

# Emergency Management Plan

## Rosehill Sustainable Road Resource Centre

Lot 6, 9 Devon Street Rosehill NSW 2142



### Revision Status

Issue/ Version Date	Summary of Section Changes	Reviewed By	Approved By
1. 1/11/2021	New Operational Site	Bradley Dentice	Jason Hearn
2. 26/04/2022	First Revision	Dean Marshall	Paul Sherry

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## 1 PURPOSE AND SCOPE

The purpose of this plan is to ensure that systems are in place at the site to minimise the potential impacts associated with emergency events.

If an emergency event occurs the priorities must be:

1. The safety of all persons on site (including visitors and contractors).
2. The safety of nearby residents.
3. Minimum impact on the environment.
4. Normal business operations are returned to normal as soon as possible.

The scope of works for this facility includes, 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 required by the business unit. In particular, the work involves the following:

- Asphalt Production
- Material Repurposing (Reconomy)
- Recycled Asphalt Repurposing (RAP)
- Quality Testing (Laboratory)

## 2 SITE EMERGENCY PROFILE

### 2.1 Site Details

<b>Site Name:</b>	Sustainable Road Resource Centre
<b>Address:</b>	Lot 6, 9 Devon Street, Rosehill NSW 2142
<b>Phone:</b>	1300 366 538
<b>Buildings and Structures:</b>	<ul style="list-style-type: none"> <li>▪ Security Hut</li> <li>▪ Single Floor Production Office and Laboratory Building</li> <li>▪ Dangerous goods container's</li> <li>▪ Laboratory Storage container</li> <li>▪ Drivers Hut</li> <li>▪ Diesel Tank</li> <li>▪ Rotary Drier / Mixer</li> <li>▪ Cold Feed Bins and Conveyors</li> <li>▪ Fly Ash/Lime/Silos</li> <li>▪ Asphalt Plant Electrical Control Room</li> <li>▪ Bitumen Tank Storage</li> <li>▪ Vertical Bunkers Structure</li> <li>▪ Toner Liquid Additive Store Shed</li> <li>▪ Emulsion Tank Storage</li> </ul>

<b>Buildings and Structures (continued):</b>	<ul style="list-style-type: none"> <li>▪ IBC Storage Shed</li> <li>▪ Detritus Recycling (Reconomy) Structure</li> <li>▪ Reconomy Amenities</li> <li>▪ RAP Structure &amp; Asphalt Laydown Annex</li> </ul>		
<b>Shift Details &amp; Hours of Occupancy</b>	<b>Shift Name</b>	<b>Hours</b>	<b>No. of People</b>
	All	24/7	Approx. 25-30
<b>Security Service Provider:</b>	Spotless Security – (02) 9816 9200		
<b>Fire and Emergency Equipment Contact:</b>	Hix Group - (02) 4721 7500		

## 2.2 Site Location





## 2.4 Details of Neighbouring Facilities

Neighbouring Facilities	Contact Person & Phone number	Mechanism for Raising the Alarm and Ongoing Communication	Circumstance for Raising the Alarm
Rosehill Gardens	Mostyn Copper 1300 729 668	Phone	Emergency, Smoke, Fire, Bomb & Armed Threat
Rosehill Distribution Centre	Peter Small (Charter Hall) 02 8651 9481	Phone	Emergency, Smoke, Fire, Bomb & Armed Threat
James Hardie	Grant Overton 13 11 03	Phone	Emergency, Smoke, Fire, Bomb & Armed Threat
VIVA Energy	Adam Speers	Phone	Emergency, Smoke, Fire, Bomb & Armed Threat
Goodman	Brendon Quinn 02 9230 7400	Phone	Emergency, Smoke, Fire, Bomb & Armed Threat

## 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.

## 4 EMERGENCY ORGANISATION & RESPONSIBILITIES

### 4.1 Site Management

#### 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 and the client's requirements.
- Ensure the requirements of the Management System are fully complied with when administering the Emergency Response Plan.
- Ensure all employees are conversant with their responsibilities and duties under the Emergency Response 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 [DG-ZH-PR006 Incident Management Procedure](#). Only authorised spokespeople may liaise with the Media (refer [DG-ZH-ST013 Zero Harm Worker Consultation Standard](#) 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.

