

Emergency Response Plan

PURPOSE	<p>Emergency response planning is the act of anticipating and preparing for emergency situations which may occur and impact the business. The basic principle of emergency response planning is to ensure the health and safety of workers and minimise any adverse effects to the environment and Veolia ANZ or client's property.</p> <p>This document aims to ensure the Wetherill Park Resource & Recovery Facility (WPRRF) can respond to any emergency situation (i.e. medical, fire, natural disaster) in a planned and rehearsed manner. This plan has been developed in line with the Crisis Management Planning Procedure and Emergency Management Procedure, by identifying key potential hazard situations which could be encountered at the facility.</p>
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Scope	<p>The Emergency Response Plan (ERP) applies to all Veolia management, workers and contractors involved in work activities for Veolia at Wetherill Park Resource & Recovery Facility (WPRRF) Where Veolia workers of this site conduct work activities on a client site, workers will be required to respond to an emergency in accordance with any client site specific requirements and respond to appropriate directions from the client's emergency response personnel.</p>
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Review Frequency	3 Yearly
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1. 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 4pm
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

2. Emergency Response Plan

Facility Overview

Veolia Australia and New Zealand (Veolia) operates the Wetherill Park Resource and Recovery Facility which is located at 20 Davis Rd, Wetherill Park. Wetherill Park is a waste transfer and resource recovery facility, which is designed to accept and process up to 80,000 tonnes per annum and has been operating prior to 2001 under EPL 3070.

The site is licensed to accept the following materials:

- Virgin excavated natural material
- Putrescible waste
- Asbestos
- Building and demolition waste
- Glass, plastic, rubber, plasterboard, ceramics, bricks, concrete or metal
- Grit, sediment, litter and gross pollutants collected in, and removed from, stormwater treatment devices or stormwater management systems, that has been dewatered so that it does not contain free liquids
- Garden waste
- Non-putrescible vegetative waste from agriculture, silviculture or horticulture
- Paper or cardboard
- Household waste from municipal clean-up
- Waste collected by or on behalf of local councils from street sweeping
- Wood waste
- Asphalt waste (including asphalt resulting from road construction and waterproofing works)
- Non-chemical waste generated from manufacturing and services (including metal, timber, paper, ceramics, plastics, thermosets, and composites)

As per the licence, the authorised amount of waste permitted at Wetherill Park Resource and Recovery Facility cannot exceed 117 tonnes at any one time.

3. Activation of Emergency Response Plan

The events which trigger activation of the Emergency Response Plan (ERP) are incidents with the potential to:

- Affect the health and safety of workers or the general public;
- Cause adverse effects to the environment; and
- Cause damage to Veolia property.

It is important to appreciate the ERP may not always be activated in isolation, and may be activated in conjunction with other plans such as the Business Continuity Management Plan (BCM), Disaster Recovery Plan (DRP) and Crisis Management Plan (CMP), depending on the nature of the emergency situation and potential impacts on the business.

Note: Plans to specifically manage incidents which impact the ability to continue operational activities are known as Business Continuity Management Plans (BCMP); these are owned and managed by the site. Plans to deal with a critical IT service-delivery failure are known as Disaster Recovery Plans (DRPs); these are owned and managed by the corporate IT department. Plans to deal with a crisis (i.e. significant damage, serious injury, environmental harm or media attention) are called a Crisis Management Plan (CMP); these are owned and managed by the appropriate Line of Business (LoB) management.

4. Unplanned Scenarios

In the event of an unplanned emergency situation occurring not considered in this ERP, management will work with site emergency response workers i.e. Chief Warden/ Warden and SHEQ Team to determine an appropriate response plan.

On completion of the emergency response, the review and evaluation processes will be conducted and necessary changes enacted.

5. Emergency Response Plan Access, Testing, Evaluation, Review and Maintenance

5.1. Access

The latest approved version of the ERP is maintained on the Business Management System (BMS), and a hard copy is held onsite on the fire warden station board and staff lunch room located in the weighbridge. All site workers will be trained in this ERP when undertaking the site induction.

5.2. Testing

The ERP will as a minimum be tested annually in accordance with the [Emergency Management Procedure](#). Records of any testing conducted will be maintained

5.3. Review and Maintenance

5.3.1. General

The ERP will as a minimum be reviewed or at least annually, and amended as required when any of the following occurs:

- Significant operational changes (e.g. addition of new processes to a work area which introduce new potential emergency situations);
- Significant new emergency risks identified; and
- On completion of an emergency response.

This will ensure the relevance, accuracy and effectiveness of the information provided.

5.3.2. Post Emergency Response Plan Use, Evaluation and Review

After an emergency where the ERP is activated, the manager/supervisor shall ensure the incident is entered in Intelx, and coordinate an emergency response plan review involving key personnel from the site and other stakeholder groups involved in the management of the emergency.

The Emergency Response Plan use review shall be completed, and where opportunities for improvement or required changes are identified, corrective actions shall be documented, entered in RIVO and the ERP updated to reflect changes.

