ABN: 66 008 709 608

Pollution Incident Response Management Plan (PIRMP)

Camellia Recycling Depot

12 Grand Avenue Camellia NSW 2142

DOCUMENT PREPARATION	DOCUMENT REVIEW	DOCUMENT AUTHORISATION
Name Barry Wood Position Zero Harm Advisor	Name Roy Stiff Position Maintenance Recycling Manager	Name Roy Stiff Position Maintenance Recycling Manager

REVISION STATUS

Issue/ Revision/ Date	Summary of Section Changes	Reviewed By:	Authorised By:
V4 - 27/04/15	General update	Barry Wood	Roy Stiff
04/03/14	Page 6 2.4 Contact details of Neighbours added	Barry Wood	Ross Brookshaw
17/02/15	Page 25. 6 Update Notify Responsible Manager	Barry Wood	Roy Stiff
17/02/15	Page 1 Update General Manager Name Change	Barry Wood	Roy Stiff
18/01/17	General update	Barry Wood	Roy Stiff
15/01/18	General update, remove Production Manager Name	Barry Wood	Roy Stiff
15/06/19	General update	Barry Wood	Roy Stiff
10-5-2021	General Review/Update	Roy Stiff	Roy Stiff
26/4/23	Site has not conducted any activities since Aug 2022	Roy Stiff	Roy Stiff

DISTRIBUTION AND AMENDMENT

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Registered controlled copy recipients will automatically receive updates as and when amendments are made. Amended pages will be issued together with a transmittal form, and recipients are to ensure superseded versions are replaced and destroyed to prevent inadvertent use.

A hard copy of this document shall be maintained within the site office for the duration of the project and may be accessed by Employees, Contractors, Zero Harm Representatives and project personnel.

On project completion the EMP and associated documents are to be stored with the Project Files.

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1 PURPOSE AND SCOPE OF THE PIRMP

This Pollution Incident Response Management Plan (PIRMP) has been prepared for the Camellia Recycling Depot. This PIRMP outlines the site-specific management structure, resources, procedures and practices that will be implemented in the event of an emergency situation.

The purpose of the PIRMP is to minimise the adverse impacts to people, property and the environment from an incident occurring or impacting on site. This PIRMP will be considered current once approval has been granted from the General Manager.

The scope of works for this site will include, but not necessarily be limited to the provision of all labour, materials, plant, equipment, supervision and all other things necessary to perform the work as detailed under the contract. In particular, the work involves the following:

- **Reclaimed Asphalt Storage**
- **Asphalt Crushing / Screening**

2 SITE EMERGENCY PROFILE

2.1 Site Location

This project is located 12 Grand Avenue Camellia NSW

2.2 Number of People on Site and at Time of Occupancy

- Usual office operating hours are generally between 6am – 4pm, Monday to Friday (but subject to change with extended hours and weekends due to production requirements.
- Day Shift -2 Operators plus Yard Foreman: 6am-4pm
- Night Shift-2 Operators start and finish times by arrangement as per jobs.

2.3 Details of Neighbouring Facilities

Neighbouring Facilities	Contact Person & Phone number	Mechanism for raising the alarm and ongoing communication	Circumstance for raising the alarm
Shell Oil	9897 8704	By Phone	Fire / Explosion Discharge to drain
Sami	9638 0150	By Phone	Fire / Explosion Discharge to drain
Hymix	9898 0317	By Phone	Fire / Explosion Discharge to drain
Boral Plasterboard	9638 0571	By Phone	Fire / Explosion Discharge to drain
Earthpower	13 13 39	By Phone	Fire / Explosion Discharge to drain
General Public	Council, Department of Primary Industries/ Fishiers	Community Announcements, signs etc	Discharge to Parramatta River

3 COMMUNICATION OF THIS PLAN

This EMP shall be communicated to personnel through site induction, at Toolbox and Pre-Start meetings and will be displayed on site and contained within the Site Zero Harm Management Plan (ZHMP). Site specific evacuation procedures (incl. muster points and the identities of ERT personnel) will be displayed on noticeboards and in prominent positions throughout the site/buildings. Emergency Organisation & Responsibilities

3.1 Recycling Manager

General Requirements

- Be fully conversant with the requirements of this Plan.
- Ensure the EMP is fully implemented, monitored and adjusted to suit the requirements of the operations system.
- Ensure the requirements of the Management System are fully complied with when administering the Pollution Incident Response Management Plan.
- Ensure all employees are conversant with their responsibilities and duties under the Pollution Incident Response Management Plan.

Communication

- Ensure any bulletin or information pertaining to emergency plans and management is placed on the Zero Harm Notice Board and other noticeboards.
- Maintain lists of employees' and contractors' emergency contacts/next of kin either on site or via the HR system. Ensure that relevant emergency contacts are notified in case of an emergency.
- Notify senior management of any emergency in accordance with ***DA-ZH-PR006 Incident Reporting and Investigation***. Only authorised spokespeople may liaise with the Media (refer ***DA-ZH-PR013 Communication and Consultation*** and the Downer Group Media Policy).

Training

- Educate supervisory personnel in accordance with plan requirements, statutory obligations, and relevant procedures contained in the Integrated Management System (IMS).
- Have been inducted into Downer Australia safety and environmental management systems and procedures.

3.2 Yard Foreman

The Yard Foreman will be responsible for the day to day operations of the site, ensuring site operations comply with all relevant obligations. The Yard Foreman has been inducted into Downer Australia Integrated Management Systems and Procedures, they will also receive a higher level of project specific Emergency Preparedness and Pollution Incident Management training while onsite.

Accountable to the Recycling Manager for:

General

- Being familiar with the requirements of this EMP.
- Ensuring incidents are managed and strictly supervised in accordance with the EMP, company policies and procedures.
- Being familiar with legislation and codes of practice relevant to this role, and ensuring the requirements of the same are bought to the attention of interested parties and implemented as is practicable across the project site.

Communication

- Ensuring the requirements of the PIRMP are communicated to all personnel, subcontractors and where appropriate, visitors to site through on site daily Pre Start meetings, Site Inductions, weekly Toolbox Meetings and Safe Work Method Statement (SWMS) review on commencement of new works with the potential to impact personnel and the environment.

3.3 Employees, Contractors and Visitors

On identification of a situation requiring emergency response each employee has the responsibility to immediately notify the yard foreman or delegate. In the event of a serious situation, or a situation requiring immediate medical response, the employee shall utilise this "Plan" to make direct contact with the closest medical facility.

