workers performing work on the site.

The Project OHS Mgr/Crd will ensure that each subcontractor is provided with relevant parts of this Emergency Management Plan and Project HS Risk Assessment and Project Environmental Risk Assessment for the preparation of their SWMS.

If a Project Emergency Management Plan is changed during the course of a project, the Project OHS Mgr/Crd must ensure that any affected workers and subcontractors are provided with a copy of the updated plan.

1.3 Document Amendment and Distribution

This Emergency Management Plan shall be reviewed as follows:

- Annually
- When there is a change of method and/or technology that may affect the accuracy of this document

- Following an emergency drill, response or a significant event to which this procedure was relevant
- As a result of a non-conformance resulting from an audit

Document amendments and distribution will be conducted as per detailed in the *PL-CO-01 Project Management Plan and the PL-QA-02 Records Management Plan*.

New and amended documentation issued after the initial approval and distribution of this plan to controlled copy holders shall be identified in the *FS-QA-RG-06 Document Control Register*. Revision details shall be recorded in the *Revision Status Section* of this plan.

All changes to documents shall be reviewed and approved by the same function that performed the original review and approval and as per the cover of this plan, unless specifically designated otherwise.

1.3.1 Revision Status

Revision	Revision Date	Issued Date	Nature of modification
0	24/11/2016	24/11/2016	Contract Award revision
1	30/01/2017		Reviewed for Execution Contract
2	03/02/2017		Revision Amendments
3	08/02/2017		Revision Amendments
4			
5			
6			
7			
8			
9			
10			

2 PROJECT DESCRIPTION

2.1 Project Overview

The project comprises:

The development of four solar farms sites spread across regional central NSW. They will be split into three main areas:

- Parkes Solar Farm: 66MWdc size on a 240ha property
- Griffith Solar Farm: 36MWdc size on a 125ha property
- Dubbo Solar Hub: This consists of two smaller farms which total to 29MWdc of solar energy output
 - South Keswick: 18MWdc size on an 85ha property
 - Narromine: 11MWdc size on a 30ha property

BYCA is the Principal Contractor for the scope of works, and is responsible for Engineering, Procurement and Construction (EPC).

The project will be delivered in a number of stages outlined below:

Stage 1 – Civil works consisting of land clearing, levelling and earthworks, internal road construction, drainage installation, laydown area preparation, fencing installation, site establishment, preparation of delivery station and inverter station, and vegetation screening/landscaping.

Stage 2 – Mechanical works consisting of foundation piling (ramming and augering), tracker installation, module installation and delivery.

Stage 3 – Electrical works consisting of solar cabling of aerials and conduits, DC main cabling via direct burial, MV cabling from inverter station to delivery station through direct buried, module connection, connection of junction boxes-inverters-delivery station, connection to grid and finally testing and commissioning.

For further information about the Project Scope please refer to the *PL-CO-01 Project Management Plan*.

3 DEFINITIONS

ALARP	As Low as Reasonable Practicable (risk management objective)
BYCA	Bouygues Construction Australia Pty Ltd.
Class 1 Injury/ Illness (OHS)	Alters the future of an individual permanently and includes: fatality, quadriplegia/paraplegia, amputation, impaired back, disfigurement, serious head or spinal injury, serious burns, loss of an eye or total or partial loss of vision, loss of consciousness, loss of movement of a limb, loss of the sense of smell, taste, sight or hearing, loss of function of an internal organ
Class 2 Injury/ Illness (OHS)	Alters the future of an individual temporarily and includes: fractures, contusion, lacerations requiring sutures, Lost Time Injury (LTI), Medical Treatment Injuries (MTI), Alternate Work Injuries (AWI) Some LTIs may also be classified as Class 1 incidents
Class 3 Injury/ Illness (OHS)	An Injury or illness that does no more than inconvenience to the person. This injury causes discomfort but allows the person to quickly carry out normal duties and includes, but may not be limited to: first Aid injuries, minor cuts, bruises, swelling
Class 1 Environmental incident	Causes or has the potential to cause pollution or degradation which has or may have long term detrimental effects on the environment and/or community and will require extensive remediation.
Class 2 Environmental incident:	Causes or has the potential to cause pollution or degradation which has persistent (greater than three months) but reversible detrimental effects on the environment and/or community
Class 3 Environmental incident:	Causes or has the potential to cause pollution or degradation which has short-term (less than one month) and reversible detrimental effects on the environment and/or community
Communication	The process by which people are kept informed about topics or issues regarding health and safety matters
Consult	To share information about risks and what each party is doing to control the risk
Co-Operate	Providing assistance where necessary and ensuring that your activities do not interfere with the other person's duties
Co-Ordinate	Planning and organizing activities together so that each person can meet their duties
Dangerous Occurrence (DO)	An unplanned incident event that had and/or has a potential to cause injury or illness to any person, damage to property or the environment
Duty Holders	Persons who have duties under Australian Work Health Safety legislation
Emergency	An accident requiring an immediate action with external assistance, to manage the situation
Emergency Response Coordinator(s) (EMC)	Emergency Response Coordinator(s) consisting of site members who have the skills, knowledge and authority to manage a site emergency situation
Emergency Response Team	Emergency Response Team of competent and trained site members who will respond, contain and control an on-site emergency

(ERT)	
EMP	Emergency Management Plan
EMT Leader	EMT representative who has overall responsibility of the EMT and emergency management during an onsite emergency event
ERT	Emergency Response Team
Hazard	Source, situation, or act with a potential for harm in terms of human injury or ill health, or a combination of these elements
QSE	Health Safety, Environment and Quality
Illness	A work related disease or sickness affecting body or mind
Incident	Work-related event or occurrence that exposes persons health and safety, the environment or other objective to risk
Injury	A work related injury is a disorder that results from exposure to a physical hazard in a single traumatic event (occurrence)
Lost Time Injury (LTI)	A work related occurrence that results in a fatality, permanent disability, injury or illness resulting in the lost time from work of one day/ shift or more
Medical Treatment Injury (MTI)	A work related occurrence that results in treatment by, or under the order of, a qualified medical practitioner, but excludes (the following would not be considered medical treatment): (a) Administration of tetanus shot/s or boosters (b) Diagnostic procedures such as X-rays or laboratory analysis, unless they lead to further treatment
Method Statement	A document which describes in detail “how” the task will be implemented
BYCA Director (Corporate)	QSE He/she is not attached to the project hierarchy. He/she checks the adequacy of implemented means against risks analysis, carries out regular sites inspection, ensures the use of PPE and compliance of collective protections, put a stop to any at-risk situations, proposes sanctions for non-respect of rules behaviours
OHS Information	All information related to OHS including: Minutes of OHS related meetings Agenda of those meetings OHS alerts Advisory material SMS processes, standards, procedures and practices
OHS Manager/Coordinator	He/she assists Project Directors in setting up the OHS system, audits, workstation ergonomics approach, analysis of at-risk situation records and their analysis
On-scene Commander	Appointed person allocated to the role of coordinating rescue and responding to all emergency situations and takes control of the incident scene and coordinates the emergency response from the scene of the incident
PCBU	A Person Conducting a Business or Undertaking; whether the person conducts the business or undertaking alone or with others; and whether or not the business or undertaking is conducted for profit or gain
Policy	The OHS policy provides a framework for action and for the setting of Occupational Health and Safety objectives
PPE	Personal Protective Equipment
Risk	Combination of the likelihood of occurrence of one or more hazardous events or exposures to such event(s) and the severity of injury or ill health that can be caused by the event or exposure(s)
Safe Work Method Statement (SWMS)	A document which describes task methodology and sequence, identifies hazards, assesses risk, and nominates control measures to reduce risk ALARP
Safety Management Plan (SMP)	For each and every project, the plan drafted that identifies the hazards associated with the activity, evaluates the risks and eliminates or mitigates them
Serious Incident	A work related incident resulting in an injury, or a Dangerous Occurrence event, that is