6. Governance, Roles and Responsibilities

Role	Responsibility
Managers/Supervisors	Managers and supervisors have the responsibility to: <ul style="list-style-type: none">• Notify Chief Warden/Warden of emergency situation;

	<ul style="list-style-type: none"> ● Follow instructions from the Chief Warden/Warden and assist to manage the emergency in accordance with the relevant site ERP; ● In the absence of Chief Warden/Warden contact emergency services if life or property is threatened; ● If significant damage, serious injury, environmental harm or media attention, notify senior management or LoB Crisis Management team as soon as possible; ● Manage all public/media/regulatory authorities in accordance with Crisis Management Plan (CMP); ● Take notes of relevant information and significant event times to assist in the investigation and reporting process; ● Ensure no fault, blame or speculation on the incident is made until a full investigation is undertaken; ● Ensure no media or other unauthorised person access the site of the emergency; ● Ensure no details of the emergency are released to anybody (other than emergency services) unless directed by senior management; and ● Ensure the incident is entered in RIVO.
<p>Employees(Workers)</p>	<p>Employees have the responsibility to:</p> <ul style="list-style-type: none"> ● Take immediate action to ensure own safety and the safety of others where safe to do so; ● Not take any action which places your safety or the safety of others at risk; ● Obtain assistance from others on site, never attempt to handle an emergency situation alone; ● Advise the senior person on the site of the emergency situation; ● Apply the relevant site ERP; and; ● In the event of an emergency, and in the absence of instructions, assemble at the site emergency assembly area.
<p>Site Emergency Personnel Chief Warden/ Deputy Warden</p>	<p>Site Emergency Personnel Chief Warden or Deputy Warden, in the event of an emergency situation shall wear a white safety helmet with the wording Chief Warden printed across the front.</p> <p>On becoming aware of an emergency, shall take the following actions:</p> <ul style="list-style-type: none"> ● Ascertain the nature of the emergency and determine appropriate action; ● Ensure appropriate emergency service has been notified; ● Ensure Fire wardens (where applicable) are advised of the situation; ● If necessary, initiate evacuation and controlled entry to affected areas; ● Ensure progress of the evacuation and any action taken is recorded in an incident log; and ● Brief the emergency services personnel upon arrival on type, scope and location of the emergency and status of the evacuation and, thereafter, act on the emergency services instructions.
<p>Warden</p>	<p>The Warden in the event of an emergency situation shall wear a red safety helmet with the wording Warden printed across the front.</p> <p>On hearing an alarm or on becoming aware of an emergency, the Warden shall take the following actions:</p> <ul style="list-style-type: none"> ● Implement the emergency procedures for the work area; ● Ensure the appropriate emergency service has been notified; ● Check or direct a responsible persons to check the work areas for any abnormal situation; ● Establish a safe exit and commence evacuation if the circumstances in the work site warrant this; ● Check to ensure fire doors and smoke doors are properly closed; ● Search the work area to ensure all personnel have been evacuated; ● Ensure orderly flow of persons into protected areas, e.g. stairwells; ● Assist persons with disabilities; ● Act as a leader of groups moving to nominated assembly areas;

	<ul style="list-style-type: none"> • Communicate with the Chief Warden by whatever means available and act on instructions; • Advise the Chief Warden as soon as possible of the circumstances and action taken; • Co-opt persons as required to assist during an emergency; and • Operate the intercommunication system.
First Aid Officers	<p>First Aid Officers in the event of an emergency situation wear a green safety helmet with the wording First Aid Officer printed across the front. On hearing an alarm or on becoming aware of an emergency, shall take the following actions:</p> <ul style="list-style-type: none"> • Take the portable first aid kit and follow the instructions of a warden; • Render medical assistance and guidance within their ability, training and scope; and • Determine whether an emergency ambulance should be utilised.

7. Emergency Response

(The following listing can be added to or deleted as relevant to the site)

7.1. General Emergency Response Requirements for all Situations

In the event of any emergency situation the following steps shall always be followed in the first instance, regardless of the nature of the emergency situation.

7.1.1. Danger

Consider the immediate safety of yourself and other personnel in the vicinity. Where possible and **only where safe to do so**, make the situation safe by immediately eliminating or isolating the hazard.

7.1.2. Send for Help

Obtain assistance through whatever means possible i.e. yelling out, activating manual emergency call points, phone, radio, alarm systems. Once you have assistance, provide the person with the following details:

- Who you are i.e. name, position;
- Nature of emergency;
- Where you are;
- List hazardous situations;
- Number of people involved; and
- What you need – i.e. first aid, immediate assistance by site personnel, emergency services (fire, ambulance, police).

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

7.1.2.1. Contacting Emergency Services Phone ‘000’ (Australia) or ‘111’ (New Zealand)

In the event emergency services are required, phone ‘000’ or ‘111’. If there is no access to a landline, dial 112 from a mobile phone. Advise the emergency services operator state you are in (i.e. NSW) and the service you require (fire, ambulance, police). You will be connected to the required section. You will need to provide the next operator with the following information:

- Exact location and address; and
- Nature of emergency situation i.e. person trapped in a rolled over vehicle who is unconscious and bleeding.

7.1.2.2. Site Emergency Contacts

The Incident Management team, workers and other external agencies who have a responsibility or shall be notified in the event of an emergency situation are listed on the Site's Emergency Contacts in the main office and weighbridge.

