EMERGENCY RESPONSE PLAN

FOR : WHITE ROCK 20MW SOLAR FARM CONSTRUCTION

SPECIFICATIONS & CONTRACT NO:

CLIENT : GOLDWIND AUSTRALIA

	Position	Name & Signature	Date Signed
Prepared by:	Design Manager	Amir Jesmi	
Reviewed by:			
Approved by:			

REVISION HISTORY

Rev	Date	Description	By	Rev'd	App	CLIENT
0	12/05/2016	Draft	AJ			

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1 GENERAL

1.1 Purpose

The purpose of this Emergency Response Plan (ERP) is to describe the requirements and associated responsibilities to effectively prevent, prepare for, respond and recover from any emergency situation associated with the construction of the White Rock 20MW Solar Farm.

This ERP has been prepared as a working document that outlines the course of action/ s to be followed in the event of an emergency event occurring during execution of normal business activities. The ERP will be continuously reviewed and developed during the construction of the Project to ensure that it remains current and in line with the requirements of PFES (Police, Fire and Emergency Services).

The ERP forms an integral part of the overall HSSE Management Plan 3200-0487-WHS Managament Plan.

1.2 Objective

In order to effectively prevent, prepare, respond to, and recover from emergency incidents, the Project/Site shall ensure that potential and actual emergency incidents are managed through:

- Developing, communicating and implementing this ERP;
- Using proactive risk assessment processes and hazard analysis to identify major threats in the workplace to prevent the occurrence of any emergency event.
- Ensuring that responsibilities for the prevention and management of emergency response procedures are well defined and communicated through induction and training programs, and workgroup meetings;
- Reviewing previous emergency incidents to ensure that corrective and preventative measures are developed as required;
- Maintaining direct and regular communication with local emergency services;
- Testing response plans where appropriate in the form of simulated emergencies or practice drills designed to systematically involve all people or processes likely to be mobilised in an emergency event;
- Reviewing and maintaining the ERP to ensure it remains current and applicable to all hazards and risks.

1.3 Definitions

Abbreviation / Phrase	Definition
APA	
AW	Area Warden
BOM	Bureau of Meteorology
Client	Goldwind Australia
CW	Chief Warden
ECO	Emergency Control Organisation; The team identified to perform prescribed roles in the event of an emergency.
Emergency	The actual or imminent occurrence of an event which endangers the safety and health of persons or which destroys damages or threatens property or endangers or threatens the environment
Emergency Equipment	Equipment used in the event of an Emergency, including, but not limited to, Fire Fighting Equipment such as Fire Extinguishers; Warning Systems such as Fire Alarms, PA systems; 1st Aid Equipment; SDS's and Spillage Kits.
Evacuation	When all personnel are required to leave any effected area and assemble at a predetermined workplace i.e. muster point.

EPA	Environmental Protection Agency
ERT	Emergency Response Team: For the purpose of this Emergency Response Plan the term ERT refers to all personnel inclusive of CW, FW and first aid staff.
ESC	Emergency Services Coordinator: Is the Senior Officer of the external Emergency Service that is in control of the emergency response effort (i.e. Fire or Police).
AW/W	**Area Warden**- Area Wardens are responsible for an entire area of operation or part of a building. They support the CW and give direction to general wardens within their area. **Warden** – Wardens (if required) are to assist their area warden with evacuation and control of personnel.
Incident	Any event which does or has potential to cause harm or damage to people, property or the environment. Incidents include near misses, which are events that did not cause any harm or damage but had the potential to do so.
MAE	Major Accident Event (greater than one fatality)
SDS	Safety Data Sheets (formerly SDS)
PFES	Police Fire and Emergency Services, including Fire and Rescue New South Wales (FRNSW)
SES	State Emergency Service

2 RESPONSIBILITIES

2.1 Project/Operation Responsibilities

Role / Person	Responsibilities
Project/Operations Manager	• Ensure that the Emergency Plan is developed, review and approved • Ensure that the Hazard Identification and Risk Management activities include emergency situations • Ensure that the Emergency Control Organisation is established and maintains the requirements associated with this plan
HSSE Professional	• Emergency Planning Committee member. • Review procedures and organize test evacuations. • Report emergencies as per Incident Management Procedure • Ensure that Emergency Equipment inspections are completed as per this plan and the HSSE Activity Planner. • Coordinate Emergency Team meetings. • Ensure Site Emergency Procedure is up to date and communicated adequately to all site personnel. • Plan and facilitate Emergency Evacuation Trials. • Plan and arrange training for Emergency Wardens as required. • Liaise with Chief Emergency Warden and assist as required. • Provide advice to the Emergency Committee as Required • Monitor changes in the work environment which may require the ERP to be updated

2.2 Emergency Control Organisation Responsibilities

Emergency Control Organisation shall comprise of the following positions:

Position	Responsibilities
Chief Warden	The Chief Wardens' primary responsibility is to respond and co-ordinate the ECO as a whole in managing any emergency event in consultation with the APA emergency response coordinator until PFES arrive. **Initial actions of the CW** • Proceed to scene/ area • Evaluate the extent of the Emergency • Activate any alarms as required and request PFES • If safe to do so respond to any fire or spill and attempt to prevent escalation of incident • Coordinate area wardens to initiate evacuation and area sweeps • Shut down plant/ equipment as necessary and if safe to do so **Ongoing actions of the CW** • Continue to coordinate and manage emergency until PFES arrive on site • Ensure the flow of up-to-date information is maintained at regular intervals with AW • Liaise with emergency services • Control access to the emergency site and implement restrictions on normal operations as appropriate until the CW arrives on site to manage the emergency **Concluding Actions of the CW** • Prior to standing down ensure all ongoing and outstanding matters and obligations are completed • Facilitate post incident review or investigation process • Complete the log of events for the Project/Operations Manager and the Emergency Committee to review CW

Area Warden/Warden	**Initial actions of the AW/W** • Proceed to scene/ area • Evaluate the extent of the Emergency • If safe to do so respond to any fire or spill and attempt to prevent escalation of incident • Shut down plant/ equipment as necessary and if safe to do so • Activate any alarms if required • Evacuate personnel and casualties (where required) • Provide for First Aid/medical assistance and / or coordinate first aiders within team • Notify and provide a situation report to the CW providing a description of the incident and providing details of: ➢ Threats, injuries, fatalities ➢ Environmental threat and damage ➢ Equipment threat and damage ➢ Actions taken ➢ Any further support required at site. • Assist the CW in appropriate plan of action to contain the immediate situation and liaise with the Client CW if required **Ongoing actions of the AW/W** • Continue to review and respond to emergency until the CW arrives on site to manage the emergency; • Ensure the flow of up-to-date information is maintained at regular intervals to the CW • Assist emergency services at the scene; • Account for all personnel within their area (including contractors and visitors) at muster point • Control access to the emergency site and implement restrictions on normal operations as appropriate until the CW arrives on site to manage the emergency **Concluding Actions of the AW/W** • Prior to standing down ensure all ongoing and outstanding matters and obligations are completed; • Under the direction of the CW, help coordinate post incident review or investigation process; • Complete the log of events for the CW.
Emergency Control Organisation	• Undertake training and familiarisation required to fulfil allocated role in the event of an emergency • Fulfil Specified duties in the event of an emergency, or an emergency drill
Emergency Committee	• Develop and maintain ERP and procedures • Allocate Emergency Control Organisation roles • Arrange Training and Drills in accordance with the Plan requirements • Meet to discuss ERP and requirements as regularly as is deemed necessary, particularly in light of changes to site, activities or key personnel • Ensure all records associated with Emergency Activities are made available and kept in the specified records management system • Monitor changes in the work environment which may require the ERP to be updated