(SI)	required to be notified to the relevant Regulatory Authority
WHS	Work Health and Safety
WHS Legislation	Work Health and Safety Act and Regulation 2011, or as prescribed by the relevant Regulatory Authority
Worker	A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: preparation an employee a contractor or subcontractor an employee of a contractor or subcontractor an employee of a labour hire company who has been assigned to work in the person's business or undertaking an outworker an apprentice or trainee or a student gaining experience
Workplace	An area where personnel, equipment and tools are combined to complete a specific task or duty

4 ORGANISATION

4.1 *Responsibilities and Authorities*

This section defines the duties, responsibilities, accountabilities and authorities of key persons with safety associated responsibilities.

4.1.1 Responsibilities

The Project Directors/Construction Managers and Department Managers that are responsible for a project/department should identify the possible types of emergencies in the project/department under their control.

The project OHS Manager/Coordinator(s) are required to establish an Emergency Management Plan in accordance with the information identified by the Project Director/Construction Manager to deal with the emergencies.

This section defines the duties, responsibilities, accountabilities and authorities of key persons with safety associated responsibilities.

4.1.1.1 *BYCA Senior Management*

BYCA Senior Management is responsible for ensuring that:

- Systems are implemented to ensure that training programs are developed and delivered to all BYCA employees, and as refresher training, to ensure that they are familiar with the requirements of all emergency preparedness and response related processes
- BYCA Health and Safety Management System requires periodic audits to be conducted to ensure the effectiveness of, and compliance with, the emergency management procedures and plans
- Systems are implemented to ensure sufficient support and resources are applied in the formulation and implementation of the Emergency Response Plan(s)

4.1.1.2 *OHS Manager/Coordinator*

The OHS Manager/Coordinator is responsible for ensuring that:

- Competency based training programs with regards to emergency preparedness and response are delivered to all BYCA personnel and that all workers are familiar and deemed to be competent with Emergency Management Procedures and Plans
- Emergency response capabilities which include all fire, medical and rescue equipment are maintained to an operational standard and reviewed and documented on a regular basis
- Emergency preparedness and response procedures and plans are tested and the outcomes reviewed and documented on a regular basis
- Adequate resources have been made available for the instruction, training, provision and maintenance of facilities and equipment used by any emergency response team to the required high standard
- A project Emergency Management Plan is developed and provided to the emergency management team members
- Reviewing and updating the Emergency Management Plan

4.1.1.3 Environmental Manager/Coordinator

The Environmental Manager is responsible for ensuring that:

- Competency based training programs with regards to emergency preparedness and response are delivered to all BYCA personnel and that all workers are familiar and deemed to be competent with Emergency Management Procedures and Plans
- Emergency response capabilities which include all spill response, containment, extraction and storage equipment are maintained
- Emergency preparedness and response procedures and plans are tested and the outcomes reviewed and documented on a regular basis
- Adequate resources have been made available for the instruction, training, provision and maintenance of facilities and equipment used by any environmental emergency response team to the required high standard
- A project Emergency Management Plan is developed and provided to the emergency management team members
- Reviewing and updating the Emergency Management Plan

4.1.1.4 Project Based Managers

Project based Manager as Project Directors, Construction Managers, Operations Manager - Construction, Construction Manager, and General Superintendent Managers shall:

- Comply with the Emergency Management Plans and Procedures
- Remain vigilant with respect to ensuring that all emergency related Procedures and Plans address the four primary elements of emergency management, which are:
 - preparation
 - prevention
 - response
 - recovery
- Ensure that all BYCA personnel receive competency based training and instruction to enable them to comply with the need to maintain a high level of emergency preparedness and response
- Be responsible for ensuring all emergency drills and all manner of exercises are well coordinated and resourced

4.1.1.5 Project Foreman and Supervisors

Project Foreman and Supervisors shall:

- Comply with the requirements of all Emergency Management Procedure and Plans
- Ensure that all persons on all BYCA sites have the level of competency to enable them to comply with the Emergency Management Procedure and Plans
- Provide formal input into all emergency related documentation, systems and processes from an operational perspective
- Be responsible for co-coordinating the emergency drills in the areas under their direction

4.1.1.6 Employees

Employees/workers are responsible for:

- Performing all duties in a manner which will ensure their own and others safety
- Complying with the responsibilities assigned under relevant legislation
- Complying with all site safety rules and procedures
- Being alert at all times to potential hazards
- Participating in the identification and elimination of hazards
- Reporting immediately any dangerous occurrence, injury, hazard or defective equipment
- Possess knowledge of how to implement safe work practices using the hazard identification, risk assessment and risk control techniques
- Actively participating in safety meetings and programs, including training
- Actively participating in rehabilitation programs

4.1.1.7 Emergency Response Coordinator(s) (ERC)

Emergency Response Coordinator(s) (ERC) is/are responsible for:

- Responding to occurrences/emergencies as appropriate
- Where an occurrence impacts on the safety and/or reliability of the construction works /rail and/or involves members of the public, immediately notifying the BYCA QSE Director
- When evacuation is required, ensuring that personnel that are affected are evacuated in accordance with the project Emergency Management Plan
- Ensuring that head counts are conducted by supervisors responsible for particular workgroups and that any missing persons are identified and subsequently accounted for
- Coordinating Emergency Services to the incident scene from the designated site access location
- Providing up to date information as to the status of the incident to the Emergency Services
- Notifying others according as specified by the project Emergency Management Plan
- Recording incident and other relevant details

4.1.1.8 Emergency Response Team (ERT)

The Emergency Response Team has the responsibility to respond, contain and control an on-site emergency. The ERT will follow instruction of the Emergency Response Coordinator(s), and include the following members:

- Emergency Response Team Leader: EMT representative who has overall responsibility of the EMT and emergency management during an onsite emergency event
- On-scene Commander
- First Aiders

4.1.1.9 On-scene Commander

The On-scene Commander is appointed by the Emergency Response Leader and has the following responsibilities:

- Coordinate rescue and responding to all emergency situations
- Control of the incident scene
- Coordinate the emergency response from the scene of the incident

4.1.1.10 First Aid Personnel

First Aid Personnel are responsible for:

- Attending to any casualties in the affected area, providing it is safe to do so
- Ensuring Emergency Services are contacted as and when required
- Directing persons to the site access location to meet Emergency Services vehicle
- Awaiting instruction from the ERC and respond to requests for first aid treatment
- Managing the First Aid Room in accordance with WHS Regulations and the *PR-HS-05 First Aid Management Procedure*
- Ensuring that the First Aid room is stocked and maintained for operational readiness and will assist in return to work programs as required

5 EMERGENCY PREPAREDNESS

5.1 Risk Assessments

When conducting the Project HS Risk Assessment and Project Environmental Risk Assessment foreseeable emergency situations shall be identified and control measures nominated to adequately mitigate risk arising from emergency situations (e.g. fire-fighting equipment, rescue equipment, etc).