7.1.2.3. Notify Management and SHEQ Unit

Once immediate assistance is obtained, notification shall be made to the manager/supervisor of the emergency. The manager/supervisor will ensure plan is enacted where appropriate, and notification is made as soon as practicable to the following:

- Site emergency personnel i.e. Chief Warden/Warden/First Aid Officer;
- Senior Manager;
- Group SHEQ Manager; and
- SHEQ Team.

7.2. Danger Response Send Airway Breathing Circulation and Defibrillator and Disability (DRS ABCD)

If the event you're the first person to respond to an emergency situation where there is a casualty(s) use the [DRSABCD action plan](#) to assess and manage the casualty(s). In the event there are multiple casualties the unconscious casualty should be given priority.

The [DRSABCD action plan](#) Action Plan:

7.2.1. Danger

Do not put yourself at risk, and where possible and safe to do so, remove the casualty from any immediate dangers.

7.2.2. Response

- Check for a response (if unresponsive) – use voice, touch, and pain stimuli (in that order);
- If responsive ask the casualty what the nature of their medical emergency is and take appropriate action;
- If the casualty is suffering from a known medical condition, ask if they have a management plan i.e. asthma, diabetes or have medications you can get for them; and
- With all casualties, regardless of conscious state, talk calmly and reassuringly and tell them what you are doing.

7.2.3. Send

Send for help (refer to Contacting Emergency Services phone '000'). Appoint a worker to meet the ambulance.

7.2.4. Airway

- Is the casualty talking or responding to you? If yes, the airway is clear move to Breathing; and
- If no, the casualty is unconscious, open the airway by slightly tilting the head back and check for visible obstructions in the mouth. Never place fingers or materials which could break in the mouth of an unconscious person.

7.2.5. Breathing

- Check if the casualty is breathing and consider if the breathing is normal. If yes, move to Defibrillation and Disability;
- If no, consider the quality and quantity of the breaths being made i.e. depth (shallow, deep), noise (gurgling, wheeze, stridor), too little: (<10 is not enough breaths per minute), too many: (>30-40 ineffective breaths); and

- What is the casualty's appearance (blue, red, pale, sweaty, distressed, anxious, gasping, clutching throat)?

7.2.6. Circulation

- In the case of an unconscious casualty who has failed the breathing assessment, start Cardiopulmonary Resuscitation (CPR) by giving 30 compressions followed by 2 breaths;
- When providing 30 compressions (at approximately 100/min) and giving 2 breaths (each given over 1 second), this should result in the delivery of five cycles in approximately two minutes;
- If you are unwilling or unable to apply rescue breathing you should do continuous chest compressions without any pause at a rate of approximately 100/min; and
- If there is another person available who is able to assist in CPR until emergency services arrive, take turns delivering CPR by swapping every 2 minute cycle, as the effectiveness of CPR delivery substantially decreases with fatigue. When swapping, reduce the amount of time "off the chest" as much as possible.

7.2.7. Defibrillator and Disability

Not Breathing (Defibrillation)

- If the unconscious casualty has failed the breathing assessment and is under CPR, attach an Automated External Defibrillator (AED) as soon as possible (where available) and follow the prompts. If a second person is present have them attach the pads whilst you continue CPR; and
- continue CPR until the casualty regains responsiveness or commences normal breathing (between 10-20 breaths per minute).

Breathing (Disability)

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

7.2.8. Emergency Assembly Area

In the event of a site emergency, and in the absence of specific instructions from the Chief Warden/Warden/manager/supervisor, all site personnel will gather at the Site Emergency Assembly Area and await further instructions from emergency services or Veolia management. Refer to [Appendix B](#) Wetherill Park Resource & Recovery Facility Evacuation Diagram.

7.2.9. Transport of a Worker to Medical Treatment

In the case of an injury to a worker, a first aid officer will determine whether there is a need to be transported via an emergency ambulance or whether the worker can be transported through other means arranged by Veolia. Where there is any doubt whether a worker is in a safe condition to be transported by means arranged by Veolia, an emergency ambulance should be engaged.

Where transportation is arranged by Veolia, a private ambulance service with qualified ambulance staff will be engaged to transport the worker to an appropriate medical facility. The worker's manager/supervisor will follow in a separate vehicle.

7.2.10. Managing the Emergency Response

- When the relevant emergency service arrives, Chief Warden/Warden/Manager/Supervisor/ worker should hand over control of the site and remain on hand to provide information and access, as required; and
- In most emergency situations it is expected the emergency response will be coordinated from the <enter area i.e. Office>. If safe to do so, the Chief Warden/Warden should remain in attendance throughout the emergency to provide information and assistance to the attending emergency service.

7.3. Medical Emergency

7.3.1. Medical Emergency Onsite

- Raise the alarm and gain attention by whatever means possible;
- Where possible notify site manager/supervisor; and
- Implement [DRSABCD](#).

7.3.2. Medical Emergency Offsite

- Raise the alarm and gain attention by whatever means possible;
- Where possible notify the manager/supervisor;
- Implement [DRSABCD](#); and
- The manager/supervisor will arrange for emergency medical services to attend the scene if necessary or arrange for retrieval of the worker and medical treatment through normal processes.