HSSE Professional	• Ensure the plan produced is in compliance with this procedure and also *AS3745 Planning for Emergencies in Facilities* • Ensure that the Hazard Identification and Risk Assessment activities include emergency situations • Provide advice to the Emergency Committee as Required • Monitor changes in the work environment which may require the ERP to be updated
First Aid Personnel	**Initial Actions of First Aid Personnel** Under the direction of the CW or AW: • Proceed to scene with relevant AW • Evaluate the extent of any injuries • Administer first aid *(first aid personnel only, and only where safe to do so)* or • Assess if injured personnel can be evacuated safely **Ongoing actions of First Aid Personnel** • Evacuate and attend any injuries at muster points • Notify PFES of any remaining personnel, and location, within building • Provide details to PFES of suspected injuries • Assist PFES onsite where required with ongoing treatment of injuries
Emergency Services	• The role of the Emergency Services is to provide the supporting resources to assist in the management of the emergency.

3 OVERVIEW

The White Rock 20MW Solar farm Construction Project will prepare for emergency situations, such as:

- Local and site emergencies - where the emergency is contained to the workplace. The response may be provided by either the ECO personnel or by further external emergency services involved; and
- Workplace evacuation, deemed as a crisis emergency - where the emergency is assessed as requiring all workplace personnel to evacuate and muster at predetermined workplaces.

Where an emergency occurs the ECO will set up a control point or locations, from which it can establish control and coordinate ECO personnel.

In the event of a declared emergency situation, where an evacuation of the site is required, the alarm will be sounded and all personnel shall immediately evacuate the site and proceed to the nearest evacuation assembly area as marked on the Site Map.

The emergency response requirements in the event of an emergency scenario/situation are as documented in Appendix E Specific Emergency Response Scenarios.

4 EMERGENCY PLANNING POSITIONS

4.1 Emergency Planning Committee Members

NAME	ROLE
Sara Pearce	Construction Manager/Civil Engineer
Partick Baird	Civil Supervisor
Edi Heindl	Electrical Supervisor
Ann-Marie Walshe	HSE Advisor

4.2 Emergency Control Organisation

The ECO is appointed by the emergency planning committee to direct and control the implementation of the facility's emergency response plan. The ECO shall consist of a chief warden or equivalent as a minimum.

The positions in the table below (& others) shall be included if they are deemed necessary by the EPC. ECO members shall be identifiable by the use of coloured apparel and the type of identification used for each ECO designation shall be consistent throughout the facility.

NAME	ROLE	Identified By:
Sara Pearce	Chief Warden	Red Wardens Helmet
Patrick Baird	Deputy Chief Warden	Yellow Wardens Helmet
Michael Hatton	Communications Officer	Yellow Wardens Helmet
William Johnson	Emergency First Aider	Helmet with sticker white cross on a green background

5 EMERGENCY PREPARATION AND TESTING

5.1 Information Requirements

All personnel employed on the White Rock 20MW Solar Farm Construction Project, including Subcontractors and Customer/Client personnel who are not visitors, shall be informed of the following information:

- general requirements of this ERP;
- who are the key personnel identified in this ERP;
- the location of the emergency exits;
- the location of the evacuation muster point;
- the location of emergency hardware / equipment;
- emergency drawings; and
- evacuation requirements.

The above information shall form part of the Site/Project Induction.

The Emergency Control Organization (ECO) personnel shall undertake relevant training specific to the requirements of the ERP.

5.2 High Risk Activity Response Planning

The Hazard Identification and Risk Management activities for the project or operation will have assessed the risks associated with the activities to be undertaken on site. Control measures for responding to these events, should they occur, are as defined in Appendix G Specific Emergency Response Scenarios.

5.3 Emergency Response Exercises

Simulation exercises shall be carried out at least every 6 months to test the effectiveness of the ERP. The aspects of the ERP that shall be tested and evaluated are as following, but not limited to:

- response times in initiating the requirements of the ERP; e.g. contacting external Emergency Services; Client; Wardens initiating and clear their respective areas etc;
- effectiveness of emergency hardware / equipment including its suitability, location and accessibility;
- effectiveness of communications;
- response to injury; and
- recovery mechanisms.

The ERP may be reviewed at the conclusion of each response exercise and may result in:

- Changes to the ERP.
- Changes to emergency equipment in respect to suitability, location and accessibility.
- Further training for ECO personnel.
- Communication to project personnel.

Records of the Exercise shall be kept, including using EIMS-7-5434 Emergency Evacuation Checklist.

5.4 EMERGENCY RESPONSE HARDWARE - LOCATION, ACCESSIBILITY, SUITABILITY

The requirement to review the location, accessibility and suitability of emergency response hardware as associated with the project is to be considered as part of the Hazard Identification and Risk Management Activities of the project/operation. The considerations were made by a committee of competent persons on the basis of their past experience,training and time in the industry. Further details of specific hardware is contained within Appendix E- Emergency, Response Hardware - Location, Suitability, Accessibility.

Whenever emergency equipment is used, UGL and the First Aid Coordinator must be informed so that supplies may be replenished.

Emergency hardware / equipment is located / marked as per the Site Plan Appendix B Site Emergency Equipment and Evacuation PLan.

As part of the scheduled weekly inspection program, a nominated UGL personal shall inspect key emergency hardware / equipment.

An authorised external authority shall inspect fire extinguishers at least every 6 months. The alarm system, where installed, shall also be tested by UGL at least quarterly.

Emergency Response hardware, equipment and procedures have been reviewed by the Construction Manager (Sara Pearce), who has been deemed competent by the Project Manager (Michael Bland) to undertake this task.

5.5 Communication of Emergency Response Requirements

The communications tools engaged on the project include:

- Alarm system.
- Portable radio systems.
- Mobile phones.
- Notice Board.
- Project Inductions.
- Pre-Starts.
- Mock Evacuation.
- Toolbox meetings.
- Feed back after actual events.
- Management Meetings.
- External exchange of information with external parties such as fire, ambulance and police.

5.6 Emergency Services Contact Details

The Specific Emergency Contact details are contained in Appendix A - Emergency Contact Details

5.7 Emergency Response Training

Training needs shall be determined for project personnel based on:

- Training required by Management System and Client procedures (i.e. permit system) and regulatory authorities.
- Training identified in project risk assessments and /or training needs analysis.
- Assigned roles and responsibilities.
- The degree of risk associated with the requirements.
- Legal requirements.

It is also a requirement that all site personnel have a general understanding of:

- This ERP.
- OHS Legislation.
- Hazard Identification & Risk Assessments.
- Safe Work Method Statements and implementation
- Communication and consultation.
- Project Safety Procedures.
- Incident Reporting & Investigation requirements including UTrac.
- Emergency Evacuation and First Response Training.

Competency based training may also be aligned to the individual roles and responsibilities, the degree of risk and may include, but not be limited to, such areas as legal, risk management and emergency response.

Training and development is also available through internal and external mediums and where appropriate, assistance is given to individuals to complete education which provides knowledge and skills that can be applied to promote UGL core business values.

