

EMERGENCY RESPONSE MANAGEMENT SUB PLAN

PROJECT NAME

LIDCOMBE MULTI LEVEL WAREHOUSE

PROJECT NO.

3658



ADC O

Plan Control and Amendment

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The Document Owner is responsible for maintenance, review, updates, approval and distribution of the Master Version of this Plan. All changes to this Plan to suit Project Site specific needs are recorded by the Project Manager, or nominated ADCO representative, in the Project Version History table below. The first Project Version History issued will be recorded as v4.1 followed by 4.2.

The Project Manager, or nominated representative, must review the Emergency Response Management Sub Plan at maximum three (3) month intervals. Project related minor revisions to this Management Sub Plan, can be independently issued, but must be approved by the Project Manager, or a nominated ADCO representative.

Project Version History

Revision	Date	Description / Updates	Reviewed by	Approved by
4.1	18.03.25	Plan update to new revision	Matthew Mangin	N. Napoli
4.2	18.07.25	Plan Update with new team members	Matthew Mangin	M. Eltakchi
4.3	8.01.26	Plan update with new team members	Brandon Provenzano	Brandon Provenzano
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4.5	12/02/2026	Updated ECO Team	David Biviano	M. Eltakchi

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1. INTRODUCTION

This Emergency Response Management Sub Plan (ERM SP) outlines general requirements for initiating an emergency response that could occur because of an ADCO workplace incident, condition, external threat, Ground or other major subsidence or natural causes. This ERM SP also outlines the subsequent management and communications response requirements for any potential and actual emergencies which may occur on or impact this ADCO Project Site/ Workplace.

2. SCOPE

This ERM SP applies to all personnel at the ADCO Project Site/Workplace identified in the title of this ERP SP including all employees, contractors, visitors, or other workers.

3. RELATED DOCUMENTS

Background documents that support the detail outlined in this Emergency Response Management Sub Plan are:

- ADCO Procedure - Risk Management
- ADCO Procedure - Incident Management
- ADCO Procedure - Emergency Management
- HammerTech – the ADCO electronic reporting system.
- Australian Standard AS3745 Planning for Emergencies in Facilities

First Aid

- First Aid in the Workplace – Code Of Practice (ACT September 2020, NSW January 2020, NT October 2022, QLD March 2021, TAS July 2019, SA June 2020, WA July 2022)
- [First Aid for Heat-Related Illness](#) Safe Work Australia
- [Model Code of Practice: First aid in the workplace](#) July 2019 Safe Work Australia
- [First Aid in the Workplace - Compliance Code](#) (WorkSafe Victoria November 2021)

4. DEFINITIONS

Emergency

Any event that arises internally or from external sources, which may significantly affect the health and safety of persons or the community (i.e., imminent, or immediate risk of serious harm) and which requires immediate response by the occupants.

Any unplanned event that can cause deaths, or significant injuries, disrupt operations, cause actual or potential material harm to the environment, or significantly impact property and business continuity.

Any event that involves the need for, or the presence of trained emergency services such as ambulance, police, or fire brigade. Examples include:

- A bomb threat.
- The failure of temporary containment structures (e.g., erosion and sediment control structures).
- An externally triggered event (such as terrorist activity).
- A fall arrest/suspension in a safety harness – emergency retrieval plan.
- A fire or an explosion.
- Flooding of the workplace.

- A gas leak or toxic emission (from workplace or an adjoining property).
- A Medical emergency.
- Major equipment failure.
- A Natural Disaster (e.g., cyclone, flooding, tsunami, earthquake).
- Pollution or incidents involving the potential for pollution.
- Leaks or spill.
- Storage of dangerous goods and hazardous chemicals.
- Stretcher access/egress.
- Structural collapse.
- Vehicular/plant collision (public or project); and
- Any other risk situation that is applicable to a workplace with the potential to require an emergency response.

Emergency Control Organisation (ECO)

Workplace Manager and nominated representative(s) responsible to direct and control the implementation of the Emergency Response Management Sub Plan, e.g., Chief Warden, Communications Officer, Floor/area Warden(s) and First Aid Personnel.

Emergency Response Team (ERT)

Personnel appointed in the project site who have specific training or competency to attend to different types of emergencies, e.g., trained first aid personnel to attend to a medical emergency, personnel trained in rescue from heights and equipment used for rescue from heights, rescue from a confined space, use of a spill kit or use of breathing apparatus. The ERT will be set up if determined necessary by the ECO or the Site Manager dependent on the credible emergency scenarios applicable to the specific project site or workplace.

Emergency Service(s)

The State or Territory authority responsible for emergency response or recovery, e.g., Fire Brigade, Police Service, Ambulance Service or Paramedic.

Incident

Any occurrence which results in actual, or has the potential to cause, injury or ill health or damage to property or harm to the environment. The term 'accident' is not used at ADCO.

Workplace Manager

Means the Project Manager or any other workplace specific manager of ADCO with the responsibility for day-to-day management or control of a workplace(s).

5. PROTECTION PRIORITIES IN AN EMERGENCY

ADCO have the following protection priorities in the event of an emergency:

- Safety of People; then
- Protection of the Environment; and then
- Safeguarding of commercial considerations.

6. EMERGENCY RESPONSE

ADCO has an Emergency Response Management Sub Plan and a nominated Emergency Control Organisation Leader at each of its project sites/workplaces. The primary role of the ECO Leader is to direct and control the implementation of the Emergency Response Management Sub Plan and render personnel and facilities safe by the application of local resources and liaison with the Emergency Response Team and the external Emergency Service(s).

The initial response to an emergency and the implementation of the Emergency Response Management Sub Plan normally includes the following actions:

- R Remove** workers from immediate danger (if safe to do so); and
- A Alarm** raised by contacting appropriate emergency services advising the nature, status and exact location of the incident/condition/external threat and advise what action has been taken or is underway; and
- C Contain** the incident and its effects and make the area safe (if safe to do so) – preserve the scene for investigation; and
- E Evacuate** workers if required and undertake a head count.

7. RESPONSIBILITIES

Various sections of this ERM SP detail roles and responsibilities allocated to specific position holders for different activities to be undertaken at a specific time or in response to specific events. Principal responsibilities are as follows:

Role	Responsible Person & Brief Description
First Aid / Patient Care	ADCO First Aid – First responder on the scene
First Aid Runner; Defib / Stretcher / First Aid Kit	ADCO Team Member – First responder on the two-way radio / mobile phone
Communications; Emergency Services (000)	Martin Eltakchi, Gary Petersen, Brandon Provenzano First responder on the scene (where appropriate)
Secure the Area e.g. Barricades, Flagging, Signage	Satya Siratharani or a nominated ADCO team member
Clear Access for Emergency Services	Satya Siratharani, KPI Traffic Control or a nominated ADCO team member
Communications; Senior ADCO, Client, Next of Kin	Martin Eltakchi or Brandon Provenzano
Photographic Evidence	Nominated ADCO team member
Incident Report	Nicholas Napoli, Martin Eltakchi, Brandon Provenzano, Gary Petersen, Dave Biviano
Team Debrief	Martin Eltakchi, Brandon Provenzano, Gary Petersen, Dave Biviano

8. TRAINING

Emergency Control Organisation

Training requirements of the ECO members can be identified from the ADCO National Training Matrix. They shall be reviewed by the Workplace Manager when this Management Sub Plan is first established and thereafter reviewed at maximum 12 monthly intervals for offices and maximum six (6) monthly intervals for construction projects.

Responsibilities of ECO members are provided in Appendix One. The Workplace Manager is responsible for ensuring that the ECO members are competent to fulfil their appointed ECO roles related to the direction and control of the implementation of the emergency response plan.

The training and competency records of the ECO members shall be maintained in Bamboo HR.

Emergency Response Team

Training requirements of the ERT members can be identified from the ADCO National Training Matrix and from the applicable credible emergency scenarios, e.g., spillage, rescue from heights and confined space). They shall be reviewed by the Workplace Manager and the ECO Team Leader when this plan is first established and thereafter at maximum quarterly intervals for offices, plant yards and construction projects.

The Workplace Manager and ECO Team Leader are responsible for ensuring that the ERT members are competent to fulfil their appointed ERT roles related to the direction and control of the implementation of the emergency response plan.

The training and competency records of the ERT members shall be maintained in Bamboo HR.

9. PERIODIC DRILLS

This ERM SP shall be tested to determine its effectiveness at maximum:

Offices

- 12-month intervals for an ADCO office for a listed emergency scenario event and evaluation of the effectiveness of a full or partial evacuation.

Construction Project sites

- maximum 6 monthly intervals for a listed emergency scenario event and the effectiveness of a full or partial evacuation; and
- formally evaluate at least two separate credible emergency scenarios from the project site Emergency Response Management Sub Plan at least twice per year, e.g., medical emergency; trench cave in; spill to the environment (preferred at least once) or other outlined in this Plan consistent with the program of works, frequency and potential credible scenarios identified; and
- Alternatively, a project can take the opportunity to formally evaluate an 'actual' incident event(s) and emergency response scenarios and document the findings; and
- A Drill Schedule outlined on the next page must be maintained for the project site based on the program of works, frequency and potential credible scenarios identified within this Emergency Response Management Sub Plan.

Each Emergency Response Exercise shall:

- formally test and evaluate a credible emergency scenario at least twice per year; and separately evaluate a site emergency evacuation or partial evacuation of an area at least every 6 months.
- test emergency planning and preparedness and response to a particular pre-determined scenario that has been identified in this Management Sub Plan including at least one environmental scenario every
- 6 months during the life of a construction project or occupancy of the asset.