When directed by the Chief Warden or his/her delegate, it is the responsibility of each person to evacuate the workplace via the nearest safe exit/route, after turning off any machinery in use and proceed to the designated external muster point and stay there until given further instruction.

3.4 Emergency Response Team

The emergency team is tasked with co-ordination and control of the response to an emergency. Where an evacuation is required, the team will be responsible for accounting for all personnel and for any actions deemed necessary to limit the impact of the emergency on the site and its personnel.

Members of the emergency team assume authority over all personnel within the scope of their responsibilities. They are accountable to other members of the team within the hierarchy and to members of the Emergency Services (Ambulance, Fire, Police, etc.).

Emergency Response Team Hierarchy

1. Chief Warden: Yard Foreman
2. Area Warden: Plant Operator
3. ERT Advisor / Support: Zero Harm Representative (ZHR) or other nominated workers with a minimum current Senior First Aid (Level 2) qualification

In the absence of a member of the Emergency team, the Recycling Manager will appoint the next most senior member of the team to assume the role of the absent member. In the absence of the Recycling Manager, the Warden whose area of responsibility encompasses the emergency location shall assume the role of Emergency Controller.

Emergency Team members shall report planned absences (i.e. annual leave, sick leave) to that position. In cases where only one or two wardens are on site, such as back shifts or weekends, the warden/s will be required, in addition to their role, to ensure that appropriate emergency services are contacted.

3.5 Chief Warden

A person designated with the authority to assume overall coordination of any emergency response within the premises.

3.6 Deputy Warden

A person designated to assist the Chief Warden in the performance of their duties and in the absence of the Chief Warden will perform those responsibilities.

3.7 Area Wardens

Persons designated with the authority to assist the Chief Warden and to direct Emergency Procedures within a defined area of the premises.

3.8 First Aid Personnel

NAME	LOCATION	PHONE NUMBER
Terry Cullen	**Weighbridge**	**0438 794 717**

4 EMERGENCY RESPONSE EQUIPMENT

Emergency response equipment must be available to respond specifically to each potential emergency scenario identified in the Site Risk Register taking into consideration the identified risk. Equipment must include, but is not limited to:

- fire protection and detection equipment
- first aid equipment; and
- spill response equipment.

A scheduled program to test and maintain Emergency Management equipment must be established in line with ***DA-ZH-FM015.6 Emergency Equipment Testing Register***.

4.1 Fire Fighting Equipment

The following requirements for fire equipment shall be taken into consideration:

- Location - extinguishers and hoses are to be placed in readily accessible locations and in areas where risk of fire is likely.
- Access - clear access is to be maintained around fire extinguishers and hoses at all times.
- Signage - signage is to be provided at each location, indicating the type of fire extinguisher and fire types that they are suited for.
- Mounting - Fire extinguishers are to be mounted on purpose made hooks or brackets and suspended above the floor.
- Inspection - Fire extinguishers are to be inspected and serviced every 6 months.

4.2 First Aid Facilities

First aid requirements are assessed upon reviewing applicable legislation and using the First Aid Needs Assessment Form at site setup and during review. First aid services and arrangements shall consider the types of hazards to persons at the workplace, potential activities to be performed, and the number of persons at the workplace and the risk level of identified hazards.

First aid provisions will be maintained and accessible to personnel for the duration of the site, and all necessary training will be organised and communicated through Pre-Start / Toolbox Meetings, Inductions and information placed on Noticeboards.

4.3 Emergency Showers and Eyewash Stations

Safety showers and eye wash facilities shall be inspected, tested and cleaned in accordance with ***DA-ZH-PR116 Zero Harm Inspections & Observations*** and conducted in line with the relevant ***DA-ZH-FM015.6 Emergency Equipment Testing Register***.

4.4 Spill Response Kits

Spill response equipment will be provided commensurate with nature, quantity and risk of substances in each area. The Spill Response Equipment Needs Assessment Form will be used to determine the number, location and type of spill kits required.

5 EMERGENCY PREPAREDNESS & RESPONSE

5.1 Emergency Preparedness

Emergency Preparedness includes all activities that focus on essential emergency response capabilities through the development of plans, procedures, the organisation and management of resources, and associated training and education.

5.1.1 Identify Emergencies

The major risks to human health, property and the environment identified for the project are:

Risk	Likelihood x Consequence	Response/ Rescue Method	Response/ Rescue Equipment
Fire and/or Explosion caused by electrical, chemical, gas.	Rare x Severe = C	Remove person from area , Extinguish Fire if save to do so , call Fire Brigade if required	Fire Extinguishers / Hose Reels / First Aid Kits
Dangerous and Hazardous materials spillage or discharge into stormwater system.Primary risk is a diesel minitanker , sewage or dirty water from sediment daml	Rare x High = D	Remove person from area , Stop flow use appropriate Spill Equipment	Spill Equipment

Bomb threat	Rare x Severe = C	Remove person from area , contact Police / Emergency Services	N/A
Civil disturbance	Rare x High = D	Remove person from area, do not engage contact Police	N/A
Natural Events – Floods / Severe Storm, Earthquakes, Bush Fire	Rare x High = D	Remove person from site if required. Contact Emergency Services	Fire Extinguishers / Hose Reels / First Aid Kits
Medical Emergencies	Rare x High = D	Remove person from area if save to do so contact Emergency Services	First Aid Kits , Defibrillator
External Emergencies that are likely or could impact on the personal on site including aircraft crash, motor vehicle incident, explosion on neighbouring premises.	Rare x Extreme = C	Remove person from area if save to do so contact Emergency Services	Fire Extinguishers / Hose Reels / First Aid Kits
Discharge of airborne dust off site	Unlikely x High=C	Dust Suppression	Watercart for dust suppression

5.1.2 Develop Emergency Response Plans

Emergency Response Plans will be developed for each identified emergency situation (See 6.2.5 Emergency Response Plans).

5.1.3 Training

All Personnel shall be provided with general Emergency Management Training as part of the induction training process, and such training shall cover as a minimum:

- the locations of all emergency equipment and the correct method for its use.
- fire risk awareness training to encourage awareness of the dangers presented by fire and the means for preventing it.

Personnel who have assigned responsibilities in an emergency situation (i.e. ERT, Fire Wardens, Evacuation Wardens) shall be inducted into the PIRMP and provided with accredited training.