5.8 ECO Qualifications and Certification:

All ECO personnel shall be trained and certified to undertake their functions. The minimum acceptable requirements are as follows:

Chief Warden:	Chief Wardens must hold chief warden certification [current]
Wardens:	Wardens shall preferably hold chief warden certification [current], but as a minimum must have completed basic warden certificate
First Aiders:	Should all preferably hold the senior first aid certification "Apply first Aid". As a minimum a ratio of 1:3 first aiders must hold the senior first aid certification.
Security:	Should all preferably hold a Certificate 3 in Security Operations, but must as a minimum hold certificate 2 in security operations and hold a current security license.

6 NOTIFICATION AND COMMUNICATION

Following emergency events, two types of communication shall be required:

- Immediate incident notification to appropriate internal and external stakeholders.
- Response to enquiries - from relatives, the media, local community, and general public.

As a general rule, the CW is responsible for all local notifications (e.g. emergency services, nearby businesses, contractors etc.).

Note: All incidents and emergency events must be reported and communicated immediately as per the requirements of EIMS-4-9384 Incident Management and EIMS-7-1283 Incident Investigation Report.

6.1 Internal Notifications

All incidents requiring activation of this ERP must be reported to the CW who in turn will provide communications and a report to the Project/Operations Manager, Management Team and Client.

The ECO shall activate the ERP appropriate to the level of emergency *(see section 4.1 activation pathway).*

6.2 External Notifications

A wide variety of external parties may need to be notified of an emergency. One of the first external parties to be contacted by the CW will be PFES, and others required for assistance with the immediate on-site response effort. Other external parties to be notified in the event of an emergency, may include such groups as:

- Government authorities (e.g. EPA,etc)
- Government departments (e.g. Local Council, etc.)
- Landowners
- Next of kin
- Specialist authorities (e.g. Electricity Regulator, Telstra, etc.)
- Neighbours and community groups
- Sub-contractors

***Note:** If the emergency is escalated to Level 2 or 3, notifications (with the possible exception of local notifications) will be undertaken by or in agreement with the PFES.*

6.3 Media Relations

Any condition, emergency or otherwise, requiring liaison with the media shall be referred to the Client.

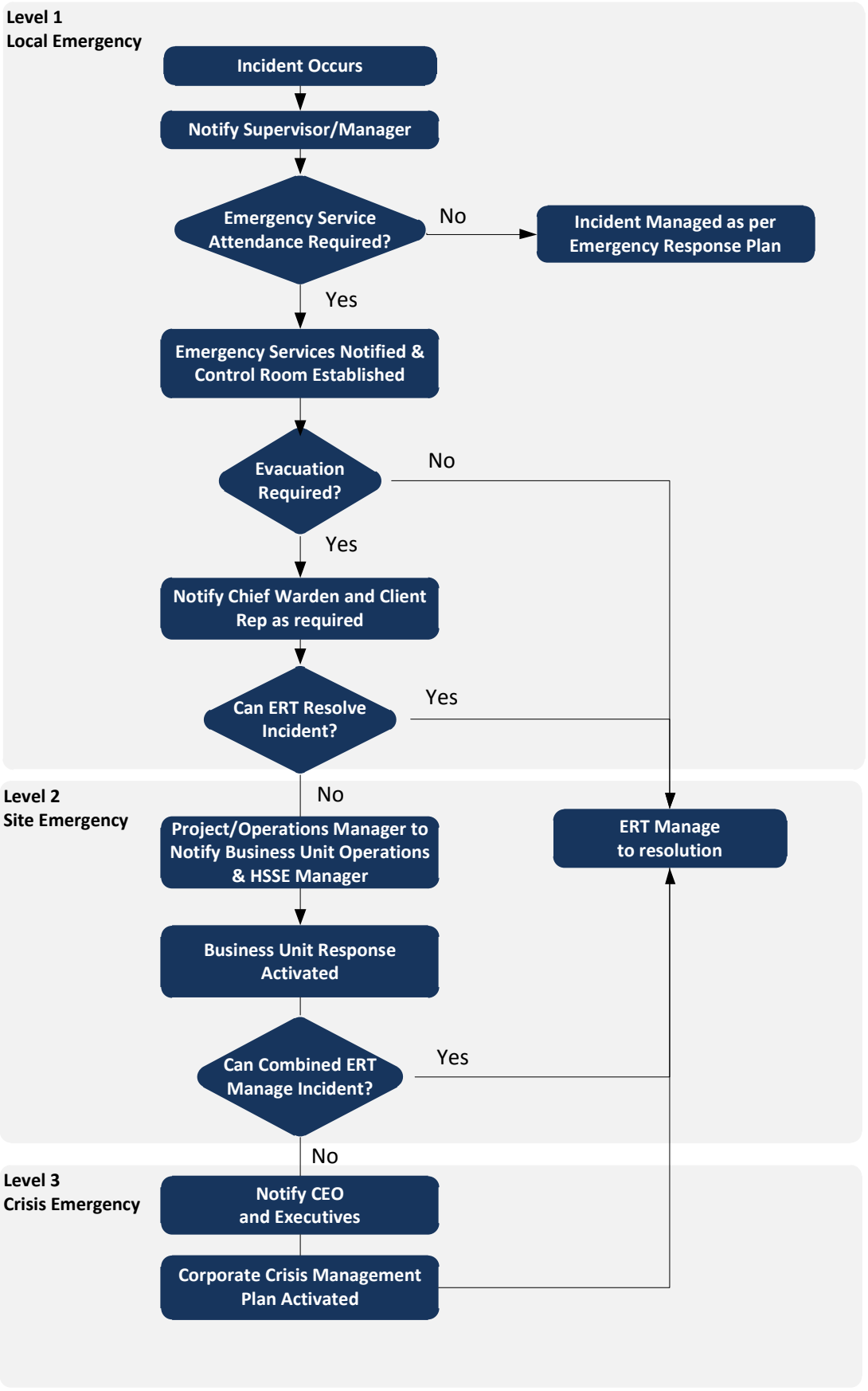
No personnel have the authority to engage in external media relations without the express consent of the Client.

7 EMERGENCY CATEGORIES

***NOTE:** refer to UGL EIMS-7-5446 - Risk Matrix for defined risk ratings.*

Risk Rating			
LOW	**Medium**	**High**	**Extreme**
Level 1 **Localised Emergency**	**Level 2** **Site Emergency**	**Level 3** **Crisis Emergency**	
Emergency that can be managed by UGL ERT.	Emergency managed by UGL ERT and attendance of PFES if required.	Emergency managed by PFES with assistance from the UGL ERT as needed.	
Example: Medical Treatment Injuries Illness Motor vehicle incident Severe weather Small localised fire Spill contained on site	**Example:** Serious Injury or Illness Lost - missing personnel Evacuation of personnel Major traffic accident Severe Storm Spill leaving site with risk of environmental damage	**Example:** Multiple injuries/ casualties Fatality Major/Minor gas leak Significant environmental damage Major fire – explosion; Bomb threat Infrastructure damage	
Notify: Construction Manager Project Manager HSE Advisor Client (GoldWind Australia) Representative	**Notify:** Construction Manager Project Manager HSE Advisor Operations Manager – UGL Client (GoldWind Australia) Representative Emergency Services (if required) Office of Environment & Heritage (NSW)	**Notify:** Construction Manager Project Manager HSE Advisor Operations Manager – UGL Client (GoldWind Australia) Representative Emergency Services – if required Workcover Office of Environment & Heritage (NSW)	

7.1 Incident Escalation Workflow



8 TERMINATION OF EMERGENCY

8.1 Return of Control to the CW from the PFES

Where an Emergency is of such proportions that any Emergency Services are involved, the formal response control will be assumed by a senior member of the Emergency Services. When the Emergency Services Controller decides that the situation is fully under control and no further danger exists, they will formally declare the emergency over, and advise the CW. The CW will in turn notify (by suitable means) other parties involved of the termination, and resumption of normal operational activities.

