

Emergency Preparedness and Response Procedure

AS/NZS 4801:2001 (Clause 4.4.7) and ISO14001:2016 (Clause 8.2)

1. Purpose

The purpose of this Emergency Plan is to provide a mechanism to contain and control an emergency incident so as to minimise the effects on people and facilities in the built and natural environment.

This procedure provides a methodology for the management of emergency incidents.

The plan will:

- a. Control or limit the effect an emergency or potential emergency situation might have on personnel, facilities and the environment
- b. Ensure the provision of first aid for injured persons in an effort to conserve human life.
- c. Ensure the efficient communication between emergency services and **Enviro Waste Services** Group in an emergency situation.

2. Scope –

Applies to all employees

3. Responsibility - WH&S Manager

4. Definitions –

- a. Environmental emergency is the result of spillage or leakage into the storm water or ground soil causing contamination to enter storm water.
- b. Other Emergency Scenarios (e.g Fire, Bomb threat, flood, Medical, aggressive or violent behaviour)

5. Procedure “Action”

- I. Emergency Response Management Plan conforms to AS 3745-2010 Planning for emergencies in facilities.
- II. All emergency scenarios relating to the site will be identified and documented through the emergency response instruction.
- III. All significant emergency scenarios will be assessed in consultation with employees in the toolbox meeting and monthly reporting.
- IV. Persons that have special responsibility in the Emergency Response Plan will undergo training to equip them to fulfil this role.

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- V. Exercises to test the Emergency Response Plans will be carried out 12 monthly and reviewed for issues.
- VI. All recommendations for safety improvements and changes to the Emergency Response Plan will be actioned via the Corrective Action Procedure

Emergency External Contacts:

| Ambulance, Fire or Police | 000 |
|----------------------------------|------------|
| Guildford Fire Station | 9632 6856 |
| Environment Protection Authority | 131 555 |
| Safe Work NSW | 13 10 50 |
| Poison Information Centre | 13 11 26 |
| Guildford Road Medical Centre | 9681 5814 |

End of the procedure

Refer to AS/NZS 4801:2001 (Clause 4.4.7) and ISO14001:2016 (Clause 8.2)

Emergency Scenarios

1. **Fire:**

Enviro Waste Services Group has fire wardens within the organisation who have been trained in the event of a fire through a third-party training company.

As mentioned above, a fire drill is used to test this procedure and is completed periodically.

Fire Wardens have been trained in:

- What do in an emergency
- How to extinguish a fire
- The different types of fires and how to control various situations
- The different types of fire fighting equipment that can be used during an emergency

General fire precautions:

- Keep access to fire extinguishers and fire hose reels and fire exits clear.
- Fire extinguishers and fire hose reels must not be used for any purpose other than the fighting of fires.
- Report discharged fire extinguishers immediately.

| <u>Type of Extinguisher</u> | <u>Colour</u> | <u>Type of Fire</u> |
|-----------------------------|---------------------|---------------------|
| Water | Red | Rubbish |
| Carbon Dioxide | Red with Black Band | Electrical and |
| Dry Chemical | Red with White Band | Flammable Liquid |
| Foam | Blue | Flammable Liquid |

Any person discovering a fire must:

- Rescue any person in immediate danger if safe to do so.
- Isolate the fire (close doors).
- Alert other people in the immediate area.
- Activate the nearest fire alarm.
- Contact the Evacuation Controller, advising:
 - Location and extent of fire
 - Details of any injuries sustained
- Attempt to fight the fire if it is safe to do so.

RECORD LOCATIONS: Fire Warden Certificates are located with General Manager and can be assessable when needed.

2. **Evacuation Fire Drill**

In the case of an emergency evacuation, fire drills are used to alarm all workers.

