

Tomago Resource Recovery Facility Emergency Response Management Plan

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1.0 SCOPE

The purpose of this Emergency Response Management Plan is to provide a management strategy to effectively manage all emergencies considered as significant risk to REMONDIS personnel in the Hunter/Western Region and at the Tomago Resource Recovery Facility. It is designed to satisfy the requirements of ISO14001, ISO 45001 & AS/NZS 4801 and provides a management strategy/framework to effectively manage emergency situations and operational response.

Under the Fire and Rescue NSW's Fire Safety Guideline: Fire Safety in Waste Facilities, all waste facilities are required to prepare an Emergency Plan in accordance with AS 3745-2010 Planning for emergencies in facilities.

The Emergency Plan will:

- assess fire safety risks and identify appropriate responses and controls and include emergency response procedures for staff and other persons at the waste facility in the event of fire;
- identify an emergency control organization of the facility, including staff nominated as fire wardens in the emergency response procedures;
- identify safe evacuation routes and assembly area (and alternates), shutdown processes, firefighting team activation, removal of uninvolved vehicles, activation of pollution control measures, etc.; and
- identify a process of regular fire safety audits to ensure fire safety requirements are being met, including reviewing stockpile limits, safe work practices, clear access, firefighting, and emergency equipment.

The waste facility is to ensure all staff receive appropriate training in fire safety, including emergency response procedures, use of first attack firefighting equipment, evacuation drills, etc. waste facilities are also required to prepare an Emergency Services Information Package. This is attached in Appendix C: Emergency Services Information Package.

This emergency response plan should be read in conjunction with the Pollution Incident Response Management Plan (PIRMP).

2.0 DEFINITIONS

Assembly Area	Specifically defined area where people can be safely gathered in the event of an emergency.
Emergency	Any event which may adversely affect the safety of persons in a building or the environment and calls for immediate response, by the occupants.
First Aid Officer	An employee nominated to be the holder of a current recognised First Aid Certificate. The certificate shall be issued by a training authority, which is recognised under relevant state regulations, e.g. St John's Ambulance First Aid Course.

3.0 FLOWCHART

Not applicable to this procedure.

4.0 TRAINING

Training shall be provided for all personnel involved in functionary roles in regards to emergency positions within the company such as First Aiders, Wardens or any employee with a specialist role in an emergency situation.

All staff shall participate in the site wide evacuation drills to practice emergency evacuations of the site. These evacuation exercises can be either simple evacuations or may include training scenarios to assess skill levels of participants; for example incorporating a simulated first aid injury, a training fire or a trapped/missing person.

Drills must consider different scenarios taking into account the emergency response programs included in this document.

Evacuation exercises may also have appropriate emergency services attend as observers or participants; however, this is normally arranged in advance with the respective authority.

A training plan shall be in place to ensure designated employees receive appropriate training and this is renewed as required depending on qualification.

Training shall be recorded – Refer Training Register System.

5.0 FIRST AID

First Aid is rendered on site to address minor injuries that can be dealt with on site or as an interim measure to stabilise more serious wounds whilst awaiting the arrival of trained ambulance or paramedical personnel.

First Aid shall only be rendered by personnel who have been trained and are in possession of a current first aid certificate or higher qualification. Designated company first aiders shall be identified by name and contact phone numbers displayed on notice boards.

A First Aid Kit is located in each office area and the drivers crib room. The First Aid Kit is maintained by external contractor to ensure that the contents are current and comply with or exceed the legislative content requirements. The Leading Hand will monitor contents of workplace first aid kits during the monthly workplace inspections.

6.0 NATURAL DISASTER POTENTIAL EVENTS

6.1.1 Fire

The Port Stephens Council provide bushfire mapping services within the Local Government Area. Using these, the site location at 21D and 21F School Drive was searched with the results demonstrating that the property is within the vegetation buffer. Accordingly an emergency scenario for bushfires has been developed.

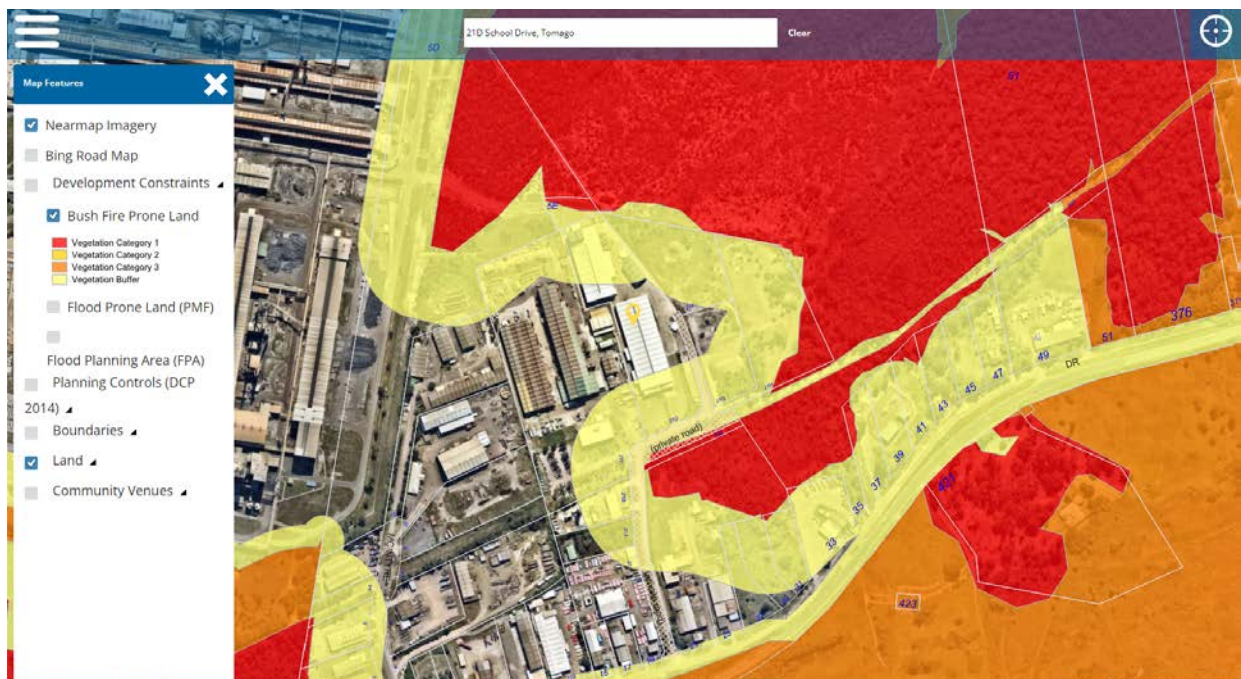


Figure 1: Bushfire prone land mapping - Port Stephens Council

6.1.2 Flood

The Port Stephens Council provide flood mapping services within the Local Government Area. Using these, the site location at 21D and 21F School Drive was searched with the results demonstrating that the property is not considered flood prone land.

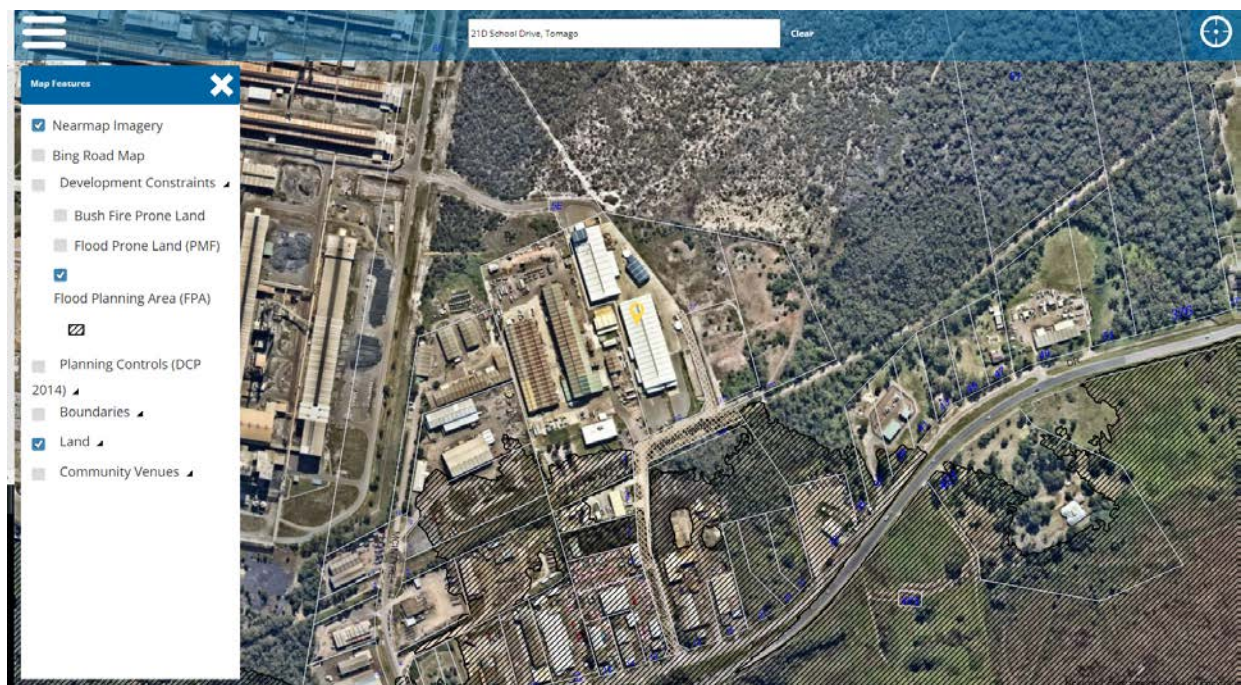


Figure 2: Flood Prone land mapping - Port Stephens Council

6.1.3 Earthquakes and Tsunamis

The Port Stephens Local Government area is known to occasionally experience earthquakes. Accordingly an earthquake emergency scenario has been considered and planned for. It is noted that earthquakes often trigger