8.2 Investigation and Reporting

All incidents requiring an emergency response will undergo investigation. All incident investigation and reporting will be executed as per *EIMS-7-1283 Incident Response and Investigation Report*.

9 RECOVERY AND RESTORATION

The responsibility for planning and implementing recovery and restoration action rests with the CW in consultation with first aid and HSSE personnel, activities may include:

- Rehabilitation of staff;
- Repair of damaged facilities;
- Environmental remediation;
- Replenishment of emergency facilities e.g. fire extinguishers, first aid kits, control room equipment and documents etc;
- Actions to restore image and business operations

9.1 Debrief Procedures

Formal debriefings shall be conducted for all incidents activating this ERP. It is the responsibility of the Controlling CFW to perform this task.
The initial debrief on the actual incident shall occur within 48 hours or as otherwise agreed. Weekly debriefs shall be held until the recovery and restoration is over.

- Confirm the Time Log/ Sequence of Events to ensure accuracy as to what occurred.
- Identify those aspects of the emergency response where improvements, and lessons learned can be made to systems and procedures, and thereby improve overall business performance.
- Once improvements have been identified responsibilities for completing the tasks are to be assigned. Emergency and Debrief records are to be filed in the office document management system.

9.2 Trauma Counselling

Trauma is a deeply distressing or disturbing experience. Emotional shock following a stressful event or a physical injury, which may be associated with physical shock and sometimes leads to long-term neurosis.

Counsellors

Following a workplace disaster or emergency situation, UGL Senior Management will determine if counselling services are required for persons affected by the incident. Counselling services will be sourced and managed by the UGL Health Services.

Family

In the event that the family of an injured worker is required to be notified, the Project/Operations Manager will determine the appropriate method of communication, and where required will initiate assistance in accordance with the Crisis Management plan.

Co-workers and Witnesses

Co-workers and witnesses to incidents will be supported and counselled as required. They may also be required to be interviewed as part of the subsequent incident investigation.

The workforce will be advised of the incident and provided with consistent and factual information to prevent rumour.

Legal Advice

Where required in accordance with the incident reporting process, UGL Legal departments shall be notified by the UGL Operations Manager or UGL Safety Manager in order to provide advice in the matter as necessary.

Media

All statements to the media concerning any emergency at any UGL workplace shall be made only after consultation with the client and UGL Management.

The Media will be treated courteously but should not be allowed free access to the site. All media enquiries and/or releases shall be referred to the client and the UGL Project Manager, who will refer them to the appropriate media representative.

10 DRILLS AND EXERCISES

In the event of a declared emergency situation, where an evacuation of the site is required, the alarm will be sounded and where all personnel shall immediately evacuate the site and proceed to the nearest evacuation assembly area as marked on the Site Map.

The ECO shall also:

- Complete the Emergency Evacuation and Response Exercises Report after each Emergency;
- Maintain records for all Emergency Evaluation and Emergency Response Exercise.

The emergency response requirements in the event of an emergency scenario/situation are as documented in Appendix G Specific Emergency Response Scenarios

The responsibilities for the personnel in the event of an emergency scenario/situation are as documented in Appendix N.

10.1 Client Requirements

All ECO and other operational personnel must attend and participate in any client or site specific drills and responses as determined by the client.

The client shall maintain the responsibility to communicate and schedule their individual response exercises and drills.

10.2 Records

All records of emergency response exercises, including notes, recommendations and debrief meetings shall be stored within the site HSSE filing structure. All records shall be maintained and archived as per the site quality management plan.

APPENDIX A. - EMERGENCY CONTACT DETAILS WRSF CONSTRUCTION PROJECT

EMERGENCY PHONE NUMBERS	
PROJECT:	WR 20MW SF Construction
CUSTOMER	GoldWind Australia
JOB NO.:	TC-10411
ADDRESS:	Lot 30 Gwydir Hwy Matheson NSW 2370

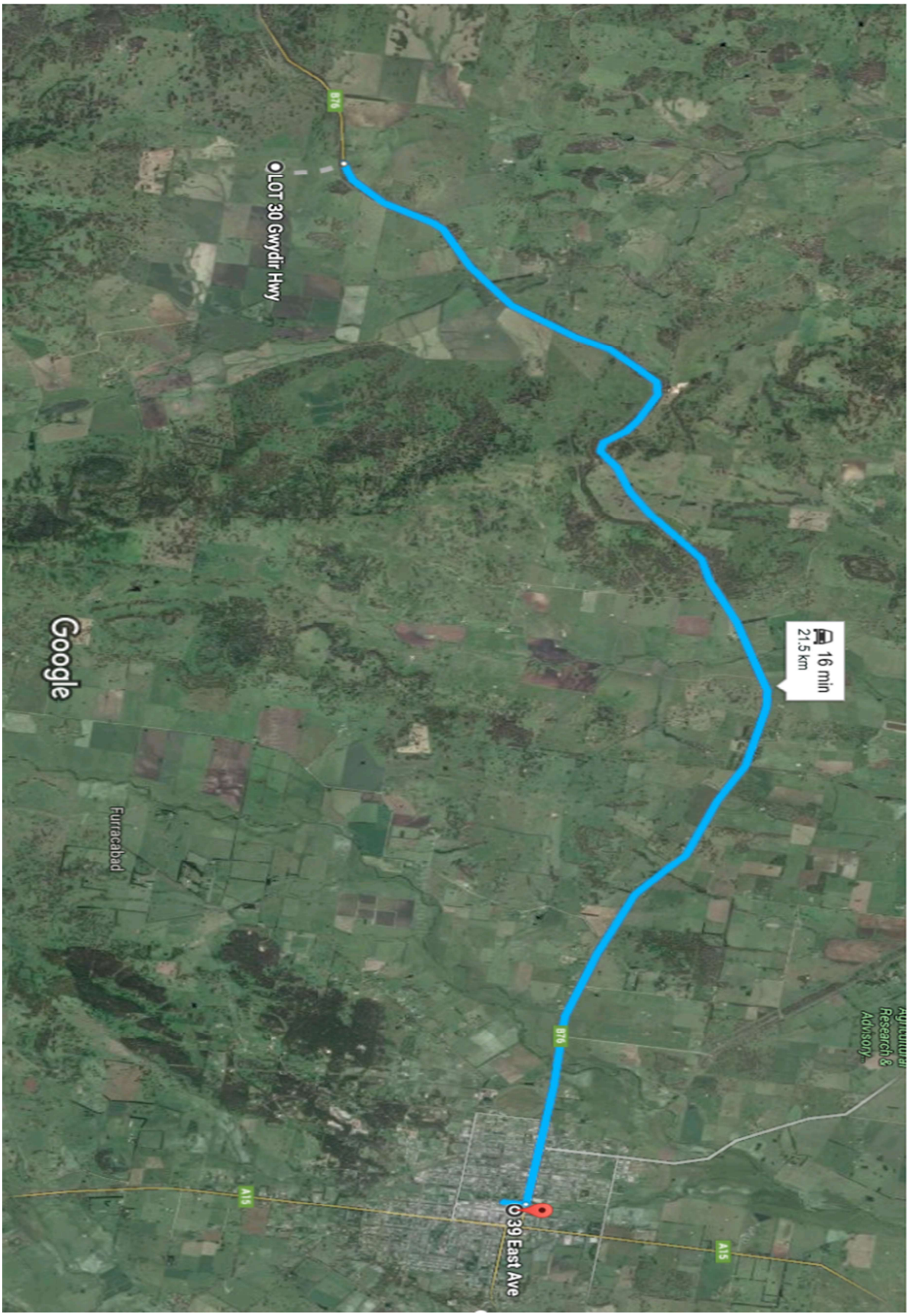
Project/Operations Contacts	**Name**	**Contact**
Project Manager	**Michael Bland**	**0417 784 320**
HSSE Manager	Nelius Murphy	0415 214 495
Environmental Advisor	Ann-Marie Walshe	0414 661 960
First Aid	Sara Pearce	0417 478 501
Health Services - UGL	Toll Free No.	1800 887 403
Operations Manager	Greg Moller	0417 094 552
Return to Work Co-Ordinator	UGL Health Services – Scott Goodacre	02 9224 8023
Safety Advisor	Ann-Marie Walshe	0414 661 960
Site Engineer	**Sara Pearce**	**0417 478 501**
Civil Supervisor	**Patrick Baird**	**0438 245 248**
Electrical Supervisor	**Edi Heindl**	**0402 108 336**
Hospital	Glen Innes District Health Service 94 Tylor Street, Glen Innes NSW 2370	(02) 6739 0200
Medical Centre	East Avenue Medical Centre 39 East Ave, Glen Innes NSW 2370	(02) 6732 2511
Glen Innes Severn Council	136 Church Street, Glen Innes NSW 2370	(02) 6730 2350
NSW Emergency Services (Police, Fire & Emergency Services)		**000** Police assistance line non emergencies **131 444** Fire assistance non emergencies **(08) 8999 3473** Emergency help in flood, Storms & Cyclones **132 500**
SafeWork NSW		13 10 50
Power	Essential Energy	12 23 91
Telstra (Damaged Cables)		13 22 03