## 4.2 Business unit Foreman / Supervisor

The Supervisor will be responsible for the operations of their respective area, ensuring operations comply with all relevant obligations for the period of this contract. The Supervisor has been inducted into Downer Australia Integrated Management Systems and Procedures, they will also receive a higher level of project specific Emergency Preparedness and Incident Management training while onsite.

Accountable to the site Management 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 brought to the attention of interested parties and implemented as is practicable across the project site.

### Communication

- Ensuring the requirements of the Emergency Response Plan 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.

## 4.3 Employees, Contractors and Visitors

On identification of a situation requiring emergency response each employee has the responsibility to immediately notify the site supervisor 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.

## 4.4 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

5. Chief Warden:
6. Area Warden:
7. 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 site Senior Manager will appoint the next most senior member of the team to assume the role of the absent member. In the absence of the Site 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.

## 4.5 Chief Warden

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

- Put on their helmet/cap and vest
- Immediately attend the Emergency Assembly Area
- Ascertain the nature and scope of the emergency
- Ensure or initiate an appropriate response to the emergency
- Ensure the emergency services have been notified
- Notify adjacent facilities if the emergency is likely to effect those properties
- Establish and maintain regular communication with area wardens
- Initiate an emergency evacuation if deemed necessary
- Brief the emergency services on arrival and formally hand over control of the incident to the combating agency

## 4.6 Deputy / Area Warden

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

- Put on their helmet and vest
- Contact the Chief Warden by whatever means available and then act on all instructions received.
- Implement emergency procedures for that area
- Commence emergency evacuation of the area , if the situation warrants such action
- Advise the Chief Warden on the situation and any actions taken.
- Confirm before departure that the area is fully evacuated as far as practicable
- Ensure Visitors Book is taken to Emergency Assembly Area
- Conduct a head count on exiting the building of all staff in their area and report result to chief warden.



## 4.7 First Aid Personnel

Area	Shift	Name	Contact
Reconomy	Day	Matthew Wade	0419 244 748
Reconomy	Day	Nakita Powell	0402 372 658
Lab	Day	Ronald Sharma	0450 636 963
Lab	Day	Edgardo Pacheco	0402 343 098
Lab	Day	Stephen Hudswell	0425 239 367
Lab	Night/Day	Paul Appleby	0426 220 180
Lab	Day	Stephanie Loukis	0484 520 110
Lab	Night	Daniel Constable	0437 648 315
RAP	Day	Terry Cullen	043 879 4717
RAP	Night	Illias Kapetanakis	0426 807 784
Production	Day	Gordon McLisky	0439 702 110
Production	Day	Jamil Saada	0400 244 330