The objective of this Emergency Management Plans is to:

- eliminate harm to person's health and safety
- eliminate harm to the environment
- ensure safety is the paramount consideration at all times

This plan will identify all potential emergency situations, and nominate control measures to facilitate adequate emergency response.

5.2 Identified Emergency Situations

The following potential emergency situations have been identified on this project:

Incident	Cause
Fire	<ul style="list-style-type: none"> - Spark from hot work - Spark from plant exhaust - Equipment overload/ malfunction - Smoking on site - Traffic accident - Bush Fires - Electrical fire
Emissions to the atmosphere	<ul style="list-style-type: none"> - Fire - Chemical spill - Dust - Potential asbestos exposure
Discharge to water or land	<ul style="list-style-type: none"> - Chemical spill - Plant malfunction - Fuel tank leak - Utility strike - Bund breach - Isolation procedure failure
Hazardous Substances Spill	<ul style="list-style-type: none"> - Plant malfunction - Pipe work breach - Bund breach - Faulty storage equipment - Breach of delivery protocol - Traffic accident
Damage to native flora and fauna	<ul style="list-style-type: none"> - Fire - Poor vegetation clearance protocol - Chemical spill - Vehicle/Fauna strike - Unauthorised clearing breach/damage to protected trees
Personal injury	<ul style="list-style-type: none"> - Potential for confined space work - Hot work - Manual handling - Removing equipment from transport - Working with hazardous materials - Excavation collapse - Traffic accident (onsite/off site) - Vehicle/pedestrian interface - Working in extreme temperatures - Snake/Spider Bite - Lightning strike

Contact with sewage flow	- Infections
Gas Monitor alarm	- Release of gases from sewage - Inadequate ventilation
Fall into Trench or Excavation	- Excavation without barricades
Lighting failure	- Power failure - Lighting equipment failure
Other existing workplaces	- Interface between other existing workplace emergency risks and response impact
CRITICAL INCIDENTS	
Major National Disaster	- Fatality - Property lost - Flora/Fauna impact - Severe Thunderstorm
Community Outrage	- Fatality - Property lost
Major Spill	- Fatality - Property lost - Environmental major contamination

5.3 *Emergency Drills/Exercises*

Drills shall be conducted in accordance with the *PR-CO-05 Emergency Management Procedure* to assess the adequacy and effectiveness of this plan.

The following drill scenarios will be conducted with priority, due to the likelihood of these occurring on this project site:

- Trench/ground collapse
- striking of live services
- bush fire drill to be conducted (including electrical fire)
- mobile plant rolls over
- major spill – water contamination
- flooding
- mobile plant accident
- crushing due to plant
- venomous snake/spider bite

Emergency Drills will be recorded on the *FS-HS-EM-01 Emergency Evacuation Record*.

Please find below Drill Schedule:

Month	Emergency Drill Scenario
Feb 2017	
March 2017	
April 2017	
May 2017	
June 2017	
July 2017	
August 2017	

5.4 Training

This project Emergency Management Plan shall be communicated to all persons (including subcontractor and visitors) using the following methods:

- Corporate Induction
- Site Induction (Project Induction, Delivery Driver and Visitors Induction)
- Safety Notice Board
- Tool Box Talk Meetings

All site personnel including sub-contractors will be instructed in the correct response to an occurrence, or emergency evacuation in accordance with the various procedures outlined in the appendices to this document, but in particular:

- Emergency Contacts
- Emergency Response Diagram
- Medical Services and Hospital Location Maps
- Emergency Response Prompts
- First Aid and Medical Response
- Emergency Evacuation Scenarios
- Other Incident Response Scenarios
- Emergency Services Contact Instruction, and
- Emergency Response Protocol Cards

The OHS Manager/Crd and the Environmental Manager shall ensure that the project personnel are trained to deal with the anticipated emergencies in order to reduce the damages that could occur during an emergency event. Please refer to the *FS-QA-CT-02 Training Needs Analysis (QSE)*.

The OHS Manager/Crd will ensure that an adequate number of suitably trained personnel are appointed as part of the Emergency Response Team (ERT).

Please refer to the *PR-HS-05 First Aid Management Procedure* for further information on first aid training.

5.5 Equipment

The maintenance, inspection, testing of all emergency equipment will be conducted as per required on the *PR-CO-05 Emergency Management Procedure*.

Please refer to *PR-CO-05 Emergency Management Procedure*, *PR-HS-03 Fire Emergency Procedure* and *PR-HS-05 First Aid Management Procedure* for further information.

5.6 Communication in the Event of an Emergency

Radio and/or mobile telephone communications will be the main means of communications in the event of an emergency.

In the event of an emergency, persons that are not involved in the emergency shall maintain radio silence so as to allow radio communications between the On-scene Commander, Emergency Response Coordinator(s) and Leader, and other services/personnel involved in the emergency, to flow uninterrupted.

The On-scene Commander shall be in control of radio communications during an emergency.

5.7 First Aid

First Aid will be conducted following the *PR-HS-05 First Aid Management Procedure* and the *PR-CO-05 Emergency Management Procedure*.

First aid facilities shall be provided to all employees, with access to immediate first aid treatment when required. All BYCA sites will maintain a First Aider Room.

Project first aid requirements will be identified as part of the Project HS Risk Assessment.

Checking/restocking of first aid provisions will be undertaken at least on a **monthly basis** or when required, and usually by the Site First Aider or nominated person(s).

The *FS-HS-EM-03 First Aid Attendant* form shall be completed with the project First Aiders details and displayed in the Safety Notice Board.

An up-to-date list of all First Aiders will be displayed throughout the site.

Suitable independent medical providers shall be nominated for the project to provide medical treatment for all work injuries requiring treatment beyond first aid.

5.8 Fire Prevention and Protection

Fire Emergencies will be addressed following the *PR-HS-03 Fire Emergency Procedure* and the *PR-CO-05 Emergency Management Procedure*.

All employees will receive training and instruction on the relevant fire procedures as part of their induction training.

Firefighting equipment which is identified during the risk assessment process shall be made available to the appointed Emergency Response Team.

