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# Emergency Response Plan

## ERP - Wetherill Park Resource Recovery Facility

Document #. PLANS003.2.15

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Version 8



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## Important Information

Premises Details	
Site Address:	20 Davis Rd, Wetherill Park NSW 2164
Nearest Cross Street:	Elizabeth St, Wetherill Park
Phone Number:	(02) 9609 3377
Building Type:	Fixed double storey administration building with transfer station / recycling plant & weighbridge
Occupancy:	10 staff members
Hours of Occupancy:	Sunday 10pm – Saturday 1pm Sunday 6am – 06:00 – 13:00
Unique Site Hazards:	Asbestos facility Confined spaces on site
Primary Evacuation Assembly Area:	Front gate to site
Secondary Evacuation Assembly Area:	N/A
Emergency Control Point:	N/A
Alternative Emergency Control Point:	N/A

## Introduction & Overview

The information contained in this Emergency Response Plan (ERP) is designed to:

- Ensure the safety and wellbeing of workers and visitors during an emergency incident.
- Protect the site from theft or further damage during & after the incident.

All procedures provided in this document have been developed in accordance with Australian Standard AS 3745-2010 “Planning for emergencies in facilities”. The objective of this emergency plan is to equip SUEZ workers with the knowledge and skills to control and coordinate an emergency until the arrival of attending emergency services. In saying this, the focus should be the safe evacuation of all workers and visitors from the affected SUEZ site rather than property protection or disaster mitigation.

### Scope:

This ERP sets out guidelines to enable SUEZ to plan for and respond to internal and external emergencies. It applies to the property boundary, which encompasses the office, its grounds and ancillary structures. This includes all on-site waste disposal and resource recovery facilities. This plan has been prepared by Risk Logic Pty Ltd, in close consultation with work members of SUEZ, specifically for reference by these workers in the event of an emergency situation or critical incident occurring at the Wetherill Park Resource Recovery Facility site. This manual provides immediate general information and advice to persons dealing with emergency situations. This manual is not a substitute for training, experience and sound judgement; but if used properly, it will assist in emergency response and may help prevent an emergency from becoming a disaster.

Supporting information to this document is contained in *Emergency Management Procedure*.

### Response Policies:

All SUEZ sites must have

- An Emergency Response Plan
- Appropriate documentation
- Trained workers
- Evacuation Diagrams

### General Authority & Indemnity:

Once an emergency is declared, the powers of the Chief Wardens and Wardens overrule all normal management procedures. Wardens have the authority to marshal all workers and any visitors. The purpose of these powers is to ensure that during an emergency situation, life safety takes precedence over property protection and production matters. These guidelines require consideration to be given to ensure the protection of Wardens, the person or persons refusing to comply, and other personnel in the area when a refusal situation arises. Any work member responding in the event of an emergency is indemnified by SUEZ against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or evacuation of a SUEZ site where the personnel act in good faith and in the course of their emergency duties.

Emergency service agencies and state authorities have the power to take control of emergency operations. In the event of the Emergency Services taking control of the site, all SUEZ workers will act in accordance with their instructions until such time as control of the site is handed back to the Chief Warden.

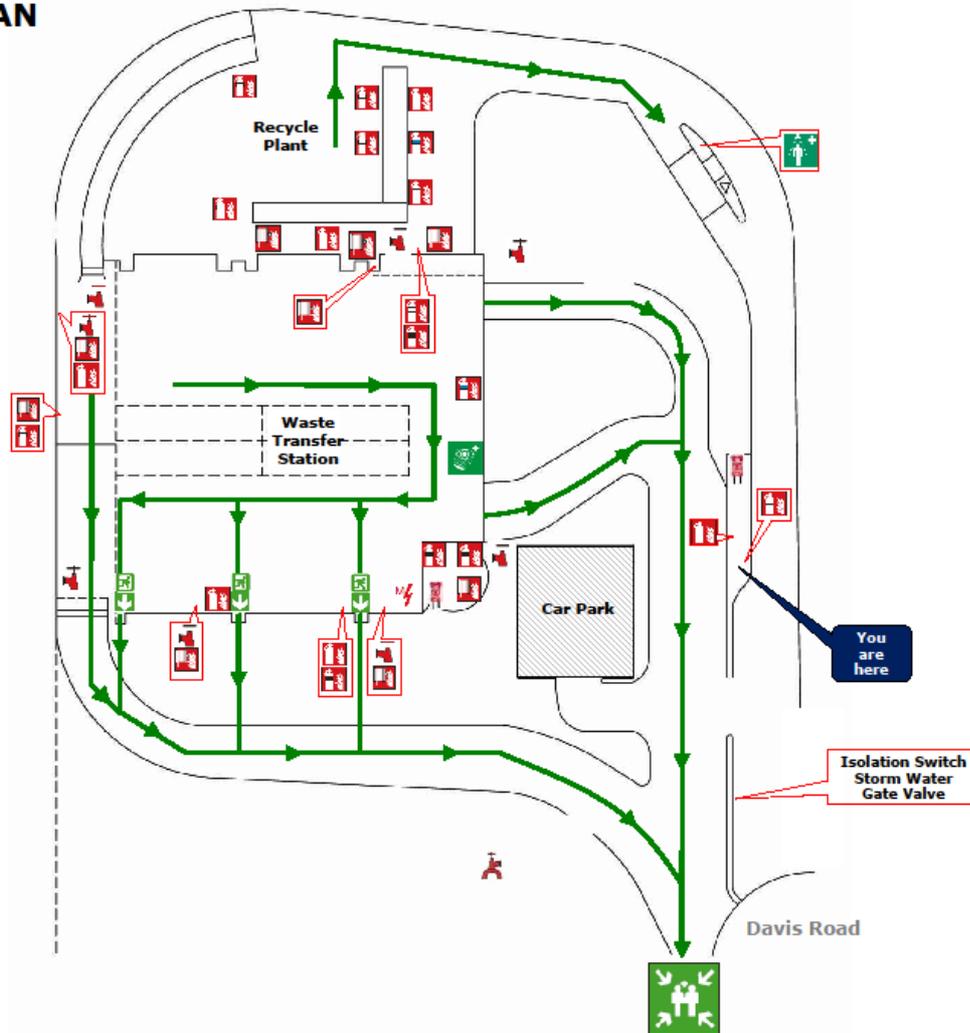
## Site Profile & Building Systems

General Features:	Description:	
Property Management	N/A	
Facilities on site	ARRT Facility Resource Recovery Facility Materials Recycling Facility Organic Resource Recovery Facility Transfer Station Landfill Education Centre Administration building/s Workshop Service Centre	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Fire Suppression Systems	Fire Hose Reels Fire Hydrants Fire Extinguishers Fire Blankets	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Fire Detection Systems	Smoke Detectors Thermal Detectors Sprinklers Manual Call Points Fire Indicator Panel (FIP) Monitoring Company EWIS System External Bells Internal Alarm	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Air Handling Systems	Smoke Doors Smoke Exhaust Fans Stair Pressurisation Auto air shutdown	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Security Systems	Closed circuit TV	<input checked="" type="checkbox"/>
Communication Systems	Public Address (PA) system Two-way radio	<input type="checkbox"/> <input checked="" type="checkbox"/>

# EVACUATION DIAGRAM

## SITA AUSTRALIA – WETHERILL PARK RESOURCE RECOVERY FACILITY

### SITE PLAN



**Legend:**

 Assembly area	 CO <sub>2</sub> Extinguisher	 Foam Extinguisher	 Booster Assembly
 Emergency Exit	 Dry Chem Extinguisher	 Fire Blanket	 Fire Hydrant
 Evacuation route	 Emergency Eye Wash	 Emergency Shower	 Hose Reel

**Evacuation Assembly Area:**  
Outside the Facility

Version: 1.0  
Date of Issue: 13-08-12

**In the event of fire:**

**Remove people from danger**

- Yourself
- Other workers and visitors

**Raise the Alarm**

- Notify your Chief Warden
- Call 000

**Contain the fire**

- To the room or space of origin
- Close doors behind you

**Extinguish or Evacuate**

- Follow the Chief Warden's instructions
- Go to the assembly area
- Only attempt to extinguish fire if it's safe and you are trained to do so



**Dial 000 for all Emergency Services**

## Emergency Control Organisation

The Emergency Control Organisation (ECO) must initiate and control an appropriate response to emergency situations. Their primary role is to ensure that life safety takes precedence over asset protection.

The ECO consists of pre-determined positions relevant to your site. If the site does not have the quantity of workers to fulfil all positions of the ECO, workers on site must perform all the duties of the ECO to the best of their ability. As a minimum a Chief Warden must be determined for the site. For further information on ECO positions and requirement on site, refer to the *Emergency Management Procedure*.

### Identification

The members of the ECO must be identifiable by the use of coloured helmets or caps (as designated by the site).