- Include a documented description of the scenario which is communicated to all emergency exercise participants.
- Evaluate the drill and document this on the Emergency Event Evaluation Form within HammerTech. Alternatively, the ADCO Emergency Event Evaluation Form can be used or equivalent where the exercise is managed by a 3rd party.
- Evaluation for effectiveness shall include where available review by the Project Team Meeting and HSE Committee or HSR or other agreed consultative mechanism.

Drill Schedule

Emergency Scenario	Date of Drill
Unconscious Worker In A Pit	June 2025
Site Evacuation Fire Drill	September 2025
Full Site Evacuation Drill (moved site office and amenities compound)	February 2026

10. EMERGENCY CONTACT NUMBERS

Emergency contact numbers are listed in Appendix Two of this ERM SP and must be displayed in prominent locations at this Project Site/Workplace.

11. EVACUATION DIAGRAM, ROUTES AND ASSEMBLY AREAS

An Emergency Evacuation Diagram that complies with AS3745 must be displayed in prominent locations where workers and visitors can view the diagram. A copy of this Evacuation Diagram is contained in Appendix Four of this ERMSP.

Evacuation Diagrams shall be reviewed at maximum six monthly intervals for all construction workplaces or following any material (significant) change to an emergency access / egress route(s) and updated to reflect any change to access or egress routes or emergency equipment location.

AS3745 requires evacuation diagrams to have the correct orientation when displayed, with regard to the direction of emergency exits and the location of the 'You Are Here' point. This means ensuring the floor plan diagram faces the right direction, i.e., it is forward-facing eliminating any requirement to mentally rotate the map while trying to read it.

The Emergency Evacuation Diagram will also include the location of firefighting and spill response equipment plus first aid facilities and shall be displayed in prominent locations where workers and visitors can view the diagram.

At the discretion of the ECO Team Leader, the emergency Evacuation Diagram and Emergency Equipment Diagram may be combined.

A First Aid Risk Assessment shall be conducted upon commencement of works at the workplace and reviewed at maximum 3 monthly intervals for construction projects and where material changes occur at offices or plant yards using the pro-forma included in Appendix Four and must be carried out by A Competent Person (i.e., qualified senior first aid professional). This risk assessment will assist in determining the requirements for first aid facilities and the number of competent first aiders to be provided at the workplace.

The assessment of first aid facilities and equipment shall be undertaken as outlined in Section 19 by a Competent Person.

12. ACTIVATION OF THIS PLAN

This ERM SP may be activated by:

- A member of the ECO at any time; or
- The sounding of the workplace emergency siren; or
- The advent of an emergency scenario of the kind identified within this ERM SP.

In deciding whether to notify the ADCO Crisis Management Team, the site ECO Team Leader must consider the following:

1. Is external help required beyond project/workplace resources e.g., emergency services?
2. Could the public image of the Company be affected?
3. Could the incident impact the Company's business or relationship with clients or government?
4. Could the incident have a major adverse impact on the environment?
5. Could the incident invoke significant national external media and stakeholder focus?

If the answer to any of the above is "YES" then the requirements of the ADCO [Crisis Management Plan](#) should be implemented.

13. TERMINATION OF AN EMERGENCY

An emergency may be terminated by one of the following:

- By the ECO Team Leader; or
- By the Emergency Services(s) Leader, e.g., Fire Brigade Commander; or
- If the emergency has been escalated to the ADCO Crisis Management Team, then by the ADCO Crisis Management Team.

14. NOTIFICATION TO EXTERNAL AUTHORITIES

Formal notification to external authorities / regulators (other than emergency services) must be timely and undertaken by the ECO Team Leader after consultation with the relevant HSE Manager or Head of Health Safety Environment. Where the project holds an Environmental Licence, the incident/emergency reporting and notification requirements documented in the licence (as per relevant legislation) must be met.

15. EMERGENCY SCENARIOS

The Project/Workplace Risk Register has identified emergency response at this Project site/Workplace as high risk.

The following have been identified as potential credible emergency scenarios, which must be reviewed and tailored (add/delete) to the specific workplace:

Type of Emergency	Credible Scenario		First Response & Equipment
	Yes	No	
Bomb threat	☒	☐	Evaluate, Evacuation Siren / Assembly Area / Head Count, Emergency Services / White Level Search
Contact with overhead services or in-ground services	☐	☒	Evaluate, Radio / Nurse Call if First Aid (FA) needed; Exclusion Zone Barricading, Emergency Services
Confined Space	☐	☒	Standby Person trained in first aid and CPR, standby communication protocols and rescue /emergency services
Electric Shock	☒	☐	Evaluate, Radio / Nurse Call if FA needed, Exclusion Zone Barricading, Emergency Services. Low voltage rescue training and LV Rescue Kit
Excavation failure, e.g., partial collapse including trench, ingress of water, contaminated air/water	☒	☐	Evaluation, Radio/Nurse Call if FA needed, Evacuation Siren / Assembly Area / Head Count, Emergency Services
External threat (e.g., terrorist activity, hostages, demonstration, or civil unrest)	☐	☒	Shelter in Place Amenities Emergency Services Advice
Failure of temporary containment structure (e.g., erosion and sediment control)	☒	☐	Radio / Nurse Call if FA needed; Exclusion Zone Barricading
Fall Arrest - rescue from a suspended safety harness	☒	☐	Radio / Nurse Call if First Aid needed; Exclusion Zone Barricading; Rescue Kit, Work Box / EWP / Boom, Emergency Services
Fire (major) or smoke	☒	☐	Radio / Nurse Call if FA needed; Fire Extinguishers / hose reel if >12m effective height, Evacuation Siren / Assembly Area / Head Count, Emergency Services
Flooding (significant rainfall event, king tides, groundwater ingress)	☐	☒	Alert Notification – Site Closed Evacuation Siren, evacuate to Assembly Area/Head Count, Emergency Services
Ground or other major subsidence	☐	☒	Radio / Nurse Call if FA needed; Exclusion Zone Barricading, Evacuation Siren / Assembly Area / Head Count, Emergency Services
Immersion of a person(s) in water or a waterbody	☐	☒	Buoyancy Control Device; Spotter, Life Ring; Radio / Nurse Call if FA needed; ladder, Exclusion Zone Barricading, Emergency Services
Internal emergency - electrical power failure, water supply failure, hoist/lift/plant failure or odour/gas leak/toxic emission)	☐	☒	Shelter in Place Amenities, Radio / Nurse Call if FA needed, evaluate, evacuate to Assembly Area / Head Count

Medical emergency involving emergency first aid assistance.	☒	☐	Radio / Nurse Call if emergency FA needed; Stretcher Access / Egress, First Aid Response, Defibrillator / First Aid Kit, Emergency Services
Natural disaster (e.g., bushfire, cyclone, earthquake).	☐	☒	Alert Notification – Site Closed Evacuation Siren evacuate to Assembly Area / Head Count, Emergency Services Cyclone Preparation Checklist
Personal Threat / Robbery / Intruder	☒	☐	Remain Calm, follow the instructions given, handover whatever is requested
Pollution or the potential for pollution, e.g., significant leaks or spills, or runoff	☒	☐	Report, Evaluate; Spill Kit Response; containment, Emergency Services
Rescue from tower crane	☐	☒	Evaluate, Emergency Services, FA Response with Defibrillator / First Aid Kit/Bleed Kit included in Grab & Go Bag
Roll over/ Topple Over of mobile plant	☒	☐	Evaluate, Radio / Nurse Call if FA needed; Stretcher Access / Egress, First Aid Response, Defibrillator / First Aid Kit Exclusion Zone, Spill Kit Response
Storage of hazardous chemicals (products, materials, and substances) or Dangerous Goods	☒	☐	Manifest displayed near front entry, evaluate, fire extinguisher, FA Response, Defibrillator / First Aid Kit, Emergency Services
Structural collapse, e.g., tilt up/precast/prop failure or formwork collapse	☒	☐	Evaluate, Emergency Services, FA Response, Defibrillator / First Aid Kit, Exclusion Zone
Vehicular/plant collision (public or project)	☒	☐	Evaluate, Emergency Services, FA Response, Defibrillator / First Aid Kit Exclusion Zone
Other (List) –	☐	☒	

16. EMERGENCY SCENARIOS RESPONSE

16.1 Bomb Threat

If you receive a Bomb Threat

REMAIN CALM	- Always treat the call as genuine - Prolong the conversation and do not hang up
Attract attention of second person	- Do not alert the caller to your actions - Get a second person to call your Manager or Emergency Control Organisation Member
Be attentive	- Note any distinguishing background noises, music, traffic / other - Note the voice characteristics of the caller - Does the caller indicate knowledge of your workplace or building?
Record	As soon as possible the details are to be recorded in the Bomb Threat Checklist overpage
Notify	- Your Direct Manager - The Manager of the Project / Workplace - Alert HSE Manager - Emergency Services (where determined necessary)
Prepare	- To follow instructions from the Emergency Control Organisation Team Leader, security, Emergency Response Team, e.g., Police or other emergency service personnel - To evacuate if necessary - To assist in a search if necessary (i.e., only staff trained to do so). The aim of any search is to look for: - a suspiciously labelled object - an object like that described in the threat - an object of unusual size, shape and sound; OR - the presence of pieces of tape, wire or explosive wrapping, or other unfamiliar wrappings
If object found	- Do not touch it - Report that you have found a suspicious object
Procedure	Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace specific	