Smoking is prohibited in work areas, and within 5 meters of any door, window or air conditioner intake.

5.9 **Emergency Response Diagram**

An Emergency Response Diagram will be prepared for the project detailing the following:

- Emergency Assembly Point
- Fire Extinguishers
- First Aid Kit
- Spill Kits
- Offices
- Storage Facilities
- Sanitary Facilities
- Stockpile areas (if applicable)
- Traffic Flow (if applicable)

The Diagram will form part of this plan and the Site Induction, and will be displayed on the Safety Notice Board.

6 **EMERGENCY RESPONSE**

Emergency Response will be conducted as per *PR-CO-05 Emergency Management Procedure*, *PR-HS-03 Fire Emergency Procedure*, *PR-HS-05 First Aid Management Procedure* and particularly as describe on the following Appendices of this plan:

Appendices 1-4 of the Project Management Plan contain the site's specifics in regards to:

- First Aid Personnel
- Emergency Response Personnel
- Emergency Response Diagram
- Medical Services and Hospital Location Maps

Appendices 1-6 of this Emergency Management Plan contain the following:

- Appendix 1 – Emergency Response Prompts
- Appendix 2 – First Aid and Medical Response
- Appendix 3 – Emergency Evacuation Scenarios
- Appendix 4 – Other Incident Response Scenarios
- Appendix 5 – Emergency Services Contact Instruction, and
- Appendix 6 – Emergency Response Protocol Cards

6.1 **Incident Response Actions**

Appendix 1 Emergency Response Prompts and *Appendix 6 Emergency Response Protocol Cards* provide a list that details potential incidents and responses.

The specific treatment will vary for each case and may require the expertise of internal and/or external specialists to fully manage the incident.

When directed by BYCA supervision, all personnel will evacuate to the nominated Emergency Assembly Points as detailed on the site's specific *Emergency Response Diagram*.

The Evacuation Signal is four (4) blasts of a horn. In the event of failure of the horn, the ERC will sound (4) long blasts of a whistle.

Details of contact numbers shall be displayed on the project Safety Notice Board.

6.2 **Environmental Incident Response Actions**

In addition to the *Appendix 4 Emergency Response Prompts* and *Appendix 6 Emergency Response Protocol Cards*, the following actions shall be considered when responding to an environmental emergency:

- case of a plant and equipment or a machinery: immediate switching-off of machinery causing the leak
- notify the maintenance team concerned as soon as possible
- seal off the leak if possible or remove the cause of pollution (overturned canister)
- use absorbent products (sawdust, absorbents) to recover the maximum of spilled polluting products
- if leak persists, install a drain pan or other container to collect the polluting products that continue to spill out
- if the leak spread, trace the path of the product and minimise the extent of the pollutant using earth mound, absorbent socks

6.2.1 **Treating Polluted Water**

In case of discharging pollutants into **water**, complete and wrap-up the emergency actions:

- set up floating absorbing bunds as close as possible to the area of contamination in low turbulence areas of the river to contain the spread of pollution
- prevent as much as possible the spreading of pollution
- use absorbing rolls on water surface
- procure the service of a specialised company if necessary to pump out surface water

6.2.2 **Treating Contaminated Soil**

Contaminated soil will be dealt with as follows:

- carefully strip the polluted area with a shovel down to the untainted soil level
- store polluted earth in a special packaging and in an area intended for such
- evacuate polluted soil to authorised site

6.2.3 **Crisis Management**

A **Crisis Situation** is defined by one or a combination of the following events:

- fatality
- terrorist attack
- natural disaster
- Actual Class 1 Incident
- incident event where we are exposed to risk of prosecution

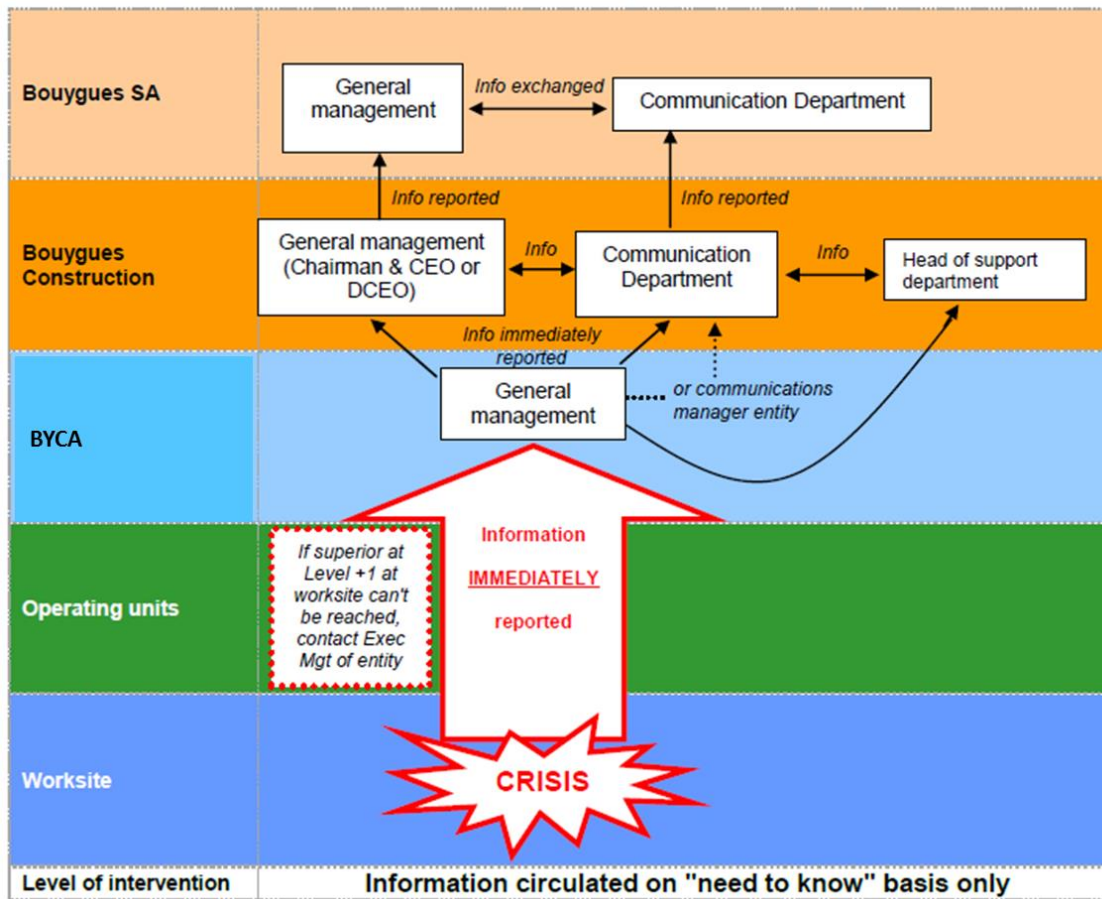
BYCA will apply the Incident Management procedure *PR-CO-04 Incident Management Procedure* for all the reporting of Crisis Situations.