Client Contacts	**GoldWind Australia**	
Trent La Franchi	Project Manager	0 429 159 357

APPENDIX B.SITE EMERGENCY EQUIPMENT AND EVACUATION PLAN

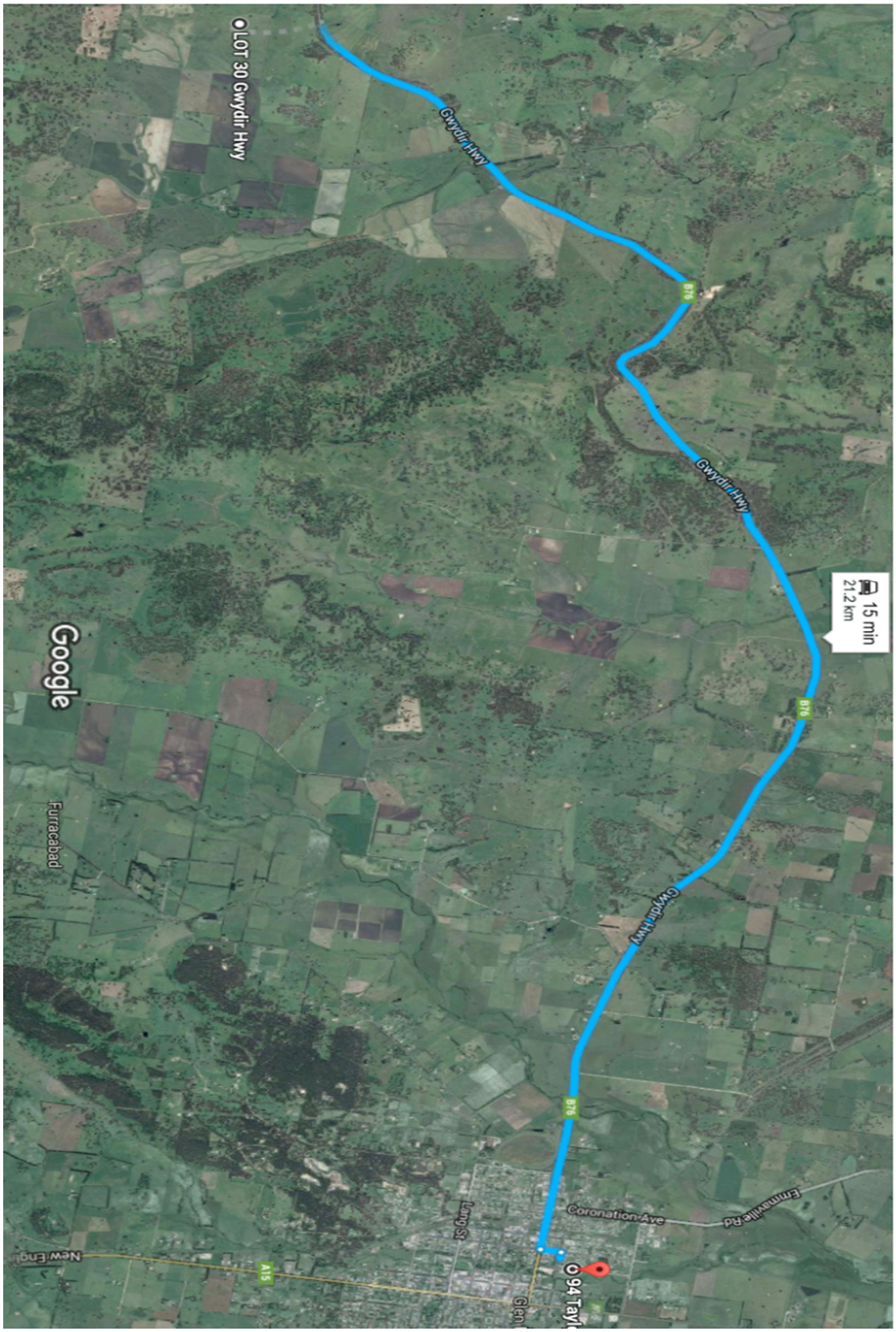
APPENDIX C.ROUTE MAP TO MEDICAL CENTRE

39 East Ave, Glen Innes NSW 2370



APPENDIX D.ROUTE MAP HOSPITAL

Glen Innes District Health
94 Taylor St, Glen Innes NSW 2370



APPENDIX E.- EMERGENCY, RESPONSE HARDWARE - LOCATION, SUITABILITY, ACCESSIBILITY

RISK AREAS HAZARD / INJURY TYPE	RESPONSE HARDWARE PROVISIONS	LOCATION	SUITABILITY	ACCESSIBILITY
Excavation - • Crush Injuries, • Falls, • Collapse, • Falling Objects, • Caught between.	• Rescue Equipment, • First Aid Kit, • Support Systems, • Barricades, • Paths of Travel, Signage,			
Work at Heights • Sprains/Strains, • Falls, • Falling Objects.	• Fall Arrest Rescue Equipment • Rescue Plan, • First Aid Kit, • Support Systems, • Barricades, Signage.			
Electrical - • Cuts, • Burns, • Chemical, • Power Outage, • Poisoning.	• Fire Extinguishers, • First Aid Kit, • Emergency Showers, • SDS, • Eye Wash, • Eyewash Station.			
Structures - • Crush Injuries, • Entrapment, • Flying Debris, • Dust, • Chemical / Oil Release, • Explosion, • Environmental Damage, • Fire, • Flood, • Terrorist Act, • Bomb, • Storm Damage, • Power Outage, • Earthquake, • Release PCBs	• Fire Extinguishers, • First Aid Kit, • Alarm System, • Communication devices such as Phone and Radios, • Evacuation Signage /Points. • Oil Spill Equipment			
Formwork - • Crush Injuries, • Falls from Heights, • Falling Objects,	• Fire Extinguishers, • First Aid Kit, • Paths of Travel, • Signage.			