16.2 Bomb Threat Checklist

Exact wording of threat			
Sex of Caller			
☐ Male		☐ Female	
Question to ask			
When is it going to explode (release the substance)?			
What will make it explode (release the substance)?			
What does it look like?			
Where did you put it?			
Did you put it there?			
When did you put it there?			
Why did you put it there?			
Callers voice			
Accent	☐ Asian ☐ Australian	☐ English ☐ American	☐ NZ ☐ European ☐ Other
Voice	☐ Loud	☐ Soft	☐ Other
Speech	☐ Fast ☐ Clear	☐ Slow ☐ Muffled	☐ Other:
Impediment	☐ Lisp	☐ Stutter	☐ Other:
Manner	☐ Calm	☐ Emotional	☐ Other:
Additional information			
Threat relating to chemical, biological or radiation			
What kind of substance is in it?			
How much substance is in it?			
How will the substance be released?			
In what form is the substance (liquid, gas, or powder?)			
Bomb threat questions			
What type of bomb is it?			
What is in the bomb?			
Did you recognise the voice?	☐ Yes	☐ No	
If Yes, who do you think it was?			
Was the caller familiar with the building or workplace?	☐ Yes	☐ No	
Threat language			
Well Spoken	☐ Yes	☐ No	
Incoherent	☐ Yes	☐ No	
Taped	☐ Yes	☐ No	
Message read by caller	☐ Yes	☐ No	

Abusive	☐ Yes	☐ No
Other:		
Background sounds		
☐ Local Call	☐ STD	☐ Music
☐ Voices	☐ Street Noise	☐ Aircraft
☐ House Noise	☐ Machinery	☐ Other
Call taken		
Time:	Date:	Duration of Call: Number Called:
Recipient		
Name:	Recipient Tel No:	
Checklist completed by		
Name:	Date:	Signature:

16.3 Confined Space Emergency

IN THE EVENT OF A DECLARED EMERGENCY WITHIN AN OCCUPIED CONFINED SPACE

Standby Person	Determine the nature of the emergency through agreed communications with those in the confined space, as outlined by the Authority To Work Permit.
Assess	Danger – Remain Calm and avoid unprepared confined space entry. Response - Determine exact location and condition of casualties or other declared emergency situation with the confined space through dedicated communications. Prepare – Determine the nature of the emergency, rescue equipment required and those trained in confined space rescue. Send - for help (emergency services) as early as possible, where there is no communications response from within the Confined Space or a medical health or injury emergency will require assistance by Emergency Services.
Notify	- Alert the Site Manager - Alert the First Aid Officer(s) - Alert your Manager - Alert HSE Manager - Alert the Emergency Services where instructed.
Conditions	Advise nature of the emergency within the confined space, project exact location, nearest cross street, number of casualty(s) age/sex, symptoms and signs, any declared prior medical illness or medication. Maintain Standby Person at the Confined Space Entry Point and security against unprepared entry Place a Standby Person at the entry gate to meet with Emergency Services and convey them to entry to the Confined Space. Ensure confined space emergency rescue equipment is available.
Action plan	Prepare for confined space rescue operation Assess and manage confined space rescue Confirm location and condition of casualties Confirm atmospheric monitoring levels. Gain entry to confined space Remove casualty Conclude rescue operations Preserve the incident scene and Emergency Control Organisation Team Leader to check with HSE Manager if the incident area requires preservation for investigation by relevant Authorities. - Site / Workplace Manager to consult with HSE Manager to determine the requirement for Counsellors, i.e., Employee Assistance Program
Reporting	- Report in line with the requirements containing within the ADCO Procedure Emergency Management - Undertake incident investigation.
Other workplace Specific	

16.4 Contact with Overhead / In-Ground Services

REMAIN CALM & REMEMBER R.A.C.E.

RESCUE PEOPLE	From immediate danger – if safe to do so.
ALARM	Alert through Radio/Nurse Call if First Aid (FA) is needed Notify Workplace Manager Alert HSE Manager
CONTAIN SCENE	Establish exclusion zone and Spotter around the incident and preserve the scene. Treat all fallen power lines or other services as live.
EMERGENCY SERVICES	Contact Emergency Services if complex rescue is required. Contact Utility Owner if repair/disconnection is required.
- Follow instructions from Emergency Control Organisation Members, security or other Emergency Response Team, e.g., emergency services personnel. - Preserve the scene and keep people away. - Place a Standby Person at the entry gate to meet with Ambulance Officers and convey them to the scene. - Follow instructions from Emergency Services and Utility Owner.	
Other workplace Specific	

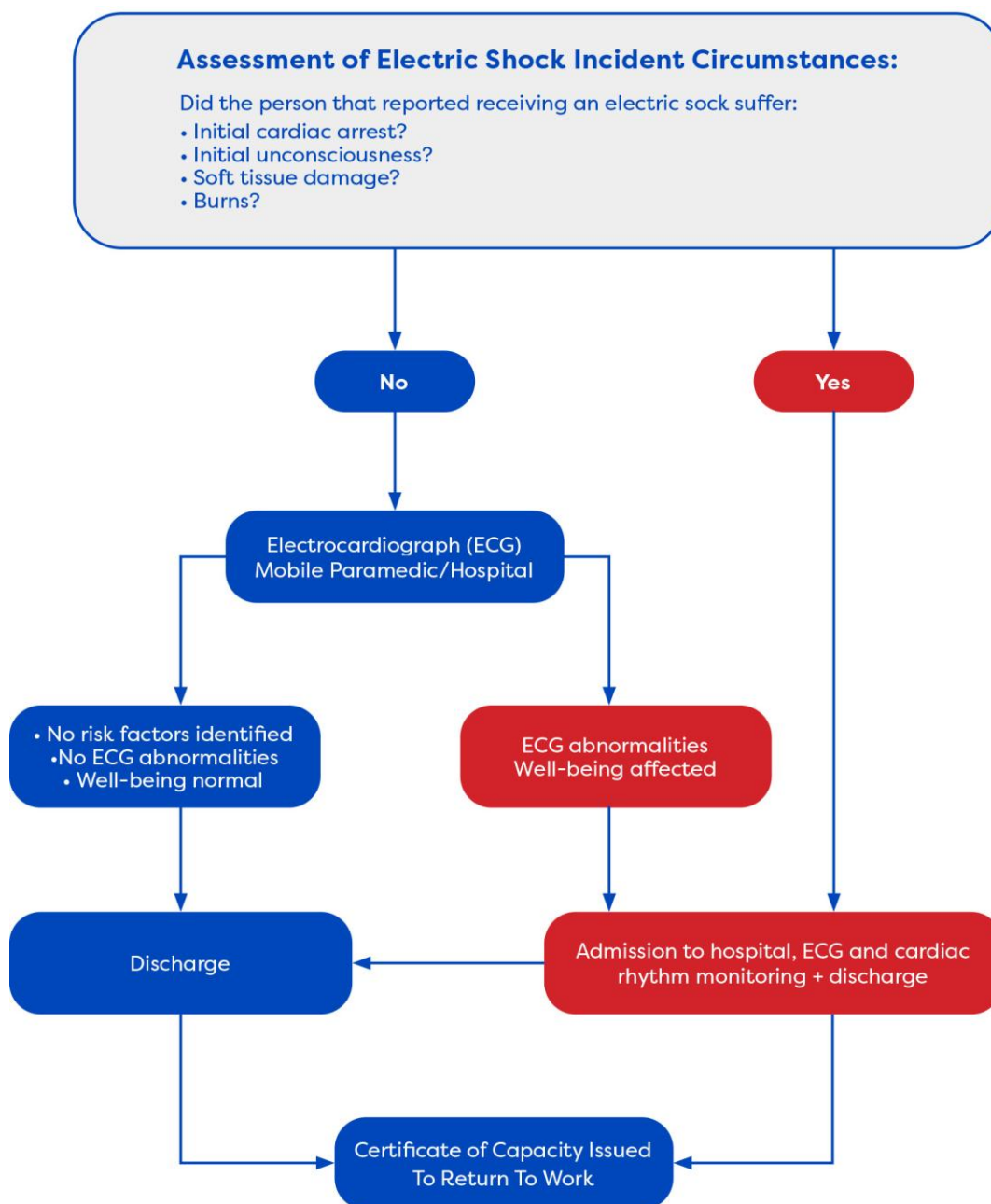
16.5 Electric Shock – Medical Emergency

IN THE EVENT OF AN ELECTRIC SHOCK / ELECTROCUTION INCIDENT AND THE NEED FOR URGENT MEDICAL ASSISTANCE

REMAIN CALM	Remain Calm!
Assess	Danger - to you, to others, to the patient, i.e., is the patient still connected to the electrical supply or is ponded water or other material in the area that may conduct electricity. Response - conscious or unconscious? Send - for help (emergency services) as early as possible. Airway - clear of objects and open? Breathing - chest rising / falling? Hear / feel air from mouth / nose? Circulation - do they have a pulse? Defibrillation - apply Automated External Defibrillator (AED)
Notify	- Alert Low Voltage Rescue trained personnel - Alert the First Aid Officer(s) - Alert your Manager - Alert HSE Manager - Alert the Ambulance Service where instructed
Conditions	- Advise your exact location, nearest cross street, number of patient(s) age/sex, symptoms and signs, any declared prior medical illness or medication. Place a Standby Person at the entry gate to meet with Ambulance Officers and convey them to the scene. Ensure Stretcher Access is available, e.g., scaffold or other areas.
Action plan	- Check if the patient is still connected to the electrical supply (the human body is an excellent conductor) or water ponded in the area can also conduct electricity - Turn off the electrical supply. - Alert Low Voltage trained rescue personnel. - Direct someone to wait at the escort point to accompany the emergency services to the exact location of the patient or emergency. - Make patient comfortable and area safe [if required barricade area]. - If no breathing/pulse and trained to do so undertake Cardiopulmonary Resuscitation (CPR) or other first aid as required. - Apply a Defibrillator and follow voice prompts if unconscious. - Further assess the electric shock incident circumstances (see flow chart overpage) - Preserve the incident scene and Emergency Control Organisation Team Leader to check with HSE Manager if the incident area requires preservation for investigation by relevant Authorities. - Site / Workplace Manager to consult with HSE Manager to determine the requirement for Counsellors, i.e., Employee Assistance Program
Reporting	Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace Specific	