In a crisis situation, it is imperative that the head of entity (Deputy CEO, CEO or Chairman and CEO) be informed as soon as possible. It is his or her responsibility to decide whether or not to set up a crisis task force, depending on a personal assessment of the situation.

It is also up to the head of entity to notify Bouygues Construction by informing the following or seeing that they are informed: the senior management (Deputy CEO, Chairman and CEO), the head of the support department concerned, where appropriate, and the head of the Communication

Department at Bouygues Construction. If the latter cannot be reached, the head of External Communication should be contacted. The latter are responsible for informing the senior management, management of the support department concerned, where appropriate, and management of the Communication Department at Bouygues SA.

Figure 1 – Crisis Situations Information Flow Chart



6.2.4 Media

All statements to the media concerning an emergency at any BYCA workplace shall only be made by a BYCA Community Relations Manager or delegate as directed by BYCA Senior Management.

In the majority of cases involving serious injury or fatality the media may learn of the incident from the reports made to the authorities and then attend the site without notice. The media will be treated courteously **but should not be allowed access to the site.**

In the first instance all media enquiries shall be referred to the BYCA Community Relations Manager.

In case of a significant injury, it is important that the name(s) of those involved are not broadcast until all next of kin have been notified and legal advice has been obtained confirming the release of detail is acceptable.

7 POST EMERGENCY

Once the emergency has ended; incident investigation, rehabilitation and return to work, and employee assistance programs may be required to be initiated. All these processes will be conducted in accordance with the *PR-CO-05 Emergency Management Procedure*.

8 RECORDS

All records shall be maintained following the *PR-QA-01 Document Control and Record Management Procedure*.

Emergency Response Prompts

ON-SITE EMERGENCY EVACUATION		
Response	Responsible	Means of Contact
Contact Site Supervisor at the work site where the incident / accident has occurred and advice to sound emergency evacuation alarm. Sound four long blasts (4 x 3 seconds) of the emergency air horn	Area Supervisor	Telephone / Runner
The Site Supervisor at the work sites will sound the emergency evacuation alarm	Site Supervisor	Site = 4 x 3 sec Blast of Horn
Contact emergency services immediately if required at this stage.	Area Supervisor	000 / 112
Notify the Emergency Response Coordinator of the evacuation and the reason(s) why it has been required	Area Supervisor	Radio / Telephone
Emergency Response Coordinator activates the emergency response protocol for the scenario(s) being encountered	Emergency Response Coordinator	As per Scenario
All personnel evacuate to the nearest emergency assembly point and gather in their employer groups	Area Supervisor	Telephone
Area Supervisor (if safe to do so) does a sweep of the site to ensure no personnel remain on site	Area Supervisor	
Area Supervisors to account for the individuals under their supervision, including subcontractor employees	Area Supervisor	Visual and Verbal
Area Supervisor confirms that all personnel are accounted for to the Emergency Response Coordinator	Area Supervisor	Verbal / Telephone / Radio
If any member of the workforce cannot be accounted for, notify emergency services immediately	Area Supervisor All	
Supervisors are required to remain at the emergency assembly point with all evacuated employees and carry out instructions as directed by the Emergency Response Coordinator	Area Supervisor	Telephone / Radio

EMERGENCY SERVICES REQUIRED - POLICE, FIRE, AMBULANCE

Response	Responsible	Means of Contact
Contact Emergency Service and follow instructions	Anyone	000 / 112
Direct the Emergency Services to the nearest site access. Refer: Emergency Response Diagram	Anyone	
Send someone to the site access gate to await and escort the Emergency Services into the site	Anyone	Verbal / Radio / Telephone
Secure the area and apply first aid as necessary until the Emergency Services arrive	Anyone / First Aider	
Notify the Emergency Response Coordinator (ERC) of the emergency and the reason(s) why Emergency Services are required	Area Supervisor	Radio / Telephone
Emergency Services to take control of situation. Directions to be followed by all on site	All	

Medical Emergency

Any BYCA employee requiring medical treatment must be referred to the selected medical facility – Refer to project Notice Board	Area Supervisor	
Contact the medical facility and advise when an injured person is on their way to the medical facility	Area Supervisor	Radio / Telephone
Senior BYCA staff member (preferably Site Manager) to accompany injured employee to the medical facility		
Appropriate transport (to medical facility and/or home) arrangements must be made available to injured employee	Area Supervisor	
Suitable duties to be immediately made available through the Rehabilitation Coordinator whenever possible	OHS Manager/Crd/ Rehabilitation Coordinator	
Assistance from Rehabilitation Coordinator and OHS Manager/Crd is available in selecting suitable duties	OHS Manager/Crd/ Rehabilitation Coordinator	

ENVIRONMENTAL EMERGENCY

Hydrocarbon/Chemical Spill, Contaminated Material Release
or Turbid Run-off to Surface Water

Flooding, Bush Fire, Tropical Cyclone Events (QLD), Severe Thunderstorms, Venomous Snake/Spider bite, Potential Asbestos Exposure

Response	Responsible	Contact
Assess the risk, identify the spilled material and determine how much has spilled. Use the container's label or SDS to identify the liquid and the primary dangers posed to spill responders and the environment	Anyone / Area Supervisor	Radio / Telephone / Runner
If a major spill notify the Emergency Response Coordinator (ERC) of the requiring emergency response	Area Supervisor	Radio / Telephone / Runner
If possible limit the spill area by blocking, diverting or confining the spill. Stop the spread of liquid before it has a chance to contaminate a water source Ensure the appropriate PPE to safely respond to the spill is used	Anyone / Area Supervisor	Radio / Telephone / Runner
After the spill is confined, stop the source of the spill. This may simply involve turning a container upright, closing a valve, or plugging a leak from a damaged hose, drum or container	Area Supervisor	Radio / Telephone / Runner
Notify the Environmental Manager and Construction Manager	Area Supervisor	Radio / Telephone / Runner
Limit the spill area by blocking, diverting or confining the spill. Stop the spread of liquid before it has a chance to contaminate a water source	Anyone / Area Supervisor	
If necessary isolate the area	ERC	Radio / Telephone / Runner
If Emergency Services need to be contacted, follow Emergency Services Protocol as above	ERC	Telephone
Provide First aid as appropriate to any individuals exposed to a hazardous substance.	First Aider	Radio / Telephone / Runner
ERC in consultation with Environmental Manager activates emergency response protocols for the scenario/s being	AEM	Telephone