• Caught Between.				
Mobile Plant - • Crush Injuries, • Spills, • Caught Between, Struck by.	• Fire Extinguishers, • First Aid Kit, • Support Systems, • Spill Kit, • Paths of Travel, • Delineation signage, fencing.			
Chemical Substances (Use handling, Transport, Storage)- • Burns, • Asphyxiation, • Disease, • Chemical / Oil Release, • Blindness, • Terrorist Act, • Release PCBs • Explosion.	• Fire extinguishers, • First Aid Kit, Spill Kits, • Support Systems, • Alarm, • Eye Wash Station, • Evacuation signage / points, • Paths of Travel, • Chemical Booms • Oil Spill Equipment • SDS.			
Confine Spaces - • Burns, • Asphyxiation, • Disease, • Blindness, • Explosion, • Drowning (flood) • SDS.	• Air Monitors, • Rescue requirement, • Ladders, • Fire Extinguishers, • First Aid Kit, Spill Kits, • Support Systems, • Alarm, • Eye Wash Station, • Evacuation Signage / Points, Paths of Travel, • Communication devices such as Phone and Radios, • SDS.			

APPENDIX F. SITE ENVIRONMENTAL SENSITIVITIES

The following site sensitivities are specific to the WR Solar Farm Construction and must be considered in the event of any emergency where impacts may extend outside the farm fence. Where sensitivity is affected, HSSE Professionals should be contacted as soon as practical to help develop mitigating controls.

Sensitivity	Controls	Contact

APPENDIX G. SPECIFIC EMERGENCY RESPONSE SCENARIOS

1	Injury/Illness	Response to Incidents including Injuries and illnesses shall be in accordance with EIMS-4-9384 Incident Management. In the event of any medical emergency, the following immediate actions are required: ○ the first person on the scene should attend to the welfare of the injured person(s) immediately and: ○ If danger still exists, remove the cause from the casualty, or the casualty from the cause; ○ Send others for help (do not leave injured unattended); ○ Notify Supervision of incident; ○ Attend the injured person only in so far as is required to prevent further injury, and always provided no other person is put at risk in the process; ○ ii)Call for ambulance (if required) and other necessary authorities. Call for assistance via available communication mode and ensure that first aid is provided as quickly as possible; ○ iii)Give location of incident and briefly describe situation; ○ iv)Not disturb anything at the site of accident unless it is essential to do so to assist the injured person, or in the interest of general safety. ○ The 1st Aid Coordinator/1st aider shall: ○ Carry out first aid in accordance with training provided
2	Emergency Evacuation	Notice of an evacuation by UGL to all personnel on site will take place by sounding of an alert siren. In the event an Evacuation from site, workers should: ○ Stop your work activity and that the workplace can be left in a safe condition. ○ All equipment, machinery etc must be switched off immediately and "Live" electrical equipment must be disconnected where possible. ○ Ensure all equipment is properly shut off before closing any supply of water, gas or air. ○ Cranes with suspended loads must, with the consideration of the safety of all persons (including themselves), bring the load to rest in the shortest operating time without exceeding the normal operating capacity of the crane. ○ Switch off all forms of electric or internal combustion power supply. ○ UGL are required to assist in the quick and efficient removal of all personnel from the work site and must ensure all personnel are completely vacated prior to proceeding to the muster point(s) Requirements at the Muster Point: ○ All personnel shall immediately report to the UGL member of the ECO; ○ The UGL member of the ECO shall account for all personnel under their control (including visitors,) and report this immediately to the UGL Chief Warden together with the names of any personnel unaccounted for and their last known location;

		○ All personnel are required to remain at the muster point for the duration of the emergency unless under further risk of harm or otherwise advised to leave by the UGL Chief Warden; and Personnel must not return to work unless advised by UGL Chief Warden as being safe to do so.
3	Fire and Explosion	In the event of a fire and/or explosion, all personnel shall, on hearing alarm and if instructed to evacuate by a member of the ECO, immediately evacuate the site and proceed to assembly zone. The following requirements are to be followed by personnel detecting a fire and/or explosion: ○ Inform any member of the ECO, giving details of the fire explosion e.g. location; extent; alarm can be raised; ○ Move away from the area affected with fire immediately and call for help; If internal resources are available and can contain the fire, try to extinguish the fire noting: ○ that only trained personnel should use the Emergency equipment; ○ escape routes must always be made available ○ If it becomes obvious that there are unnecessary risks associated with attempts to control the fire, withdraw from the area, closing any doors and windows nearby, isolate electrical system, disable mechanical operation, if any, call for external help i.e. Fire Brigade, noting that the Fire Brigade should have already been contacted at the first signs of the fire, smoke or explosion via a member of the ECO; ○ Do not re-enter the site until the Emergency Services / UGL has Whitfielded permission. UGL and internal resources are supposed to fight the localized fires and try to stop its spread within the yard if possible and practical. This may not present any danger to the personnel and if risks are demed to be high they fire can be left unattended inside the fence. Fire brigade may attend the incident however are not planned to stop/fight the fire inside the fence but they are agreed to contain the fire within the plant boundary Fire isolation zone will be provided 3all around the fenced area. Proper choice of fire extinguisher is especially important. The Fire Protection Australia has classified different types of fire extinguishers to be used according to the fuel involved. Actual locations of Fire extinguishers can be found the Evacuation Map. Where a fire has been started as a consequence of an explosion, Wardens should try and ascertain if they have been any casualties and if so alert the 1st Aid Officers. ○ Coordinate evacuation of all personnel and members of the public to a safe area; ○ Ascertain the extent of any injuries/damage and take positive action to prevent escalation; ○ Determine level of escalation requirements if required; ○ Request further resources as may be required; ○ Coordinate fire prevention/control strategies until arrival of PFES; ○ Coordinate first aid treatment until arrival of the ambulance/medical and/or paramedic assistance;