Electric Shock – Further Assessment

Further Assessment of Electric Shock Incident Circumstances



16.6 Excavation Failure – Medical Emergency

IN THE EVENT OF AN EXCAVATION FAILURE / PARTIAL COLLAPSE INCLUDING A TRENCH, INGRESS OF WATER, CONTAMINATED AIR WATER

REMAIN CALM	- Evaluate the scene to determine if people are trapped. Remain Calm! - Radio / Nurse Call if First Aid needed
Assess	Danger - establish an exclusion zone and determine if people are trapped or buried. Response - speak to witnesses, determine the location of any people, and mark the location(s). Implement a Head Count if required. Send - for help (emergency services) and commence hand digging in any area known to contain people, if safe to do so. Airway - recover people trapped and check for open airway. Breathing - chest rising / falling? Hear / feel air from mouth / nose? Circulation - do they have a pulse? Defibrillation - if no pulse Apply a Defibrillator and follow voice prompts.
Notify	- Alert the First Aid Officer(s) - Alert your Manager - Alert HSE Manager - Alert the Ambulance Service where instructed
Conditions	- Ensure Stretcher Access is available, e.g., scaffold or other areas. - Advise your exact location, nearest cross street, number of patient(s) age / sex, symptoms and signs, any declared prior medical illness or medication. Place a Standby Person at the entry gate to meet with Ambulance Officers and convey them to the scene.
Action plan	- Make patient comfortable and area safe (if required barricade area). - If no breathing / pulse and trained to do so undertake Cardiopulmonary Resuscitation (CPR) or other first aid as required. - Preserve the incident scene and Emergency Control Organisation Team Leader to check with HSE Manager if the incident area requires preservation for investigation by relevant Authorities. - Site / Workplace Manager to consult with HSE Manager to determine the requirement for Counsellors, i.e., Employee Assistance Program
Reporting	Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace Specific	

16.7 External Threat / Incident

IN THE EVENT OF AN ANNOUNCEMENT OF AN EXTERNAL THREAT

REMAIN CALM	Remain Calm!
Await advice	• Do not leave the workplace – Shelter in Place • Await the advice of the ECO Team Leader
Assess	• Danger – to people
Notify	• Alert ECO Team Leader • Alert HSE Manager • Alert employees / workers
Conditions	• Advise employees / workers of the exact location where the external threat / incident has occurred and the nature of the incident if known. • Contact Emergency Services – Police to seek advice on the threat, its extent, nature, and location.
Action	Alert all employees / workers of any required action which may include: • Shelter in Place (remain in the building / project until further notice) and the threat has passed, OR • Evacuate when directed to a safe location to be advised.
Procedure	• Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace Specific	

16.8 Failure of Temporary Containment Structure

FAILURE OF TEMPORARY CONTAINMENT STRUCTURE (EG, EROSION AND SEDIMENT CONTROL)

REMAIN CALM	Remain Calm!
Assess	Danger – to people or the environment based on the volume of the containment structure and any impact on i) people followed by ii) the environment. Potential – for material harm (not trivial) or serious irreversible harm to the environment or people resulting from a leak, spill or escape of a substance, or circumstances in which this is likely to occur. Further assess whether any a leak, spill or escape of a substance is contained to the workplace only.
Notify	- Alert your Manager, ECO Team Leader and the nominated ERT member (who has been trained in Spill Response). - Alert Workplace Manager and HSE Manager. - Alert relevant Environment Authority or Local Government Officer (as appropriate) [when instructed]. - Alert Emergency Services [fire brigade when instructed]. - Alert others who may be affected, e.g., neighbours, other building occupants or interested parties.
Conditions	Advise the exact location where the pollution is occurring or is likely to occur, the nature, estimated quantity and the concentration of any pollutants involved, the circumstances in which the incident occurred (including the cause of the incident if known), the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution.
Action	- Make the area safe [if required barricade area and preserve the scene]. - Install temporary bunding or other environmental barriers to contain/slow the effect of the spill [contained in a Spill Kit]. - If safe, close any valve or tap where relevant. - Select appropriate personal protective equipment from Safety Data Sheet information. - Remove all sources of ignition e.g., smoking, or mobile telephone. - Instigate all necessary action to minimise the size, spread and any adverse effects of actual/potential environmental harm if safe to do so. - Supervisor/manager to determine if the incident area needs preservation for investigation by Authorities.
Procedure	Report in line with the requirements contained within the ADCO Procedure Emergency Management
Other workplace specific	

16.9 Fall Arrest – Safety Harness

IN THE EVENT OF A SAFETY HARNESS ‘FALL ARREST’ INCIDENT

REMAIN CALM	- Evaluate the scene to determine if the suspended Worker is conscious. - If conscious determine if the Worker is equipped with a suspension trauma straps or safety step ladder to relieve suspension trauma. - Maintain watch over the suspended worker and seek assistance.
Assess	- If conscious determine if the Worker is equipped with suspension trauma straps or safety step ladder to relieve suspension trauma. - Establish an exclusion zone and a Spotter to maintain visual observation of the suspended Worker. - If conscious determine the ability of the suspended Worker to undertake self-rescue outline in the action plan below.
Alert	- Alert the First Aid Officer(s). - Alert your Manager. - Alert HSE Manager. - Alert Emergency Services, e.g., Fire & Rescue.
Conditions	- Ensure Stretcher Access is available, e.g., scaffold or other areas. - Advise your exact location, nearest cross street, number of patient(s) age/sex, symptoms and signs, any declared prior medical illness or medication. Place a Standby Person at the entry gate to meet with Ambulance Officers and convey them to the scene.
Action plan	- Preserve the incident scene and Emergency Control Organisation Team Leader to check with HSE Manager if the incident area requires preservation for investigation by relevant Authorities. - Determine if self-rescue is feasible by: i) climbing back to the level that the worker fell, i.e. no more than 1.5m is feasible and rendered first aid where necessary and transported to hospital for examination OR ii) assisted self-rescue with a mechanically aided hauling rope system, e.g., (Gotcha Fall Arrest Rescue), secured to a rated anchor point and a D-ring on the safety harness, ii) then mechanically raise or lower the worker to a safe area, provide first aid and remove the harness and other equipment from further use (i.e. out of service). - Where the above options are not available as the Worker remains unconscious, use of a mobile elevating work platform, work box, boom lift or other elevating equipment will be used. - The Subcontractor intending to use a Safety Harness as a primary means of fall protection or primary means of fall restraint must provide a suitable Emergency Rescue Plan to enable the use of the Safety Harness to be considered.
Reporting	Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace Specific	

16.10 Fire (Major) or Smoke

IF YOU SEE FIRE OR SMOKE, REMAIN CALM AND DO NOT SHOUT! REMAIN CALM & REMEMBER R.A.C.E.

RESCUE PEOPLE	From immediate danger – if safe to do so.
ALARM	- Alert Emergency Control Organisation Team Member - Sound the Alarm.
CONTAIN SCENE	If safe to do so, close all doors and windows
EMERGENCY SERVICES	- Only attempt to extinguish the fire if trained and safe to do so by using the appropriate firefighting equipment, e.g., an extinguisher suitable for the type of fire encountered of hose reel is building effective height is >12m. - Workers should not attempt to use firefighting water hoses unless special training has been provided. - Fire extinguishers must be located in the areas noted over the page

- Prepare to evacuate, if necessary, to the Evacuation Assembly Area / Muster Point(s).
- Undertake a Head Count.
- Follow instructions from Emergency Control Organisation Members, security, or other Emergency Response Team, e.g., emergency services personnel.
- Ensure any visitors are accompanied from the workplace when evacuation is ordered.
- Proceed to the emergency evacuation assembly area and **DO NOT USE THE LIFTS OR PERSONNEL HOISTS**
- Do not allow people to enter the building / structure/project until all clear is given.
- Do not allow vehicles to enter / leave the car park of the building / structure / project until all clear is given.
- Leave lights on.
- Obey all instructions – do not return to the workplace until the **ALL CLEAR** is given.

THE ORDER IN WHICH THESE ACTIONS ARE PERFORMED WILL DEPEND UPON THE PARTICULAR FIRE OR SMOKE INCIDENT.

Note: In the event of witnessing evidence of a fire any employee may call the fire brigade – such action does not need another person's permission.