In the event that a worker undertakes the role of first aider in addition to another role, a first aid sticker must be attached to the appropriate colour helmet

ECO Position	Colour	
Chief Warden	White	
Deputy Chief Warden	White	
Communications Officer	White	
Facility Warden	Yellow	
Warden	Red	
First Aid Officer	Green (white cross on green background)	

## ECO Responsibilities

Position	Pre-emergency (all other times)	During an emergency	Post emergency
Chief Warden	<ul style="list-style-type: none"> <li>• Ensure Site ECO membership is complete at all times</li> <li>• Replace ECO members within 1 month of a position becoming vacant</li> <li>• Confirm that ECO training and site emergency exercises are completed as per the requirements in the <i>Emergency Management Procedure</i></li> <li>• Ensure the site ERP is reviewed in accordance with the <i>Emergency Management Procedure</i></li> <li>• Ensure ECO identification is available at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to incident and take control</li> <li>• Ascertain nature of the emergency</li> <li>• Broadcast the incident colour code</li> <li>• Implement appropriate emergency response procedures for the site</li> <li>• Notify emergency services and brief them on arrival</li> <li>• Brief facility wardens on incident – ensure that all facilities are aware of the situation and their requirements (i.e. evacuation at a facility may not be required but a cease on truck movements on site may be required)</li> <li>• Initiate evacuation as required (partial/full)</li> <li>• Check all persons on site are accounted for (in conjunction with facility wardens)</li> <li>• Ensure neighbouring properties are notified as required</li> <li>• Notify Senior Management</li> </ul>	<ul style="list-style-type: none"> <li>• When appropriate to do so give the all clear to return to facilities</li> <li>• Report the incident in accordance with the <i>Incident Reporting and Corrective Action Procedure</i></li> <li>• Complete the <i>Emergency Response Review Form</i> in accordance with the requirements of the <i>Emergency Management Procedure</i></li> <li>• Check Pump room. Check that pumps have been reset and any requirement to refuel.</li> </ul>
Deputy Chief Warden	<ul style="list-style-type: none"> <li>• Assume the responsibilities of the Chief Warden when required</li> <li>• Act in accordance with the directions of the Chief Warden</li> </ul>		
Communications Officer	<ul style="list-style-type: none"> <li>• Ensure personal proficiency in operating site communication equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Act in accordance with directions of the Chief Warden</li> <li>• Ensure visitors books are available and accurate as at time of emergency</li> <li>• Ensure access to external parties is restricted until confirmation is received from Chief Warden</li> <li>• Ensure site access is clear for emergency services</li> <li>• Transmit instructions and information as required by the Chief Warden</li> <li>• Record a log of events occurring during the emergency</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in the emergency response review as required</li> </ul>

Position	Pre-emergency (all other times)	During an emergency	Post emergency
Traffic Controller		<ul style="list-style-type: none"> <li>• Act in accordance with directions of the Chief Warden.</li> <li>• ensure no unauthorised access to the site</li> <li>• Do not allow vehicles to enter the property</li> <li>• Ensure Emergency Services can access site as required</li> <li>• Allow vehicles in the process of exiting to leave the site</li> </ul>	<ul style="list-style-type: none"> <li>• Restore access to the property (open and unlock gates) upon direction from the Chief Warden</li> <li>• Participate in the emergency response review as required</li> </ul>
Facility wardens	<ul style="list-style-type: none"> <li>• Ensure sufficient wardens are available for the facility</li> <li>• Have extensive knowledge of the facility including entry/exit points and safety/emergency equipment location</li> <li>• Ensure mobility impaired persons are considered and a PEEP completed in accordance with the <i>Emergency Management Procedure</i></li> <li>• Ensure safety equipment is available and up to date/maintained at all times</li> <li>• Ensure that all workers are trained in the ERP in accordance with the <i>Emergency Management Procedure</i></li> <li>• Attend training in accordance with requirements of the <i>Emergency Management Procedure</i></li> <li>• Complete emergency exercises in accordance with requirements of the <i>Emergency Management Procedure</i> and instructions from Chief Warden</li> <li>• Ensure personal ECO identification is available</li> </ul>	<ul style="list-style-type: none"> <li>• Act in accordance with directions of the Chief Warden</li> <li>• Implement and control appropriate emergency response procedure at facility</li> <li>• Be aware of the implications of an emergency in adjoining facilities</li> <li>• Control evacuation of facility as required – ensure orderly flow</li> <li>• Assist persons who cannot self-evacuate</li> <li>• Search the facility to ensure all persons have evacuated – provide an ‘all clear’ to the Chief Warden on completion of search</li> <li>• Advise Chief warden of situation and actions taken</li> <li>• Ensure that Emergency Services have been notified</li> <li>• Check all persons at facility are accounted for (in conjunction with chief warden)</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in the emergency response review as required</li> <li>• Ensure firefighting equipment is replenished/maintained as required</li> </ul>

Position	Pre-emergency (all other times)	During an emergency	Post emergency
Wardens	<ul style="list-style-type: none"> <li>Carry out safety practices (clear egress paths, access to first-attack equipment &amp; disposal of rubbish, exit lighting working)</li> <li>Ensure personal ECO identification is available</li> <li>Complete emergency exercises in accordance with requirements of the <i>Emergency Management Procedure</i> and instructions from Chief Warden/Facility Warden</li> <li>Attend training as required in accordance with <i>Emergency Management Procedure</i></li> </ul>	<ul style="list-style-type: none"> <li>Act in accordance with directions of the Chief Warden / Facility Warden at all times</li> <li>Enact Emergency Response Procedures as required</li> <li>Direct all persons in an orderly flow to evacuation points as required</li> <li>Check that all fire/smoke doors are properly closed</li> <li>Report status of activities to the facility warden upon completion</li> <li>Search all facility areas to ensure that all persons have evacuated</li> <li>Step-up to Facility Warden role if required</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the emergency response review as required</li> </ul>
First aid officers	<ul style="list-style-type: none"> <li>Ensure first aid kit is fully stocked/replenished as required in accordance with the <i>First Aid Management SOP</i></li> </ul>	<ul style="list-style-type: none"> <li>Collect first aid kit</li> <li>Administer first aid as required</li> <li>Set up and maintain a triage area as required</li> <li>Maintain communication with Chief Warden regarding injuries sustained</li> <li>Brief emergency services regarding injuries as required</li> </ul>	<ul style="list-style-type: none"> <li>Ensure first aid kit is replenished as required</li> <li>Ensure all injuries are reported in accordance with the requirements of the <i>Incident Reporting and Corrective Action Procedure</i></li> </ul>
State EQS Manager / Environmental Advisor		<ul style="list-style-type: none"> <li>Liaise with Chief Warden and provide technical information /assistance as required</li> </ul>	<ul style="list-style-type: none"> <li>Assess environmental impacts and respond/ report as required</li> </ul>



## Media Management

Refer to *Media and Communications Policy* for detailed instructions.

### Authority to Speak to Media

SUEZ employees must not provide comments or information to the media unless the employee has received prior authorization from SUEZ's Corporate Affairs Department.

Accordingly, SUEZ employees should not respond to, or comment on, any media stories regarding the company, our competitors or the industries in which we operate unless they are authorised as required by this policy. For the avoidance of doubt, this policy extends to employees acting in their capacity as a member or representative of an industry association or board.

### Handling Media Requests

Requests from the media must immediately be referred to the Corporate Affairs Department:

Primary Contact

**SUEZ Media Officer**

corporateaffairs@SUEZ.com.au

Phone: +61 (0)2 8775 5527

Secondary Contact

**Corporate Affairs Manager**

Phone: +61 (0)2 8775 5520

### Company Announcements and Media Statements

The Corporate Affairs Department is responsible for developing and authorising all official company announcements including media releases. Media releases or announcements mentioning SUEZ issued by third party organisations must also be authorised by the Corporate Affairs Department.

### Media Visits to SUEZ Sites

Media is not permitted to enter SUEZ sites without permission from the Corporate Affairs Department. However, media are permitted to film and report from areas outside the SUEZ boundary, for example on public roadways. All personnel associated with SUEZ must be polite and professional if refusing media access to a site and visits to SUEZ sites by the media must be made known to the Corporate Affairs Department.

## Training and Response Exercises

### Training

During an emergency the smooth implementation of emergency plans can only be achieved if all ECO members and other occupants are thoroughly familiar with what is expected of them.

Training for ECO members on all procedures within the ERP must be conducted in accordance with the requirements of the *Emergency Management Procedure*. Training must be conducted upon appointment to the relevant position.

Re-training must occur when procedures within this Plan are revised.

### Fire Fighting Training

Firefighting training for all wardens must be completed at the time of appointment to a role and refresher training must be undertaken every 2 years as a minimum.

Records of training must be kept and maintained in accordance with the *Records Procedure*.

### Emergency Response Exercises

An Emergency response exercise is a simulated emergency event occurring on site.

Emergency response exercises serve two purposes on site as follows:

1. They are used to train site occupants on their responsibilities in the event of an emergency occurring on site.
2. They are a means to test this Emergency Response Plan and the procedures therein.

Two emergency response exercises must be performed each year on site (one every 6 months).

- One must be an evacuation drill (a physical evacuation of all persons on site e.g. fire on site scenario),
- The other must be an emergency scenario as per the identified emergency risks for the site (a desktop exercise may be used for this exercise).