7.4. Electrical Emergencies

7.4.1. Electrical Shock

Electric shock occurs upon contact of a body part with a source of electricity which causes sufficient current to pass from the source through the skin, muscles or hair. Depending on the severity and length of the shock, injuries can include:

- Burns to the skin;
- Burns to internal tissues; and
- Electrical interference or damage (or both) to the heart, which could cause the heart to stop (cardiac arrest) or beat erratically (fibrillation or tachycardia).

Upon being notified of a person who has suffered an electric shock or discovering a person who has been shocked by electricity the appropriate first aid procedures, which may include [DRSABCD](#).

Medical Review

Regardless of the size of the electric shock received, all workers who receive an electric shock shall immediately attend an emergency medical facility for review. Electric shock has the potential ability to change electrical impulses of the heart and cause it to stop beating or beat erratically immediately, or some time later, even hours after the event. These changes in heartbeat may not be apparent to the casualty i.e. stating they feel fine. These types of changes can only be detected with specialist cardiac monitoring equipment, and hence the requirement for a medical review to rule out any such damage.

7.4.2. Power Lines Down

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

- Danger: The worker is to ensure they remain outside of an 8 metre radius of the downed line, and ensure anyone in the immediate area is notified of the imminent danger. The area should be barricaded off to ensure no persons/vehicles can approach the fallen power lines. The area should remain under supervision to ensure no one enters the area until power company authorities attend and take control of the incident scene;
- Send for help: the worker is to notify Endeavour Energy 131 003 / or your local emergency number 000 and refer to Medical Emergencies if there are any injuries. The worker should contact their manager/supervisor and advise them of the situation; and
- Re-entry to the area and removal of any barricades shall only be done under instruction from the power company, once they have declared the area safe.

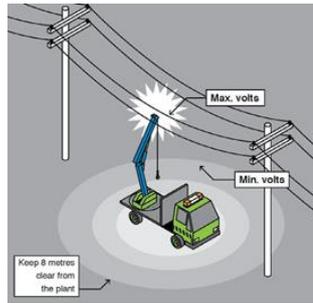
7.4.3. Vehicle in Contact with a Power Line

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

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

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

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



7.5. Mobile and Fixed Plant Emergencies

7.5.1. Failure of Plant

- Stop what you are doing;
- Activate emergency stops and turn off equipment where safe to do so;
- Check surrounding area for danger to yourself and others working in the vicinity;
- Notify manager/supervisor immediately, they will arrange for plant isolation; and
- Do not attempt to reuse the plant until such time as the manager/supervisor gives instruction the plant is safe for use.

7.5.2. Motor Vehicle Accidents

Refer to the [Motor Accident Procedure](#).

7.5.3. Vehicle Roll Over

7.5.3.1. Motor Vehicle

- If a vehicle roll over occurs, exit the vehicle where safe to do so;
- Raise the alarm and gain attention by whatever means possible;
- Where possible notify your site manager/supervisor; and
- Implement DRS ABCD.

7.5.3.2. Forklift

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

- Stay in the cabin;
- Ensure seat belt is engaged;
- Brace themselves with their feet pressing down and their arms pushing them back into the seat;
- Stay with the forklift and lean in the opposite direction to the direction of tipping;

Note: Jumping from an overturning forklift often results in serious injury or death.

- Raise the alarm and gain attention by whatever means possible;
- Where possible notify your site manager/supervisor; and
- Implement [DRS ABCD](#).

7.5.3.4. Yellow Gear

- Select Civil – Peter Bill: 0409 480 087

7.5.3.5. Skid Steer

- Maintenance Supervisor - Colin Murimwa-Rarami: 0419 753 197

7.5.3.6. Forklift

- Coastes Hire: (02) 9756 6899

7.5.3.7. Vehicle Recovery

- Contact the manager supervisor who will arrange to contact the Group Manager to determine the most appropriate means for recovering the vehicle
- Stay near the vehicle (maintaining a safe distance) until help arrives.

7.6. Working at Heights Emergencies

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

Where a worker falls and is not undertaking a task is considered working at heights, implement [DRS ABCD](#).

Where a worker falls and is undertaking a task that is considered working at heights, refer to the SOP023 Working at Heights procedure for more details.

7.7. Fire Related Emergencies

7.7.1. Fire Onsite

Upon hearing the emergency alarm or discovering a fire, alert the Chief Warden/Warden and take the following action:

- R – Remove people from the immediate vicinity of the fire;
- A – Alert the fire service by following Contacting Emergency Services Phone '000' or by operating the nearest manual call point [break glass alarm];
- C – Confine the fire and smoke by closing doors and windows in the affected area if safe to do so; and
- E – Extinguish or control the fire if trained and only if safe to do so.

Always obey the instructions of the warden(s) or emergency services, and if required to evacuate, proceed directly to your nominated emergency assembly area and remain there for further instruction. The site's emergency assembly area is identified in Appendix B Wetherill Park Resource & Recovery Facility Evacuation Diagram.