secondary events including landslides, tsunamis and potentially fires as a result of the damage caused. To plan for this, the risk of a tsunami is also planned for.

7.0 EMERGENCY ACTIONS

The following are standard descriptions for all emergencies:

- **Emergency Notification to Personnel in the Workplace** - Via Alarm and air horn as required.
- **First Aid:** In the event of a Minor Emergency, **notify emergency response coordinator, first aider and/or warden.**

7.1 Basic Emergency Guidelines

The below steps are to be followed in an emergency situation–

- Check and ensure the immediate safety of yourself and all involved workers.
- Inform the Emergency Response Coordinator of the nature of the emergency, location on site and potential hazards / injuries, environmental harm;
- Emergency Response Coordinator is to ensure that the relevant Emergency Services are contacted;
- Stay calm and obey all directions given by the Emergency Response Coordinator in charge;
- Do not leave the site until cleared to do so by your Emergency Response Coordinator or emergency services;
- Commence safety and environmental notifications.

8.0 AUTHORISATION

It is the policy of REMONDIS to provide safe procedures for emergency responses and to ensure that appropriate Emergency Response Management is implemented.

In meeting these objectives, a systematic and planned control system for Emergency responses will be implemented.

All REMONDIS personnel will carry out all responses in accordance with the requirements of this Plan and in compliance with Procedures, Work Instructions, Company Employee Handbook, and the Driver's Operator Manual. All visitors, subcontractors and consultants working under REMONDIS will also be required to adhere to all the requirements of this section. Instruction will be given at the Site Induction as to the requirements of this Plan and changes will be communicated via toolbox meetings and will also be posted at designated noticeboards around the site.

The site will be a shared workplace with REMONDIS personnel, subcontractors, consultants, personnel and their subcontractors, and consultants working under direction.

It is vital for the safety of all persons on site and neighbouring properties that a coordinated response is made for all emergencies and potential emergencies. Regular meetings will be held with the major stakeholders to ensure clear avenues of communication in the case of an emergency on site. The site will adopt one system of notification, alarms, evacuation and reporting processes and hold combined evacuation drills to ensure that all the processes are working correctly. A debrief will be held after any emergency/drill where results and comments are evaluated, and changes will be made to any process that is deemed to require improvement and review.

9.0 EMERGENCY CONTROL ORGANISATION

The Emergency Control Organisation (ECO) is responsible for managing the emergency at the site. Clear roles and responsibilities, and a clear change of command are essential for minimizing the impacts of an emergency. All members of the ECO must be trained and must be clear on their role in the event of an emergency.

The members of the ECO are:

1. Chief Warden – is in overall control of managing the response to an emergency. The Chief Warden is identified by a white hat/helmet.
2. Deputy Chief Warden – fulfils the role of Chief Warden in the absence of the Chief Warden
3. Communications Officer – is responsible for co-ordinating communication between members of the ECO, with authorities, with neighbouring properties and with other staff/visitors on-site. The Communications Officer is identified by a white hat/helmet.
4. Area Wardens – are responsible for managing the detailed response within their area. An Area Warden will be appointed for each of the following areas:
 - a. Processing Area
 - b. Building & Landscape Supplies
 - c. Secondary Building
 - d. Office/Gatehouse.
 The Area Wardens are identified by a yellow hat/helmet.
5. Wardens – are responsible for ensuring the response is carried out in accordance with emergency procedures. The Wardens are identified by a red hat/helmet.

Authorities & Responsibilities (Emergency Situation Specific)

EMERGENCY SPECIFIC AUTHORITIES & RESPONSIBILITIES	
MAIN RESPONSIBILITIES <i>Workplace Manager</i>	SPECIFICS OF RESPONSIBILITIES <i>Workplace Manager</i>
Is the key person for the success of the Emergency Response Workplace Management Plan	Ensure comprehensive and regular training is provided to all personnel in order for them to contribute to the success of the Emergency Response Management Plan
Responsible for the implementation and administration of the Plan	- Allocate responsibilities and ensuring personnel are familiar with emergency response procedures - Review Emergency Response Management Plan in the Management System Review meetings to ensure the Plan still meets requirements - Provide support and rehabilitation to all affected personnel following an emergency situation
MAIN RESPONSIBILITIES <i>Emergency Response Coordinator</i>	SPECIFICS OF RESPONSIBILITIES <i>Emergency Response Coordinator</i>
Report directly to the Workplace Manager on any Emergency Response Workplace Management Plan matter	- Test efficiency of the action plan at 6 monthly intervals and record the results - Ensure all responsible personnel obtain and maintain qualifications - In an emergency situation, follow the Emergency Response Management Plan to bring about a successful conclusion to the emergency
RESPONSIBILITIES – Wardens	
* Assist the Coordinator to carry out his/her responsibilities * Control the Emergency Response Workplace Management Plan during an emergency in the absence of the Coordinator	
RESPONSIBILITIES – First Aiders	

* Holders of **Workplace Assessed First Aid Certificate** shall follow the instructions during an emergency, given by the Coordinator or Wardens

* Ensure all treatments carried out are recorded on "First Aid Record Form"

RESPONSIBILITIES – Fire Wardens

* To be trained to assist with the orderly evacuation of the workplace during an emergency

RESPONSIBILITIES – All Personnel

* To follow all instructions calmly and promptly in an emergency situation - **DO NOT PANIC**

* Do not leave the area until cleared to do so by your Site Superintendent

* Assist wherever possible in subsequent investigations into the situation

10.0 TRAINING

10.1 Routine Training

All new employees must be trained in the contents of this Emergency Plan, including location of emergency assembly area, contacts list, incident notification etc., during the induction process. On an annual basis, all members of the Emergency Control Organisation are to be provided with refresher training in relation to their responsibilities and in dealing with emergency situations.

At least annually, a drill needs to be undertaken at the facility to test and evaluate compliance against this Plan and identify areas where further training is required and/or changes to this Plan is needed. This drill could be a fire drill, emergency spill response, phone threat etc. A record of the training drill needs to be maintained by the Communications Officer.

The Chief Warden is to assess the drill and provide a report to the EPC. A copy of the report is to be provided to the Communications Officer for filing in the facility's records system. Training methods include emergency drills, fire extinguisher training, evacuation training, spill response training and toolbox topics. Evidence of training is maintained on the site training matrix.

10.2 Training and Review Following Incident

Within one month following any emergency incident, a review of this plan, training, and control equipment and any other relevant facts shall be conducted to determine the effectiveness of emergency response processes. A Serious Incident Review may be conducted as a part of this review. Training methods include emergency drills, fire extinguisher training, evacuation training and Spill Response Training.

Review and Routine Servicing

The Emergency Planning Committee will review this Emergency Plan at least once every two years, and after each emergency.

10.3 Emergency Contact Details

It is the responsibility of the holder of this Emergency Response Management Plan to ensure details are reviewed on a regular basis and updated to maintain currency. This workplace specific information will assist in a satisfactory outcome to an emergency. The information should be displayed on noticeboards for reference during any emergency and all persons are to be familiar with this information.