Refer to the site specific Training Needs Analysis/ Skills matrix for training schedule and completed training. This is to include emergency pollution response.

5.1.4 Testing and Recording for Emergencies

For Fixed Sites, the implementation of this plan shall be physically tested on a minimum annual basis.

All implementation tests shall include, but not be limited to, the following aspects:

- Activation of the Emergency alarm/s;
- Evacuation of all areas on site, including timing of the evacuation times;
- Roll-call of all persons on site, including contractors and visitors
- Other types of emergency aspects (Environmental) as applicable to the site i.e. spills, bomb threat, derailment of a train etc.

Drills are conducted then evaluated and recorded using ***DA-ZH-FM015.5 Emergency Drill Observers Checklist***. Records shall be kept onsite and sent to the Zero Harm Manager/Officer for performance review.

5.2 Emergency Response

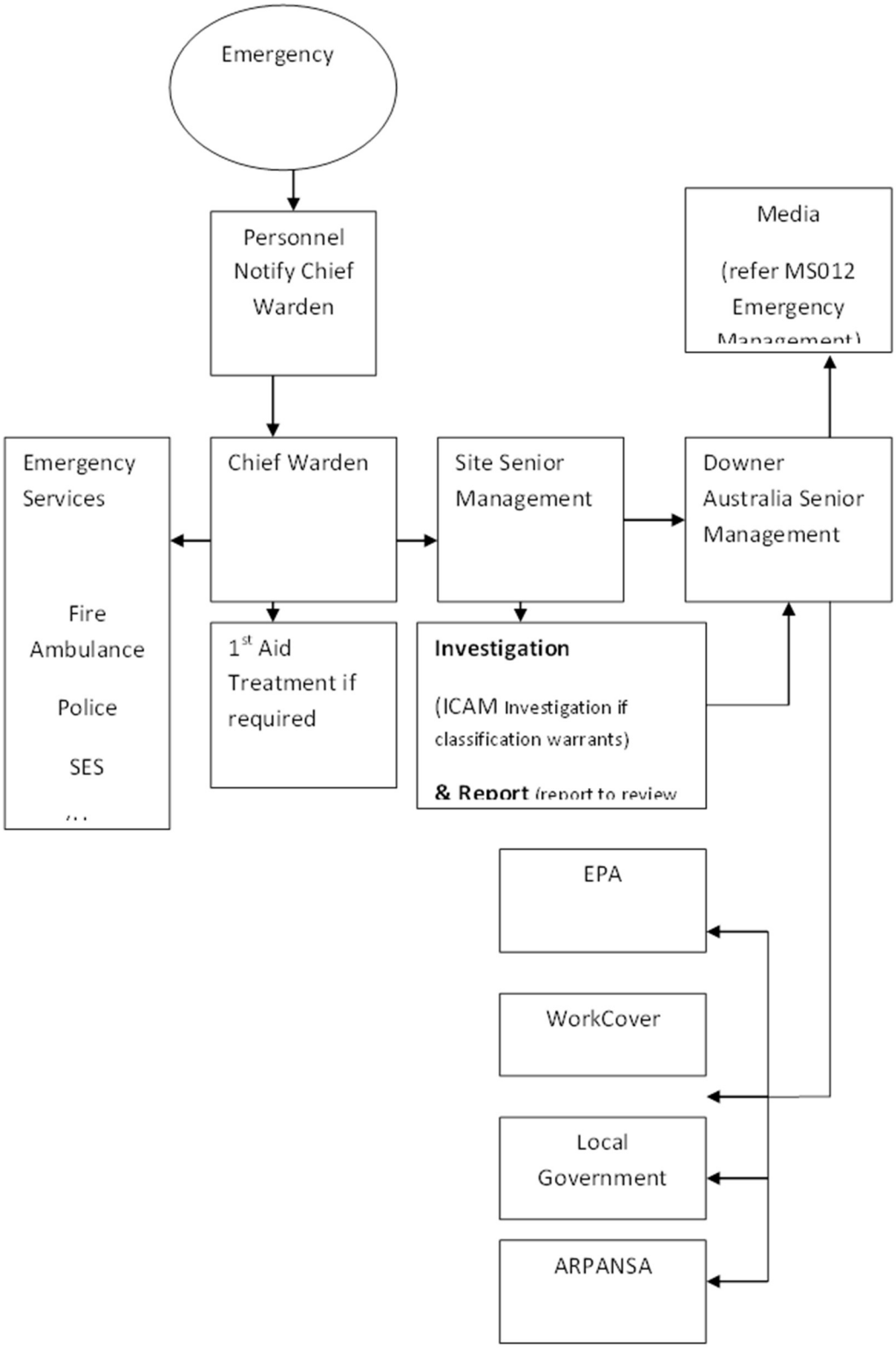
Emergency Response activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and expedite recovery operations.

5.2.1 Emergency Identification and Assessment

Actual or potential emergency situations will vary in type and severity. The required level of response and notification will be at the discretion of the Site Supervisor or Manager.

Any emergency situation may require only isolated containment and control or may require the complete evacuation of the site and notification of relevant emergency services. Consideration should be made of the response requirements for different situations. If at any time there is uncertainty on how to proceed, response should be for the worst possible scenario. Ultimately, the Site Manager or representative has authority and responsibility to instigate an evacuation if he/she feels it is warranted.