The same emergency scenario cannot be used twice in a row i.e. a site cannot perform two fire evacuation drills in the same year.

Upon completion of emergency response exercises the *Emergency Response Review Form* must be completed by the Chief Warden and filed in accordance with the requirements of the *Emergency Management Procedure*.

## Risk Assessment

The risk assessment process identifies the probable hazards for the site. In accordance with procedures as outlined in the *Emergency Management Procedure* the potential risks for the site have been identified and specific response and evacuation procedures have been developed to address these risks.

Due to the large number and variety of potential hazards on site, incidents are grouped by type, and then assigned a specific Colour Code as per AS3745.

The Chief Warden will broadcast the Colour Code when reporting an emergency incident, using a two-way radio or verbally. The purpose of this discreet reporting method is to reduce any anxiety or panic that may be experienced with a detailed broadcast message stating the actual emergency incident.

<b>Incident Type</b>	<b>Incident Colour Code</b>
Fire/smoke	Code Red
Medical emergency	Code Blue
Bomb threat	Code Purple
Infrastructure and other internal emergencies	Code Yellow
Personal threat	Code Black
External emergency	Code Brown
Evacuation	Code Orange

## Evacuation Measures

Evacuation involves the movement of workers, visitors and other personnel from an area of danger to an area of safety in as rapid and safe a manner as possible. In the event of an emergency incident on-site, the Chief Warden must decide on the requirement to evacuate all or part of the site.

The following factors must be considered:

- a) the seriousness and relevance of the threat to human safety,
- b) the proximity of hazards which may be relevant to the situation,
- c) the nature and type of hazards in the involved area, and
- d) the characteristics of, and hazards from, external sources.

**Note: if a Warden detects a dangerous situation, they are to commence an immediate evacuation of the area and notify the Chief Warden.**

In the event of an Evacuation the following measures should be undertaken:

- Fire-isolated stairs, fire escapes and other safe routes must be used.
- In the presence of fire or smoke (or both) the nearest accessible exit should be used.
- All Areas should be searched and cleared (where safe to do so).
- A head count should be conducted once the evacuation is complete making use of the visitor books and work roster.
- Personal Belongings must not be gathered unless it is safe to do so.
- The site (or facility) must be secured to prevent persons from re-entering after an evacuation has been ordered, including control of weighbridge access.

## Evacuation Types

The extent of evacuation from this site is dependent on the type of emergency situation and risk of harm to humans. The type of facilities located on-site must be taken into consideration when making this determination.

The evacuation types which may be employed are:

### Full Evacuation:

- Used to clear a building or facility of all occupants.
- Would normally be carried out in response to a potentially catastrophic, life-threatening situation or where the building/facility cannot function due to a severe services malfunction.

### Partial Evacuation:

- An alternative to a total evacuation.
- Partial evacuation may include:
  - Evacuation into or through smoke and fire compartments.
  - Be used to evacuate individuals closest to a situation and to prevent congestion in the stairways.
  - Be utilised when evacuation of individual facilities on-site or several floors is sufficient to protect occupants while the hazard is being eliminated.

### Shelter in Place:

- Allows occupants and visitors to remain inside a facility on the basis that an evacuation to an external-to-building location might reasonably expose evacuated people to a greater level of danger.

### **First Aid Measures**

The provision of trained first aiders and first aid kits on site must be managed as per the procedures outlined in the *First Aid Management SOP*.

### **Chemical Spills on site**

Chemical spills on site must be managed in accordance with the *Spill Response SOP*.

### **Fire detection and Alarm system testing**

The site fire detection systems and emergency alarm must be tested at the following intervals in accordance with the requirements of the *Emergency Management Procedure*:

- Monthly
- Six-Monthly
- Yearly
- Five-yearly

All testing must be conducted by a specialist provider (e.g. Chubb) who is competent to complete this testing.

Records of all testing and results of testing must be kept in accordance with the *Records Procedure* and be available on site.

### **Issue and Availability of the plan**

The site manager is responsible for ensuring that all ECO members are issued with a copy of the ERP. A copy of the ERP must be available at the following locations on site:

- Notice Board in Lunch Room
- Weighbridge

### **Distribution of ERP extracts**

The following extracts from the ERP will be displayed on notice boards around the site

- Emergency Contact Information Sheet (Separate Sheet)
- Evacuation Diagram

### **Communicating with Neighbouring Properties:**

All SUEZ sites must communicate emergency information and warnings to neighbouring properties where deemed appropriate.

- Contact information for neighbouring properties is included in the Contact List
- The Chief Warden must assess the situation and contact all neighbouring properties that may be affected by the emergency situation on site

### **Evacuation procedures for mobility-impaired persons:**

- In the event that there are mobility-impaired persons on-site, the following procedure must be followed:
  - In consultation with the mobility-impaired person, complete a Personal Emergency Evacuation Plan (PEEP) as part of the induction process (A template is located in **Appendix 5**).
  - Mobility-impaired persons are to remain where they are until their area has been evacuated.
  - When the area is clear, affected mobility-impaired persons must be moved into the safest area possible – as far away from the incident as possible and so not causing hazard for others leaving
  - If safe, a member of the ECO must remain with the person until arrival of Emergency Services.
  - On arrival of Emergency Services, notify them of the number and location of mobility-impaired persons.
  - Provide assistance to emergency services if required to assist mobility impaired persons.

### **After-hours Procedures:**

In the event of an incident occurring after-hours when limited workers are on duty, it may not be physically possible to follow the procedures outlined in this manual due to lack of personnel.

Priority must be to:

- Assist persons in danger; and
- Alert attending emergency services as quickly as possible.

After-hours procedures are as follows:

- The most senior worker on-site to assume the role of Chief Warden.
- Investigate the area for signs of danger.
- Immediately evacuate any persons in danger.
- Contact emergency services and report the situation.
- Contact the Site Manager

In the event of an emergency situation arising on-site when operations are closed, where applicable the security personnel, upon becoming aware of the situation must contact the emergency services immediately, followed by the Site Manager. The Site Manager must contact other required personnel and control access to the site accordingly.

The first employee on site shall assume the role of Chief Warden until relieved by a more senior worker.

## Emergency Response Action Plans:

The following Action Plans are designed to assist Wardens to respond to any incident with potential to cause injury to persons or damage to property. These procedures take into consideration such factors as the use and characteristics of the facilities on-site as well as other structures and workplaces, appropriateness and adequacy of physical facilities, organisational structures, human resources and communication systems for all envisaged emergencies.

To increase the effectiveness of the evacuation process it is important to be aware of the following potential risks in an emergency:

- Restricted visibility.
- Inaccessible or dangerous passageways.
- Smoke logged stairways.
- Rapid spread of smoke through the building including floors remote from the fire.

## Evacuation Box:

An evacuation box is located at the designated Evacuation Assembly Point. Contents of the evacuation box are as follows:

### Evacuation Box Contents

1. Emergency Response Plan
2. Hazardous Chemical Register
3. Safety Data Sheets

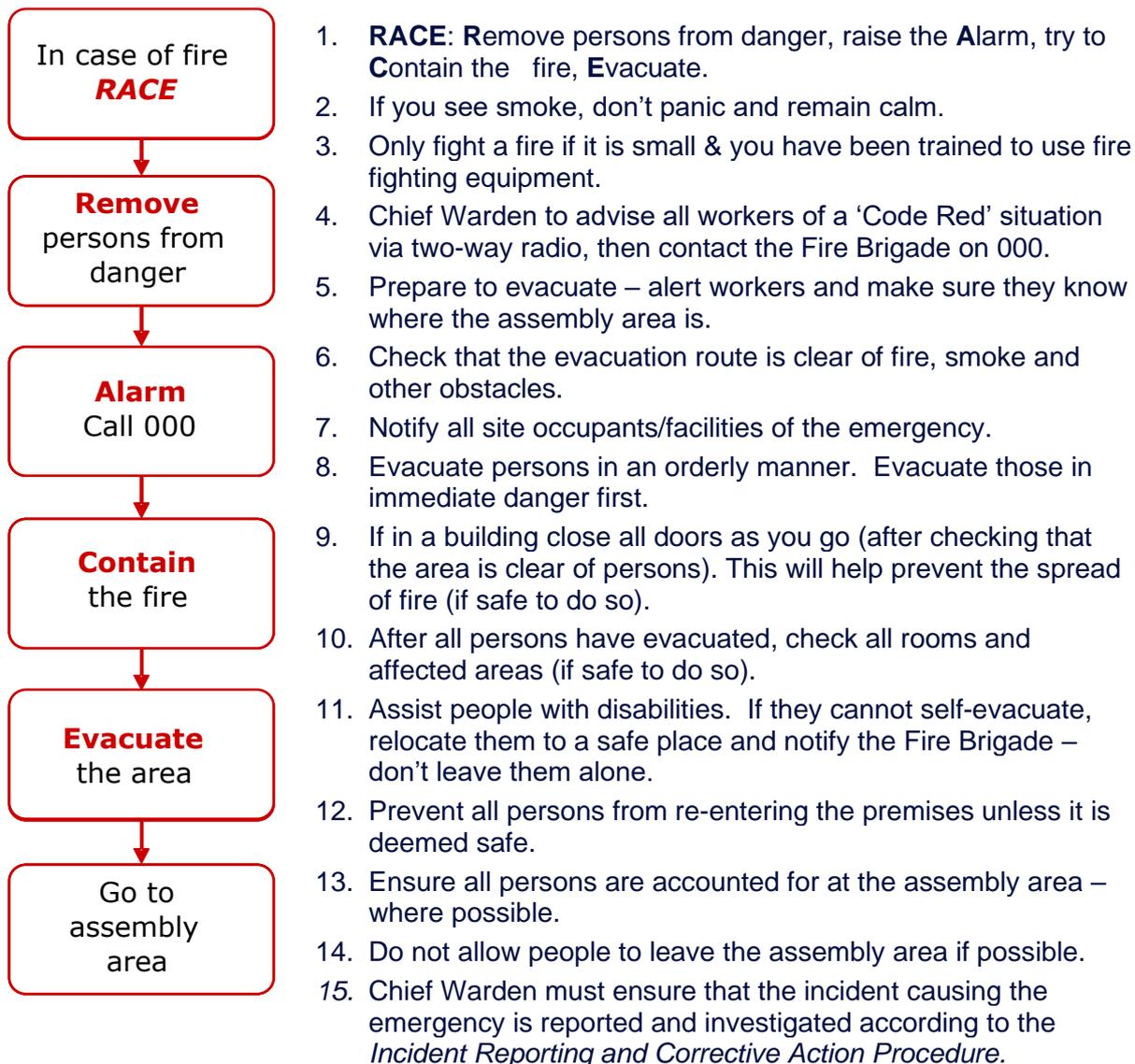
All information sheets held in the evacuation box will be updated annually.