Other workplace Specific

Fire Extinguishers / Hose Reels / Boosters:

- For buildings under construction not less than one fire extinguisher to suit Class A, B and C fires and electrical fires must be provided at all times on each storey adjacent to each required exit or temporary stairway or exit.
- For any building under construction that reaches an effective height of 12 metres (this includes completed basement levels) -
 - the required fire hydrants and fire reels must be operational in at least every storey that is covered by the roof or floor (slab) structure above, except the 2 uppermost storeys; and
 - any required booster connections must be installed.
- Additional fire extinguishers should be located at a suitable location considering the work activities occurring, distance and access / egress routes.
 - **Task Specific** - Minimum, one (1) x 9 kg Dry Powder extinguisher located directly adjacent to the work area where Hot Works or Flammable Substances are being used.
 - **Hazardous Chemicals/Dangerous Goods Storage Areas** - Minimum, one (1) x 9 kg Dry Powder extinguisher directly adjacent to storage area. Refer to SDS if additional emergency provisions are required.
 - **Mobile Plant** - Minimum, one (1) x 1 kg Dry Powder extinguisher in the cab.

- **Static Plant** - Minimum, one (1) x 9 kg Dry Powder extinguisher in the Crane cab or in the Hoist.
 - **Site Amenities - Minimum**, one (1) x 9 kg Dry Powder for every 3 site sheds (e.g., lunch room, site office).
4. Where more than ten fire extinguishers exist in a workplace a Fire Extinguisher Register must be maintained and include inspection and testing intervals for each unit.

Restocking / Recharging

Site Managers and/or HSE Advisors to ensure that extinguishers are:

- Inspected at six monthly intervals (or sooner if utilised) by a qualified person.
- Supplied with a metal tag that is punched at date intervals to indicate service intervals.

Note: Quantities increase according to the project size and work activity risk.

16.11 Flooding

Planning	• Contact the local council / shire and confirm flooding risk and planning requirements. Check Geoscience Australia website: http://www.ga.gov.au/flood-study-web/#/searchApp/searchBasic. • Download the flooding planning guide appropriate to your region/state and implement requirements • Ensure flood response materials are available for immediate use e.g., sand and sandbags, plastic sheeting, loudhailer, first aid kit, first aid personnel. • Ensure all workers are briefed on flooding risk during workplace inductions and at other appropriate times. • Subscribe to the National Alert System: http://www.emergencyalert.gov.au/. • Ensure the ADCO Register Hazardous Chemicals is up to date and all storage is in non-flood prone areas • Ensure the workplace can be effectively secured from intruders if abandoned during a flood event • Ensure all IT systems are backed up regularly to off-site servers • Ensure all isolation points for water, electricity and gas are communicated to all ECO members and included on the Evacuation Diagram or Emergency Equipment Diagram
Obey instructions	• Do exactly as you are advised via the National Alert System • Follow Evacuation guidelines as outlined in this ERM SP. • Isolate all services when leaving site • Eliminate unnecessary travel
For further information	• http://www.abc.net.au/news/emergency/ • http://www.abc.net.au/radio/frequency-finder/
Other workplace specific	

16.12 Ground or Other Major Subsidence – Medical

IN THE EVENT OF A GROUND OR OTHER MAJOR SUBSIDENCE, EG. LOCALISED SINK HOLE

REMAIN CALM	- Evaluate the scene to determine if people are trapped. Remain Calm! - Radio/Nurse Call if First Aid needed
Assess	Danger – establish an exclusion zone and determine if people are trapped or buried. Response – speak to witnesses, determine the location of any people, and mark the location(s). Implement a Head Count if required. Send – for help (emergency services) and commence hand digging in any area known to contain people, only if safe to do so. Airway – recover people trapped and check for open airway. Breathing – chest rising/falling? hear/feel air from mouth/nose? Circulation – do they have a pulse? Defibrillation – if not pulse Apply a Defibrillator & follow voice prompts.
Notify	- Alert the First Aid Officer(s). - Alert your Manager. - Alert HSE Manager. - Alert the Ambulance Service / Fire & Rescue where instructed.
Conditions	- Advise your exact location, nearest cross street, number of patient(s) age/sex, symptoms and signs, any declared prior medical illness or medication. Place a Standby Person at the entry gate to meet with Ambulance Officers and convey them to the scene.
Action plan	- Make patient comfortable and area safe [if required barricade area]. - If no breathing/pulse and trained to do so undertake Cardiopulmonary Resuscitation (CPR) or other first aid as required. - Preserve the incident scene and Emergency Control Organisation Team Leader to check with HSE Manager if the incident area requires preservation for investigation by relevant Authorities. - Site / Workplace Manager to consult with HSE Manager for Counsellors, i.e., Employee Assistance Program
Reporting	Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace Specific	

16.13 Immersion of Person in Water / Waterbody

Planning	When working in or around a waterbody a work specific Rescue Plan must be developed a part of the Safe Work Method Statement that accounts for the following: • The nature of the water body e.g., lake, river, lagoon, bay, or ocean; • The likely impact of wave, wash, and wind action; • Typical water turbidity and ability to locate a submerged worker; • Personal Protective Equipment to be worn for any work near or over water e.g., Personal Flotation Devices, their rating and safety boot types • Whether workers that propose to undertake the works can swim; • The nature and duration of the work activity including time of day and length of shift and lone work is not permitted; • The nature of work platform that will be used e.g., jetty, work boat, scow, floating pontoon, or other as determined; • Equipment to be used when undertaking the task and effect on the risk of a worker becoming immersed in water. • Availability third party emergency services e.g., Water Police/Harbour Authority Reference should be made to relevant Council/Shire/Harbour regulations on required safety equipment. Emergency response equipment could include items such as: • Rubber non-motorised rescue dinghy with grab ropes, two oars and life buoy with lanyard attached moored adjacent to work face. • Gotcha rescue kit complete with retrieval hook, retrieval rope and carabineers, extension pole and load reducing pulley located and is set up ready for use at the nominated rescue point. • Ladder located within 10m of work face of a length such that at least the last 2 rungs are under water at low tide. • Life buoy with lanyard affixed located within 10m of work face. • Identified unobstructed rescue point. • Identified alternative means of access/egress. • First aid kit at workplace and Standby First Aid personnel. • Defibrillator located at workplace. • Fully charged mobile phone at workplace. • Stretcher at work site and stretcher access, e.g., scaffolds. • Training. • The nominated ERT member (including first aid person) should be trained in the rescue equipment mentioned above such as the Gotcha kit and life buoy.
Procedure	• Report in line with the requirements containing within the ADCO Procedure Emergency Management

WORK SPECIFIC RESCUE PLAN IS INCLUDED WITH SWMS OR SEPARATE DOCUMENT

ALL ECO AND ERT MEMBERS HAVE BEEN BRIEFED ON THE CONTROLS WITHIN THIS SCENARIO AND WORK SPECIFIC RESCUE PLAN

16.14 Internal Emergency

AN INTERNAL EMERGENCY (OTHER THAN FIRE/SMOKE), COULD BE CAUSED BY AN:

- Electrical Power Failure
- Water Supply Failure
- Personnel & Materials Hoist / Lift / Plant Failure
- Structural Collapse, e.g., Ceiling / Other
- Odour / Gas Leak / Toxic Emission

Electrical power / water supply failure	• Notify your Manager and the ECO Team Leader.
Hoist / lift / plant failure – persons trapped	• Notify your Manager and the ECO Team Leader. • Identify hoist/lift/plant number and location and likelihood or number of persons trapped.
Structural collapse	• Remain calm • Evacuate the immediate area. • Make the area safe (if required barricade area to prevent further inadvertent access). • Notify your Manager and the ECO Team Leader. • Prepare to evacuate the building/structure immediately if instructed.
Odour / gas leak / toxic emissions	• Notify your Manager and the ECO Team Leader • Advise if persons are injured. • Evacuate the immediate area. • Contain the area – close doors & windows if possible. • Identify the substance and obtain its Safety Data Sheet (SDS) if available. • If persons are injured remove them from affected area and treat appropriately with first aid as detailed in the Safety Data Sheet. • Isolate injured person(s) from other non-affected persons and call emergency services. • Prepare to evacuate the building if instructed.
Reporting	• Report in line with the requirements containing within the ADCO Procedure Emergency Management

DO NOT ATTEMPT ANY ACTION WHICH PUTS YOU OR OTHERS IN DANGER

- Follow the Instructions of the SCO Team Leader
- Prepare to evacuate if necessary

16.15 Medical Emergency

MEDICAL EMERGENCY INVOLVING EMERGENCY FIRST AID ASSISTANCE / EMERGENCY CALL

FIRST AID OFFICER / AMBULANCE SERVICE

IN THE EVENT OF A MEDICAL INCIDENT OR THE NEED FOR URGENT MEDICAL ASSISTANCE

REMAIN CALM	Remain Calm!
Assess	Danger - to you, to others, to the patient. Response - conscious or unconscious? Send - for help as early as possible. Airway - clear of objects and open? Breathing - chest rising / falling? Hear / feel air from mouth / nose? Circulation - do they have a pulse? Defibrillation - apply Automated External Defibrillator (AED)
Notify	- Alert the First Aid Officer(s). - Alert the Ambulance Service. - Alert your Manager.
Conditions	Advise your exact location, nearest cross street, number of patient(s) age / sex, symptoms & signs, any prior medical illness, or medication. Place a Standby Person at the entry gate / door to meet with Ambulance Officers and convey them to the scene.
Action plan	- Make patient comfortable and area safe [if required barricade area]. - If no breathing / pulse and trained to do so undertake Cardiopulmonary Resuscitation (CPR) or other first aid as required. - Apply a Defibrillator and follow voice prompts. - Direct someone to wait at the escort point to accompany the emergency services to the exact location of the patient or emergency. - ECO Team Leader to consult with HSE Manager to determine if the incident area needs preservation for investigation by Authorities. - Manager to consult with HSE Manager to determine the requirement for Counsellors.
Reporting	Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace Specific	