7.7.2. Fire During Transit (Vehicle)

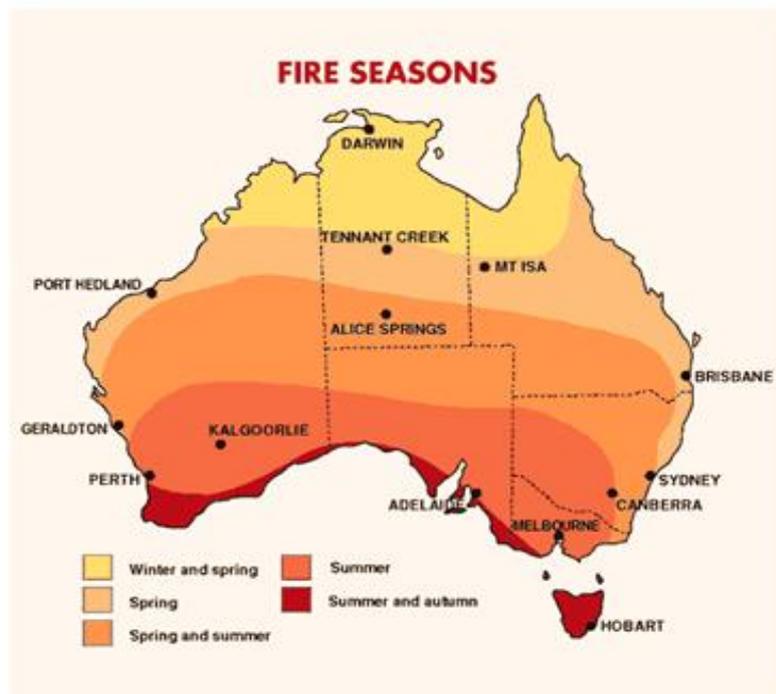
- When a fire is observed during transit the driver is to stop the vehicle and park in a safe area, away from storm water drains where possible;
- Driver is to call fire service by following Contacting Emergency Services Phone 000;
- Where provided, the driver is to set-up emergency triangles or witches hats to warn others of the emergency and to avoid additional accidents if on a public road;
- The driver shall notify their manager/supervisor immediately of the emergency;
- Where provided, and if safe and practical to do so, the driver should use the fire extinguishers on the vehicle in an effort to suppress the fire; Where spill kits are provided, storm water drains should be protected/ blocked off with gravel socks/absorbent booms or otherwise to prevent potential ingress of fire water/waste/liquid;
- Where necessary the manager/supervisor is to arrange transportation of the worker back to site, and if involving a Veolia owned vehicle, request the Veolia Workshop to arrange transportation of the vehicle (refer to Vehicle Recovery);
- Emergency Contact List shall be available in all Veolia owned vehicles and vehicles used for company purposes; and
- Also refer to Appendix A – Fire Extinguisher Chart for details on the appropriate extinguisher for those trained in their use.

7.7.3. Fire in a Waste Load

Refer to Fire in a Waste Collection Vehicle

7.7.4. Bushfire

- Raise the alarm and obtain assistance if required;
- If required contact emergency services by following Contacting Emergency Services Phone 000;
- Immediately notify the Chief Warden/Warden and manager/supervisor of the situation;
- Restrict entry to the site by shutting the gate and manning with a worker
- Chief Warden and manager/supervisor will delegate workers to check and evacuate site work areas of any visitors to the site;
- If safe to do so and time permitting, relocate plant and equipment to <insert details i.e. you may name a location and activate the fire suppression system or you may detail to move plant and equipment to clear ground>. Manager/supervisor is to secure office;
- Workers are to assemble at the emergency assembly area and await further instruction from the Chief Warden/Warden and manager/supervisor (refer to Appendix D <enter site name> Evacuation Diagram);
- If the bush fire comes within a 5km radius of the worksite, all workers and where possible, plant and equipment is to be evacuated from the site. Where this occurs the Senior Manager and SHEQ Manager and/or SHEQ team shall be advised of the situation as soon as practicable , and evacuate were safe to do so; And
- During the fire season (as detailed on the map below) the manager/supervisor is required to review the Bureau of Meteorology website each morning for fire weather warnings (<http://www.bom.gov.au/australia/warnings/index.shtml>). Where weather conditions are advised as catastrophic the site is to be closed to visitors and all workers advised of the potential for a bushfire. On catastrophic days the manager/supervisor is encouraged to regularly check the website for updates or listen to reports through local mediums i.e. radio, as weather warnings may be upgraded or downgraded as conditions change.



7.8. Explosion Related Emergencies

7.8.1. Explosion Onsite

- Immediately notify the Chief Warden/Warden and manager/supervisor of the situation.
- If required contact emergency services by following Contacting Emergency Services Phone 000;
- Provide information in relation to: type of emergency, location of emergency, number of people injured;
- Remove people from immediate danger, restrict access to the affected area
- Prepare for site evacuation; and
- If the explosion has caused the release of liquids on site, protect storm water drains and enact spill response processes.

7.8.2. Explosion During Transit

- If an explosion occurs during transit from the load carried and catches alight refer to Fire in a Waste Load; and
- If an explosion occurs during transit and the vehicle catches alight refer to Fire During Transit (Vehicle).

7.9. Spills (Hazardous/Non-hazardous/Solid/ Liquid) Related Emergencies

- Refer to Chemical and Hazardous Materials Management; and
- If the spill is considered to present a significant risk to people, take immediate action to remove all people from the area and remain up-wind and uphill of the spill.