## ACTION PLAN - FIRE ON SITE

CODE RED

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

Follow the actions below to evacuate workers and visitors in the event of a fire in the premises:



### Important Notes:

- Be aware that some workers will ignore the alarms and/or refuse to evacuate unless they see signs of danger – request the worker to leave minimum 3 times, if they still refuse to leave, evacuate and make note of refusal.
- Any person suffering a medical condition such as asthma, must be evacuated as a priority if there are signs of smoke.

**ACTION PLAN - FIRE IN RECEIVED LOADS**

CODE RED

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

Vehicles entering the site can lead to a fire emergency due to the risks associated with 'Hot Loads'.

In the event of a fire in a received load follow the actions as set out below:

1. Upon noticing a compaction vehicle on or approaching the site with a hot load, the Chief Warden must be notified immediately.
2. Chief Warden to advise all workers of a 'Code Red' situation via two-way radio.
3. If required, the Chief Warden will ensure that emergency services are contacted with accurate details concerning the nature of the emergency, the location of the emergency and the number of persons injured and their location on-site.
4. Where possible, instruction should be given to the vehicle operator to compact the load as much as possible, ensuring all compactor doors are closed.
5. Advise Fire Wardens with firefighting training of situation and request appropriate response.
6. Any decision to fight the fire needs to be made by the Chief Warden before the load is discharged.
7. All drainage from this area is to be retained on site until assessed for treatment and disposal by the site manager.
8. If practicable, select an appropriate disposal location ensuring the area is clear, accessible and clear of other fire hazards.
9. Instruct the vehicle operator to discharge load from an upwind direction and move the vehicle from danger.
10. **Only attempt to fight the fire if you are confident, have a clear escape route and it is safe to do so.**
11. Ensure the correct type of firefighting equipment is used.
12. If it becomes obvious that there are unnecessary risks associated with attempts to control a fire, evacuate the area immediately, taking steps to restrict the spread of fire and smoke if possible.
13. The Chief Warden will brief emergency services on arrival. Emergency services will then control the incident.
14. Upon completion, the Chief Warden must ensure that the area has been made safe.
15. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

# ACTION PLAN - FIRE EQUIPMENT

<h2 style="margin: 0;">Portable Fire Extinguisher Guide</h2>	T +61 3 9890 1544 F +61 3 9890 1577 E shop@fpaa.com.au E technical@fpaa.com.au W www.fpaa.com.au
--	--



		Type of Fire, Class and Suitability							Comments	D Metal Fires
Pre 1997	Current	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats				
		Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires	Use only special purpose extinguishers and seek expert advice.	
		Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment		
		Foam <sup>1</sup>	✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment		
		Powder	(ABE)	✓	✓	✓	✓	✗		Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
			(BE)	✗	✓	✓	✓	✓		
		Carbon Dioxide	LIMITED	LIMITED	✗	✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires		
		Vaporising Liquid	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent. 5 Yearly servicing must be done by ODS & SGG licenced persons.		
		Fire Blanket	LIMITED <sup>2</sup>	LIMITED	✗	✗	✓	<sup>2</sup> Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.		

**LEGEND**  
 ✓ = the class or classes in which agent is most effective  
 ✗ = not recommend for these class of fires  
 For more information go to: [www.fpaa.com.au](http://www.fpaa.com.au)  
 LIMITED = indicates that the Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability  
 © FPA Australia ABN 30 005 366 576  
<sup>1</sup> Solvents such as alcohol or acetone mix with water and therefore require special foam

Fire Extinguisher chart provided by the Fire Protection Agency of Australia.

### How to use a fire extinguisher

**P**ull the PIN in the handle and test the extinguisher before you approach the fire.

**A**im the extinguisher at the base of the fire.

**S**queeze the handle of the extinguisher.

**S**weep the extinguisher from side to side across the base of the fire.

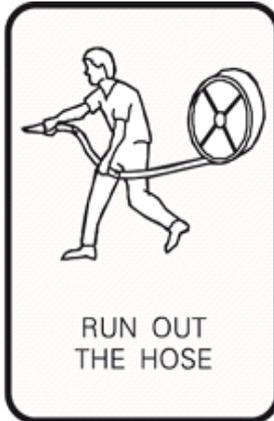
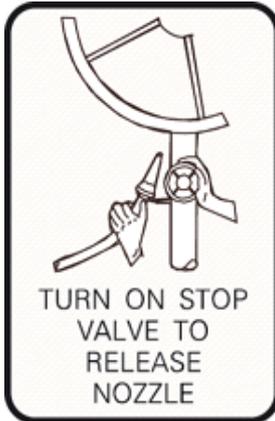
- Only attempt to fight a small fire. I.e. waste paper bin.
- Make sure you have a clear escape path.
- Stay upwind of the smoke.
- Never work alone – make sure someone is there to assist you.
- Check that you have the correct extinguisher for the type of fire.
- Make sure that the fire is out. If it reignites, repeat the above process.

Do not attempt to fight a fire unless you have been trained to use firefighting equipment.

## FIRE EQUIPMENT (Continued)

### Fire Hose Reel:

1. Turn on the stop valve.
2. Run out the length of the hose as required.
3. Turn on the water at the nozzle, direct the stream at the base of fire.
4. Ensure you leave a direct egress path between you and the nearest exit door/egress route.



### Fire Blankets:

1. Pull on the tabs to release the fire blanket.
2. Open the fire blanket and hold it in front of you to shield your body hands and face from the fire.
3. Cover the burning material completely, ensuring there are no gaps for oxygen to reach the fire.
4. Shut off any gas or other fuel supply involved in the fire, and contact the Fire Brigade if you have not done so already.
5. Leave the blanket in place for at least 30 minutes to allow the oil or fat to cool.
6. Always read the instructions for your Fire Blanket before use.



**Note: Fire Blankets are NOT designed for re-use! Dispose of your Fire Blanket once it has been used**

### Fire Fighting Equipment:

- Should only be used in an emergency and NEVER removed, operated or tampered with for amusement or malicious purposes.
- First attack firefighting equipment such as extinguishers and fire hose reels should only be operated by persons who are competent in their use, providing it is safe to do so and only for the specific types of fires for which they are designed.
- Extinguishers or any other fire detection, suppression or safety equipment which appears to be faulty, missing or in any other way suspect should be immediately reported to the appropriate facilities person.
- Items must not be stored around or in the fire hose reel cabinets.

**ACTION PLAN - DECEASED PERSON**

CODE BLUE

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

In the event of a death on site follow the actions as set out below:

1. Remain calm.
2. Inform the Chief Warden.
3. Chief Warden to call emergency services on 000.
4. Chief Warden to advise all workers of a 'Code Blue' situation via two-way radio.
5. Isolate the site where the incident has occurred.
6. Ensure danger is not present or has passed.
7. Segregate any witnesses in a private area away from incident scene.
8. Segregate any friends/colleagues of the deceased in a private area away from incident scene.
9. Disperse any spectators.
10. Avoid contact with blood and other body fluids by using protective gloves.
11. If practicable, cover the body and make sure that it cannot be disturbed.
12. Do not interfere with any evidence.
13. Collect accurate information about the incident.
14. If worker is involved, request police to advise when next of kin have been informed.
15. The Chief Warden must ensure that the incident is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

**ACTION PLAN - ELECTRIC SHOCK**

CODE BLUE

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**The following information will help you assist persons that have received an electric shock.**

**Description/Definition:**

Electric shock may stun a person, stop their breathing and cause severe burns to skin and internal organs. Injuries can be fatal.