4	Environmental Incidents	Environmental Incidents on the project can include spills/escape of contaminated/polluted water, Odours and dust, Flooding of Site, Plant or Vehicle Malfunction, Flora or Fauna kills and Release of Waste. In the event of a contaminated material incident refer to the Contamination Management Plan Appendix 4 in the Construction Environmental Management Plan. In the event of an environmental incident, the RM shall assess the extent of which and where deemed necessary the appropriate actions shall be put in place, including but limited to: o notifying UGL and external emergency authorities, if necessary; o evacuation of area; o alerting 1st Aiders; o isolation of plant and/or equipment by licensed electrician if involving live power. Spills / escape of polluted water (including acidified water): o contain the spill - ensure that no further escape occurs, especially off-site; o determine whether clean-up is likely to be required - recover spilt material; o the Environmental Officer, in consultation with the UGL determines the most suitable process for clean-up & disposal of contaminated materials; o determine how the escape has occurred. Stop using any malfunctioning plant, tanks and/or bunds until they are repaired. o Odours and dust: o apply odour / dust suppression agents (including water mists, soil, chemicals); o consider carefully which option to select in light of the scale & type of problem; o the Environmental Officer, in consultation with the UGL determines the most suitable corrective actions. o Flooding of the site: o all electrical equipment will be shut off and isolated at the source o if the flooding appears to be a water main leak/rupture, notify Sydney Water o the Environmental Officer and UGL will determine the course of action for clean-up in consultation with the council/authorities Plant/vehicle malfunction or breakdown: o Contain any leaks or liquid spills o Determine if the plant can be safely moved without causing any environmental damage o Notify the relevant contractor or manufacturer for repair Flora / Fauna Kills: o cease activity causing flora / fauna injury or disturbance; o the method selected must be carefully considered in light of the scale & nature of the problem; o the SEO, in consultation with the UGL determines the most suitable corrective actions.

		Notify NPWS, DECC if an endangered / threatened flora species is affected or killed. If the species is injured, notify WIRES after consulting the NPWS. Release of Waste: o cease activity causing the release of wastes off-site; o the method selected must be carefully considered in light of the scale & type of problem; and o the SEO, in consultation with the PM, determines the most suitable process for clean-up.
5	Hazardous Spills or Contaminated Material	**Safety Data Sheets** Where there are hazardous materials used on the project copies of SDS shall be held and maintained by UGL and employees should be aware of the SDS information and locations of spill kits. UGL ensure a list of SDS are maintained. UGL shall review and update the list in case of any changes to quantity stored or expiry of the SDS. If UGL determines that the emergency situation could threaten human health or the environment, UGL should: o Determine if evacuation of local areas is necessary and if so, immediately notify appropriate local authorities; and o Immediately notify the relevant government regulatory organisation. o Controlling a Hazardous Material Emergency During an emergency, UGL should take all reasonable measures necessary to ensure that fire, explosions and releases do not occur, recur, or spread to other hazardous materials. These measures should include: o Stopping processes and operations; o Collecting and containing released materials; and o Removing or isolating hazardous material containers. o If the work area ceases operation in responses to a hazardous material leak, fire or explosion, UGL should monitor the work area for: o Leaks; o Pressure build-up; o Gas generation; and o Ruptures in valves, pipes, or other equipment. **After The Emergency** Immediately after an emergency, UGL should provide for the treatment, storage, or disposal of recovered waste, contaminated soil or surface water, or any other material that results from an emergency in the premises. UGL should insure that, in the affected area(s) of the workplace:

		○ No waste that may be incompatible with the released material is treated, stored, or disposed of until clean-up procedures are completed; and ○ All emergency equipment is checked and available for its intended use before operations are resumed. ○ UGL should notify the regulatory body and appropriate State and local authorities before operations are resumed in the affected areas. ○ Procedures for proper cleanup of minor chemical spills should be contained in individual SDS sheets. Minor spills should be cleaned up according to these established procedures.
6	Bomb Threat	**Receipt of a Bomb Treat** In the event of a receipt of a Bomb Threat: ○ Any person (Employee, Visitor or Subcontractor) receiving a phone call involving a Bomb Threat or a threat against an individual should attempt to obtain as much information as possible from the caller and keep the caller talking while using the "Bomb Threat Checklist" Form – EIMS-7-5182 which can be found on the Management System. This information is invaluable in determining the validity, urgency, and nature of the threat, and consequently in determining what action is appropriate in response to that threat. If possible, indicate to a co-worker and/or reception that you have a Bomb Threat. ○ Of utmost importance are the EXACT WORDS of the caller and information concerning the location and expected detonation time of the explosives? Write down the EXACT WORDS as soon as possible so they will not be forgotten or distorted. The person making the threatening call could reveal enough information about himself or herself so that the recipient of the call could later identify the caller. There have been cases wherein the caller has described the explosive device, given its location and stated the time that the device was to be detonated or ignited. **After Receipt of Phone Call** After the receipt of a bomb threat: ○ Immediately notify the designated ECO member/ UGL and inform them of the fact that you received a threatening phone call. ○ ECO member/ UGL shall immediately contact the police. **Evacuation Procedures** The area will be declared clear by the senior Police Officer or UGL upon their satisfaction that the premises are considered to be free of the danger and a return to work will be authorised by UGL. The response to any bomb threat shall be as per the referenced safe work standard. The general response shall be: • On receipt of the call attempt to keep the caller talking. Ask: ➢ Where is the bomb? ➢ What time will it explode? ➢ How will it be set off? ➢ When was it placed?

		➢ What does it look like? ➢ How big is it? ➢ Why was it placed? • Note the exact words used by the caller – WRITE IT DOWN • Listen for any background noise and peculiarities of speech, accent etc. • If possible during the call alert somebody who should alert the Police and Project Manager • Any bomb threat must be taken seriously. Evacuation should commence immediately; • If a suspicious object is located. *DO NOT TOUCH*. Await arrival of the Police • Initiate evacuation procedures
7	Storm Damage	Prevention and reduction measures shall be carried out, including anchoring of light structures, clearing of tree limbs above roofs and power lines, provision of timely weather reports and safety warnings, and the support of emergency help with temporary repairs to damage, by the local State Emergency Service and emergency equipment made ready and available. Before the storm season: ○ Trim tree branches well clear of buildings if any; ○ heck/clean roof, guttering and down pipes if any; ○ Clear outside workplaces of loose objects that could cause damage during high winds; ○ Check and store materials for emergency rain protection (tape for windows, plastic sheeting, tarpaulins, ropes, torches and batteries); ○ Ensure 2-way radio communication is operational, where in place; and ○ List emergency contact numbers. As the Storm Approaches: ○ Disconnect all non-essential electrical appliances; ○ Fuel all required vehicles and equipment; ○ Secure all materials which may become missiles in high winds; ○ Shelter vehicles and equipment; ○ Cover with tarpaulins, or park outside and secure; ○ Park adjacent to workshops; ○ Close doors; ○ Hand brake on; ○ Low gear engaged; ○ Tape (cross fashion 'X' plus strips) or cover large windows;