EMERGENCY SERVICES 000

Other Communications Available	Mobile phones with employees Mobile Phones, Two Way Radios in Vehicles
Emergency ASSEMBLY Point	Corner of the Light Vehicle Carpark
EXIT routes	1. Main Reception 2. 'Integrated' Board Room 3. Operations Office walkway both ends 4. MRF and Workshop exit via open bays and several marked exit routes
Nearest POLICE Station – Raymond Terrace 55 William St, Raymond Terrace NSW 2324	Phone 000 Phone (02) 4983 7599
FIRE Brigade	Emergency 000 Fire & Rescue Pollution Notification Line – 1300 729 579 Nearest fire stations are: • Tarro Fire Station (02) 4964 1271 • Mayfield West Fire Station (02) 4967 7550
Ambulance NSW	Phone 000 – Emergency or sudden illness
Nearest HOSPITAL – John Hunter. Lookout Rd, New Lambton 2305	Phone (02) 4921 3000
Company Doctor – JOBFIT Suite 1B/15 Lambton Rd, Broadmeadow NSW 2292	Phone 1300 616 165
Poisons Information Centre	13 11 26
State Emergency Service	13 25 00
Safe Work NSW	13 10 50 or Newcastle office: (02) 4921 2900
EPA NSW	13 15 55 or Newcastle office: (02) 4908 6800

Emergency Response Details

Emergency Response Coordinator: Glen Barnett		
W a r d e n	Glen Barnett – Chief Warden	Mob: 0417 242 504

	Jodie Plummer – Office / General. Mob: 0418 115 677	
	Daniel Herring – Workshop / Yard. Mob: 0408 220 302	
	Vincent Bellamy – MRF Mob: 0408 220 302	
First Aid Officers	Phillip Walmsley	Christopher Zipf
	Cassie Nicholls	Keeley Mullins

After Hours Contact Details

Name	Position	Mobile
Scott Smith	Site Manager	0419 555 408
Todd Herbert	Operations Manager	0418 281 150
Bradd Linnertson	Senior Operations Supervisor	0408 592 167
Steven Hassett	HSEQ Advisor	0419 263 188

* Refer to the site Pollution Incident Response Management Plan (PIRMP) for protocols relating to potential pollution incidents both on and off site.

11.0 EMERGENCY RESPONSE PROGRAMS

ERP Reference Number	Emergency Response Programs
ERP 01	Medical Emergency
ERP 02	Fire Emergency (Including Bushfire)
ERP 03	Bomb Threat
ERP 04	Explosion
ERP 05	Suspicious Packages
ERP 06	Robbery/Intruder
ERP 07	Impact Of Neighbouring Emergencies
ERP 08	Toxic Or Hazardous Materials
ERP 09	Chemical Spill (Hazardous Substances)
ERP 10	Adverse Weather Conditions (High Rainfall, High Winds, Severe Storm)
ERP 11	Damage To Underground Services
ERP 12	Damage To Aboveground Services
ERP 13	Snake Bite
ERP 14	Fire in a Waste Vehicle
ERP 15	Earthquakes and Tsunamis

11.1 Medical Emergency

A medical emergency can be due to an accident or due to a personal health problem. Any indication of a health or safety issue must be taken seriously and investigated immediately.

EMERGENCY RESPONSE PROGRAM NO: 01		
MEDICAL EMERGENCY		
1	Objective	To ensure a successful outcome to a medical emergency, ensuring all injured persons receive immediate and appropriate medical treatment.
2	Training	First Aider to hold a Workplace Assessed First Aid Certificate
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting All personnel (iv) Response Coordinator/First Aider
4	Resources	(i) First Aid Kit (ii) First Aid Record Form/Register
5	IMMEDIATE RESPONSE	ALL WORKPLACE PERSONNEL - Stop work/abandon any plant, equipment or area immediately if a medical emergency occurs. - Stay calm and assess the situation for danger to casualties, public & yourself (ie: live electrical wires, vehicle switched on), - If it is safe to do so, remove injured person/s from the cause or remove the cause from the person/s i.e. switch off power, remove hazard etc. - Notify Coordinator/Warden or First Aider for assistance - Trained and competent First Aid Officers should render first aid. - Supply medical relief with all relevant details - Clearly answer any questions asked by emergency services - Dispose of any clinical waste (used first aid equipment, biological matter) if required. - If relevant follow Worker Compensation and Return to Work procedures
	STAY CALM DO NOT PANIC	
6	EMERGENCY SERVICES 000	When applicable, the Workplace Manager/ Coordinator or Warden shall contact emergency services stating clearly: (i) The nature of the emergency, (ii) Location of the emergency, (iii) The number of persons injured & their location on site (iv) Clearly answer any questions asked by emergency service
7	Completion	Once all has been done for the casualties the Coordinator or Warden shall make the area safe (i.e Isolate and tag out machinery, cordon off area)
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
Further Information:		

11.2 Fire Emergency

EMERGENCY RESPONSE PROGRAM NO: 02		
FIRE EMERGENCY (Including Bushfire)		
1	Objective	To ensure a successful outcome to a fire emergency, ensuring all workplace personnel are evacuated out off danger and appropriate resources are available to prevent or minimise fire damage.
2	Training	(i) All personnel to receive regular training in the operation and use of workplace fire fighting equipment (ii) Workplace evacuation drills to be carried out at periods not exceeding 6 monthly
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting All personnel (iv) Response Coordinator/Warden/Fire Warden
4	Resources	(i) Appropriate Fire Extinguishers/Hoses/ Suppression (ii) Clearly identified and maintained exits & routes (iii) Emergency Assesmbly Point
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	ALL WORKPLACE PERSONNEL • Monitor the Bureau of Meterology for warnings of bushfires. Follow all warnings/advices. • Raise/activate Alarm • Stop any plant or equipment immediately if it catches fire. Cease any work you are doing if you see a fire or smoke. • Notify Coordinator or Fire Warden for assistance • Assist/cooperate with the orderly evacuation to the assembly point • ONLY attempt to fight the fire if you are CONFIDENT to do so & have a clear escape route • Do not attempt to put the fire out alone. • Use the CORRECT type of extinguisher • Where unknown, consult Section 5 of the SDS for the relevant chemicals to ensure the relevant fire fighting measures are used; • If spreads or area becomes effected by smoke – leave area immediately • Restrict spread of fire and smoke i.e. close doors/windows • DO NOT re-enter a burning building • Advise visitors and public to clear the area • Firewater is a trackable waste and therefore all possible measures must be taken to prevent firewater from entering the stormwater drains or leaving the site. • Firewater collected within the bunded footprint must be disposed of to a lawful facility.
6	EMERGENCY SERVICES 000	When applicable the Workplace Manager, Coordinator, Warden or Fire Warden shall contact emergency services stating clearly: (i) The nature of the emergency, (ii) Location of the emergency, (iii) The number of persons injured & their location on site (iv) Clearly answer any questions asked by emergency service
7	Completion	Once all has been done the Coordinator or Warden shall make the area safe (ie: Isolate and tag out machinery, cordon off area. Once evacuated persons shall not re-enter the area/building until advised by Coordinator, Warden or Emergency Services
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure

Further Information:	The Workplace Manager shall ensure that regular inspections are conducted to identify and rectify any fire hazards. Coordinator or Warden shall ensure persons do not re-enter burning buildings and fires are ONLY fought when a clear escape route is available.
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11.3 Bomb Threat

Bomb threats can be in the form of a written threat, telephone threat, or suspicious package/object.

EMERGENCY RESPONSE PROGRAM NO: 03		
BOMB THREAT		
1	Objective	To ensure a successful outcome to a bomb threat emergency, ensuring all persons are free of danger.
2	Training	Evacuation drills
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting All personnel (iv) Response Coordinator/Warden/Fire Warden
4	Resources	(i) Emergency Assessmby Point
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	ALL WORKPLACE PERSONNEL On receiving a telephone bomb threat: - Do NOT hang up telephone even if they hang up – Police may be able to trace the call even after it has been terminated; - Converse with the caller in a friendly manner, do not antagonise; - Immediately record as much information as you can, including date, time, and the caller's exact words; - Refer to the Phone Threat Checklist in Appendix A: Telephone Threat Checklist and ask the caller as many questions as possible – When & where the bomb is set, what kind it is, who are you?; - Take note: is it a man, woman or child, are they intoxicated, have an accent, speech impediment; - Take note: Background noise, music, traffic, trains, planes, hotel, talk, machines, typing etc.; - Notify Coordinator, Warden or Workplace Manager - Do not use a mobile phone or any other form of radio transmitter On receiving a written bomb threat: - Keep the message, including any envelope or container. - Once a message is recognized as a bomb threat, further unnecessary handling should be avoided. - Every possible effort should be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postmarks. Such evidence should be protected by placing the evidence in an envelope or plastic sleeve. - Notify Coordinator, Warden or Workplace Manager - Do not use a mobile phone or any other form of radio transmitter COORDINATOR or WORKPLACE MANAGER - IMMEDIATELY evacuate area to Evacuation Point or other safe location - IMMEDIATELY notify Emergency Services
6	Emergency Services 000	When applicable, the Workplace Manager Coordinator or Warden shall contact emergency services stating clearly: (i) The nature of the threat, (ii) Location of the threat, (iii) Clearly answer any questions asked by emergency service (iv) Follow any directions given
7	Completion	Once evacuated, persons shall not re-enter the area/building until advised by Coordinator, Warden or Emergency Services.
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure.
Further Information		