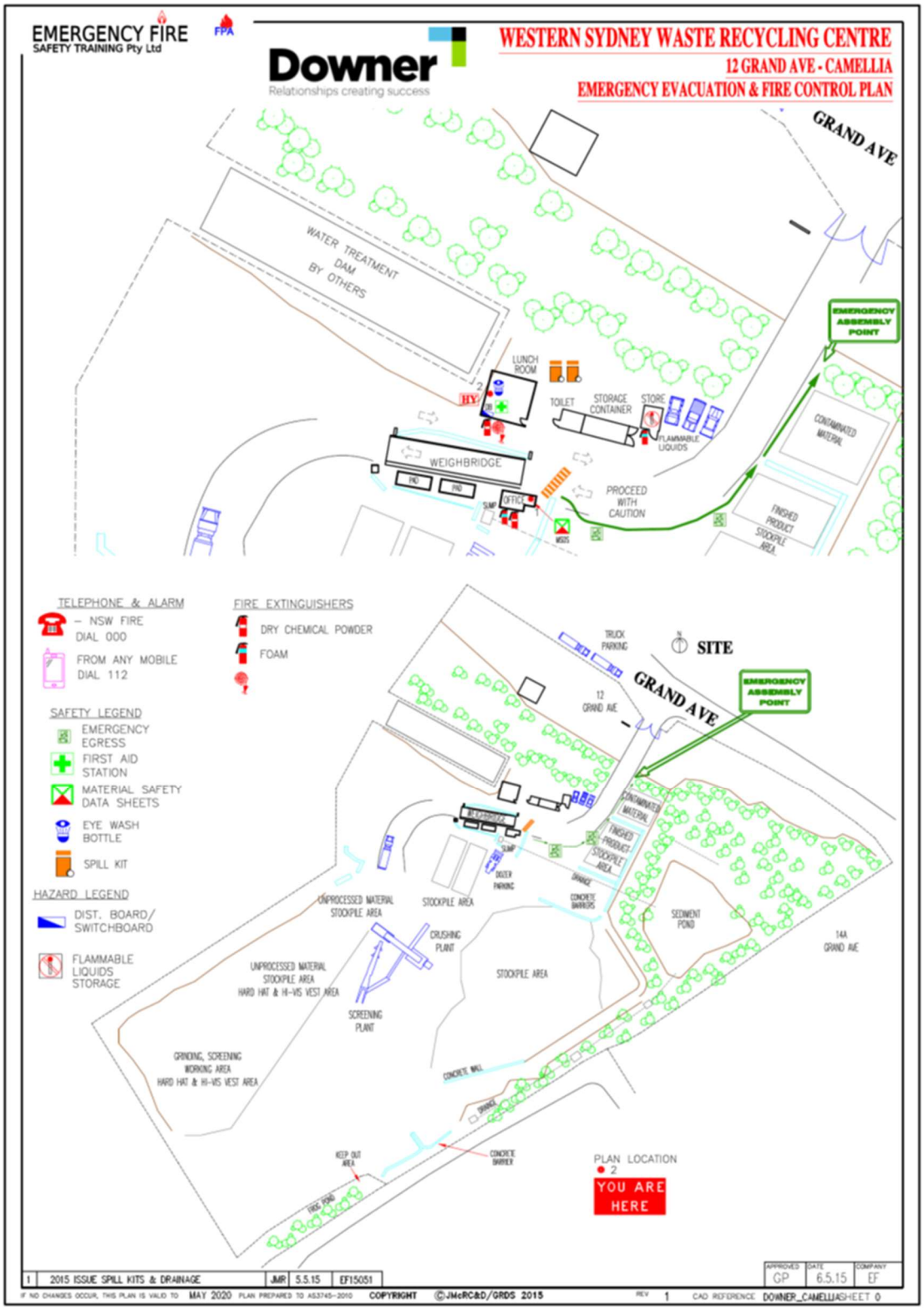
5.2.2 Raising the Alarm



5.2.3 Emergency Communication

- Eg Emergency channel, 2-way radios, PA, mobile phones, landlines etc.

5.2.4 Evacuation Plan



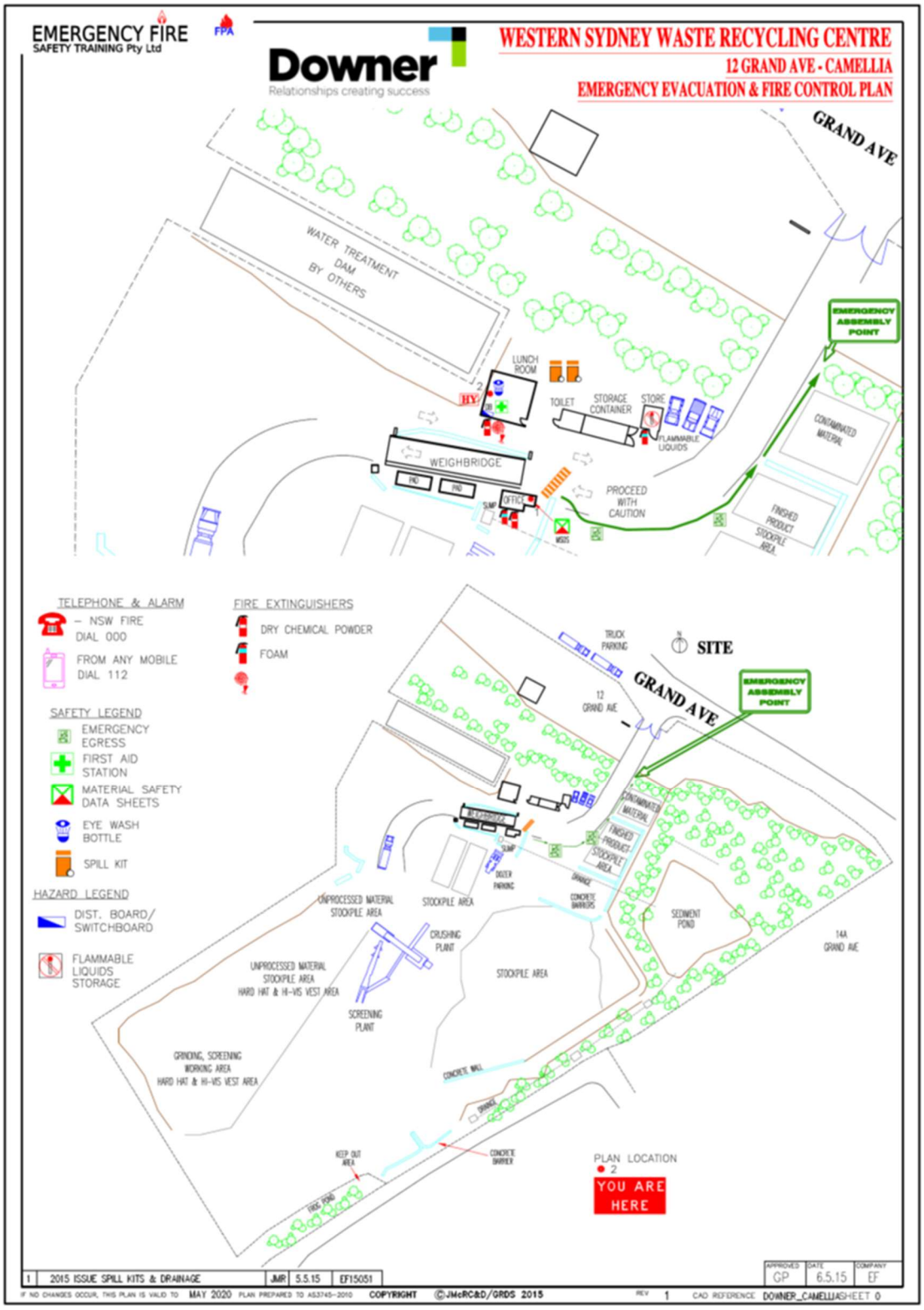
All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.