		○ Inform Site Incident Commander of status; ○ Instruct employees whether to remain at work, or go home during storm; and ○ Make 2-way radio equipment ready, where in place. ○ Prior to any storm warning, UGL shall ensure that all Project personnel are notified of such storm warning and ensure that personnel: ○ Disconnect all non-essential electrical appliances; ○ Fuel all required vehicles and emergency equipment; ○ Secure any materials which have not already been secured that may become missiles in high winds; ○ Try and shelter vehicles, external Plant and equipment; ○ Close all external doors and windows; and When the Storm Strikes all Company personnel that remain on the premises should: ○ Take cover and remain indoors; ○ Refrain from telephone use, wherever possible; ○ Keep clear of windows, glass doors, electrical items, pipes and metal fixtures; ○ If outdoors find solid, enclosed shelter or vehicle (not under a tree); and ○ If driving, stop clear of trees, power lines and flooded areas. **After the Storm Passes, Company personnel shall:** ○ Check and attend to injured and report any damage to UGL and if emergency help is required outside of the Company, contact the local State Emergency Service; ○ Be aware of damaged power lines, buildings, trees and flooded areas; ○ If help is not needed, check neighboring sections and assist where possible; and ○ Commence clean-up operations.
8	Flood	The potential risk for flood around the Project is on lower ground and in most of the cases, warning from authorities on river water level will be relayed to effective organisations. In case of river level raising above danger levels the following requirements shall be put in place: In Case of a flood warning: ○ UGL will monitor the rate of rise of water level in the adjacent area; ○ UGL will liaise with the ECO for information to be made available, to keep staff fully informed of the situation; ○ If UGL determines that situation could necessitate evacuation of the premises, then UGL should contact ECO to discuss the initiation of evacuation procedure; ○ If evacuation is required, UGL will initiate the evacuation; After the flood, UGL shall liaise with the management regarding what course of action needs to be taken to recover operations;

		UGL shall facilitate some of the following tasks with the help of internal or external resources before resuming work at the Project after the flood: ○ Removal of standing water from the site; ○ Cleaning and drying plant and equipment; ○ Dehumidification of damp areas; ○ Removal of flood debris and other wet materials from the facility.
9	Power Outage	A power outage at the Project may result in stoppage of Workplace activities, including office activities and loss of network data, if applicable. In case of a power outage a portable generators shall be used, subject to the risk determined in losing power. UGL shall ensure that: ○ The generator is regularly tested in accordance with other electrical appliance testing on the site; ○ There is an alternate source or service contract (with competent supplier) in place, in case of complete failure of the generator for more than a day.
10	Earthquakes	During an earthquake: ○ Take cover under an internal door frame, sturdy table or bench; ○ Keep away from windows, mirrors, overhead fittings and tall furniture; ○ Stay clear of roof and wall fittings; ○ If outside, keep well clear of buildings, walls, power lines, trees, etc; After the Earthquake; ○ Check for injuries, apply first aid and do not move the seriously injured unless in danger; ○ Do not use the telephone unless there is a serious injury or fire (avoid congestion); ○ Turn off electricity, gas and water; ○ Check for gas/fuel leaks before lighting matches; ○ Check for water or sewerage leaks, broken electrical wiring etc.; ○ Check for cracks and damage, including roofs and foundations; ○ Be prepared for aftershocks; ○ Evacuate if building is badly damaged; ○ Do not waste water, as supplies may be interrupted; ○ Avoid driving unless for emergency (keep streets clear for emergency vehicles); ○ Do not go sight-seeing or enter damaged buildings; ○ Stay calm and help others if possible.

11	Workplace Violence Hostage Situation / Armed Siege	In many instances, a troubled employee or member of the public, who may make overt threats, often with little or no warning, may generate a hostage or armed siege situation, then contact the Police immediately. The response emphasis should be placed on: ○ Protecting Company personnel from danger; ○ Evacuating Company personnel safely; ○ Managing the emergency until Police arrive. ○ The assailant should not be challenged or confronted so remain calm and attentive to the events. Avoid argument with or aggravation of the assailant. The general response shall be: ○ Keep calm ○ Obey instructions – listen carefully and do exactly as you are told ○ Keep your hands in sight of the offender ○ For identification purposes, try to retain any particulars about the offender using “Ban the Crim” method ▪ **B**uild ▪ **A**ge ▪ **N**ame ▪ **T**hatch (Hair) ▪ **H**eight ▪ **E**yes ▪ **C**omplexion ▪ **R**ig (Clothing) ▪ **I**dentifying Marks (tattoos, scars) ▪ **M**annerisms ○ Observe offender’s mode of transport and direction of travel ○ Secure all evidence left at scene by offender, eg. places touched (fingerprints) ○ Contact Police 000
12	Snake or Spider Bite	○ Assess of victim for vital signs using DRABC principles; ▪ **Danger;** ▪ **Response;** ▪ **Airway;** ▪ **Breathing; and** ▪ **Circulation**

		○ If possible locate the area of the bite. ○ Treat the patient for snake/spider bite and apply a restrictive bandage where required. ○ Call the Hospital by phone or radio (see contact/call details at the end of this document) and seek advice regarding transportation of the patient via ambulance from site or confirm patient is being transported to Medical facility by road and request assistance giving basic information of the event. ○ Determine if possible information regarding the snake type for medical staff. ○ 6. Confirm patient condition with off-site medical staff and assess if a further escalation of the event is required e.g. RFDS assistance requested. ○ 8. Provide feedback to site of the event.
13	Motor vehicle accident	The response to any motor transport accident shall be as per the referenced safe work standard. The general response shall be: ○ Coordinate evacuation of all personnel and members of the public to a safe area; ○ Ascertain the extent of the accident and any injuries and take positive action to prevent further injury/damage; ○ Determine level of escalation requirements and seek advice from The Client; ○ Coordinate first aid treatment, until arrival of Paramedic mobilised to site to stabilise patient for transport; ○ If required have the Paramedic or Project Manager coordinate with Emergency Services as to the availability / practicality of evacuation; ○ Determine and request further resources as may be required; ○ Advise the Police as required under the Road Traffic Act; ○ Ensure adjacent equipment/plant is moved to a safe area (subject to incident non disturbance requirements); ○ Remain at the location until all injured personnel have been treated / evacuated and the site has been made safe; ○ Advise appropriate persons of incident status, number of casualties, or extent of property damage and initiate incident reporting/investigation procedure. ○
14	Chemical Spillage	○ Stop processes and operations ○ Identify the released material and review associated SDS ○ Assess the extent of the spill and potential hazards to human health or the environment that may result from a chemical release. If safe to do so, contain the chemical spill using emergency spill kits and using appropriate PPE ○ Determine level of escalation requirements and seek advice from the HSSE coordinator and Client; Consult the Environmental Management Plan if required

		○ Coordinate ongoing activities to prevent further impacts; ○ Assess and arrange for resources as appropriate; ○ In event of spillage of hydrocarbons ensure sources of ignition are removed or shut down; ○ Assist with coordination of remedial activities; ○ Advise appropriate persons of incident status, extent of property/environmental damage and initiate incident reporting/investigation procedure. ○ Ensure spill kits are refurbished immediately after use ○ Ensure any contaminated material (e.g. spill kit material, soil, etc) are disposed appropriately
15	Chemical / Gas Leak	○ Coordinate evacuation of all personnel and members of the public to a safe area; ○ Ascertain the extent of any injuries/damage and take positive safe action to prevent escalation; ○ Determine level of escalation requirements if required; ○ Request further resources as may be required (e.g. external emergency services); ○ Coordinate fire prevention/control strategies until arrival of emergency services (e.g. shut down machinery if safe to do so); ○ Coordinate first aid treatment until arrival of the ambulance/medical and/or paramedic assistance;

APPENDIX H. ERP NOMINATED PROJECT PERSONNEL

Role	
Project Manager	Michael Bland -0417 784 320
Chief Warden	Sara Pearce – 0417 478 501
Electrical Supervisor - Area Warden –	Edi Heindl – 0402 108 336
Civil Supervisor - Area Warden –	Patrick Baird – 0438 245 248
First Aid Coordinator	Ann-Marie Walshe – 0414 661 960/William Johnson CH#9