- Fire Alarms are tested minimum once every calendar year through the following methods:
 - Alarms will sound throughout the site; any employee may sound the alarm if a fire or emergency breaks out.
 - Employees and contractors are to vacate the buildings immediately using the nearest possible exit, and vacate towards **the assembly area located across the road of the building at 14 Kiora Crescent, Yennora**
 - All staff must be accounted for, either by the designated supervisor, or the next responsible person.
 - First Aid officers must also evacuate the area and first aid supplies must be carried when evacuating.
 - An Emergency Response Team has been appointed. In the case of an emergency, any directions given by this team must be followed.
 - If unsafe, Reception must also be evacuated, and any requests for outside assistance made using mobile phones.

RECORD LOCATION: Fire Drill Record Sheet is available on the Internal Drive.

3. **Medical Emergencies**

This procedure cannot be tested

- Incident/Accident Procedure must be followed.
- Contact the nearest First Aid provider
- Any employee injured at work must report the matter to their designated supervisor immediately.
- If an injured person remains exposed to further danger, move them only if it is safe for them; they must be moved in a manner so as to prevent aggravating existing injuries or causing further injuries. Do **not** move them if doing so will endanger others.
- Accidents must be reported immediately to Work Cover.
- Call the ambulance if required. State the location clearly. Have someone meet the ambulance at the entrance to the site.

RECORD LOCATION: All Injury/ Accident are recorded both electronically and in hard copy and can be accessed on the Internal Drive. Injury Forms are available on the Share drive S:\ and in First Aid box.

4. **Environmental Emergency**

- **Enviro Waste Services Group** tests for environmental emergency through the use of practice testing on leaks. This is done by:
 - Filling an empty container with water
 - Piercing a small hole to allow the water to flow out slowly
 - Workers are to follow procedure using the appropriate personal protective equipment and clean up the leakage.
 - Record test on Environmental Emergency Record Sheet.

This procedure is tested periodically through the above method or through actual events.

RECORD LOCATION: Environmental Emergency Record Sheet is available on the Internal Drive.

Environmental Emergency Information:

- Any person discovering a spillage or leak must if safe to do so isolate to prevent further loss.
- Use appropriate Personal Protective Equipment.
- Protect site drains by sealing outfall using a suitable bund.
- Use absorbents to contain the spread of spillage.
- Notify your manager of the issue and arrange temporary storage of contaminated clean up material into the spill bins.
- Removal of contamination materials will be done by licence site waste collector.
- Obtain specialised advice for decontamination of surface and drains where required advising the local Authority.

5. **Environmental Precautions.**

- This procedure cannot be tested but when workers are trained in the nature of their duties and tasks, they are taught when handling chemicals to never dispose liquids or chemicals down the drain.

Additional Information:

- All stored liquids to be banded.
- Install drain socks in high risk areas.
- Store all materials under cover to prevent leaching of chemical residues from rain fall.
- Do not dispose of any liquids or materials down drains.
- Identify all site drains and place signs to prevent accidental disposal.
- Train and communicate to staff.

6. Aggressive or Violent Behaviour

This procedure cannot be tested however the General Manager deals with all complaints and concerns regarding behavioural matters within the workplace.

Additional Information:

In the event of being confronted by an aggressive or potentially violent person or situation:

- Remain calm.
- Alert the designated supervisor.
- Be firm but polite
- Let the protagonist/s know that the behaviour is not acceptable.
- Do not endanger yourself or others by trying to rectify the situation on your own. If assistance or outside intervention is required, contact the Police.

Abusive phone calls: hang up the phone and notify your designated supervisor. If calls persist, contact the Police.

7. Emergencies outside the Building

In the event of an emergency situation adjacent to the ENVIRO WASTE SERVICES GROUP site:

- Contact the relevant Emergency service, advising:
 - Location and extent of fire
 - Details of any injuries sustained.
- Rescue any person in immediate danger if safe to do so.
- Alert other people in the immediate area.

Emergency Assembly Point

EVACUATION SIGN and DIAGRAM

Enviro Waste Services Group Pty Ltd
14 Kiara Crescent, YENNORA NSW