encountered		
If it is safe to do so, take further steps to isolate the spill or run off from the surrounding environment such as dig up, place in container, treatment and /or add additional control measures downstream	Anyone	Radio / Telephone
<p>Once the spill is confined and the source has been stopped, a clean-up plan needs to be implemented. Place absorbents that are chemically compatible with the liquid spilled throughout the area. Once the absorbents are saturated, they should be properly disposed of</p> <p>Rags and oil-absorbent materials that only contain non-volatile petroleum hydrocarbons and do not contain free liquids may be Disposed of as General Solid Waste (non-putrescibles) under the project relevant state Waste Classification Guidelines</p> <p>Note that sorbents do not render liquids non-flammable, neutral or less-hazardous and will take on the characteristics/properties of whatever liquid is absorbed. Therefore, all measures must be taken as if you were handling the liquid itself. Sorbents do not make the liquid less hazardous.</p> <p>Always refer to the MSDS for the chemical absorbed before proceeding</p>	Area Supervisor or EM	Radio / Telephone
In the case of an uncontrolled release to a water course representative samples should be taken of the discharged liquid and the receiving water	Environmental Team	Telephone
<p>In the event of significant inclement weather conditions, or severe thunder storms, ongoing monitoring of situation is required in consultation with relevant local emergency services. No vehicles are to attempt river or creek crossings in the event of centralised flooding. – Site ERC to ensure regular updates maintained via Australian Government Bureau of Meteorology Website; www.bom.gov.au</p> <p>Severe Thunderstorms; after visually sighting approaching storm front, ERC/Supervisor to employ 30/30 rule to determine proximity of lightning to site (If the time between seeing a flash of lightning and hearing thunder is less than 30 seconds, head for shelter immediately. Works may resume after 30 mins from last lightning or thunder event)</p> <p>Suitable refuge shelter provided for on ground personnel</p>	Area Supervisor Construction Manager/ERC	Radio / Telephone

<p>Bush fires- coordination between BYCA and local emergency services to ensure regular updates to site. Site evacuation protocol implemented as instructed by ERC, and local emergency authorities</p>	<p>Area Supervisor Construction Manager/ERC</p>	<p>Radio / Telephone</p>
<p>Venomous snake/spider bite – stabilise involved person, identify type of snake/spider if possible (remain well clear, and do not approach however) apply compression bandage and mark point of injection with a marker pen if available. Limit movement. Immediately contact local emergency services and follow all instructions – local snake handler contact details to be sourced and available for the safe removal of any identified snake(s) within the site boundary</p>	<p>First Responder First Aider/ERC</p>	<p>Radio / Telephone 000 Local snake handler contact details as available</p>
<p>Potential Asbestos Exposure – Strong management and control of all in situ asbestos-containing materials (ACM) is essential. Ensure area is isolated to prevent entry</p> <p>The well-known adverse health consequences of exposure to airborne asbestos fibres can be prevented if precautions are taken and appropriate procedures are followed.</p> <p>The risks posed by ACM depend on the nature and condition of the materials and the potential for exposure.</p> <p>The main elements of managing the risks of ACM in workplaces are to:</p> <ul style="list-style-type: none"> • identify all ACM in the workplace, as far as practicable; • assess the risks associated with all ACM; and • introduce control measures to prevent, as far as practicable, the generation of airborne asbestos fibres and any exposure to airborne asbestos fibres. 	<p>Area Supervisor Construction Manager/ERC</p>	<p>Notifications</p>
<p>Tropical Cyclonic Events (QLD) – Site ERC to ensure regular updates maintained via Australian Government Bureau of Meteorology Website; www.bom.gov.au</p> <p>ERC to liaise with local emergency services and follow all instructions</p>	<p>Construction Manager/ERC</p>	<p>Radio / Telephone/ internet</p>

GAS PIPELINE EMERGENCY

Response	Responsible	Contact
1. Damage Identified to Pipe or Lining	Anyone / Supervisor	Radio / Telephone / Runner
2. Sound Emergency Warning and Evacuate the incident site	Anyone / Supervisor	Radio / Telephone / Runner
3. Contact Project Director, Gas Service provider and if required Emergency Services	Supervisor / ERC	Radio / Telephone / Runner
4. Secure site and follow instructions from Gas Service provider and Project Director	Supervisor / ERC	Radio / Telephone / Runner

Appendix 1 First Aid and Medical Response

First Aid Treatment	Responsible	Mean of Contact
Notify first aider and/or Supervisor	Any	Radio / Telephone / Runner
Treat injured person on site	First Aider	
Move injured person to Project Office first aid room if required. (This is at the discretion of the First Aider)	First Aider	
Assess patient and stabilise. If further treatment is required follow "off-site medical treatment" process below	First Aider	
Complete first aid injury register and forward on to OHS Manager/Crd	First Aider	Hand

Off-Site Medical Treatment	Responsible	Mean of Contact
Following initial first aid treatment;		
Contact OHS Manager/Crd and inform them that non-emergency medical treatment is required	First Aider / Area Supervisor	Telephone / Runner
OHS Manager/Crd to contact BYCA approved medical centre(s) then instruct the First Aider to the appropriate medical centre	OHS Manager/Crd	Telephone
Accompany the injured person to medical centre	First Aider / Area Supervisor	
Injured person to be assessed for alternate / modified duties	Medical Practitioner	
Accompany injured person back to site (or if required, ensure transportation to home is managed) after treatment	First Aider / Area Supervisor	
Medical certificate and any other documentation relating to the medical treatment completed	Area Supervisor / OHS Manager/Crd	

Appendix 2 Emergency Evacuation Scenarios

INITIATE EMERGENCY EVACUATION PROTOCOLS

Overhead or Underground Power Strike	Responsible	Mean of Contact
Remove all personnel from the area, if safe to do so, secure area	Anyone	
Apply first aid to injured person(s) if safe to do so	First Aider	
Contact Emergency Services if required and follow instructions, e.g. if persons are injured/trapped	Anyone	
Evacuate personnel to emergency assembly area if necessary	Area Supervisor	4 x 3 sec Blast of Horn
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	Anyone / Area Supervisor	Telephone / Radio
Notification to asset owner applicable to state (NSW/QLD)	ERC	Telephone
ERC attends incident site and coordinates emergency response and recovery	ERC	
Quarantine the scene for investigative purposes	ERC	

Fire/Explosion	Responsible	Mean of Contact
Assess the situation - Try to extinguish with portable firefighting equipment if not out of control. Contact Emergency Services if required, and follow instructions	Anyone / Supervisor	000 / 112
Give first aid to injured personnel if necessary and safe to do so	First Aider	Runner / Telephone
Evacuate if necessary or as instructed, sound Emergency Evacuation Alarm	Site Supervisor	Site = 4 x 3 sec Blast of Horn
Personnel to evacuate to the nearest safe Emergency Assembly Point	Area Supervisor	
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	Area Supervisor	
Prevent personnel from entering explosion/fire area.	Supervisor / Anyone	Verbal

ERC attends incident site and coordinates emergency response until Emergency Services arrive	ERC	Verbal
Assist Emergency Service as necessary (evacuation of adjacent property) and/or follow direct and provide assistance	ERC	