If an Emergency situation arises…

- Alarm is raised by either the First Responder or Emergency Response Personnel (eg activate emergency alarm, radio or contact the emergency channel/line).
- Personnel are to prepare for Evacuation (shutdown plant and equipment if safe to do so) and await further instruction.
- Chief Warden determines appropriate action in line with nature of emergency & initiates evacuation procedure.
- Deputy Chief Warden or Area Warden responds to emergency.
  - Area Warden commences immediate evacuation and directs personnel to nearest exit point.
- Area Warden checks all areas clear of personnel.
- Area Warden directs and follows all personnel to assembly muster area.
- Area Warden advises Chief Warden all areas are clear.
- Chief Warden and Area Warden hold personnel in muster area until directed by the Site Supervisor or Emergency Services personnel.

6.2.4.1 Evacuation and Emergency Response Diagram

- Should include evacuation routes, location of assembly points and emergency response equipment (



6.2.4.2 Emergency Assembly/Muster Points

- The Emergency Assembly / Muster Point is located on the grassed area near the Workshop and is identified by signage

- Alternate muster points may be identified during an emergency by the ERT, if the usual muster point is determined unsafe.

6.2.4.3 Mechanism to Account for Persons

- Roll calls, Area Wardens search all areas, attendance sheets (sign-ins, visitors' book, pre-start attendance).

6.2.4.4 Occupants and Visitors with Disabilities/Mobility Impaired Persons

Details of persons with disabilities or any mobility impairment whether permanent or temporary are to be kept on a register maintained by the Chief Warden. In the event of an emergency such people are to be assisted by a Warden or a nominated staff member to a place of safety.

5.2.5 Lock-Down Procedures

Details of any lockdown processes where personnel are to remain at a site / facility due to external risk(s)

5.2.6 Emergency Response Plans

6.2.6.1 Emergency Response Plan for Situation #1

Fire and/or Explosion caused by electrical, bitumen, chemical, gas.Include details…

6.2.6.2 Emergency Response Plan for Situation #2

Bush Fires

6 RECOVERY

Recovery activities are primarily concerned with restoring the work site/ environment to its pre-emergency condition. Depending on the nature/effect of the emergency, this may include reconstruction of the physical infrastructure, restoration of the emotional, social, economic and physical well-being of the workforce/workplace. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects.

6.1 Post Emergency Activities

The debriefing shall review (but not be limited to) the following;

- Staffing
- Plant and equipment
- Processes and procedures
- Material inventories
- Difficulties encountered
- Access to any Employee Assistance Programs

6.2 Pollution Incident Response Management Plan Review

Subject to review:

- Following an emergency situation.
- Change of scope of work/operations, new identified hazards, change of/to premises, client request, as required.

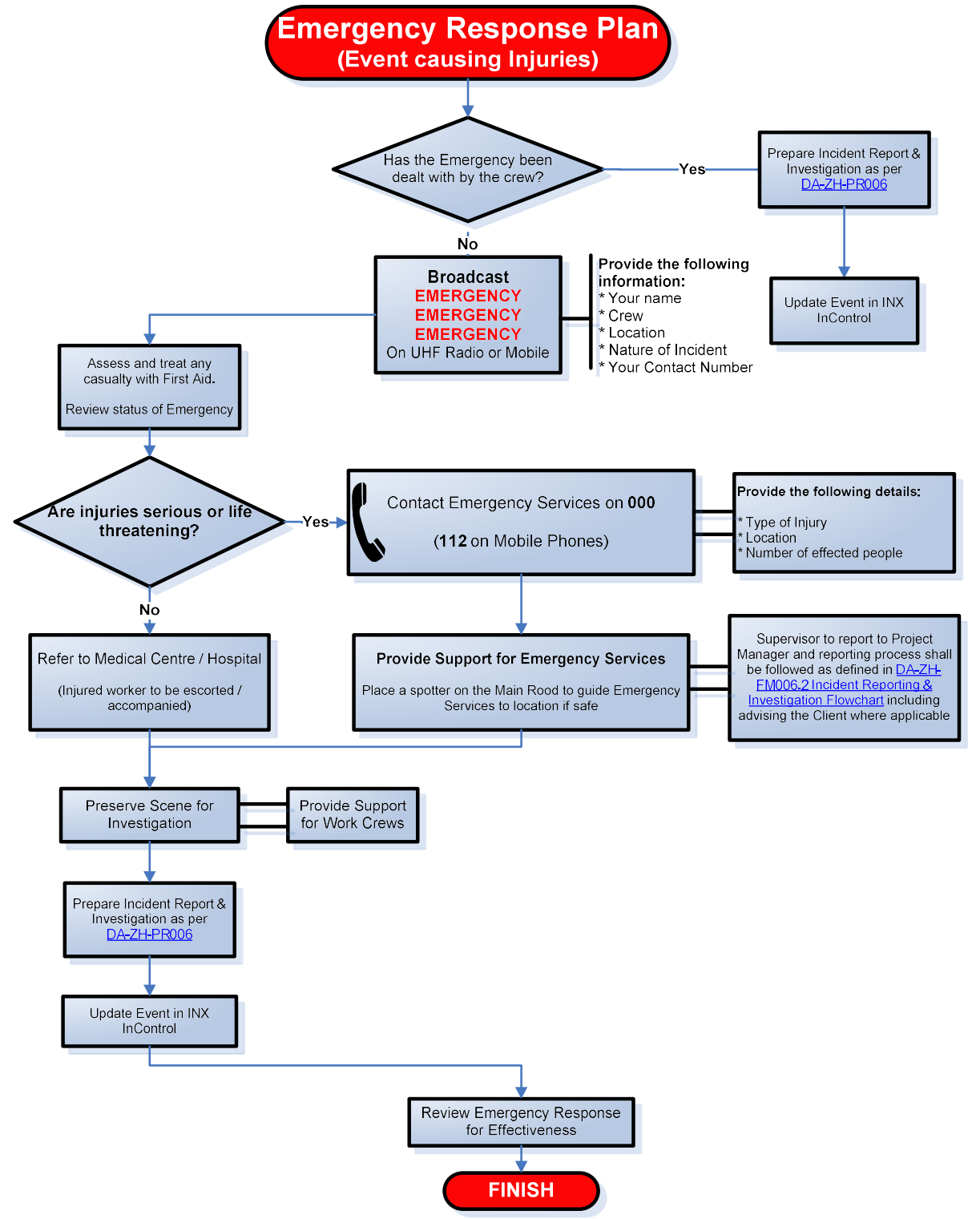
7 MONITOR AND REVIEW

At a minimum, all Emergency Plans shall be reviewed and updated annually and within 1 month of any emergency or in line with changing business needs, changing environment, and emergency risks (whichever is sooner).