In the event of an electric shock to a person follow the actions as set out below:

1. Avoid direct contact with the affected person while they are in contact with the electric current.
2. Break the contact by switching off the current if possible, or by contacting service provider.
3. **For low voltage only (<1000 volts):** If the above action is not possible, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around an arm or a leg.
4. **Do not use any materials that conduct electricity (e.g. metal) or anything moist.**
5. Inform the Chief Warden.
6. Chief Warden to call Emergency Services on 000.
7. Chief Warden to advise all workers of a 'Code Blue' situation via two-way radio.
8. Only permit first aid when the situation is safe, electrical source has been isolated or person removed from the electrical source
9. Affected person must be attended to by a first aider
10. Always seek medical advice after an electric shock.
11. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

**ACTION PLAN - MAIL HANDLING**

CODE BLUE

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

A suspicious package that may include explosive or fire-starting devices, noxious and poisonous material, acids, chemical or biological agents, needles and blades (sharps), body fluids or tissue, samples of soil or animal products.

In the event of delivery of a suspicious package or envelope follow the actions as set out below:

**Workers:**

1. Do not open the package.
2. Advise your emergency warden and/or supervisor immediately.
3. Move the item to an isolation area or clear flat surface.

**Wardens:**

1. Investigate the situation. Try to obtain information on the sender and the recipient.
2. Contact emergency services
3. Notify your Chief Warden of the emergency.

**Chief Warden:**

1. Ensure that emergency services have been notified.
2. Contact management and advise of the situation.
3. Notify neighbours if appropriate.
4. Meet and brief emergency services.
5. Keep records of what you were told, what you saw and the actions you took.
6. After the incident, conduct a debrief with affected workers and wardens.

**Do not:**

- Wet the item.
- Place the item in a container.
- Invite others to look at the item.
- Use mobile phones or two way radios in the vicinity of the item.

**ACTION PLAN - MEDICAL EMERGENCY**

CODE BLUE

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

A medical emergency is any event which has caused an injury or illness to a person requiring immediate medical attention beyond the skills of a trained first aid Officer

In the event of a medical emergency follow the actions as set out below:

1. Call 000 and request an ambulance – follow the operator’s instructions.
2. Inform the Chief Warden.
3. Commence first-aid treatment on the casualty as quickly as possible (First Aid must be provided by a trained first aider only).
4. Avoid moving the casualty unless absolutely necessary. If the casualty is conscious, provide reassurance whilst they receive first-aid treatment.
5. Nominate someone to direct emergency services to the building entrance.
6. Make sure there is a clear path for ambulance officers to access the casualty.
7. Provide ambulance officers with a brief update on the casualty’s condition. First-aiders should remain with the casualty to assist ambulance officers.
8. Site manager must contact the casualty’s ‘next of kin’ and provide them with details of the incident.
9. The Chief Warden must ensure that the incident is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

## **ACTION PLAN - SUSPICIOUS OBJECTS OR SUBSTANCES**

CODE BLUE

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

### **Description/Definition:**

A suspicious object of substance is anything found within a facility that may cause harm to people or damage to property (i.e. package on the Transfer Station floor).

All suspicious objects or substances must be treated seriously, and necessary actions must be implemented to minimise the danger to employees, public, and plant and equipment.

In the event of the discovery of a suspicious object or substance follow the actions as set out below:

1. Inform the Chief Warden.
2. The classification of an object or substance as suspicious will be determined by the Site Manager, Environmental Advisor and or the Supervisor and communicated to the Chief Warden. Under no circumstances must anyone else inspect the object or substance.
3. If the object or substance is declared as suspicious the area around the object or substance must be evacuated and secured to ensure no entry of unauthorised personnel occurs.
4. Chief Warden to notify emergency services on 000 if required.
5. If necessary, Chief Warden to advise all workers of a 'Code Blue' situation via two-way radio.
6. An organic vapour respirator and safety glasses must be worn at all times when inspecting suspicious substances. Only emergency authorities will be allowed to inspect an object or substance has been deemed suspicious.
7. Once the immediate area has been evacuated, the Chief Warden in consultation with the Site Manager, the Supervisor or Environmental Advisor will then make the determination if it there are any safe areas to resume operations.
8. Workers within other parts of the site including any Administration Offices will be contacted and required to evacuate if the object or substance has potential to affect people in these areas.
9. Once the suspicious object of substance has been removed and the area made safe, the Chief Warden must ensure that the incident is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

## ACTION PLAN - BOMB THREAT

CODE PURPLE

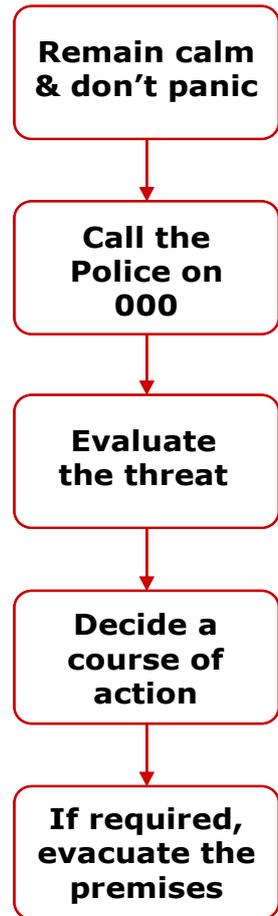
**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

### Description/Definition:

A bomb threat is notice received by any means of an explosive or any other hazardous device having been placed to cause risk or damage to the site.

In the event of an Bomb Threat follow the actions as set out below:

1. If a written bomb threat is received or suspicious object is found notify Police on triple zero.
  - i. In the event of a suspect letter do not handle the letter more than necessary and if a suspect package don't touch the object unnecessarily.
  - ii. Where possible place any letters and envelopes in a plastic pocket.
2. If a telephone bomb threat is received:
  - i. Attract the attention of another worker.
  - ii. Keep the caller on the line as long as possible. Don't hang up under any circumstances.
  - iii. Complete the *Bomb Threat Checklist*, paying particular attention to background noises, accents, speech patterns, etc.
  - iv. Call the Police on 000.
  - v. Give the *Bomb Threat Checklist* to the Chief Warden/Police immediately.
3. Immediately evacuate the site:
  - i. When evacuating check that all exit routes are clear and leave doors open.
  - ii. Remove all personal items from common areas as these can be confused with suspicious objects.
  - iii. Avoid using mobile phones or portable radios as these may trigger a detonation.
  - iv. Ensure that the assembly area is far enough away to be unaffected from a blast.
  - v. Do not re-enter the site without approval from Emergency Authorities /Police.



**If a possible bomb/suspicious object is identified on site follow the HOT-UP principle:**

<b>H O T U P</b>	Is the item: <u>H</u> idden?
	<u>O</u> bviously a bomb?
	Typical of its environment?
	Has there been: <u>U</u> nauthorized access?
<u>P</u> erimeter breach?	

<b>Considerations:</b>
<ul style="list-style-type: none"> <li>■ Is the item unidentified?</li> <li>■ Is the item unusual or foreign to its environment?</li> <li>■ Is the item typical for its environment?</li> <li>■ Is the item obviously a bomb?</li> <li>■ Is the item hidden or concealed in any way?</li> <li>■ Has there been any unauthorised access to the area?</li> <li>■ Has there been a perimeter breach?</li> </ul>

# Bomb Threat Checklist

Refer to Emergency Response Plan (PLAN003) for more information.



**Remember to keep calm**

<b>WHO RECEIVED THE CALL</b>	
Name (print): .....	
Telephone number: .....	
Date call received: .....	Time received: .....
Signature:.....	
<b>IMPORTANT QUESTIONS TO ASK</b>	
Where did you put it? .....	
When is the bomb going to explode? .....	
What does it look like? .....	
<b>EXACT WORDING OF THE THREAT</b>	
Threat:.....	
<b>GENERAL QUESTIONS TO ASK</b>	
How will the bomb explode? ..... or	
How will the substance be released? .....	
Did you put it there? .....	
Why did you put it there? .....	
<b>BOMB THREAT QUESTIONS</b>	
What type of bomb is it? .....	
What is in the bomb? .....	
What will make the bomb explode? .....	
<b>CHEMICAL/BIOLOGICAL THREAT QUESTIONS</b>	
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? .....	
<b>OTHER QUESTIONS TO ASK</b>	
What is your name? .....	
Where are you? .....	
What is your address? .....	
<b>CALLER'S VOICE</b>	<b>THREAT LANGUAGE</b>
<input type="checkbox"/> Accent (specify): <input type="checkbox"/> Any impediment (specify): <input type="checkbox"/> Voice (loud, soft, etc): <input type="checkbox"/> Speech (fast, slow, etc): <input type="checkbox"/> Diction (clear, muffled): <input type="checkbox"/> Manner (calm, emotional, etc): <input type="checkbox"/> Did you recognize the caller? <input type="checkbox"/> If so who do you think it was? <input type="checkbox"/> Was the caller familiar with the area?	<input type="checkbox"/> Well spoken: <input type="checkbox"/> Incoherent: <input type="checkbox"/> Irrational: <input type="checkbox"/> Taped: <input type="checkbox"/> Message read by caller: <input type="checkbox"/> Abusive: <input type="checkbox"/> Other:
<b>BACKGROUND NOISES</b>	<b>OTHER / CALL TAKEN</b>
<input type="checkbox"/> Street noises: <input type="checkbox"/> Aircraft: <input type="checkbox"/> Music: Other:	<input type="checkbox"/> House Noises: <input type="checkbox"/> Voices: <input type="checkbox"/> Machinery: <input type="checkbox"/> Local call: <input type="checkbox"/> STD:
Sex of the caller:      Estimated age:	
Duration of call:      Number called:	
<b>PHONE CALL REPORTED IMMEDIATELY TO:</b>	