11.4 Explosion

EMERGENCY RESPONSE PROGRAM NO: 04		
EXPLOSION		
1	Objective	To ensure a successful outcome to an explosion emergency, ensuring all persons are free of danger.
2	Training	Evacuation drills
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting All personnel (iv) Response Coordinator/Warden/Fire Warden
4	Resources	(ii) Emergency Assesmbly Point
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	ALL WORKPLACE PERSONNEL Upon a suspected explosion: - Abandon any plant, equipment, or area immediately if an explosion occurs - Check for Danger. Secure the area and Raise the Alarm - What has caused the explosion? Is there a fire? Are you trained and competent to fight the fire? What firefighting equipment is available to fight the fire and is it adequate? - Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident. - Report incident to site manager immediately. The Chief Warden will take responsibility for managing the incident. If they are not available, contact your Area Warden. - Any people not involved in firefighting should proceed to the emergency assembly area at the entrance of the site. - The Chief Warden or Communications Officer will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site. - If possible, prevent the incident from spreading further. Restrict access to the area if the spill is hazardous. - The following control equipment is available for spill response: - Spill Kits (including absorbent pads, socks, dry-sorb, and gloves). - Firewater is a trackable waste and therefore all possible measures must be taken to prevent firewater from entering the stormwater drains or leaving the site. - Firewater collected within the bunded footprint must be disposed of to a lawful facility. COORDINATOR or WORKPLACE MANAGER - IMMEDIATELY evacuate area to Evacuation Point or other safe location - IMMEDIATELY notify Emergency Services
	6	Emergency Services 000
7	Completion	Once evacuated, persons shall not re-enter the area/building until advised by Coordinator, Warden or Emergency Services.
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure.
Further Information:		

11.5 Suspicious Packages

Suspicious items may be encountered by any enterprise or individual.

EMERGENCY RESPONSE PROGRAM NO: 05														
SUSPICIOUS PACKAGES														
1	Objective	To ensure a successful outcome to a suspicious package emergency, ensuring all persons are free of danger.												
2	Training	Evacuation drills												
3	Key Responsibilities	<table> <tr> <td>(i)</td><td>Issue/Instruct</td><td>Workplace Manager</td></tr> <tr> <td>(ii)</td><td>Training</td><td>N/A</td></tr> <tr> <td>(iii)</td><td>Reporting</td><td>All personnel</td></tr> <tr> <td>(iv)</td><td>Response</td><td>Coordinator/Warden/Fire Warden</td></tr> </table>	(i)	Issue/Instruct	Workplace Manager	(ii)	Training	N/A	(iii)	Reporting	All personnel	(iv)	Response	Coordinator/Warden/Fire Warden
(i)	Issue/Instruct	Workplace Manager												
(ii)	Training	N/A												
(iii)	Reporting	All personnel												
(iv)	Response	Coordinator/Warden/Fire Warden												
4	Resources	(iii) Emergency Assesmblly Point												
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	ALL WORKPLACE PERSONNEL On discovering a suspicious package: - DO NOT TOUCH the package - Notify Coordinator, Warden or Workplace Manager IMMEDIATELY of your suspicions - Cordon off the immediate area COORDINATOR or WORKPLACE MANAGER - IMMEDIATELY evacuate area to Evacuation Point or other safe location - IMMEDIATELY notify Emergency Services												
6	Emergency Services 000	When applicable, the Workplace Manager Coordinator or Warden shall contact emergency services stating clearly: (i) The nature of the threat, (ii) Location of the threat, (iii) Clearly answer any questions asked by emergency service (iv) Follow any directions given												
7	Completion	Once evacuated persons shall not re-enter the area/building until advised by Coordinator, Workplace Manager or Emergency Services												
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure												
Further Information:														

11.6 Robbery/Intruder

EMERGENCY RESPONSE PROGRAM NO: 06		
ROBBERY/INTRUDER		
1	Objective	To ensure a successful outcome to a robbery emergency, ensuring all persons are free of danger.
2	Training	Nil
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training N/A (iii) Reporting All personnel (iv) Response Workplace Manager/Supervisor
4	Resources	Nil
5	IMMEDIATE RESPONSE	ALL WORKPLACE PERSONNEL In the unlikely event you are involved in a workplace robbery: - Follow all directives given WITHOUT QUESTION and co-operate fully - During the robbery attempt to gain as much information as you can for a description of the robber/s - Take note: is it a man, woman, teenager, height, build, hair colour, clothing - Are they intoxicated, have an accent, speech impediment? - Take note: Number of persons involved, vehicle type (if any), registration and colour etc. - After the robbery IMMEDIATELY notify your Supervisor or Workplace Manager - As soon as possible write down all facts in relation to what happened, including a description of those involved WORKPLACE MANAGER or SUPERVISOR - IMMEDIATELY notify the Police - Provide support for effected employees as applicable
	STAY CALM DO NOT PANIC	
6	Emergency Services 000	When applicable, the Workplace Manager or Supervisor shall contact police stating clearly: (i) The nature of the robbery, (ii) Location of the robbery, (iii) Clearly answer any questions asked by police service (iv) Follow any directions given
7	Completion	Workplace Manager and employees are to await the arrival of the Police and co-operate fully by answering all questions asked
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
Further Information: 112 is to be called where there is no coverage for the 000 emergency number		

11.7 Impact of Neighbouring Emergencies (Fire, Chemical, Toxic Emissions, Bomb Threat etc.)

EMERGENCY RESPONSE PROGRAM NO: 07		
IMPACT OF NEIGHBOURING EMERGENCIES (Fire, Chemical, Toxic Emissions, Bomb Threat etc.)		
1	Objective	To ensure a successful outcome to the impact of a neighbouring emergency, ensuring appropriate resources are available to prevent or minimise damage to people, plant, environment and property.
2	Training	(i) All personnel to receive regular training in the operation and use of workplace fire fighting equipment (ii) Workplace evacuation drills to be carried out at periods not exceeding 6 monthly
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting All personnel (iv) Response Workplace Manager/Coordinator
4	Resources	(i) Appropriate Fire Extinguishers/Hoses (ii) Clearly identified and maintained exits & routes (iii) Emergency Assesmbly Point
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	ALL WORKPLACE PERSONNEL Should you notice an emergency or potential emergency at a neighbouring site/workplace: - Notify Coordinator/Workplace Manager or Supervisor COORDINATOR/WORKPLACE MANAGER - Contact neighbouring site to determine extent of emergency - When Applicable, Contact Emergency Services or relevant Authority - Ensure appropriate Workplace Emergency Response Program is implemented. (Fire, Chemical, Emissions etc) - When Applicable, evacuate personnel to an appropriate Evacuation Point off site as determined by Emergency Services
6	EMERGENCY SERVICES 000	When applicable, the Workplace Manager or Coordinator shall contact emergency services stating clearly: (i) The nature of the emergency, (ii) Location of the emergency, (iii) The number of persons injured & their location on site (iv) Clearly answer any questions asked by emergency service
7	Completion	Following the emergency the Workplace Manager or Coordinator shall contact emergency services and/or neighbouring site to ensure the emergency has passed prior to allowing work to recommence.
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
Further Information:		It is important that the Workplace Manager maintain a communication with neighbouring sites.

11.8 Toxic or Hazardous Materials

EMERGENCY RESPONSE PROGRAM NO: 08		
TOXIC OR HAZARDOUS MATERIALS		
1	Objective	To ensure a successful outcome to an unearthed toxic or hazardous materials emergency (whether sealed or unsealed), ensuring all persons are evacuated from danger, the material is contained and appropriate resources are available to prevent or minimise personnel and/or environmental harm.
2	Training	(i) The correct wearing and use of appropriate PPE (ie: Respiratory Protection, etc) (ii) Appropriate personnel receive hazardous substance training relative to known hazardous materials on site
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting All personnel (iv) Response Coordinator/Warden/Fire Warden
4	Resources	(i) Appropriate PPE, Gloves, boots, masks, etc (ii) Workplace Bulk Spill Kit and appropriate barriers (iii) Applicable monitors (ie: air/particle etc) (iv) Emergency Assessmebly Point
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	ALL WORKPLACE PERSONNEL If unearthed materials are suspected or discovered to be of a toxic or hazardous nature the following is to be implemented: • Cease work and evacuate work area IMMEDIATELY • Notify Coordinator/Warden or Supervisor. COORDINATOR/WARDEN/SUPERVISOR • Notify Workplace Manager IMMEDIATELY • When applicable, notify relevant authorities, emergency services or client • Isolate and barricade area for at least 20 metres from material • NO PERSON is to enter the isolated area without wearing appropriate PPE and the express permission of the Workplace Manager • Monitoring and sampling of material is to be carried out by suitably qualified persons to determine suitable clean up methods • Advise visitors and public to clear the area • Follow site Pollution Incident Response Management Plan (PIRMP)
6	EMERGENCY SERVICES 000	(i) When applicable, the Workplace Manager/ Coordinator or Supervisor shall contact emergency services stating clearly: (ii) The nature of the emergency, (iii) Location of the emergency, (iv) The number of persons effected (if any) (v) Clearly answer any questions asked by emergency service
7	Completion	Once all has been done the Coordinator or Warden shall make the area safe (ie: barricade off area). The Workplace Manager shall ensure that area is remediated and materials disposed in a manner that complies with relevant regulations and test results prior to approving resumption of normal works.
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
Further Information:		Normal work activities are not to be recommenced until the area is remediated and barriers removed.