All designated emergency personnel will be consulted in emergency plan reviews as required.

Changes to Emergency Plans will be managed in line with ***DA-ZH-PR031 Zero Harm Change Management***.

ANNEX 1 – SAMPLE EMERGENCY RESPONSE PLAN FLOWCHART



FOR FURTHER INFORMATION, REFER TO THE EMERGENCY MANAGEMENT PLAN AND/OR
DA-ZH-PR015 EMERGENCY PREPAREDNESS & RESPONSE

ANNEX 2 – EMERGENCY CONTACT INFORMATION

Downer Australia Internal Emergency Contacts			
24-Hour Emergency Number / Channel:			
Administration (contact number and hours):			
Downer Australia Personnel	**Contact No.**	**After Hours No.**	**Details**
Chief Fire Warden- Terry Cullen	0438 794 717	0438 794 717	All Incidences and Emergencies
Emergency Response Team (ERT) Barry Wood	0438 208 099	0438 208 099	All Incidences and Emergencies
First Aid Officer – Terry Cullen	0438 794 717	0438 794 717	First Aid
Downer Australia External Emergency Contacts			
Ambulance, Fire, Police	**000** **Mobile: 112**		**Life Threatening Emergencies**
Fire Brigade (local)	000	000	Fire and Chemical spills
Police (local)	000	000	Security matters
Medical			
Public Hospital- Westmead Hawksbury& Darcy Roads Westmead **Medical Centre- Merrylands Family Practice** 189 Merrylands Road Merrylands	9845 5555 1300 637 000	9845 5555 1300 637 000	Serious Injury Injury
Poisons Information Centre	13 11 26	13 11 26	Poisons Information
Other Authorities as required by legislation **Reportable following instruction with Regional Zero Harm Manager or delegate**			
State Emergency Services	1300 729 579	1300 729 579	Notifiable incidents immediately
Local Council – Parramatta	1300 617 058	1300 617 058	Notifiable incidents immediately
Department of Public Health - Westmead Hospital	9845 5555	9845 5555	Notifiable incidents immediately
Workplace Safety Regulatory Body (eg WorkSafe)	13 10 50	13 10 50	Notifiable incidents immediately

Environment Protection Authority	131 555	131 555	Notifiable incidents immediately
Supply Authorities:			**Supply Issues**
Electricity – Energy Australia	13 15 35	13 15 35	
Water – Sydney Water	13 20 90	13 20 90	

ANNEX 3 – EMERGENCY RESPONSE GUIDANCE

The following Emergency Response Guides can be added to specific Site / Project Emergency Management (and/or Response) Plans and/or amended accordingly.

Emergency Evacuation Guide (Standard)

All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.

If an Emergency situation arises…

- Alarm is raised by either the First responder or Emergency Response Personnel (eg activate emergency alarm, radio or contact the emergency channel/line).
- Personnel are to prepare for Evacuation (shutdown plant and equipment if safe to do so) and await further instruction.
- Chief Warden determines appropriate action in line with nature of emergency & initiates evacuation procedure.
- Deputy Chief Warden or Area Warden responds to emergency.
- Area Warden commences immediate evacuation and directs personnel to nearest exit point.
- Warden to take Visitors book & Site Register of workers and contractors on site to Emergency Assembly / Muster Point
- Area Warden checks all areas clear of personnel.
- Area Warden directs and follows all personnel to Emergency Assembly / Muster point.
- Area Warden advises Chief Warden all areas are clear.
- Chief Warden and Area Warden hold personnel in muster area until directed by the Site Supervisor or Emergency Services Personnel.

Note: Emergency Evacuation Drills shall be evaluated and recorded using ***DA-ZH-FM015.5 Emergency Drill Observer's Checklist***

Fire Response

All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.

Upon discovering a Fire, the First Responder should:

- Alert and evacuate nearby personnel located in the vicinity of the affected area.
- Immediately notify Emergency Response Team personnel and emergency services (if required).
- When contacting emergency services, state the following:
  - Your name
  - Company name
  - Type of incident
  - Address of incident and nearest cross street, state and suburb
  - Types of injuries
  - Any other relevant information
- Stay in communication until told otherwise.
- Attempt to contain, control and extinguish the fire (if safe and you are trained to do so).
- The ERT will raise the alarm and proceed with evacuation if necessary.
- Ensure the safety and well-being of personnel and attend to the injured.
- Secure the scene and assist external emergency services.
- Institute a roll-call of personnel, contractors and visitors.

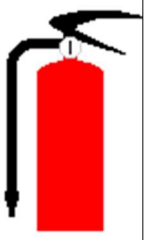
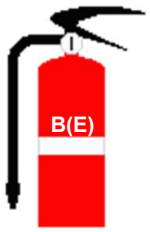
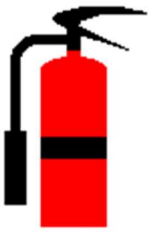
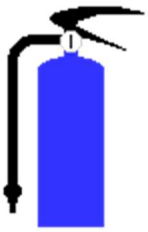
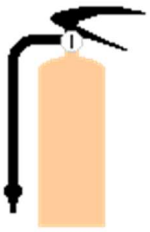
Further Guidance regarding Fire Extinguishers

The following requirements in accordance with **AS/NZS 2444** relating to fire extinguishers are to be adhered to:

- Inspection - Fire extinguishers are to be inspected and serviced every ***6 months*** in accordance with AS/NZS 1851
- Access - Clear access is to be maintained around fire extinguishers at all times. This should be checked regularly through inspection or audit.
- Location - Place fire extinguishers in readily accessible locations and in areas where risk of fire is likely, e.g. welding and fabrication workshops, areas where flammable products are stored, hazardous chemical storage areas, etc.
- Mounting - Fire extinguishers are to be located on purpose made hooks or brackets and suspended above the floor
- Signage - Signage is to be provided at each location, indicating the type of extinguisher and the fire types that they are suited for. The sign should generally be at eye level or higher to facilitate locating the extinguisher in an emergency.