Word copy of this document can be found with PLANS003 on the EQSMS database

**ACTION PLAN - EXPLOSION**

CODE YELLOW

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

In the event of an explosion onsite:

1. Inform Chief Warden and Emergency services immediately.
2. Chief Warden to advise all workers of a 'Code Yellow' situation via two-way radio.
3. Evacuate all non-injured persons from the area.
4. Treat seriously injured persons at the scene.
5. Persons suffering minor injuries should be evacuated and treated at the Assembly Area.
6. Those that are obviously deceased must not be moved.
7. Coordinate fire-fighting efforts, if safe to do so.
8. Chief Warden to coordinate:
  - Isolation or shut down of equipment which could be hazardous to rescue operations.
  - A survey of the site for any signs of structural damage and if suspect - place off-limits.
9. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

**ACTION PLAN - LEACHATE SPILL**

CODE YELLOW

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

Any leak or spill of leachate out of prescribed catchment areas.

In the event of a Leachate Spill follow the actions as set out below:

1. Notify Facility Warden and/or Chief Warden immediately.
2. Chief Warden to advise all workers of a 'Code Yellow' situation via two-way radio.
3. If required, the Chief Warden must advise emergency services (Fire Brigade) on 000.
4. If required advise the EPA in accordance with procedures as documented in **Appendix 3**.
5. If safe to do so, restrict the spread of the spill (erect bund or dam, restrict pipe flow). Control spill with available equipment and PPE.
6. If the spill spreads further or area becomes affected by fumes or mist, leave the area immediately.
7. The Chief Warden must brief emergency services on arrival. Emergency services will take control of the incident if required.
8. The Chief Warden must ensure the area has been made safe and appropriate isolation and tag-out of machinery/piping occurs.
9. Ensure that there are no ignition sources in the affected area.
10. If the amount of Leachate spill is considered major, consider evacuating all, or part of the facility.
11. The Chief Warden must ensure that the incident is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

## ACTION PLAN - STRUCTURAL DAMAGE TO BUILDING

CODE  
YELLOW

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

### Description/Definition:

Any damage to a building which could impact on the structural integrity of the building e.g. cracks in walls, water damage, leaning walls, buckling of beams, partial collapse of walls/structure.

In the event of structural damage to a building follow the actions as set out below:

### Where there is the possibility of a total or partial structural failure or collapse of the building:

1. Evacuate persons immediately and/or keep away from the area until it has been professionally inspected to determine structural integrity.
2. Inform Chief Warden.
3. Isolate the area with consideration to falling debris.
4. Isolate gas and electrical supply to affected area from external point, if appropriate.
5. Advise all people on site of the situation and the "out of bound" area.

### Where there is no risk of structural collapse, but there is the possibility of objects falling from the structure (e.g. window failure):

1. Immediately isolate the area below the structure.
2. Inform the Chief Warden.
3. Advise all people on site of the situation and the "out of bound" area.
4. Maintain isolation until repair is completed.
5. Report incident in accordance with regulatory legislation.
6. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

**ACTION PLAN - TOXIC AIR EMISSIONS**

CODE YELLOW

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**CAUTION - CONFIRM IF AREA SAFE TO APPROACH**

If emissions are suspected or discovered to be of a toxic or hazardous nature all personnel must cease work and evacuate the area immediately.

In the event of toxic or hazardous emissions follow the actions as set out below:

1. Inform the Chief Warden.
2. If required, the Chief Warden will contact emergency services and the EPA in accordance with requirements in **Appendix 3**.
3. Prevent unauthorised access to area – If safe to do so, isolate and barricade the area allowing for wind speed and direction.
4. No person is to enter the isolated area to mitigate emissions without wearing the appropriate PPE and having the express permission of the Chief Warden.
5. Monitoring and sampling of emissions is to be carried out by suitably qualified persons to determine suitable isolation and appropriate action to mitigate emissions.
6. The Chief Warden must liaise with emergency services to determine the extent of site and community evacuation if required.
7. The Chief Warden is to ensure that the area has been made safe and cordoned off to prevent entry to affected area.
8. The Chief Warden must ensure that air monitoring continues to determine safe distance from the emission source until mitigation is completed.
9. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

**ACTION PLAN - UTILITY DAMAGE**

CODE YELLOW

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

Any damage to a site utility (water, electricity, gas)

In the event of damage to a utility follow the actions as set out below:

1. Notify the Chief Warden.
2. Contact utility supplier to inform of situation and request assistance.
3. Chief Warden to advise all workers of 'Code Yellow' by two-way radio.
4. Check to see if neighbours are experiencing the same issue.
5. Investigate the cause of the damage if safe to do so.
6. If possible shut off any supply that is affected, shut off other utilities that may cause additional danger.
7. If the cause of the disruption/damage is found, secure the area to prevent access.
8. Contact emergency services if there is any risk of harm to people or damage to property.
9. If major damage, it may become necessary to evacuate all, or a substantial part of the site.
10. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

**ACTION PLAN - ARMED HOLDUP**

CODE BLACK

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

An armed hold-up occurs when an intruder gains unlawful access to a premises and/or holds people against their will whilst committing a robbery.

In the event of an Armed Hold up follow the actions as set out below:

1. **Cooperate** with the intruder's instructions at all times.
2. **Remain calm**, control emotions.
3. **Avoid eye contact** with the intruder wherever possible.
4. **Do not** make sudden movements.
5. If you need to move to cooperate with the intruders instructions, keep your hands where they can see them and tell them what you are going to do.
6. **Do not attack** the intruder.
7. Stay out of the danger area - **do not investigate** out of curiosity or bravado.
8. Note as much information about the intruder as you can, given the situation.
9. **Do not challenge** the intruder.
10. **Do not attempt to chase** the intruder.
11. **Stay where you are.**

**Immediately after the robbery:**

1. **CALL THE POLICE** - When it is safe the Site Manager (or most senior worker on site) must call the police on triple zero. Make a full report to the police before discussing the hold-up with other workers.
2. **SEAL OFF THE HOLD-UP AREA** - Evidence must not be touched. Any interference may destroy vital evidence.
3. **ASK WITNESSES TO REMAIN** - Ask all witnesses to remain until the police arrive.

**ACTION PLAN - CIVIL DISORDER**

CODE BLACK

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

A civil disturbance is any public demonstration, protest or public assembly, at or adjacent to, the site which negatively impacts on the ability to undertake normal activities.

In the event of Civil Disorder follow the actions as set out below:

1. Immediately contact Police on triple zero and notify Senior Management.
2. Attempt to monitor demonstrator/s from a safe distance.

If there is a risk to occupant safety or of unlawful building entry, then direct workers as follows:

1. Chief Warden to advise all workers of a 'Code Black' situation via two-way radio.
2. Take steps to restrict access to site by the demonstrator/s.
3. Secure critical records, equipment and valuable items.
4. Remove any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers.
5. Be mindful of possible diversionary tactics by demonstrators to mask criminal activity.
6. The Chief Warden should ensure that any group of demonstrators is kept under continuous discreet surveillance and attempt to ascertain size of group, composition, leader's identity, motives, intentions, mood and location.
7. Do not attempt to forcefully remove demonstrators.

**Crowd-Unruly Behaviour:**

Continuous monitoring of crowd behaviour by workers provides the best opportunity for early detection of possible troublemakers and prominent placement of uniformed workers/security can serve to deter such individuals from unruly behaviour.

In the event of an incident involving unruly behaviour, the rapid intervention by Security or Police and removal of persons involved is essential to minimise the risk to patron safety in the immediate vicinity. It is therefore important for workers observing indications of trouble to promptly report their observations to Security/Police.

Workers in the area of the incident should be mindful of the impact it can have on unaffected persons in the vicinity, and where necessary, as a precaution, workers may need to temporarily move those not directly involved away from the scene to create a safety buffer.

**ACTION PLAN - FLOOD**

CODE BROWN

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

In the event of a Flood follow the actions as set out below:

**Before the flood (Alert Phase):**

1. On notification of impending severe storm, Chief Warden to advise all workers of the 'Code Brown' situation (by two-way radio or other device) and give instructions on actions to take.
2. Monitor information sources:
  - Regional and local radio stations.
  - Relevant websites.
  - Bureau of Meteorology.
  - SES Reports.
3. Liaise with local emergency services (e.g. SES).
4. Remove or relocate equipment expected to be impacted by the flood.
5. Determine need for sandbagging as required by expected flood heights.