16.16 Natural Disaster – Bushfire

Planning	- Evaluate the risk at a workplace level including locations and proximity to nearby bushland for suburban and regional locations. - Contact the local council / shire and confirm their bushfire planning requirements. - Download the bushfire planning guide appropriate to your region/state and implement requirements. - Ensure all workers are briefed on bushfire risk during workplace inductions and at other appropriate times Subscribe to the National Alert System: http://www.emergencyalert.gov.au/
Obey instructions	Do exactly as advised via the National Bushfire Warning Levels and Local or State/Territory Authorities

BUSHIRE WARNING LEVELS AND RESPONSE AT THE WORKPLACE / PROJECT SITE

	Advice (Yellow): <i>An incident has started. There is no immediate danger. Stay up to date in case the situation changes.</i>
	Watch and Act (Orange): <i>There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.</i>
	Emergency Warning (Red): <i>An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.</i>

Source: [Australian Institute for Disaster Resilience](#)

Other workplace Specific

16.17 Natural Disaster – Cyclone

Where a project site is located in a cyclone affected area a separate ADCO Cyclone Management Sub Plan located on The Hub shall be developed specific to the project site and its locality before Cyclone Season commences (1 November to April 30). Actions outlined in the Cyclone Warning Levels below must be implemented as part of the Cyclone Management Sub Plan, together with other actions specific to cyclones within the Plan.

Cyclone Warning Levels:

	Advice (Yellow): <i>An incident related to a cyclone has started. There is no immediate danger. Stay up to date in case the situation changes.</i> Action Statements: • Prepare now • Stay informed • Monitor conditions • Stay informed/threat is reduced • Avoid the area • Return with caution • Avoid smoke
	Watch And Act (Orange): <i>There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.</i> Action Statements: • Prepare to leave/evacuate • Leave/evacuate now (if you are not prepared) • Prepare to take shelter • Move/stay indoors • Stay near shelter • Walk two or more streets back • Monitor conditions as they are changing • Be aware of ember attacks • Move to higher ground (away from creeks/rivers/coast) • Limit time outside (cyclone, heat asthma) • Avoid the area • Stay away from damaged buildings and other hazards • Prepare for isolation • Protect yourself against the impacts of extreme heat • Do not enter flood water • Not safe to return • Prepare your property (cyclone/storm)
	Emergency Warning (Red): <i>An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.</i> Action Statements: • Leave/evacuate (immediately, by am/pm/hazard timing) • Seek/take shelter now • Shelter indoors now • Too late/dangerous to leave

Source: [Australian Institute for Disaster Resilience](#)

WIND REGIONS ACROSS AUSTRALIA



16.18 Natural Disaster – Earthquake

Respond

- Respond with the provision of First Aid Rescue as required.
- Refer to the **Medical Emergency Scenario Response** contained in this ERM SP
- Refer to the **Structural Collapse Scenario Response** contained in this ERM SP
- ECO Team Leader to consult with HSE Manager/ State Manager to determine next step actions.
- Manager to consult with HSE Manager to determine the requirement for Counsellors.

16.19 Personal Threat / Robbery / Intruder

CALL DIRECT MANAGER / POLICE SERVICE

PERSONAL THREATS INCLUDE ASSAULT, ARMED HOLD-UPS, ROBBERY OR OTHER

Stand still	- Keep your hands where they can be seen and do not make any sudden or quick movements. - Stand slightly side on [submissive] to the robber/assailant/offender.
ObeY instructions	- Do exactly what you are told. - Do not volunteer any other information. - Handover whatever is requested without question and let the Offender leave.
Remain calm & quiet	Do not panic or shout, avoid staring and making eye contact.
Do not take risks	- Do not do anything which may antagonise the offender(s). - Do not chase the offender(s).
Observe the offender's characteristics, such as:	- Sex, height, weight, eyes/hair colour, facial appearance, voice, clothing, tattoos, speech pattern, type of weapon, jewellery, what they are carrying, and items touched. - If safe to do so note the make and colour of any vehicle used, its registration number if possible and last known direction.
Notify	- Retain emergency contact list at hand. - Your Direct Manager. - Police Service and ask any witnesses to remain. - Other staff if safe to do so without risk. - Contain yourself in a secure area, by locking your office door, closing blinds, and staying out of sight. - Consult with HSE Manager to determine the requirement for Post Trauma Counsellors through the ADCO Employee Assistance Program.
Record	- Seal off the area to preserve evidence. - Immediately report the offender's description, what they may have taken, models and serial numbers, descriptions of any distinguishing items they may have, or any other relevant details.
Procedure	- Report in line with the requirements containing within ADCO Procedure Emergency Management. - ADCO Employee Assistance Program
Other workplace specific	

16.20 Pollution or Potential for Pollution

INCLUDES ACTUAL OR POTENTIAL FOR MATERIAL HARM TO THE ENVIRONMENT FROM SIGNIFICANT LEAK OR SPILL ON SEDIMENT LADEN RUNOFF

Remain calm	Evaluate the incident event!
Assess	Danger – to people or the environment. Potential – for material harm (not trivial) or serious irreversible harm to the environment or people resulting from a leak, spill or escape of a substance, or circumstances in which this is likely to occur.
Notify	- Alert your Manager, ECO Team Leader and the nominated ERT member (who has been trained in Spill Response). - Alert Workplace Manager and HSE Manager. - Alert relevant Environment Authority or Local Government Officer (as appropriate) [when instructed]. - Alert Emergency Services [fire brigade when instructed]. - Alert others who may be affected, e.g., neighbours, other building occupants.
Conditions	Advise the exact location where the pollution is occurring or is likely to occur, the nature, estimated quantity and the concentration of any pollutants involved, the circumstances in which the incident occurred (including the cause of the incident if known), the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution.
Action	- Make the area safe [if required barricade area]. - Install temporary bunding or other environmental barriers to contain/slow the effect of the spill [contained in a Spill Kit]. - If safe, close any valve or tap where relevant. - Select appropriate personal protective equipment from Safety Data Sheet information. - Remove all sources of ignition e.g., smoking, or mobile telephone. - Instigate all necessary action to minimise the size, spread and any adverse effects of actual/potential environmental harm if safe to do so. - Supervisor / Manager to determine if the incident area needs preservation for investigation by Authorities.
Procedure	Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace specific	

16.21 Internal Emergency

AN INTERNAL EMERGENCY (OTHER THAN FIRE / SMOKE), COULD BE CAUSED BY AN:

- Electrical Power Failure
- Water Supply Failure
- Alimak / Hoist / Lift / Plant Failure
- Structural Collapse

Electrical power / water supply failure	• Notify your Manager and the ECO Team Leader.
Hoist / lift / plant failure – persons trapped	• Notify your Manager and the ECO Team Leader. • Identify hoist/lift/plant number and location and likelihood or number of persons trapped.
Structural collapse	• Remain calm • Evacuate the immediate area. • Make the area safe (if required barricade area to prevent further inadvertent access). • Notify your Manager and the ECO Team Leader. • Prepare to evacuate the building/structure immediately if instructed.
Odour / gas leak / toxic emissions	• Notify your Manager and the ECO Team Leader • Advise if persons are injured. • Evacuate the immediate area. • Contain the area – close doors & windows if possible. • Identify the substance and obtain its Safety Data Sheet (SDS) if available. • If persons are injured remove them from affected area and treat appropriately with first aid as detailed in the Safety Data Sheet. • Isolate injured person(s) from other non-affected persons and call emergency services. • Prepare to evacuate the building if instructed.
Procedure	• Report in line with the requirements containing within the ADCO Procedure Emergency Management
DO NOT ATTEMPT ANY ACTION WHICH PUTS YOU OR OTHERS IN DANGER	
• Follow instructions of the SCO Team Leader • Prepare to evacuate if necessary	
Other workplace specific	

16.22 Rescue From Tower Crane

IN THE EVENT OF A MEDICAL INCIDENT AND THE NEED FOR URGENT MEDICAL ASSISTANCE IN A TOWER CRANE – OPERATOR / VISITOR ON THE MACHINE DECK OR JIB

Planning	- Preparation for an emergency of this kind should commence in advance of the use of a tower crane and the appropriate emergency scenario tested and preparations made for a response immediately upon commencement of tower crane operations - Emergency preparations shall consider the type of tower crane and plan rescue operations accordingly. e.g., diesel tower cranes shall require an emergency plan for fire suppression and/or fire rescue. Similarly, electric fires or shocks shall be considered for an electric tower crane. - Training - All crane operators shall be formally trained in the use of a fire extinguisher (Demonstrate first attack fire or equivalent). - Each Crane Crew worker shall be briefed in the operation and use of the First Aid Cage / Work Box where multiple cranes may be in use and are available for use.
Respond	- Respond with the provision of First Aid and Defibrillator as required. - Refer to the Medical Emergency Scenario Response contained in this ERM SP
Single Crane Project	
Recover	- Contact emergency services; or - Use Gotcha Kit (or similar proprietary lowering system) to lower worker to ground level for further medical attention if determined necessary by Medical Practitioner/Paramedic or Ambulance Officer.
Procedure	Report in line with the requirements contained within the ADCO Procedure Emergency Management
Multiple Crane Project	
Recover	- Use other crane to manoeuvre Ambulance Cage or Work Box to the crane where worker is located and evacuate worker into the Box using a stretcher or similar carrier. - Lower Box to ground level for further medical attention if determined necessary.
Procedure	Report in line with the requirements containing within the Incident Reporting and Management Procedure
Other workplace specific	