Important: Water must never be used on Bitumen Fires. Use Dry Chemical Powder or Foam Fire Extinguishers only.

The diagram below illustrates the colour coding of fire extinguishers (so it should be printed in colour) and can be used as a guideline for Fire Extinguisher selection.

EXTINGUISHER TYPES / FIRE CLASSES	WATER Body: Signal Red	DRY CHEMICAL POWDER Body: Signal Red with White Band		CARBON DIOXIDE Body: Signal Red with Black Band	FOAM Body: Ultramarine (blue)	WET CHEMICAL Body: Oatmeal (Buff)
						
CLASS A Paper, wood and textiles	✓	✗	✓	✓ If Confined	✓	✓
CLASS B Flammable liquids	✗	✓	✓	✓	✓	✗
CLASS C Flammable gases	✗	✓	✓	✗	✗	✗
CLASS D Combustible Metals	**SPECIAL HAZARD** For Information regarding Extinguishers for Class D (Metal) Fires, contact the Fire Brigade					
CLASS E Electrical hazards	✗	✓	✓	✓	✗	✗
CLASS F Cooking oil or fat	✗	✓	✗	✗	✗	✓✓

Medical Emergency

All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.

- Make the area safe.
- Immediately call external emergency services and the **ERT** (specifically First Aid Personnel) for assistance.
- When contacting emergency services, state the following:
  - Your name
  - Company name
  - Type of incident
  - Address of incident and nearest cross street, state and suburb
  - Types of injuries
  - Any other relevant information
- Stay in communication until told otherwise.
- First Aid Personnel will attend and assist (conduct DRABC as appropriate until emergency services arrive).
- If conscious, try to ascertain what condition the affected person is suffering.
- Remain with the casualty and await emergency services arrival.

Personal Threat

In the event of a civil disturbance:

- Ensure your Supervisor is notified immediately
- Notify the Police by dialling “000” (112 for mobiles) and request assistance
- Do not say or do anything that may encourage irrational behaviour
- Alert other personnel in your vicinity of the threat
- Evacuation should be considered (if safe to do so)

Motor Vehicle / Road Transport Accident

All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.

- Make the area safe and contact Emergency Services if necessary;
- Ensure you and your passenger can move to a safe area (if not injured)
- Notify Emergency Services if there are injuries
- When contacting Emergency Services, state the following:
  - Your name
  - Company name
  - Type of incident

  - Address of incident and nearest cross street, state and suburb
  - Types of injuries, property damage or environmental harm sustained
  - Any other relevant information
- Stay in communication until told otherwise.
- Ensure all vehicles involved in the accident have their ignitions switches turned off;
- Extinguish any fires if safe to do so;
- First aid treatment to be administered if qualified to do so. Do not move casualties unless absolutely necessary;
- Immediately report the incident to the ERT and to your supervisor.
- Where possible, do not leave causalities alone;
- Place warning signs across the road to warn other traffic;
- **Await emergency services arrival.**

Note: Do not make any comments or liaise about any incidences to the media – this will be dealt with internally by authorised personnel as per ***DA-ZH-PR013 Communication & Consultation*** and Downer Group Media & Communications Policies.

Emergency Breakdown

What to do if you breakdown in transit:

- Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left. Leave your sidelights on and use your hazard flashers.
- Leave the vehicle and ensure if you have passengers, they do the same. Ensure you are wearing a high-visibility vest and place safety triangles behind the vehicle if easily and safely accessible.
- Ensure yourself and passenger(s) (if you have any) keep away from the carriageway and hard shoulder. It is best to retreat onto the embankment, or behind a barrier if this is possible
- Contact your Supervisor / Scheduler and roadside assistance if needed; tag-out plant/equipment if unsafe to operate.

Bomb / Substance Threat

Any person who receives a bomb / substance threat should remain calm and take the following steps:

Ask the following questions

- ❑ Where did you put the bomb/substance?
- ❑ When is the bomb going to explode?
- ❑ When did you put it there?
- ❑ What does the bomb/substance look like?
- ❑ What kind of bomb/substance is it?
- ❑ What will make the bomb explode?
- ❑ Did you place the bomb/substance?
- ❑ Why did you place the bomb/substance?
- ❑ Is the substance a liquid, powder or gas?
- ❑ What is your name?
- ❑ Where are you now?
- ❑ What is your address?

- Try to record the exact wording of the threat.
- Try to keep the caller talking and complete the following checklist (do not hang up because the call may be traced).

Voice		Speech				Telephone		Background	
	Man		Accent		Calm		Local		Music
	Woman		Stutter		Angry		STD		Voices
	Child		Fast		Slurred		Mobile		Traffic
	Taped		Slow		Drunk		Unknown		Aircraft
	Unknown		Loud		Other				Train
			Soft						Machinery

- Notify the **ERT** and your Supervisor.
- If a suspected bomb/substance is found you must take the following actions:
  - Do not touch it.
  - Clear the area.
  - Notify the **ERT** and your Supervisor; and
  - Prevent other people from entering the area near the suspected bomb/substance.

Product Spills

In the event where of a Product Spill or Environmental incident:

1. Incident Identified

   It is the responsibility of each Downer or Subcontract employee to be vigilant in the recognition of potential environmental conditions that may lead to environmental incidents. On identification;

2. Can the Incident be contained locally?

   In determining whether the incident can be contained locally, employees involved must consider the risks to personal health and safety, protection of plant and property and protection of the environment including blocking drains, covering pits etc. If there is any doubt as to local containment, the appropriate Emergency Services must be called.

3. Call Emergency Services

   In the event of an incident that is beyond local containment capability, notify the emergency services.

   If required by legislation, Downer (through Regional Zero Harm Manager) will notify the relevant government authorities of the incident, including how the incident occurred, measures that have been undertaken to rectify the situation and any impacts that the incident has had on the environment.

4. Employ Containment Procedures

   Once an incident has been identified, all efforts must be undertaken to contain and minimise the effect of the incident on the environment. This can be achieved by isolating the cause and erecting suitable barriers to prevent the spread or flow of the particular incident.