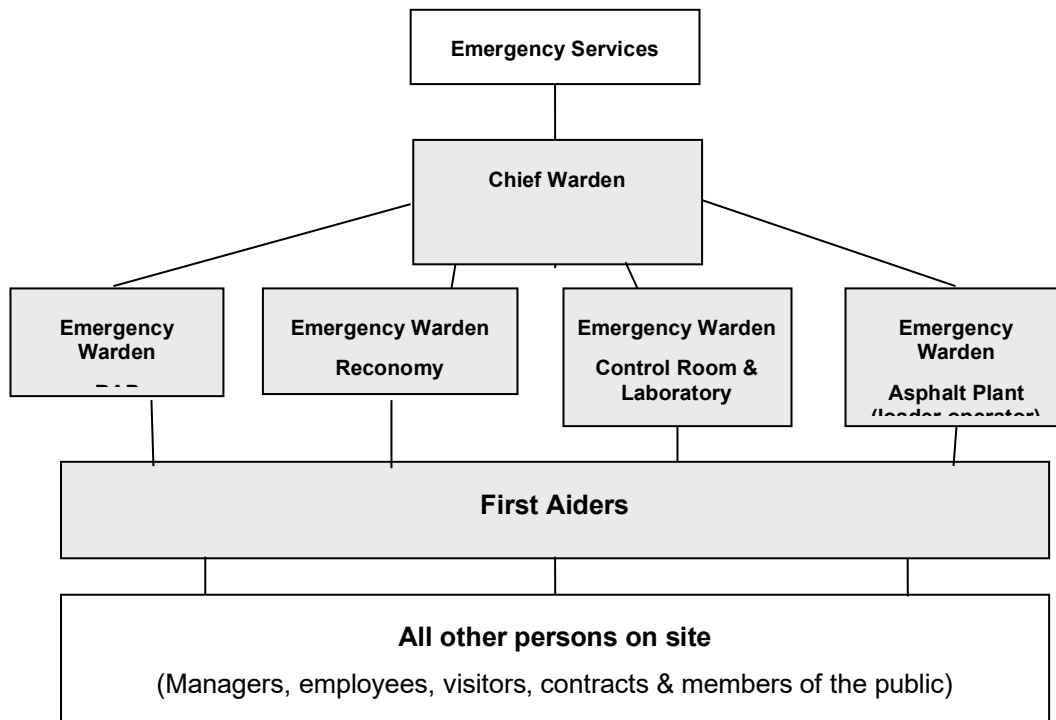
## 5 EMERGENCY RESPONSE TEAM (ERT)

The Emergency Response Team (ERT) is responsible for taking control of the site after the occurrence of an emergency event until such time either:

- external emergency services (e.g. police, fire services or Workplace health and safety authority) take control of the site; or
- the event subsides.

### **Roles and Reporting Structure**

The following figure illustrates the roles of the ERT and the reporting structure that exists in the event of an emergency



### Selection Criteria for Team Members

Persons appointed to roles on the ERT will be:

- physically capable of performing their duties
- have leadership qualities and command authority
- have maturity of judgement, good decision-making skills and capable of remaining calm under pressure
- be available to undertake their duties; and
- be willing to undertake routine training

### Authority

During emergencies, instructions given by the Warden personnel takes precedence over the normal management authority structure.

The Warden will act to make sure that the health and safety of people takes precedence over the protection of assets, environmental considerations, production operations and business continuity.

### Warden Members

The following personnel make up the emergency response team.

Shift A (Day Shift)			
Area	Role	Name	Contact
Site	Chief Warden	Stephanie Loukis	0484 520 110
Asphalt Production	Warden	Gordon McLisky	0439 702 110

Shift A (Day Shift)			
Area	Role	Name	Contact
Reconomy	Warden	Nakita Powell	0402 372 658
Laboratory	Warden	Jayden Saxon	0424 2455 236
RAP Production	Warden	Terry Cullen	0438 794 717

Shift B (Night Shift)			
Area	Role	Name	Contact
Site	Chief Warden	Tracey Tanner	0418 473 976
Asphalt Production	Warden	Jamil Sada	0409 121 041
Reconomy	Warden	Night Shift Plant Operator	TBC
Laboratory	Warden	Night Shift Lab Technician	TBC
RAP Production	Warden	Night Shift Loader Operator	TBC

Role	General Responsibilities
Chief Warden	<ul style="list-style-type: none"> <li>▪ Lead and coordinate response to an emergency.</li> <li>▪ Effectively communicate with personnel and external parties.</li> <li>▪ Be familiar with the site/ operation/ project.</li> <li>▪ Effectively communicate with personnel and external parties as directed.</li> <li>▪ Notify of an emergency and/ or initiate emergency response.</li> </ul>
Emergency Warden	<ul style="list-style-type: none"> <li>▪ Assist the Chief Warden and direct emergency procedures within a defined area of the operation.</li> </ul>
Workers	<ul style="list-style-type: none"> <li>▪ Notify of an emergency.</li> <li>▪ Follow instructions provided by the Wardens.</li> </ul>

## 6 EMERGENCY TRAINING AND AWARENESS

All Personnel shall be provided with general Emergency Management Training as part of the site 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, Emergency Wardens, Evacuation Wardens) shall be inducted into the emergency management plan and provided with accredited training.