11.9 Chemical Spill (Hazardous Substances)

EMERGENCY RESPONSE PROGRAM NO: 09		
CHEMICAL SPILL (Hazardous Substances)		
1	Objective	To ensure a successful outcome to a chemical spill emergency, ensuring all persons are evacuated from danger, the spill is contained and appropriate resources are available to prevent or minimise personnel and/or environmental harm.
2	Training	(i) Workplace evacuation drills to be carried out at periods not exceeding 6 monthly (ii) Appropriate personnel receive hazardous substance training, relative to know chemicals stored on site
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting All personnel (iv) Response Coordinator/Warden/Fire Warden
4	Resources	(i) Appropriate PPE, Gloves, boots, masks, aprons, goggles etc (ii) Workplace Bulk Spill Kit (iii) Clearly identified and maintained exits & routes (iv) Emergency Assessmebly Point
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	ALL WORKPLACE PERSONNEL • Raise/activate Alarm • Notify Coordinator/Warden or Fire Warden for assistance • Assist affected persons, cooperate with the orderly evacuation to the assembly point • IF SAFE TO DO SO – Restrict the spread of the spill (ie switch off the tap, stand container up, dam spill); • If unsure or unknown, consult the relevant SDS, Section 6 includes accidental release measures and Section 8 the exposre Controls/Personal Protection Measures. • Only where judged safe to do so, approach all spills from an upwind direct. • Control spill with available equipment and PPE – Do not endanger yourself or others; • If spill spreads or area becomes effected by fumes/mists – leave area immediately; • DO NOT re-enter effected area/building; • Advise visitors and public to clear the area to assembly point • Follow Site Pollution Incident Response Management Plan (PIRMP)
6	EMERGENCY SERVICES 000	When applicable, the Workplace Manager/ Coordinator or Warden shall contact emergency services stating clearly: (i) The nature of the emergency (spill), (ii) Location of the emergency (spill), (iii) Amount of chemical (substance) spilt (iv) The number of persons effected (if any) (v) Clearly answer any questions asked by emergency service
7	Completion	Once all has been done the Coordinator or Warden shall make the area safe (ie: cordon off area). Once evacuated persons shall not re-enter the area/building until advised by Coordinator/Warden or Emergency Services
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
Further Information:		The Workplace Manager shall ensure that regular inspections are conducted to identify and rectify any potential chemical hazards & Chemicals/substances are disposed in a manner that complies to relevant regulations Coordinator or Warden shall ensure personnel involved in cleaning up spills are wearing appropriate PPE as described in the relevant SDS.

11.10 Adverse Weather Conditions (High Rainfall, High Winds, Severe Storm)

EMERGENCY RESPONSE PROGRAM NO: 10		
ADVERSE WEATHER CONDITIONS (High Rainfall, High Winds, Severe Storm)		
1	Objective	To ensure a successful outcome to an adverse weather emergency, ensuring appropriate resources are available to prevent or minimise damage to personnel, plant, equipment, environment and property.
2	Training	Nil
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting All personnel (iv) Response Coordinator/Warden/Fire Warden
4	Resources	(i) Appropriate PPE (raincoats, gum boots, life vests etc) (ii) Bunded chemical storage areas (iii) High storage area for important records and documents (iv) Appropriate equipment (shovels, racks, silt fencing etc)
5	IMMEDIATE RESPONSE	COORDINATOR/WORKPLACE MANAGER • Maintain contact with local advisory service • Local Government Authority prepares a community disaster plan for actions to be taken during adverse weather conditions • These conditions and those specified in Severe Storms/High Rainfall/High Winds/East Coast Lows should be followed • When EVACUATION is recommended, do so IMMEDIATELY • Notify authorities should any chemicals be suspected of escaping into the water or surrounding environment NOTIFY EMERGENCY SERVICES IF : • Personnel, equipment can't be accounted for • Property damage is or may effect personnel safety
	STAY CALM DO NOT PANIC	
6	EMERGENCY SERVICES 000	When applicable, the Workplace Manager or Coordinator shall contact emergency services stating clearly: (i) The nature of the emergency, (ii) Location of the emergency, (iii) The number of persons injured & their location on site (iv) Clearly answer any questions asked by emergency service
7	Completion	During and after the emergency, ensure the safety of personnel, plant, equipment and property.
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
9	Close Out and Release	Emergency Response Coordinator to inform all affected persons when it is safe to return to site and to resume site works.
Further Information:		It is important that there is a good state of general tidiness and order in the workplace. In all high winds/high rainfall/severe storm situations ensure the safety of yourself, your family and work mates. KEEP Informed of the High Winds progress. Prior to and during storm season, carry out regular clean ups to prevent the build up of surplus materials. Ensure anchor protection of buildings and structures is adequate. Store chemicals in the highest location possible and maintain a chemical inventory. Store records and documents and other important items in the highest location possible, if it is safe to do so.

11.11 Damage to Underground Services

EMERGENCY RESPONSE PROGRAM NO: 11		
DAMAGE TO UNDERGROUND SERVICES		
1	Objective	To ensure a successful outcome to a damage to underground services emergency, ensuring all personnel is evacuated out of danger and appropriate resources are available to minimise personnel, property or environmental damage.
2	Training	Nil
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training N/A (iii) Reporting All personnel (iv) Response Coordinator, Work Group Leader
4	Resources	(i) 2-way Radio or Mobile Phone
5	IMMEDIATE RESPONSE	ALL PERSONNEL Should electricity, gas, water or telecommunications services be ruptured during excavation, the following is to be carried out: - STOP work IMMEDIATELY - Raise alarm – Evacuate immediate area - Notify – Coordinator or Work Group Leader COORDINATOR OR WORK GROUP LEADER - If it is SAFE TO DO SO: - Inspect work area - Isolate service if appropriate - Notify Workplace Manager or Supervisor - Notify Emergency Services - Isolate immediate area and barricade if possible - Advise visitors and public to clear the area - Notify relevant utility company to carryout repairs
	STAY CALM DO NOT PANIC	
6	Emergency Services 000	When applicable, the Workplace Manager/Coordinator or Warden shall contact emergency services stating clearly: (i) The nature of the emergency, (ii) Location of the emergency, (iii) The number of any persons injured & their location on site (iv) Clearly answer any questions asked by emergency service
7	Completion	DO NOT re-enter area until advised by Emergency Services or Utility Company Ensure services are restored by relevant Utility Service/s
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
Further Information:		Prior to commencing excavation operations the Workplace Manager or Work Group Leader shall ensure: (i) Plans/diagrams of all available underground services (ii) Prior contact with Dial Before You Dig Service Searches by phoning 1100 or www.dialbeforeyoudig.com.au (iii) Request field technician to determine buried services

11.12 Damage to Aboveground Services

EMERGENCY RESPONSE PROGRAM NO: 12		
DAMAGE TO ABOVEGROUND SERVICES		
1	Objective	To ensure a successful outcome to a damage to aboveground services emergency, ensuring all personnel is evacuated out of danger and appropriate resources are available to minimise personnel, property or environmental damage.
2	Training	Nil
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training N/A (iii) Reporting All personnel (iv) Response Coordinator, Work Group Leader
4	Resources	(i) 2-way Radio or Mobile Phone
5	IMMEDIATE RESPONSE	ALL PERSONNEL <i>Should electricity, gas, water or telecommunications services be pulled down or damaged, the following is to be carried out:</i> • STOP work IMMEDIATELY • Raise alarm – Evacuate immediate area • Notify – Coordinator or Work Group Leader
	STAY CALM DO NOT PANIC	COORDINATOR OR WORK GROUP LEADER • If it is SAFE TO DO SO: • Inspect work area • Isolate service if appropriate • Notify Workplace Manager or Supervisor • Notify Emergency Services • Isolate immediate area and barricade if possible • Advise visitors and public to clear the area • Notify relevant utility company to carry out repairs
6	EMERGENCY SERVICES 000	When applicable, the Workplace Manager/ Coordinator or Warden shall contact emergency services stating clearly: (i) The nature of the emergency, (ii) Location of the emergency, (iii) The number of any persons injured & their location on site (iv) Clearly answer any questions asked by emergency service
7	Completion	DO NOT re-enter area until advised by Emergency Services or Utility Company Ensure services are restored by relevant Utility Service/s
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
Further Information:		Should a person be in a vehicle when power lines fall across it the following should be carried out: (i) Stay in the vehicle if it is safe to do so – DO NOT TOUCH anything (ii) If the vehicle has to be evacuated – Open door without touching metal parts and JUMP clear (iii) DO NOT for any reason return to vehicle – Stay clear