**During the flood (Response Phase):**

1. Move all workers indoors. If outdoors, workers must take extra precaution to avoid hazards such as flooded roads, downed electrical power lines, utility poles and trees.
2. **DO NOT** drive over flooded roads, causeways or bridges unless depth, washout, debris and flow rate can be determined as safe.
3. **DO NOT** attempt to wade across or swim through flood waters of any kind.
4. Liaise with Police and SES regarding road conditions and safe routes.
5. Be aware of possible contaminated water.
6. Be aware of animals, insects and parasites in or around flood waters.

**After the flood (Recovery Phase):**

7. Assess site for any potential contamination issues.
8. Inspect equipment for damage.



**IMPORTANT: Never Enter any water above gumboot height!**  
(E.g. Flood water, rising water, stagnant ponded or dammed water)

**ACTION PLAN - LIGHTNING STORM / STRIKE**

CODE BROWN

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

A lightning storm is any storm where lightning is evident.

**The 30/30 rule**

When thunder is heard within 30 seconds of a lightning flash, take shelter inside and wait for 30 minutes after the last thunder is heard to resume any activities on-site.

If you're unable to take shelter inside, find the safest accessible location and stay there until the storm has passed (refer steps below).

In the event of a Lightning Storm follow the actions as set out below:

**General precautions:**

1. Do not use or remain in mobile plant when outside.
2. Stay inside buildings at all times, avoid small structures or fabric tents and keep clear of windows.
3. Stay away from metal poles, fences, clothes lines etc.
4. If driving, slow down or park away from trees, power lines or other objects that may be damaged by storm activity.
5. Stay inside vehicles but do not touch any metal sections.
6. Discard all metal objects.

**If shelter is not available:**

1. Crouch/squat (feet together), preferably in a hollow. Make yourself a small target.
  - Keep hands off the ground
  - Spread groups of workers out (do not touch)
2. Remove metal objects from head/body.
3. Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightning).
4. If your hair stands on end or you hear buzzing on nearby rocks, fences etc, move immediately. ( At night, a blue glow may show if an object is about to be struck).
5. Stay away from high and low points (hilltops, ridges & gullies), rock overhangs and shallow caves.
6. Keep out of, and well away from, water bodies or watercourses.
7. Never shelter under tree/s.

**First aid:**

1. Apply immediate CPR to lightning victims until medical help arrives. (You won't receive a shock from the victim).

**ACTION PLAN - SEVERE STORM**

CODE BROWN

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

A severe storm is any of the following events:

- heavy rain (causing flash flooding),
- hail,
- severe thunderstorm.
- strong wind gusts.
- cyclone

In the event of a Severe Storm follow the actions as set out below:

1. Move workers indoors. If outdoors, workers must take extra precaution to avoid hazards such as flooded roads, downed electrical power lines, utility poles and trees.
2. Chief Warden to advise all workers of a 'Code Brown' situation via two-way radio and provide actions to take.
3. Avoid driving during severe storms wherever possible.
4. Close all windows, curtains, blinds and external doors.
5. Remain inside a building during the storm, keeping away from exposed windows.
6. Move computers and valuables away from windows or items that may fall.
7. Turn off electrical appliances and unplug them from wall sockets where possible.
8. Be aware that lightning strikes may cause power failure which will affect services such as lighting, lifts, heating or air conditioning, ventilation and building fire systems.
9. In the event of damage to the building, seek shelter under tables or desks and away from items such as machinery and other objects that may fall or slide. In multi-story buildings, the central core is usually the safest place to seek refuge.
10. Refrain from using the telephone during thunderstorms.
11. Chief Warden to announce when the storm has passed and the plan for the remainder of the day.

**ACTION PLAN - EMERGENCY ON ADJACENT /  
NEIGHBOURING PROPERTY**

CODE BROWN

**Under no circumstances should you put your life at risk in attempting to deal with an emergency**

**Description/Definition:**

An Emergency on an adjacent or Neighbouring property is any incident which could impact on the health and safety of persons or the environment on a SUEZ site such as:

- Fire
- Chemical spill/leak
- Gas (LPG) Explosion
- Release of Vapours, Gases or Toxic Fumes

In the event of an emergency on an adjacent / neighbouring property follow the actions as set out below:

1. Notify the Chief Warden Immediately
2. Chief Warden to advise all workers of a 'Code Brown' situation via two-way radio and provide actions to take.
3. Chief Warden to consult with Adjacent / neighbouring property and Emergency services and determine the need for evacuation

## Definitions

**Armed Person** - A person who is in possession of an offensive weapon, or instrument. Note: where it is strongly suspected that a person is carrying a weapon or instrument, he or she should be treated as an armed person.

**Assembly area(s)** - The designated place or places where people assemble during the course of an evacuation.

**Bomb** - A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e., incendiaries, toxic/noxious substances, sharps, animals/reptiles). May also be referred to as an improvised explosive device (IED).

**Bomb threat** - A threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an explosive, chemical, biological, or radiological device at a time, date, place or against any specific person or organisation.

**Chief Warden** - The person who is in overall charge of emergency management, planning and operations.

This may or may not be the person in charge of the facility, depending upon local circumstances and timing.

**Competent Person** - A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

**Confrontation** - A situation involving high risk of injury to personnel by a person (or persons) who may or may not be armed.

**Emergency** - Any event which arises internally, or from external sources, and which may adversely affect persons or the community generally, and requires an immediate response.

**Emergency Control Organisation (ECO)** - A person or persons appointed by the Site Manager to direct and control the implementation of the site's emergency response procedures.

**Emergency Coordination Centre (ECC)** - The coordination centre during an emergency.

**Emergency Response Plan (ERP)** - The written documentation of the emergency arrangements for a site generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

**Emergency Response Procedures** - A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency response plan, to respond to and manage emergencies.

**Emergency Response Team (ERT)** - Specialist personnel, appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment.

**Evacuation** - The orderly movement of people from a place of danger.

**Evacuation Diagram** - Emergency and evacuation information about the facility, comprising a pictorial representation of a floor or area and other relevant emergency response information.

**External Emergency** - An event that arises externally to the site and may necessitate allocation of resources to an external site or preparation for reception of a significant number of victims (or both).

**Facility** - A building, structure or workplace that is, or may be, occupied by people (occupants).

**Internal Emergency** - A sudden event which arises internally and which may be caused by an internal or external source, and may adversely affect the safety of persons in the site, requiring an immediate response by the occupants.

**Medical Emergency** - Any event in which trained personnel are required to respond effectively to a medical crisis within or beyond the accepted routine of the site or facility.

**Mobility Impaired Person** - A person with physical, mental or sensory impairment, either temporary or permanent, who requires assistance during emergency evacuation.

**Must** - Indicates that a statement is mandatory.

**Occupant** - A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.

**Occupant/visitor with a disability** - A person who requires:

- More time or difference forms of communication, compared with other occupants, to respond to an emergency; or
- Assistance to respond to an emergency or evacuate from a facility.

**Personal emergency evacuation plan (PEEP)** - An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency.

**Refuge** - An area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit.

**Safe place** -

- A place of safety within a building, structure or workplace which is not under threat from an emergency; and from which people are able to disperse after escaping the effect of an emergency to a road or open space.
- A roadside or open space.

**Training exercise** - An activity simulating an emergency event through activation of alarms and deployment of personnel, in order to:

- Review/test the planning process and procedures;
- Identify needs and planning inadequacies;
- Demonstrate capabilities and communication; and
- Foster working together as a team.

**Visitor** - A person who is within a facility who is temporarily visiting the facility and is not:

- Employed at or for the facility, either on a permanent casual, temporary, contracting basis;
- A resident; or
- Studying at the facility
- Visitors include customers and clients.

**Warden** - A person available on-site, with clearly defined responsibilities in relation to the facility's emergency plans.

**Warden intercommunication point (WIP)** - The location on a floor or evacuation zone that includes a handset provided through which instructions can be received from the intercommunication panel via the emergency intercom system.

**Worker** - Includes employees, contractors and their employees or subcontractors, owner-drivers, agency staff, apprentices, trainees, outworkers, work experience students and volunteers.

**Workplace** - Any place where work is, or is to be, performed by:

- A person engaged for work for gain or reward, or on a voluntary basis;
- A person conducting a business or undertaking; or
- As defined by the relevant Commonwealth, State and Territory occupational health and safety statutes for the definition of 'workplace'.