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

Requirements	Who Should Attend	Frequency	Training Provider
Site emergency systems: <ul style="list-style-type: none"> <li>▪ Alarms</li> <li>▪ Communications</li> <li>▪ Fire detection</li> <li>▪ Fire suppression</li> </ul>	<ul style="list-style-type: none"> <li>▪ Spotless</li> </ul>	As per systems frequency	Spotless
Site/ area evacuation drills	<ul style="list-style-type: none"> <li>▪ All persons on site</li> </ul>	Bi-Annually	Downer
Emergency Response Training	<ul style="list-style-type: none"> <li>▪ All Production Personnel</li> </ul>	Bi-Annually	Registered Training Organisation
Emergency Warden	<ul style="list-style-type: none"> <li>▪ All Production Personnel</li> </ul>	Yearly	Registered Training Organisation

## 7 EMERGENCY FACILITES & EQUIPMENT

### 7.1 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.

#### Fire Suppression Systems Details

- Nitrogen dosing located as part of AMMANN equipment at top drum
- Portables fire extinguishers on all levels of the Asphalt plant and surrounds (C02, Dry Chemical ABE & Foam AFF 90ltr)
- Portable C02 fire extinguishers in electrical rooms
- Portable Foam fire extinguishers around diesel tank and bitumen tanks
- Portable fire extinguishers and Fire blankets in all buildings (offices and amenities)
- Hydrants around plant, main control at front gate as per diagram below

### **Hydrants and Hose Reel Details**

- Mains are located at front gate on southern side
- 8 x Hydrants located around Asphalt plant
- Hose Reels located around plant and on plant – 20 in total

(Please refer to the site map for location)

## **7.2 First Aid Facilities**

First Aid provisions will be maintained and accessible to personnel, and all necessary training will be organised and communicated through Pre-Start / Toolbox Meetings, Inductions and information placed on Noticeboards. First aid kits are in the Control Room, Workshop, Site Office and Laboratory. (Please refer to the site map for location)

First aid requirements are assessed upon reviewing applicable legislation and using the First Aid Needs Assessment Form. 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, and all necessary training will be organised and communicated through Pre-Start / Toolbox Meetings, Inductions and information placed on Noticeboards.

First Aid kit locations for this site are

- Security Hut
- Asphalt Plant Control Room
- Laboratory
- Drivers Amenities/Lounge
- Reconomy Structure
- RAP Structure Reconomy Amenities

Defibulator locations for this site are

## **7.3 Emergency Showers and Eyewash Stations**

Safety showers and eye wash facilities shall be inspected, tested and cleaned.

3 safety showers are located on site. One near the lime storage silos, and two near the bitumen loading area next to the bitumen tank farm.

- 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](#).
- Sustainable Road Resource Centre has 3 safety showers. Located at tank farm and near the lime silo loading point behind the laboratory

- Single use eyewash xxxx in laboratory and DZ containers  
(Please refer to the site map for location)

## 7.4 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 has been used to determine the number, location and type of spill kits required.

The spill kit locations are as per below

- Near the Dangerous goods container
- Near the Diesel tank/ refuelling area
- Near the Bitumen load out area
- Between the Additive and Liquid store area
- Near the RAP screening area
- Near the IBC Store
- In the Lab
- Near Reconomy control panel
- Near Drivers Amenities

(Please refer to the site map for location)

## 7.5 Emergency Signs & Lighting

Emergency signs as per Australian Standards for Workplace facilities

### Emergency Lighting

- Illuminated exit lights on all exits of enclosed building
- Flood lights on plant

### Emergency Exits

- Evacuation Signs located in all areas showing emergency exits

## 7.6 Electronic Discharge Valve

An electronically controlled submersible Actuator Valve with manual override and jammed valve protection is located between the bio retention basin and the site's discharge point. In the case of a major incident occurring onsite, this valve can be actuated from the Main Control Room preventing any fluids from leaving site