7.10. Hazardous Substances /Dangerous Goods in Waste Related Emergencies

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

7.11. Severe Weather and External Related Emergencies

7.11.1. Storm - Dust/Hail/ High Wind/ Lightning

- Refer to the appropriate Severe Weather Procedure

7.11.2. Heatwave

A heatwave is defined by the Australian Bureau of Meteorology (BOM) as 3 days or more of high maximum and minimum temperatures unusual for the location. During long heatwaves it is easy for workers to become dehydrated and for the body to become overheated. If this happens, medical conditions such as heat cramps, heat exhaustion or even heat stroke may develop.

Where a heatwave is declared by the BOM (Weather Warnings) the following steps should be implemented to reduce any potential risk:

- Workers who are exposed to outdoor work in a heatwave, or work in areas that subject them to high temperatures for long periods of time should be trained on the common health effects of heat related medical conditions;
- Workers should be monitored by a manager/supervisor for heat related medical conditions;
- Workers should wear lightweight, light coloured, loose, porous natural fibre clothes;
- Workers should drink plenty of water (preferably chilled), even if not thirsty and avoid caffeine;
- Work should be programmed to avoid strenuous activity, where this can not be achieved, work should be programmed in the early morning and late afternoon/evening, in a shaded area to avoid the hottest parts of the day;
- Workers conducting strenuous activity should be rotated regularly, or where not possible afforded regular breaks in air-conditioned areas (buildings, vehicles, cool down rooms); and
- Workers should avoid direct sunlight by performing work in shaded areas, wearing a hat (broad brim or legionnaires), long sleeves, long pants, and wearing sunscreen.

7.11.3. Cyclone

Refer to the appropriate Severe Weather Procedure

7.11.4. Flood

- <Obtain a copy of Flood Plan from local council, or a topographical map to understand whether site is at risk, if the site is at risk complete the following>;
- Raise the alarm and obtain assistance if required;
- Immediately notify the chief warden/warden/manager/supervisor of the situation;
- Where safe to do so, move vehicles and equipment to <insert details i.e. your closest high ground where it would be safe to leave vehicle/ plant>;
- Raise <insert details of items that if water threatens your workplace you would lifted above the potential water damage i.e. furniture, servers>; and
- Evacuate all workers from the site, ensuring no one drives, swims or wades in the flood waters.

7.11.5. Earthquake

- Raise the alarm and obtain assistance if required;
- Immediately notify the chief warden/ warden/manager/supervisor of the situation;
- If indoors, stay there;
- Seek shelter under a door frame, table or bench;
- If outdoors, keep well clear of buildings and other structures, power lines, trees, etc.;
- If in a vehicle, stop in an open area and listen to your car radio for advice;
- Do not use elevators or lifts; and

- Stay vigilant: expect aftershocks; keep your radio tuned to local media; watch for hazards and check for injuries or damage; turn off electricity, gas and water; only use telephones in an emergency; avoid driving unless for an emergency.

7.12. Threats to Personal Emergencies

7.12.1. Phone Threats Bomb/Chemical/Biological

For any threatening phone calls received, i.e. is bomb threats, chemical/biological threats:

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

7.12.2. Threat by Mail or Other Communication

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

7.12.3. Unarmed/Armed Intruder or Holdup

Remember CODE A

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

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

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

7.12.4. Abusive and Threatening Behaviour

- Do not volunteer any information;
- If you cannot retreat, remain where you are until help arrives; and
- Record your observations quickly, i.e. description of the offender including: facial description, speech mannerisms, height, tattoos, jewellery, weapons used, motor vehicle used, registration number if possible, direction of travel.

7.13. Neighbouring Site Related Emergencies

If an emergency occurs at a neighbouring site:

- Attempt to contact the neighbouring site;
- If the neighbouring site can not be contacted or has not notified Veolia Wetherill Park Resource & Recovery Facility of the emergency either directly or via the authorities, then the manager/supervisor (or other nominated person) will contact the emergency services to advise of the emergency;
- Manager/supervisor is to notify the chief warden/warden of situation;
- Chief warden/warden is activate or put on standby emergency response plan; and
- Where necessary notify other neighbouring sites of the emergency.

8. Emergency Communications

8.1. Initial Communications

Refer to the following sections:

- Contacting Emergency Services Phone 000;
- Site Emergency Contacts; and
- Notify management and SHEQ team

8.2. Notification of Appropriate Authorities and Organisations

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

8.3. Notification to Site Neighbours of Emergency

If an emergency occurs at a Veolia site which may impact on the neighbouring operations the neighbours listed in Appendix C Site neighbours are to be notified as appropriate. The Senior Manager where necessary shall be responsible for notifying appropriate organisations and neighbouring properties etc., who may not have been notified during the emergency.

8.4. Public Relations And Debriefing

No site worker is to communicate with any member of the media or public. Any external requests for information relating to the emergency from sources, other than local regulators or emergency services personnel will be directed to the Wetherill Park Resource & Recovery Facility Senior Manager. The Marketing and Communications team will prepare press releases or debriefings for neighbouring properties as required.