Plant or Car Accident on Site, Vehicle/Pedestrian Strike	Responsible	Mean of Contact
Remove other personnel from area and secure	Anyone	
Apply first aid if necessary	First Aider	
Contact Emergency Services if required and follow instructions	Anyone	000/112
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	Anyone	Radio / Telephone / Runner
ERC attends incident site and coordinates emergency response and recovery or until Emergency Services arrive	ERC	Verbal
Assist Emergency Services as necessary and/or follow direct and provide assistance	ERC	
Quarantine the scene for investigative purposes	ERC	

Bomb Threat	Responsible	Mean of Contact
Recipient of call or threat to record details on the Bomb Threat Checklist – DON'T HANG UP	Recipient	
Contact Emergency Services	Recipient	000 / 112
Evacuate all personnel to Emergency Assembly Points	Area Supervisor / Manager	
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	ERC	Telephone
ERC attends incident site and coordinates emergency response until Emergency Services arrive	ERC	
Wait for clearance to return to site from Emergency Services	ERC	Verbal

Appendix 3 Other Incident Response Scenarios

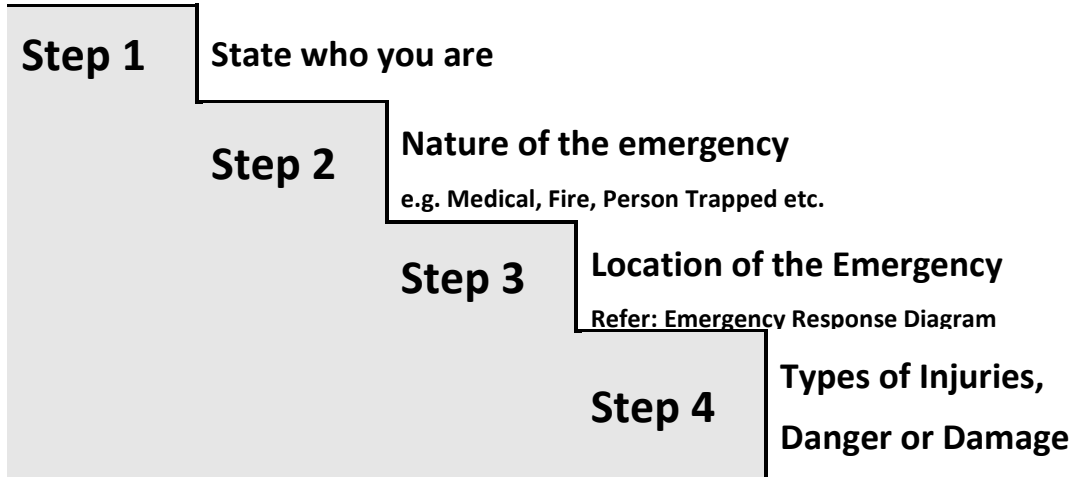
Water Mains Damage	Responsible	Mean of Contact
Secure the area so that it is safe	Anyone	
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	Supervisor / Anyone	Radio / Telephone / Runner
Contact Water service provider	ERC	Telephone
ERC attends incident site and assesses the severity of the situation coordinates response and recovery	ERC	

Car Accident	Responsible	Mean of Contact
Make the area safe i.e. implement traffic control if safe to do so, remove personnel from the area.	Anyone	
Apply first aid if safe to do so as required	First aider	
Contact Emergency Services and follow instructions	Anyone	000 / 112
Notify the Emergency Response Coordinator (ERC)	Anyone	Radio / Telephone / Runner
ERC attends incident site and assesses the severity of the situation coordinates response until Emergency Services arrive	ERC	
Assist Emergency Service as necessary	ERC	

Assault or Threatening Person/s	Responsible	Mean of Contact
Do not attempt to arrest or restrain persons	All	
Remove yourself from the threat if possible	All	
Contact Emergency Services	Anyone	000 / 112
Apply first aid if necessary	First aider	
Notify the Emergency Response Coordinator (ERC) of the incident requiring emergency response	Area Supervisor /	Telephone

	Anyone	
ERC attends incident site and coordinates emergency response until Emergency Services arrive	ERC	
Wait for clearance to return to site from Emergency Services	ERC	Verbal

EMERGENCY SERVICE CONTACT INSTRUCTION – DIAL 000



- ➔ CALL 000
 - ➔ Direct someone to wait at site entrance to guide emergency
 - ➔ Keep calm – so you can help
 - ➔ Administer First Aid as necessary
- | Role | Name | Phone No. |
|------|--|-----------|
| ➔ | Do not move any injured person unless they are in further danger | |

Emergency Response Coordinator

Emergency Response Coordinator
(Alternate)



A U S T R A L I A

Emergency Response Checklist

Site: _____

Site Location: _____

Ambulance: 000 _____ Fire: 000 _____ Police: 000 _____

Doctor: : _____ Hospital: _____

Dial Before You Dig: _____ Water & Sewage: _____

Electricity (Site / Local): _____ Gas _____

Statutory Authority (WorkSafe / EPA): _____

Site / Construction Manager (name & contact): _____

Emergency Coordinator (name & contact): _____

Site HSE Coordinator (name & contact): _____

Site Security: _____

Client (name & contact): _____

Client Representative (name & contact): _____

EMERGENCY CONTACT NAMES / NUMBERS



MEDICAL EMERGENCY

1. Do not rush to the scene. Move quickly and calmly. Ensure there is no danger to you or the injured person. If possible, do not leave the injured person unattended and only move the injured person if the area becomes unsafe.
2. If the injured person has been involved in a vehicle crash, ensure the vehicle is stable before attending to the injured person. Turn the engine off and, if possible, isolate the battery.
3. Contact a First Aider. Provide advice regarding the type / extent of injury, where you are and the number of people injured.
4. Stay and wait for the emergency team to arrive and direct them to the area.

DO NOT PUT YOURSELF AT RISK!

If you are the first person on the scene of a medical emergency (for example: heart attack, collapse, serious injury) immediately attend to the injured and make contact with a First Aider.

The following procedure will then apply:

1. First Aider attends injured person.
2. Phone ambulance.

Provide:

- name of caller / organisation / call back number
- apparent nature of injury or condition
- location of patient
- clear directions to access points

Obtain:

1. Name of person taking call.
2. Ensure area is made safe (if needed, block off or barricade area).
3. If required, send someone to the front gate (if possible, with a radio or mobile phone for communication) to guide the emergency vehicles and ensure that no unauthorised persons enter the site (e.g.: media or general public).

MINUTES ARE VITAL - ACT QUICKLY BUT CALMLY

MEDICAL EMERGENCY



VEHICLE and POWER LINES

1. The Driver must sit still and remain calm not touching the vehicle cabin.
2. Raise the alarm and prioritise power isolation by liaising with electricians.
3. The Driver must stay in the vehicle until the power is isolated unless there is risk of fire.
4. Contact Emergency Service.
5. Contact the Electricity supply company.
6. If possible, the Driver should attempt to drive the vehicle out of the power lines.
7. If the Driver *must* get out of the vehicle, they should JUMP CLEAR and not hang onto any handles. Do not touch the vehicle and the ground at the same time. When moving away from the vehicle the Driver should shuffle walk.
8. Once clear of the power supply contact a First Aider.
9. Barricade the area around the vehicle to protect others.
10. If required, send someone to the front gate (if possible with a radio or a mobile phone for communication) to guide the emergency vehicles and ensure no unauthorised persons enter the site (e.g. media or general public).