16.23 Roll Over / Topple Over Mobile Plant

REMAIN CALM	Remain Calm!
Assess	Danger – Evaluate the position of the plant (its stability and potential to move further) including the position and condition (i.e., consciousness) of the Operator. Potential – for material harm (not trivial) or serious irreversible harm to people or the environment resulting from the roll over / topple over e.g., fire, fuel spill.
Notify	• Notify First Aid Officer to attend the scene and the Spill Response ERT Member. • Alert your Manager and Emergency Team Leader. • Alert Manager or Premises & Facilities and HSE Manager. • Alert Emergency Services [ambulance, fire brigade, police if instructed]. • Alert others who may be affected, e.g., neighbours.
Conditions	• Asses the exact location of the incident, the plant and people involved, and nature of any injuries or damage to property. • If required place a Standby Person at the entry gate / door to meet with Emergency Services and convey them to the scene should assist be required, e.g.; operator still within the plant cabin and potential serious injury, fire, significant spill, unstable plant position.
Action	• Make the area safe [if required barricade area]. • Undertake first aid and spill response if required. • Follow Medical Emergency Scenario Response as outlined in this ERMSP. • Follow the Fire or Explosion Scenario Response as outlined in this ERMSP • Follow the Pollution or Potential for Pollution Scenario Response as outlined in this ERM SP • Supervisor/manager to determine if the incident area needs preservation for investigation by Authorities.
Procedure	• Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace specific	

16.24 Storage Hazardous Chemicals / Dangerous Goods

Planning	• Ensure that the requirements of the Substances Procedure and any Management Sub Plan are in place and briefed to ECO and ERT members • Do not store hazardous chemicals (products, materials, and substances) in flood prone areas, close to an ignition source or any sensitive receptors. • Store appropriately and with compatible materials – refer ADCO Hazardous Chemicals & Dangerous Goods Storage Chart. • Maintain a Register Substances (products, materials, substances) and keep it up to date.
Respond	• Follow Medical Emergency Scenario Response as outlined in this ERMSP. • Follow the Fire or Explosion Scenario Response as outlined in this ERMSP • Follow the Pollution or Potential for Pollution Scenario Response as outlined in this ERM SP
Procedure	• Report in line with the requirements containing within the Incident Reporting and Management Procedure. • For projects with an environmental licence, provide notification to the relevant authority as per the licence requirements.
Other workplace specific	

16.25 Structural Collapse

REMAIN CALM	Remain Calm!
Assess	Danger – Evaluate the extent of the collapse (its stability and potential to move further). Remove all people from the immediate area, if safe to do so. Potential – for multiple casualties or serious injuries. Undertake a HEAD COUNT for workers in the area and across the Workplace to determine if people are trapped or missing.
Notify	- Alert Emergency Services Dial 000 - Notify First Aid Officer to attend the scene. - Alert your Manager and Emergency Team Leader. - Alert Manager or Premises & Facilities and HSE Manager.
Conditions	- Asses the exact location of the incident and the nature of any injuries or people missing who may be underneath any collapsed material. If required place a Standby Person at the entry gate/door to meet with Emergency Services and convey them to the scene.
Action	- Secure the scene with exclusion zone and place Spotters to oversee. - Undertake first aid response. - Follow Medical Emergency Scenario Response as outlined in this ERMSP. - Supervisor/manager to determine if the incident area needs preservation for investigation by Authorities.
Procedure	Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace Specific	

16.26 Vehicle / Plant Collision (Public or Project)

REMAIN CALM	Remain Calm!
Assess	Danger – to people or to the environment. Potential – for material harm (not trivial) or serious irreversible harm to people or the environment resulting from the collision e.g., fire, explosion, fuel spill.
Notify	- Alert your Manager and Emergency Team Leader. - Alert Manager or Premises & Facilities and HSE Manager. - Notify First Aid Officer to attend the scene and Spill Response ERT Member. - Alert Emergency Services [ambulance, fire brigade, police when instructed]. - Alert others who may be affected, e.g., neighbours.
Conditions	- Advise the exact location of the incident, the number of vehicles and people involved, and nature of any injuries or damage to property. Place a Standby Person at the entry gate/door to meet with Emergency Services and convey them to the scene.
Action	- Make the area safe [if required barricade area]. - Undertake first aid and spill response if required. - Follow Medical Emergency Scenario Response as outlined in this ERMSP. - Follow the Fire or Explosion Scenario Response as outlined in this ERMSP - Follow the Pollution or Potential for Pollution Scenario Response as outlined in this ERM SP - Supervisor/manager to determine if the incident area needs preservation for investigation by Authorities.
Procedure	Report in line with the requirements containing within the ADCO Procedure Emergency Management
Other workplace Specific	

16.27 Other

THE FOLLOWING ADDITIONAL EMERGENCY SCENARIOS HAVE BEEN IDENTIFIED AND THE FOLLOWING EMERGENCY RESPONSE PLANS ARE APPENDED TO THIS DOCUMENT:

Nil

ALL ECO MEMBERS HAVE BEEN BRIEFED ON THESE SCENARIO EMERGENCY RESPONSE PLANS

APPENDIX

A-1 Emergency Control Organisation Responsibilities

Role	Responsibilities
Emergency Control Organisation Team Leader	• Ensure this Plan is completed, regularly reviewed, implemented, and tested. • Review and approve all modifications to the emergency response process, facilities, ECO and ERT members (including action on any post incident or exercise report recommendations). • Establish and maintain an Emergency Control Area and any required support facilities. • Establish an emergency response drill schedule as required by this Plan based on the construction program, frequency and potential scenarios identified. • Integrate the emergency response exercise schedule with the ADCO ECO, ERT and workplace HSE Committee/HSE Consultation Group/Workgroup to ensure the effectiveness of site - ECO communications interface • Ensure any third party (non- ADCO) personnel who may be co-opted in an emergency response, e.g., workers at height using industrial rope access or use of a safety harness as a primary means of fall restraint; are fully aware of their expectations and are prepared to become immediately involved in an Emergency. • Promote the ADCO Emergency Response arrangements to all site personnel and specific response scenarios to relevant trade activities. • Maintain familiarisation with obligations under this Plan including reporting requirements, notifications or other specifics. • Project Team shall be briefed on the emergency response management sub plan and its contents. • Ensure that all ECO and ERT members receive an awareness session on their roles, responsibilities, and requirements of this Plan. • Provide single point of contact with the Emergency Services and any related Client. • <i>Provide other as required.</i>
Deputy ECO Team Leader	• Undertake duties delegated by the ECO Team Leader; and • In the absence of the ECO Team Leader, fulfil the role of ECO Team Leader. • <i>Provide other as required.</i>
Communications Officer	• Responsible for managing all incoming calls. • Responsible for managing outgoing calls as delegated by ERO Team Leader. • Completing a log of events as they occur. • <i>Provide other as required.</i>
Area Warden(s)	• Provide for the safe evacuation of all site personnel in the event of an emergency. • Conduct a head count and advise the ECO Team Leader/Deputy of the results. • Establish a watch for arriving emergency vehicles and provide an initial brief to the responding agency Emergency Response Team Controller • Undertake traffic control duties. • <i>Provide other as required.</i>
First Aider	• Proceed to the Emergency Assembly Area/Muster Point and provide first aid as required • <i>Provide other as required.</i>

Emergency Control Organisation Membership

List the ECO members here and relevant details:

Name	ECO Position	Contact Details
Martin Eltakchi	ECO Team Leader	0448 437 709
Brandon Provenzano	ECO Deputy Team Leader	0433 077 731
Gary Petersen	Chief Warden	0411 405 143
Michael Touma	Area Warden (Western Elevation)	0424 138 970
Matt Baird	Area Warden (Eastern Elevation)	0427 358 966
Dave Biviano	Communications Officer	0435 481 000
Shaun McInerney	First Aid Officer	0418 254 920

A-2 Emergency Contact Numbers

Name	Workplace Position	Contact Details
Nicholas Napoli	Construction Manager	0428 535 423
Martin Eltakchi	Project Manager	0448 437 709
Gary Petersen	Site Manager	0411 405 143
Dave Biviano	Senior HSE Advisor	0435 481 000
Niall O'Brien	HSE Manager	0424 504 204
Martin Eltakchi	ECO Team Leader	0448 437 709
Brandon Provenzano	ECO Deputy Team Leader	0433 077 731