11.13 Fire in a Waste Vehicle

EMERGENCY RESPONSE PROGRAM NO: 13		
FIRE EMERGENCY – FIRE IN A WASTE VEHICLE		
1	Objective	To ensure a successful outcome to a fire in a waste vehicle, ensuring all workplace personnel are evacuated out off danger and appropriate resources are available to prevent or minimise fire damage.
2	Training	All personnel to receive regular training in the operation and use of workplace fire fighting equipment
3	Key Responsibilities	Issue/Instruct Manager Training Manager Reporting All personnel Response Warden/Fire Warden
4	Resources	- Appropriate fire extinguishers/hoses - Clearly identified and maintained exits & routes - Toolbox Topic TBT-31 Vehicle Emergency Procedures 2021-11
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	ALL WORKPLACE PERSONNEL - Compact the load. - IMMEDIATELY notify your supervisor/manager - Where it is safe to reach the Tomago Resource Recovery Facility, Supervisor/Manager to contact the Chief Fire Warden to seek their agreement that the hot load can be driven to this area. - If there is no nearby designated hot load area, seek a safe location to pull off the main roads (carpark, vacant block, emergency stopping bays etc). - Where possible, try to avoid any areas adjacent to waterways and/or drains. - Where the hot load is brought to the Tomago, prior to the vehicle arrival, organise fire fighting equipment to be in close proximity to the designated hot load area. - Once at a safe location, commence ejecting the load. The truck should be driven away from the load, providing it is safe to do so. - Notify emergency services with exact location. - If safe to do so, standing upwind, use the fire extinguishers or a hose (if available) to try to extinguish the fire, commencing with the truck, then the load. - Using the provided emergency triangles, establish an exclusion zone around the area and do not allow public to access. - Arrange for the transport of the fire debris, clean up the area. - Supervisor/Manager to record the Incident in SCRIM
6	EMERGENCY SERVICES 000	When applicable, the Supervisor/Manager shall contact emergency services stating clearly: - The nature of the emergency, - Location of the emergency, - The number of persons injured & their location on site - Clearly answer any questions asked by emergency service
7	Completion	Once all has been done the Warden shall make the area safe (ie: isolate and tag out machinery, cordon off area, secure incident scene). Evacuated persons shall not re-enter the area/building until advised by Warden or Emergency Services.
8	Investigation/Reporting	The Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with Incident Notification, Reporting & Investigation
Further Information: The Workplace Manager shall ensure that pre-start inspections are conducted on all vehicles.		

11.14 Snake Bite

EMERGENCY RESPONSE PROGRAM NO: 14		
SNAKE BITE		
1	Objective	To ensure a successful outcome to a snake bite emergency, ensuring all injured persons receive immediate and appropriate medical treatment.
2	Training	First Aider to be appointed for Work Groups of 3 or more First Aider to hold a current HLTAID003 Provide First Aid and HLTAID001 Provide Cardiopulmonary Resuscitation Certificate
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting Work Group Leader/Operator (iv) Response Operator/First Aider
4	Resources	(i) First Aid Kit (including snake bite kit) (ii) 2-way Radio/ Mobile Phone
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	ALL PERSONNEL Many field personnel are exposed to snake bites • Notify Operations Supervisor and Work Group First Aider for assistance • Seek IMMEDIATE medical assistance • IMMOBILISE the affected limb (see over page) • Apply PRESSURE (see over page) • Calm the affected person • Administer first aid until relieved by trained medical relief • Supply medical relief with all relevant details • Clearly answer any questions asked by emergency service
6	EMERGENCY SERVICES 000	When applicable, the Work Group Leader or Operator shall contact emergency services stating clearly: (i) The nature of the emergency, (ii) Location of the emergency, (iii) The number of persons injured & their location on site (iv) Clearly answer any questions asked by emergency service (v) Do not hang up the phone until the emergency services operator has disengaged to ensure that adequate information is passed on to the operator.
7	Completion	Once all has been done for the casualties the Coordinator or Work group leader or Operator shall ensure the area is free of snakes. A wildlife specialist may be needed to inspect area and relocate any snakes.
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
Further Information:		Refer below for further information on immobilising a snake bite. In the event of a snake bite do not attempt to capture the snake.

SNAKE BITE

DRSABCD Danger □ Response □ Send for help □ Airway □ Breathing □ CPR □ Defibrillation

The DRSABCD Action Plan is the first step when providing first aid. Use this to assess the immediate situation.

WARNING

All known or suspected snake bites must be treated as potentially life-threatening and medical aid should be sought urgently.

NOTE

Do not wash venom off the skin or clothes because it may assist identification

SIGNS AND SYMPTOMS

- Signs of a snake bite are not always visible.
- In some cases, the patient may not have felt anything.
- Symptoms may not appear for an hour or more after the person has been bitten.
- Depending on the type of snake, signs and symptoms may include some or all of the following: -
- Immediate or delayed pain at the bite site.
- Swelling, bruising or local bleeding.
- Bite marks (usually on a limb) that may vary from obvious puncture wounds to scratches that may be almost invisible.
- Swollen and tender glands in the groin or armpit of the bitten limb.
- Faintness, dizziness.
- Nausea and vomiting.
- Headache.
- Abdominal pain.
- Oozing of blood from the bite site or gums.
- Double or blurred vision.
- Drooping eyelids.
- Difficulty in speaking or swallowing.
- Limb weakness or paralysis.
- Difficulty in breathing.
- Occasionally, initial collapse or confusion followed by partial or complete recovery.

WHAT TO DO — Pressure Bandage & Immobilise

- 1 Follow DRSABCD.
- 2 Call **(000)** for an ambulance.
- 3 Lie the patient down and ask them to keep still. Reassure the patient.
- 4 If on a limb, apply an elasticised roller bandage (10–15 cm wide) over the bite site as soon as possible.
- 5 Apply a further elasticised roller bandage (10–15 cm wide), starting just above the fingers or toes and moving upwards on the bitten limb as far as can be reached.
 - Use clothing or other material if an elasticised roller bandage is not available.
 - Apply the bandage as firmly as possible to the limb. You should be unable to easily slide a finger between the bandage and the skin.
- 6 Immobilise the bandaged limb using splints.
- 7 Keep the patient lying down and completely still (immobilised).
- 8 Write down the time of the bite and when the bandage was applied. If possible, mark the location of the bite site (if known) on the skin with a pen, or photograph the site.
- 9 Stay with the patient until medical aid arrives.



11.15 Earthquakes and Tsunamis

EMERGENCY RESPONSE PROGRAM NO: 15		
EARTHQUAKES and TSUNAMIS		
1	Objective	To ensure a successful outcome to a snake bite emergency, ensuring all injured persons receive immediate and appropriate medical treatment.
2	Training	First Aider to be appointed for Work Groups of 3 or more First Aider to hold a current HLTAID003 Provide First Aid and HLTAID001 Provide Cardiopulmonary Resuscitation Certificate
3	Key Responsibilities	(i) Issue/Instruct Workplace Manager (ii) Training Coordinator (iii) Reporting Work Group Leader/Operator (iv) Response Operator/First Aider
4	Resources	(i) First Aid Kit (including snake bite kit) (ii) 2-way Radio/ Mobile Phone
5	IMMEDIATE RESPONSE STAY CALM DO NOT PANIC	There is no accepted method to predict an earthquake so it's vital to know what to do during an earthquake as you will not receive any warning. How you should react in an earthquake depends on where you are at the time. • If you are in a car, pull over and stop. Set your parking brake. • If you are outdoors, stay outdoors away from buildings. • If you are inside, stay and do not run outside and avoid doorways. Drop (or Lock) • Wherever you are, drop down to your hands and knees and hold onto something sturdy. If you're using a wheelchair or walker with a seat, make sure your wheels are locked and remain seated until the shaking stops. Cover • Cover your head and neck with your arms. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs. Hold On • If you are under a table or desk, hold on with one hand and be ready to move with it if it moves. If seated and unable to drop to the floor, bend forward, cover your head with your arms and hold on to your neck with both hands. After the Earthquake • Expect aftershocks to follow the main shock of an earthquake. Be ready to Drop, Cover, and Hold On if you feel an aftershock. • If you are in a damaged building, go outside and quickly move away from the building. Do not enter damaged buildings. • If you are trapped, send a text or bang on a pipe or wall. Cover your mouth with your shirt for protection and instead of shouting, use a whistle. • If you are in an area that may experience tsunamis, go inland or to higher ground immediately after the shaking stops. Avoid contact with floodwaters as they can contain chemicals, sewage, and debris. • Check yourself to see if you are hurt and help others if you have training. • If you are sick or injured and need medical attention, contact your healthcare provider for instructions. If you are experiencing a medical emergency, call 000. Once you are safe, pay attention to local news reports for emergency information and instructions via battery-operated radio, TV, social media or from mobile phone text alerts.