5. Notify the Responsible Manager

   Every environmental incident must be reported to the Responsible Manager as soon as is practically feasible; no matter how insignificant the incident may appear. The Responsible Manager is required to contact & liaise with the nominated Downer Zero Harm Manager.

6. Reporting within **INX**

   The Responsible Manager must be notified of every single environmental incident as soon as practically feasible. He/she shall co-ordinate the cleanup and rehabilitation. The Responsible Manager shall detail and record the events within **INX**, which encompasses the following:

- Location of incident;
- Nature of incident;
- Time of incident;
- Duration of release;
- Environmental damage caused, threatened or suspected.
- Immediate control action;
- Sequence of Events and Root Cause;
- Follow up controls to prevent further harm to the environment.

7. Instigate Clean up and Rehabilitation

   The Responsible Manager has the responsibility of co-ordinating the cleanup and rehabilitation of the affected site to an acceptable standard.

Natural Events

In the event of a flood,severe storm and earthquake:

- If safe to do so shut down plant as per shutdown procedure and isolate any other power, water sources.
- Contact ERT.
- Contact Emergency Services if necessary;
- When contacting Emergency Services, state the following:
- Your name
- Company name
- Type of incident
- Address of incident and nearest cross street, state and suburb
- Types of injuries, property damage or environmental harm sustained
- Any other relevant information
- Stay in communication until told otherwise.
- Implement any other applicable emergency procedure.

When the natural event occur outside hours, where safe to do so the Chief Warden or his representative should visit the site to isolate any power, gas and water sources and provide access to emergency services where required.

- All doors and windows of buildings are to be closed on way out
- Area Warden to conduct Head count to ensure all persons are accounted for and report to Chief Warden.

Chief Warden to Coordinate Evacuation in consultation with Emergency Services

Hydrocarbon Spills (to land, drain or water)

- Isolation: Where possible, turn the source of the spill off. If there is an emergency stop button on plant/equipment that may stop the flow, press it.
- Eliminate any ignition sources.
- PPE: Always wear correct PPE for task (normal PPE as well as gloves and safety goggles/glasses).
- Assess and secure the area as appropriate (cones, signage) and seek assistance where required in order to manage any potential traffic hazards (i.e. you do not want to bit hit by a vehicle while trying to contain the spill).
- Containment: Use hydrocarbon spill kit to contain the spill. If the spill cannot be contained, direct it away from the stormwater drains, water ways etc. For larger amounts, construct impervious bank/bunding to contain/ absorb spilled product. If pollutants do enter a water way, use floating hydrocarbon booms (preferred, and if not available then earth/sand) for containment.
    - On rocks/dirt – utilise the most appropriate earthmoving machinery available to excavate contaminated materials (e.g. if of large quantity)
    - On concrete – use pillows, mats, pads and absorbent floor sweeps to remove spill from floor.
    - Dewatering sumps – switch off pump and use booms to stop the spill entering the pump, and place absorbent mats over surface of spill to allow the mats to soak up the hydrocarbons.
- Collect/dispose of absorbent materials as appropriate (i.e. depending on size/quantity etc. of affected material – consult your regional ZH Manager or Environmental Manager for guidance).
- Clean PPE and wash hands thoroughly following task.
- Report the spill and investigate.
- Reinstate plant/equipment to existing condition as appropriate (e.g. de-isolate plant/equipment/pumps).

Airborne Pollutants Dust

- Isolation: Where possible, turn the source of the spill off. If there is an emergency stop button on plant/equipment that may stop crushing, press it. (in case of dust apply water to stockpile)
- PPE: Always wear correct PPE for task (normal PPE as well as gloves and safety goggles/glasses).
- Assess and secure the area as appropriate (cones, signage) and seek assistance where required in order to manage any potential traffic hazards (i.e. you do not want to be hit by a vehicle while trying to contain the spill).
- Containment: If possible cover with tarp otherwise suppress airborne pollutants with water. Ensure there is no excess runoff into storm water system.
- Collect by sweeping affected areas for re-use where possible.(never hose into storm water system)
- Clean PPE and wash hands thoroughly following task.
- Report the spill and investigate.

- Reinstate plant/equipment to existing condition as appropriate (e.g. de-isolate plant/equipment/pumps).

Sewage Spills (to land or to water)

- Always wear correct PPE for task
  - durable “rubber” gloves
  - safety goggles or glasses
  - waterproof boots
  - waterproof pants such as waders or coveralls for splash proofing your clothes
  - other PPE as deemed appropriate for environment (e.g. hard hat, respiratory protection, face visors if risk of “splashes”).

- Isolation: Where possible, turn the source of the spill off.

- Assess and secure the area as appropriate (cones, signage) and seek assistance where required in order to manage any potential traffic hazards (i.e. you do not want to bit hit by a vehicle while trying to contain the spill).

- Containment: Use spill kit to contain the spill. If the spill cannot be contained, direct it away from the stormwater drains, water ways etc. For larger amounts, construct impervious bank/bunding to contain/ absorb spilled product. If pollutants do enter a water way, dam the area with RAP for containment.

- Clean up: Clean hard surfaces such as paving, concrete and bitumen with detergent solution, then disinfect with approved disinfectants. The affected soil, sand or lawn should be promptly treated in place with lime (available at Rosehill) to reduce odour and disinfect/neutralise the area.
(This enables improved natural soil bacterial action to break down remaining organic matter. UV radiation from sunlight should reduce bacterial contamination to background levels within 20 days. Ensure this is sufficiently contained, barricaded and signage is up to restrict assess during this time).

- Remove any gross contamination and dispose of in a sewage treatment facility and not into storm drains or landfill.

- Clean all equipment and personal protective equipment used with a detergent then disinfect (or use a combined product) or discard if deemed appropriate.

- Wash hands thoroughly or shower if necessary.

- Report the spill and investigate.

- Reinstate plant/equipment to existing condition as appropriate (e.g. de-isolate plant/equipment).

EMERGENCY RESPONSE TEAM ACKNOWLEDGEMENT

As a member of the Emergency Response Team for Teralba Asphalt Plant, by signing this Pollution Incident Response Management Plan I acknowledge that I have read the site specific plan in full and understand the designated responsibilities of my role.

Name	Role in Emergency Response Team	Date	Signature
Terry Cullen	Chief Warden		

	Area Warden		
	Area Warden		