## Related Documents

DOCUMENT NAME	REFERENCE NUMBER
Emergency Management	PROC005
Incident Reporting and Corrective Action Procedure	PROC008
Emergency Response Review	FORM030
First Aid Management	SOP160
Records Procedure	PROC009
Spill Response	SOP007
Media and Communications Policy	COM-POL-005

## Review and Document Control

VERSION	CHANGE	REVIEWED	AUTHORISED	DATE ISSUED
1	Initial Issue	EQS Manager	GM EQS	23/08/13
2	Updated the Flood Action plan to ensure no access to flood waters deeper than gumboot height at any time	Team Leader Safety Systems	GM EQS	02/05/14
3	Update Media Policy Flood Action plan update – Important note highlighting water above gumboot height must not be entered	Team Leader Safety Systems	GM EQS	07/09/14
4	Template/Rebrand Update	Safety Systems Manager	GM EQS	02/01/16
5	Deleted Gum Boot Height in Flood Action Plan, PIRMP tested 14/12/18 ERP reviewed, PIRMP activated on the 23 <sup>rd</sup> and 26 <sup>th</sup> of January 2019 fires.	Compliance Officer	NAT EQS Coordinator	22/03/19
6	PIRMP tested, 15/04/2020 Emergency Exercise, Diesel Spill ERP reviewed, updated hours of occupancy	E&S Business Partner	Nat. EQS Adviser	15/06/2020
7	Reviewed, added requirement for checking Pump Room in 'ECO Responsibilities' section	Site Management EQS Adviser	Nat S&W Adviser	18/12/2020

8	PIRMP tested 23/07/2021, Replaced Compliance Officer with Environmental Advisor	Environmental Advisor	Environmental Manager NSW	23/07/2021
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## Appendix 1 – List of Abbreviations

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<b>AS</b>	Australian Standard
<b>ECO</b>	Emergency Control Organisation
<b>ECP</b>	Emergency Control Point
<b>EWIS</b>	Emergency Warning and Intercommunication System
<b>FIP</b>	Fire Indicator Panel
<b>IED</b>	Improvised Explosive Device
<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>WIP</b>	Warden Intercommunication Point

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## Appendix 2 - Notifiable Incidents to SafeWork (NSW)

**SafeWork requires notification of serious injuries immediately. Only EQS Managers and Site Managers are permitted to contact SafeWork. Other Senior Managers may be authorised to respond, as appropriate.**

### WHICH INJURIES ARE NOTIFIABLE?

#### 1. Serious workplace injuries

- Death
- Medical treatments within 48 hours of exposure to a substance
- Immediate treatment as an in-patient in a hospital
- Immediate medical treatment for:
  - Amputation
  - Serious head injury
  - Serious eye injury
  - Separation of skin from underlying tissue (e.g. de-gloving, scalping)
  - Electric shock
  - Spinal injury
  - Loss of body function (including loss of consciousness)
  - Serious laceration

#### 2. Incidents involving certain equipment

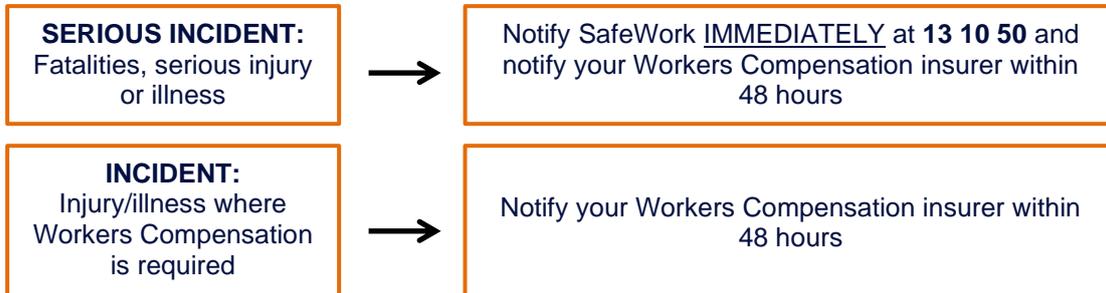
- Collapse, overturning, failure or malfunction of, or damage to certain items of plant
- Collapse or failure of an excavation or the shoring support of an excavation

#### 3. Other incidents that seriously endanger the health and safety of people in the immediate vicinity

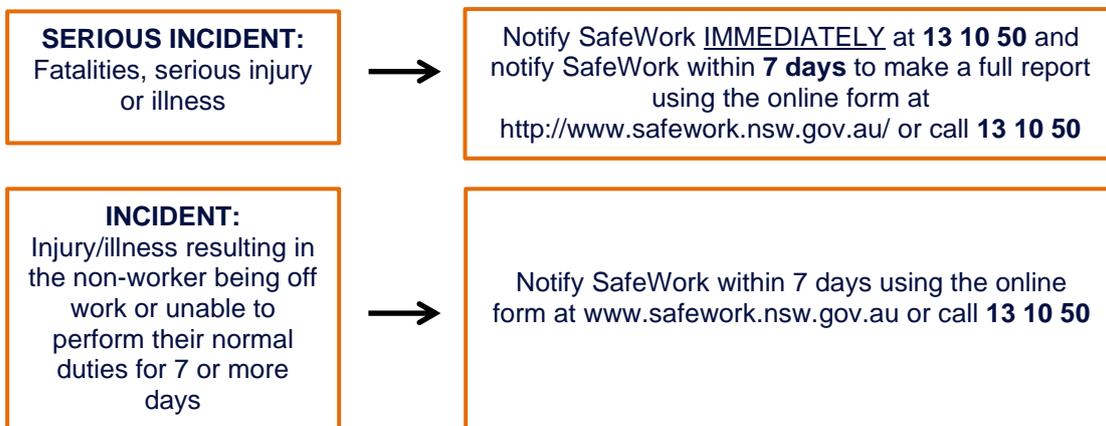
- Collapse or partial collapse of a building or structure
- Implosion, explosion or fire
- Escape, spillage or leakage of substances (under the Dangerous Goods Act 1985)
- Objects of substance falling from a height

## HOW DO I NOTIFY SafeWork?

### 1. Incidents involving injury or illness to WORKERS



### 2. Incidents involving injury or illness to NON-WORKERS (e.g. visitors)



### 3. Other incidents that seriously endanger the health and safety of people in the immediate vicinity



**NOTE: Always ensure the incident scene is not disturbed** until an inspector arrives. Sites can only be disturbed to protect a person's health or safety, help someone who is injured or to make the site safe.

## Appendix 3 - Notification to EPA (NSW) - Pollution Incidents

### Licensed Premises:

In the event an incident has caused or threatened material or serious environmental harm, refer to the site specific 'Pollution Incident Response Management Plan' (PIRMP) Located on the Environment, Quality and Safety System (EQS-System) for detailed instructions.

### Non-Licensed Premises:

In the event of an incident the site must, within 24 hours, notify the EPA of the incident to ensure that the EPA is aware of any potential negative environmental impacts and can respond appropriately. Failure to notify the EPA of such an occurrence is an offence and penalties may apply.

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the EPA immediately.

### **HOW DO I NOTIFY THE EPA?**

Verbal Report

Environmental incident notifications must be made using the Environment hotline:  
131 555

### **WHAT TO INCLUDE IN THE NOTIFICATION:**

The initial notification must include the following details:

- name and telephone number of an appropriate contact person on site
- location of the incident
- time and date of the incident
- nature of the incident
- action taken by the site to minimize any harmful effect to the environment

**Appendix 5 – Personal Emergency Evacuation Plan (PEEP)**

# Personal Emergency Evacuation Plan



Refer to Emergency Response Plan (PLAN003) for more information.

Occupant's Name:	.....	
Location:		
Building/Facility	.....	
Floor	.....	
Room Number	.....	
Is an Assistance Animal involved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you trained in the emergency response procedures (including the evacuation procedures)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Preferred method of receiving updates to the emergency response procedures: (Please state, e.g. text, email, Braille etc.)		
.....		
Preferred method for Notification of Emergency: (Please state, e.g. visual alarm, personal vibrating device, SMS, etc. Add lines as necessary)		
.....		
Type of assistance required: (Please list procedures necessary for assistance. Add lines as necessary)		
.....		
.....		
Equipment required for evacuations: (Please list. Add lines as necessary)		
.....		
.....		

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## Appendix 6 – Personal Threat Log

### Personal Threat Log

Refer to Emergency Response Plan (PLAN003) for more information.



**GENERAL DETAILS**

Name of Employee/witness: ..... Date: ...../...../.....  
 Chief Warden: ..... Time: .....

**DESCRIPTION OF THE OFFENDER**

Name or Nickname Used: ..... Approx. Age: ..... Sex: .....  
 Nationality: ..... Approx. Height: ..... Build: .....  
 Hair: ..... Posture: ..... Voice: .....  
 Face: .....  
 Distinguishing Marks/Scars: .....  
 Other: .....

**DETAILS OF CLOTHING/EQUIPMENT**

Clothing: .....  
 Weapons: ..... (See below)

**TRANSPORT**

Type of Vehicle: ..... Make: .....  
 Model: ..... Colour: ..... Registration: .....  
 Other: .....

**WEAPONS CHECKLIST**

Handgun:     Pistol     Automatic     Unknown    Other: .....  
 Shoulder:     Rifle     Automatic     Shotgun     Unknown    Other: .....  
 Other Weapons: (e.g. Knife, Metal Bar): .....  
 Colour: ..... Metal: .....  
 Woodwork: .....  
 Sawn off (Look for freshly cut metal on muzzle or irregular butt shape): .....  
 Estimate of Calibre (Size of hole in muzzle): .....  
 If not known, then draw a circle of the approximate size of the muzzle hole

**OTHER COMMENTS**

.....  
 .....

**WITNESSES:** .....

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