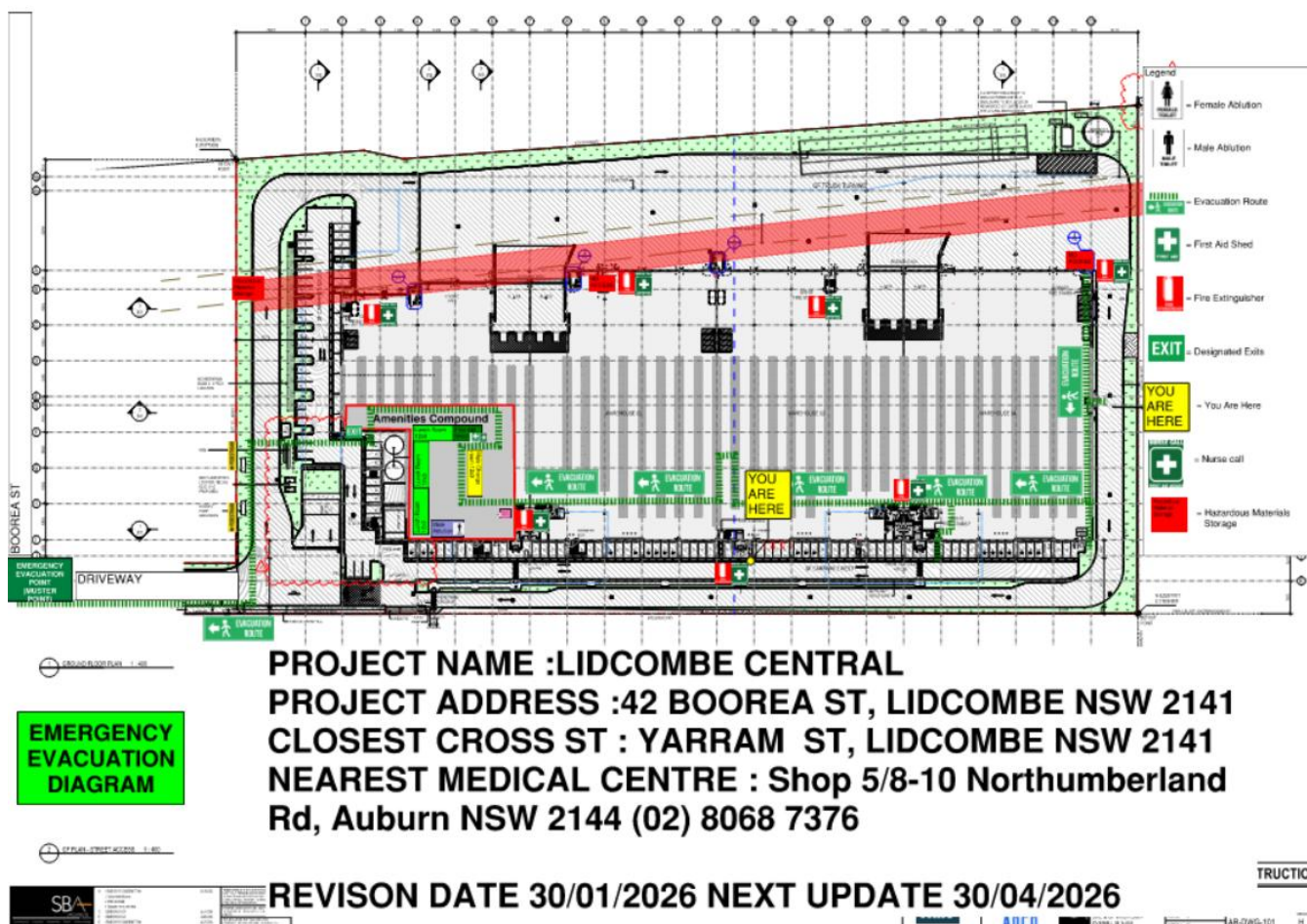
Name	Workplace Position	Contact Details
SES	Lidcombe	132 500
Gas	Jemena	02 9867 7000
Electricity	Ausgrid	13 13 88
Nearest Hospital	Bankstown-Lidcombe Hospital	02 9722 8000
Nearest Medical Centre	Auburn Family Medical Centre	02 8068 7376
Poisons Information	Westmead Hospital	131 126
Environment Protection Authority	NSW EPA, Parramatta	131 555

A-3 Evacuation And Emergency Response Diagram

SYMBOLS USED IN EVACUATION DIAGRAMS

	CO ₂ extinguisher		Fire blanket		Automated external defibrillator
	Water extinguisher		Spill kit		Manual call point
	Powder extinguisher		First aid kit		Emergency call point
	Foam extinguisher		Fire hydrant		Emergency Warning and Intercommunication System
	Wet chemical extinguisher		Fire hose reel		Emergency phone (WIP)
	Vaporizing liquid extinguisher		Smoke doors		Specialized evacuation devices, including stairwell evacuation devices, if provided
	Emergency exit		Fire doors		
	Emergency exit		Smoke walls		
	Assembly area		Fire walls		
	Refuge area		Mimic panel		
			Fire indicator panel		





A-4 First Aid Risk Assessment

This Risk Assessment must be completed by a Competent Person. ADCO defines a Competent

Person for this purpose as either:

- A person that has completed a recognised Occupational First Aid Certificate or its national equivalent; OR
- A person that has completed a recognised Provide First Aid Certificate with oversight by a person that has completed as a minimum a recognised Certificate IV in Work Health and Safety or its national equivalent.

Details

Name of workplace/project	Lidcombe Central
Name(s) of Competent Person(s) completing this assessment	Dave Biviano
Qualifications of person(s) completing this assessment and any person having oversight of its completion.	Certificate IV in Workplace Health and Safety
Date of Completion of this assessment	12/02/2026
Dates of review of this assessment	N/A

Size and Location of the Workplace / Project

Scope of workplace	Construction of a multi-level warehouse
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Access between floors	Fire stairs and truck ramp
Stretcher accessible scaffold/stairs/floors	Yes, all levels
Tower Crane / Personnel & Materials Hoist	No
Geographic size of workplace	40,000 Sqm
Nearest Hospital	10km
Maximum time to Medical Services	15 mins

Number and Composition of the Workers and Other Persons at the Workplace / Project	
Number of workers on site including staff	120
Number of other persons, e.g., consultants / visitors	2
Peak workforce numbers (Staff and Subcontractors)	140
Shifts worked	Single shifts
Overtime worked	Yes
Remote or isolated workers	Nil
Any known health conditions affecting risk	Nil

Injury, Illness and Critical Incidents at the Workplace / Project	
Incident data trends	Manual Handling
Incidents not resulting in injury trends	Nil
Cardiac incident event potential	Nil
Other relevant information / events	Nil

Nature of the Work Carried Out and Key Hazards at the Specific Workplace / Project (ADD / DELETE entries as required and specific to the Project / Workplace)		
Hazards	How the hazard could cause harm	Likelihood of occurrence of 'credible' harm with controls implemented and
Work at Height	Falls of material/people	Potential risk of exposure low – serious injury or fatality
Electricity	Electric shock or electrocution	Potential risk of exposure low – minor to serious injury or fatality.
Hazardous chemicals: - Solvents - Hydrocarbons - Disinfectants - Cement slurries - Silica or other respirable dusts	Respiratory illnesses, cancers, dermatitis, chemical burns and other	Potential risk of exposure low – exposure to hazardous chemicals and airborne respirable contaminants like dust.
Hazardous manual tasks	Strains sprains through lifting	Potential risk of exposure moderate – minor to serious strain or sprain injury.
Housekeeping	Slips / Trips / Falls	Potential risk of exposure moderate – minor to serious strain, e.g., rolled ankle.
Afternoon shift	Worker fatigue	Potential risk of exposure low – minor to serious injury.

Radiation	Welding	Potential risk of exposure low – flash injury.
Reduced visibility (hours of darkness)	Poor visibility slips/trips/falls	Potential risk of exposure moderate – minor to serious injury, e.g., trip/fall same level.
First Aider personnel	Exposure to infectious disease	Potential risk of exposure low
Prior medical conditions	Medical Emergency, e.g., heart condition or other illness/condition	Disclosed at time of induction potential risk of exposure low – minor to serious injury / illness.

Required First Aid Equipment	
Number of first aid personnel required	6
Training and competencies for first aiders required	Provide first aid
ADCO: Number and location of First Aid	Class A first aid kit located in first aid room, running kit in the office.
Subcontractors: Number and location of First Aid / Bleed Kits	Supply one (1) first aid kit appropriate to the type of work that they are completing
Contents of first aid and other kits	As required in the COP first aid in the workplace
Other First Aid Items, e.g., defibrillator, oxy viva, stretcher / other	AED, Stretcher located in first aid room
Kit/Equipment inspection/maintenance	Independent inspection as required
First Aid Room	1
Medical emergency alert - Nurse Call or Radio	15 located at stair cores on each level
Defibrillator	1 located in the first aid room
Bleed Kit for other strategic locations, e.g., within the personnel and materials hoist, tower crane for larger multistorey projects.	Nil
Defibrillator can be included with Grab & Go Bag in the event of a cardiac incident.	Yes

Consultation & Participation Arrangements	
Risk Assessment	Conducted with HSE Committee/HSR/HSE Advisor
Subcontractors	Participation and Consultation arrangements
Workers	Workplace / Project Induction

References
- ADCO: Procedure Emergency Management , Procedure Site Management - First Aid in the Workplace – Code Of Practice (ACT September 2020, NSW January 2020, NT October 2022, QLD March 2021, TAS July 2019, SA June 2020, WA July 2022) First Aid for Heat-Related Illness Safe Work Australia Model Code of Practice: First aid in the workplace Safe Work Australia First Aid in the Workplace - Compliance Code (Victoria November 2021)

A-5 Plan Induction Record

ADCO project/workplace employees that are required to manage and participate in emergency response management as a key part of their roles and responsibilities at the project are to be inducted in this Plan; evidenced by completing the Table below.

I acknowledge that I have read and understood this Emergency Response Management Sub Plan relevant to my role.

Name	Date	Signature
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Refer to Hammertech meeting sign-off list.

(Print additional pages as required)