9. Termination of Emergency Response

Following any emergency situation, the decision to return to normal operations will be made by the National SHEQ Manager), in consultation with site management and the attending emergency services.

9.1. Restarting Facilities

Before operations can be restarted after an emergency, the Senior Manager for the site will confirm, using external resources if necessary, all equipment affected by the emergency has been inspected and is in a safe condition to restart operations.

9.2. Health Assessment and Surveillance

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

9.3. Statutory Investigation

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

A listing of all personnel onsite at the time of the incident is extremely important should an investigation follow. The visitors register and the result of any headcount should be retained.

9.4. Internal Information Process

For any incident the manager/supervisor shall complete a report in Intelx as soon as practicable. Depending on the scale of the incident the manager/supervisor is responsible for either completing or co-ordinating the investigation.

There is generally a requirement in insurance policies to report accidents, loss or potential loss events to the business's insurer. The manager/supervisor is responsible for ensuring this report is completed.

10. Definitions

See definitions in the [BMS Dictionary](#) - Only definitions directly pertaining to this document are included.

Subject	Definition
Appropriate Medical facility	In a non-emergency situation this will be the site's preferred medical provider.
Emergency	Emergency is defined as a sudden, urgent, and usually unexpected event or occurrence which threatens the safety or well being of workers, other stakeholders, and the environment and requires immediate action
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.
Worker	A person is a worker if the person carries out work in any capacity for Veolia, including work as: <ul style="list-style-type: none"> ● Employee; ● Contractor or subcontractor; ● a worker of a contractor or subcontractor; ● a worker of a labour hire company who has been assigned to work in the person's business or undertaking; ● Outworker ● Apprentice or trainee; ● Student gaining work experience; and ● Volunteer
DRSABCD	Resuscitation - D - Danger R - Response S - Send for Help A - Airway B - Breathing C - CPR

	D - Defibrillation
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11. Appendices

Appendix A Fire Extinguisher Chart

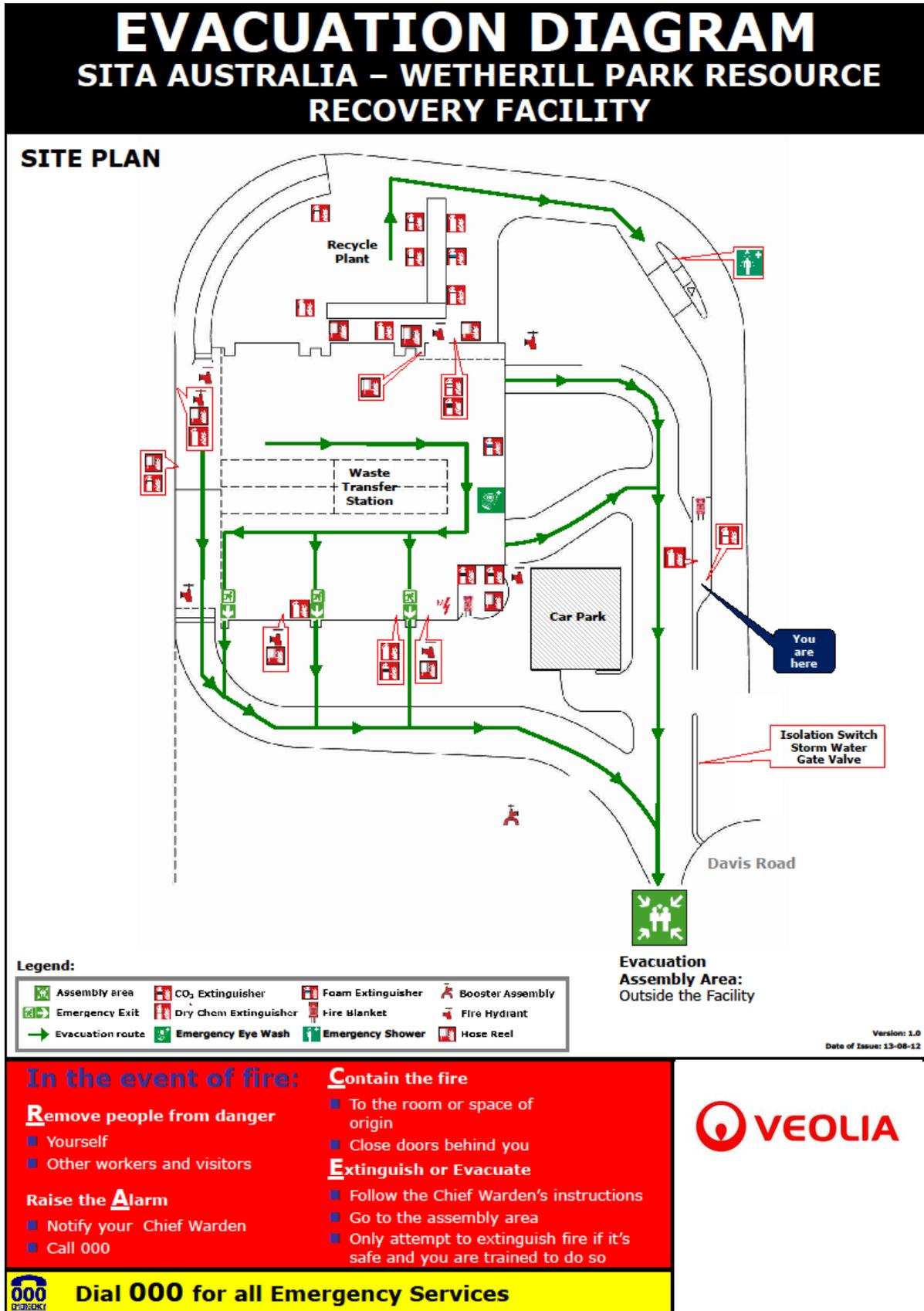
AS 2444-2001 Australian Standard Portable Fire Extinguishers and Fire Blankets – Selection and Location