6	EMERGENCY SERVICES 000	When applicable, the Work Group Leader or Operator shall contact emergency services stating clearly: (vi) The nature of the emergency, (vii) Location of the emergency, (viii) The number of persons injured & their location on site (ix) Clearly answer any questions asked by emergency service (x) Do not hang up the phone until the emergency services operator has disengaged to ensure that adequate information is passed on to the operator.
7	Completion	Once all has been done the Warden shall make the area safe (ie: isolate and tag out machinery, cordon off area, secure incident scene). Evacuated persons shall not re-enter the area/building until advised by Warden or Emergency Services.
8	Investigation/Reporting	The Workplace Manager shall ensure that the incident causing the emergency is reported and investigated in accordance with RE-H&S-PR-012 Hazard & Incident Reporting & Investigation Procedure
Further Information: All directions issued by the Bureau of Meteorology or local Emergency Management Control to be followed.		

12.0 REFERENCES

- REMONDIS HSEQ Policies and Procedures
- Port Stephens Council Disaster Dashboards

13.0 ATTACHMENTS

13.1 Appendix A: Telephone Threat Checklist

Telephone Threat Checklist & Recording Sheet	
General questions to ask: 1. What is it? 2. When is the bomb going to explode? Or, when will the substance be released? 3. Where did you put it? 4. What does it look like? 5. When did you put it there? 6. How will the bomb explode? 7. Did you put it there? 8. Why did you put it there?	CALLER'S VOICE Accent: Any impediment: Voice (loud, soft, etc.): Speech (fast, slow): Diction (clear, muffled, slurred): Manner (calm, emotional, etc.): Did you recognise the caller? If so, who do you think it is?
Chemical / biological threat questions: 1. What kind of substance is in it? 2. How much of the substance is there? 3. How will the substance be released? 4. Is the substance a liquid, powder, or gas?	THREAT LANGUAGE Well spoken: Irrational: Taped: Message read by caller: Abusive:
Bomb threat questions: 1. What type of bomb is in it? 2. What is in the bomb? 3. What will make the bomb explode?	BACKGROUND NOISES Street noises: House noises: Aircraft: Voices: Music: Machinery:
Exact words:	OTHER Sex of caller: Estimated age:
	CALL TAKEN Date: Time: Duration: Number called:
	ACTION TAKEN Call reported to: Phone number:

13.2 Appendix B: Emergency Services Information Package

Key Site Contact: Scott Smith – 0419 555 408

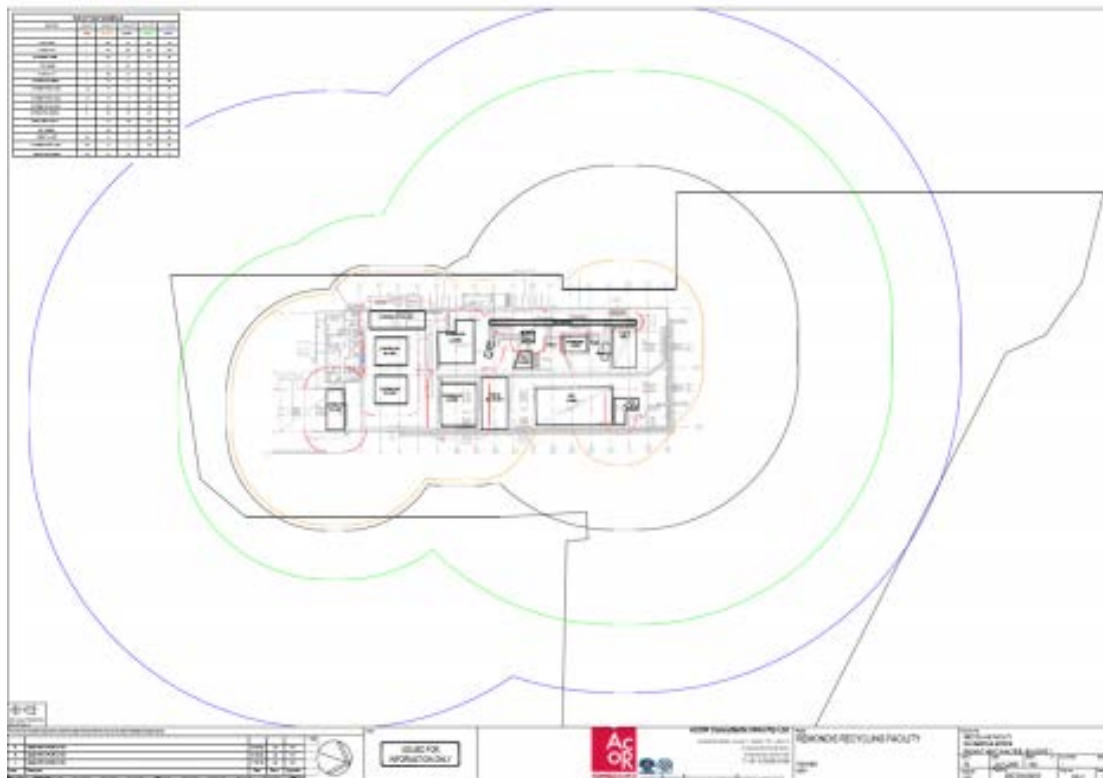
Product or Waste	Amount Stored Onsite
Tank 1 – Waste Oil	54,000L
Tank 2 – Waste Oil	67,000L
Tank 3 – Oily Water/Coolant	20,000L
Tank 4 – Oily Water/Coolant	20,000L
Tank 5 – Fuel/AdBlue for refuelling Vehicles and Equipment	60,000L
Tank 6 – Oily Water/Coolant	20,000L
Tank 7 – Drill mud liquid storage tank	50,000L

Combustible Material Stored On-site

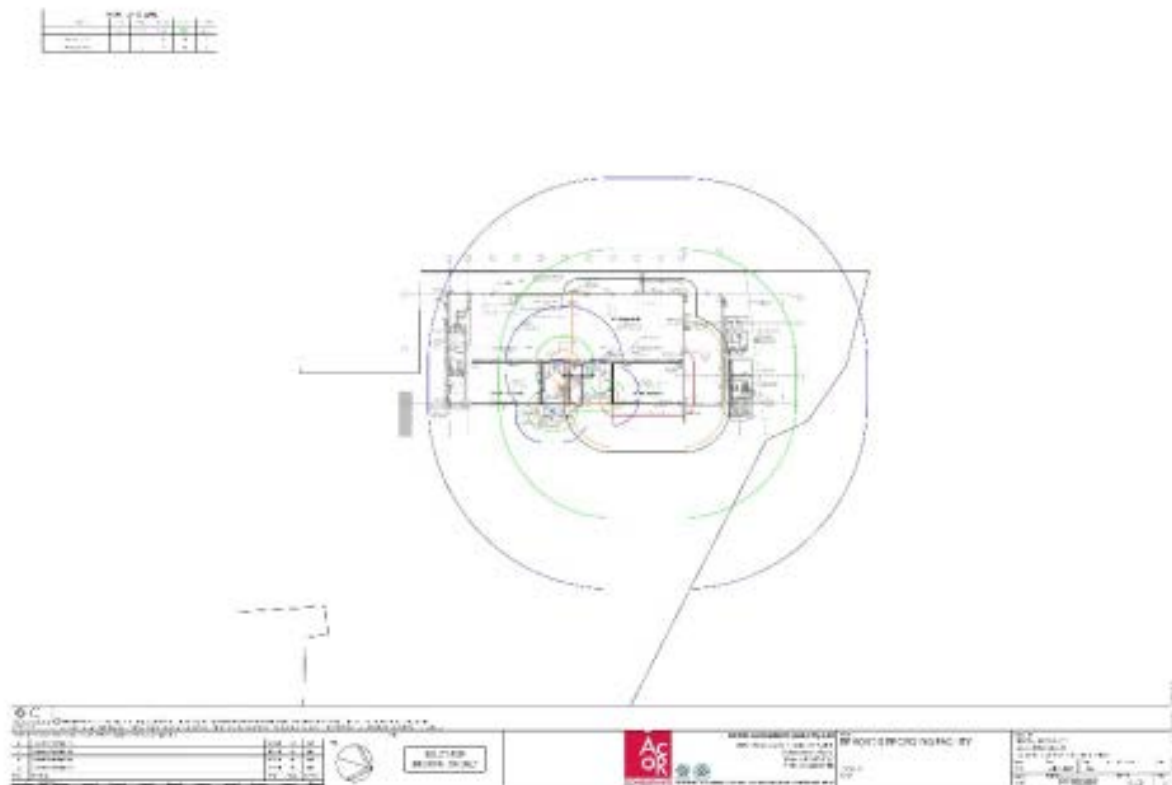
Item	Building	Hazard	Causes	Consequences
1	1 (External)	Diesel storage, external	50,000L tank damaged by mobile equipment	Fire – thermal radiation Toxic fumes Contaminated firewater
2	1	Hydraulic oil, external	Knock-on from encroaching fire	Fire – thermal radiation Toxic fumes Contaminated firewater
3	1	Conveyor rubber, internal	Ignition of combustible materials during crushing Bearing seizure (friction) Belt misalignment (friction) Fire transfer between belts Belt failure due to fire Inadequate maintenance	Fire – thermal radiation, conduction, convection Toxic fumes Contaminated firewater
4	1	Plastics (PVC and LDPE) storage, internal	Knock-on from encroaching fire Ignition during shredding	Fire – thermal radiation, conduction Toxic fumes Contaminated firewater
5	1	Paper storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater
6	1	Cardboard storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater
7	1	Textile storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater
8	1	Solid wood storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater

9	1	Shredded wood storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater
10	3 (External)	Waste oil storage, external	54kL / 67kL tanks damaged by mobile equipment	Fire – thermal radiation Toxic fumes Contaminated firewater
11	3 (External)	Waste coolant storage, external	20kL tanks damaged by mobile equipment	Fire – thermal radiation Toxic fumes Contaminated firewater
12	2	Aerosol storage, internal	Damage from handling	Fire – thermal radiation Vapour cloud explosion
13	2 (External)	Li Battery storage, internal	Ineffective cell discharge and exposure to atmosphere	Fire – thermal radiation Vapour cloud explosion

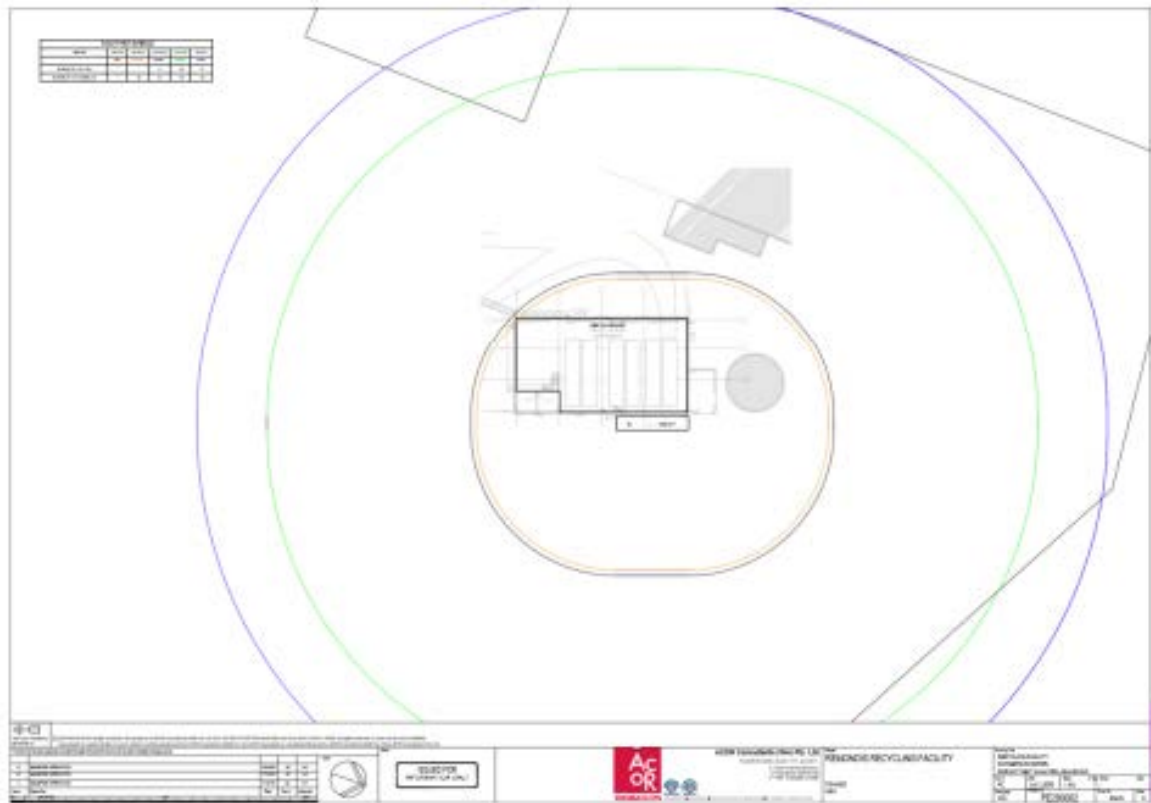
Location of stored materials on-site with radiant heat estimates (Source: Fire Safety Study, 2020)
Building One



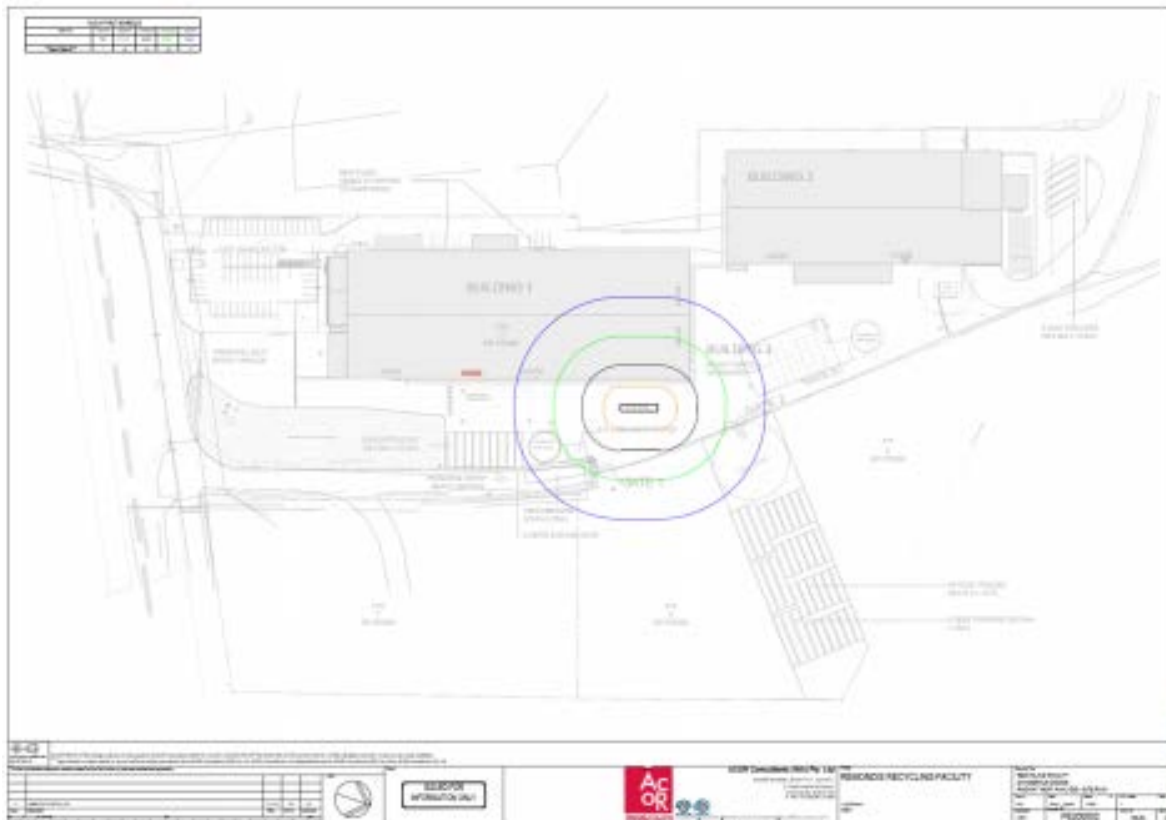
Building Two



Building Three



Diesel Storage



Evacuation diagram, showing firefighting equipment on-site