ELECTRIC SHOCK

1. If safe, turn off or disconnect the power supply. This can be done by switching off or jerking leads free from power points with an insulated piece of material.
2. If you cannot turn off the power, DO NOT touch or handle the person.
3. Attempt to remove live electric equipment with an insulated piece of material such as dry wood, rubber or plastic and if possible wear rubber soled shoes. **HIGH VOLTAGE** - do NOT attempt to rescue the victim until the current has been disconnected.
4. Once clear of power supply, contact a First Aider and call an ambulance.
5. If required, send someone to the front gate (if possible with a radio or a mobile phone for communication) to guide the emergency vehicles and ensure that no unauthorised persons enter the site (e.g. media or general public).

ELECTRICITY / ELECTRIC SHOCK



FIRE

If you discover a fire in your area:

1. Alert other people by sounding a warning device (Horn or Whistle) or yelling "FIRE, FIRE, FIRE".
2. Contact the Fire Service and / or the Emergency Services Supervisor.
3. If safe, remove all vehicles and other items as appropriate to safe area.
4. Attend to human life in immediate danger. If safe to do so, put the fire out using appropriate firefighting equipment.
5. Once out of a building, stay out. Do not allow people to go back into a burning building to get valuables. While exiting the building close doors (but do not lock them) to slow the spread of fire. Obey all instructions of the Emergency Responders.
6. Proceed to emergency assembly area and await further instruction.
7. If required, send someone to the front gate (if possible with a radio or a mobile phone for communication) to guide the emergency vehicles and ensure no unauthorised persons enter the site (e.g. media or general public).

VEHICLE FIRE

1. If safe, park the vehicle away from buildings and other flammable items such as fuel tanks.
2. Shut down the engine and activate fire suppression system if it is fitted to the vehicle.
3. Exit the vehicle and if safe fight the fire with appropriate fire extinguisher. Stay up wind of the fire, avoiding toxic fumes and smoke.
4. Raise the alarm by radio, phone or other means as soon as possible.
5. If required, barricade and isolate the vehicle.
6. If required, send someone to the front gate (if possible with a radio or a mobile phone for communication) to guide the emergency vehicles and ensure no unauthorised persons enter the site (e.g. media or general public).



FIRE

CHEMICAL SPILL / GAS LEAK

If you come across a chemical spill, gas leak or other

Environmental emergency:

1. If safe, attend to human life in immediate danger (stay up wind to avoid toxic fumes).
2. Raise the alarm as soon as possible by use of radio, phone or other means.
3. Obey all Emergency Responder instructions.
4. If safe, stop chemicals or hazardous materials leaking or venting by closing valves.
5. Contain the spill or loose chemicals by using sand, earth or spill kits.
6. If required, isolate and barricade off the area.
7. Remove all sources of ignition and ensure no one smokes in the area.
8. If required, use appropriate fire extinguisher to fight any fire.
9. If required, send someone to the front gate (if possible with a radio or a mobile phone for communication) to guide the emergency vehicles and ensure no unauthorised persons enter the site (e.g. media or general public)
10. If required, notify neighbours.
11. Identify correct PPE from the MSDS if there is likelihood to handle chemicals or materials.

MSDS FILES ARE LOCATED AT: _____

CHEMICAL SPILL / GAS LEAK



BOMB THREAT

The person who receives the Bomb Threat should:

1. Remain calm and do not hang up.
2. Ask the following questions
 - Where did you put the bomb?
 - When is the bomb going to explode?
 - When did you put it there?
 - What kind of bomb is it?
 - What will make the bomb explode?
 - Did you place the bomb?
 - Why did you place the bomb?
3. Try to record the exact wording to the threat.
4. Try to keep the caller talking and complete the following checklist (do not hang up because the call may be able to be traced).

Voice:

- Man
- Woman
- Child
- Taped
- Unknown

Speech:

- Accent
- Stutter
- Fast
- Slow
- Loud
- Soft
- Calm
- Angry
- Slurred
- Drunk
- Other

Telephone:

- Local
- Mobile
- Traffic
- Unknown

Background:

- Music
- Voices
- Aircraft
- Train
- Machinery

5. Notify the Emergency Co-ordinator/Site Manager/Supervisor.
6. If a suspected bomb is found:
 - Do not touch it.
 - Clear the area and barricade the location.
 - Notify the Emergency Co-ordinator / Site manager / Supervisor.
 - Prevent other people from entering the area near the bomb and call the police.

ROBBERY OR HOSTILE INTRUDER

1. Stay calm and comply with the Robbers' or Intruders' demands.
2. Once the Robber or Intruder has left, call the police.
3. Complete the Robber / Intruder description checklist.

Height:

- Short
- Medium
- Tall
- Estimate

Build:

- Light
- Medium
- Heavy
- Estimate

Hair:

- Brown
- Blonde
- Black
- Grey
- Balding

Eyes:

- Blue
- Brown
- Green
- Hazel
- Other

Gender:

- Male
- Female

Age:

- Child
- Youth
- Adult
- Estimate

4. Notify the Emergency Co-ordinator/Site Manager/Supervisor

BOMB THREAT



SITE EVACUATION

(fire, bomb threat, explosion, earthquake, flood, severe weather)

1. Evacuate as directed.
2. If safe to do so, plant and equipment should be turned off and made safe.
3. Leave your area via the nearest safe exit in an orderly manner.
4. Request any site visitor to come with you.
5. Assemble in the nearest nominated area and await further instruction.
6. Do not leave the assembly area unless advised to do so.
5. Obey the instructions of the Emergency Response Team Leader.
6. Check everyone has assembled in the nominated area (check and verify all personnel accounted for off the site entry sign in sheets, and cars in car park and, if safe, check the site).
7. Ensure passage is clear for emergency vehicles.
8. Check any other access to the site is secure (e.g. back gates) to prevent entry by unauthorised persons.

DO NOT PANIC

PROCEED TO NEAREST EMERGENCY ASSEMBLY AREA

Emergency Assembly Area(s) are: Access Gates or as instructed by BYCA

Emergency Assembly Area(s) are shown on the Site Map)

SITE EVACUATION



EMERGENCY TEAM

The following people have been designated as part of the emergency response team.

(Include names and contact phone numbers)

Emergency Co-ordinator: _____

Deputy Emergency Co-ordinator(s): _____

Emergency Co-ordinators are identified by: _____

(Options include coloured hard hats or hard hat stickers)

Site First Aiders: _____

(First Aiders are identified by green cross on hard hats)

Legal: _____

Public Affairs (media): _____

Counsellor: _____



SITE EMERGENCY TEAM

SITE MAP

Refer to Site Specific Appendices