Type of extinguisher		Type of Fire, Class and Suitability						Comments (Refer Appendix B)		
Colour scheme	Extinguishant	A	B	C	E	F	D**			
		Wood, paper, plastics, etc	Flammable liquids	Flammable gases	Energized electrical equipment	Cooking oils and fats	Metal fires			
		Water							Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires	
		Wet Chemical							Dangerous if used on energized electrical equipment	
		Foam***					 LIMITED*		Dangerous if used on energized electrical equipment.	
		Powder	ABE							Special powders are available specifically for various types of metal fires (see **).
			BE							
		Carbon Dioxide							Generally not suitable for outdoor use. Suitable only for small fires.	
		Vaporizing Liquid							Check the characteristics of the specific extinguishant.	
		Fire Blanket	 Human torch							

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have a limited extinguishing capability.
 ** Class D fires (involving combustible metals). Use only special purpose extinguishers and seek expert advice.
 *** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

FIGURE A1 PORTABLE FIRE EXTINGUISHER/FIRE BLANKET SELECTION CHART

Appendix B Wetherill Park Resource & Recovery Facility Evacuation Diagram



Appendix C - 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

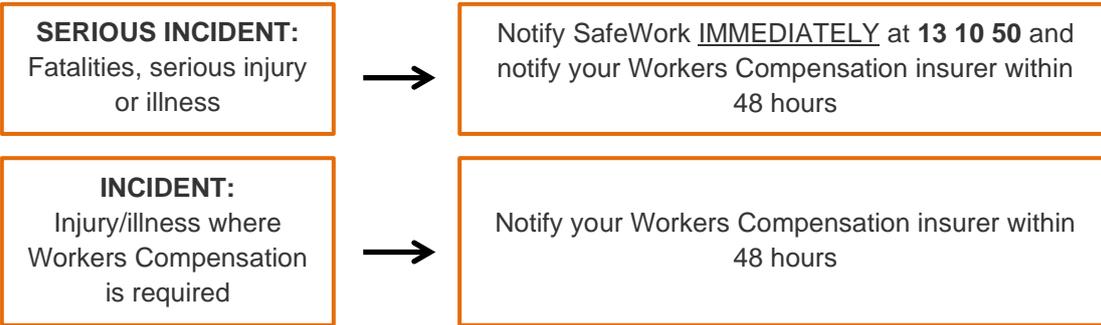
- Collapse, overturning, failure or malfunction of, or damage to certain items of plant
- Collapse or failure of an excavation or the shoring support of an excavation

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

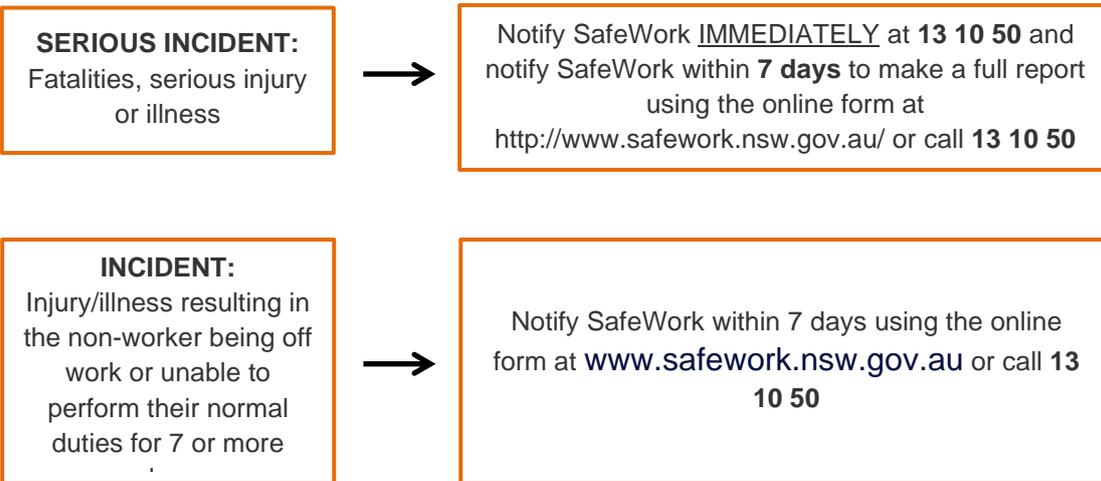
- Collapse or partial collapse of a building or structure
- Implosion, explosion or fire
- Escape, spillage or leakage of substances (under the Dangerous Goods Act 1985)
- Objects of substance falling from a height

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.

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 (BMS) 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