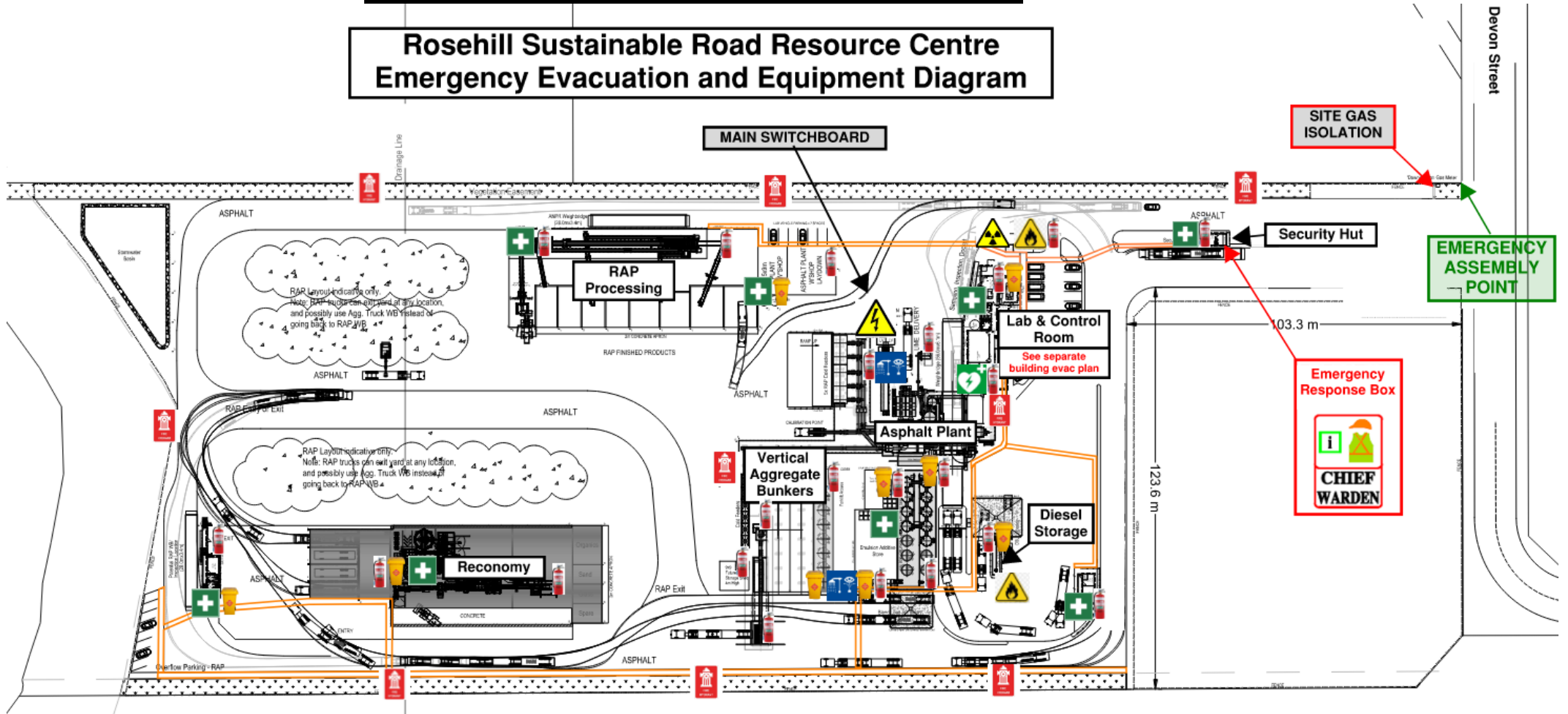
Colin to provide wording

Add valve button to diagram

# Emergency Management Plan

Sustainable Road Resource Centre Rosehill

## Rosehill Sustainable Road Resource Centre Emergency Evacuation and Equipment Diagram



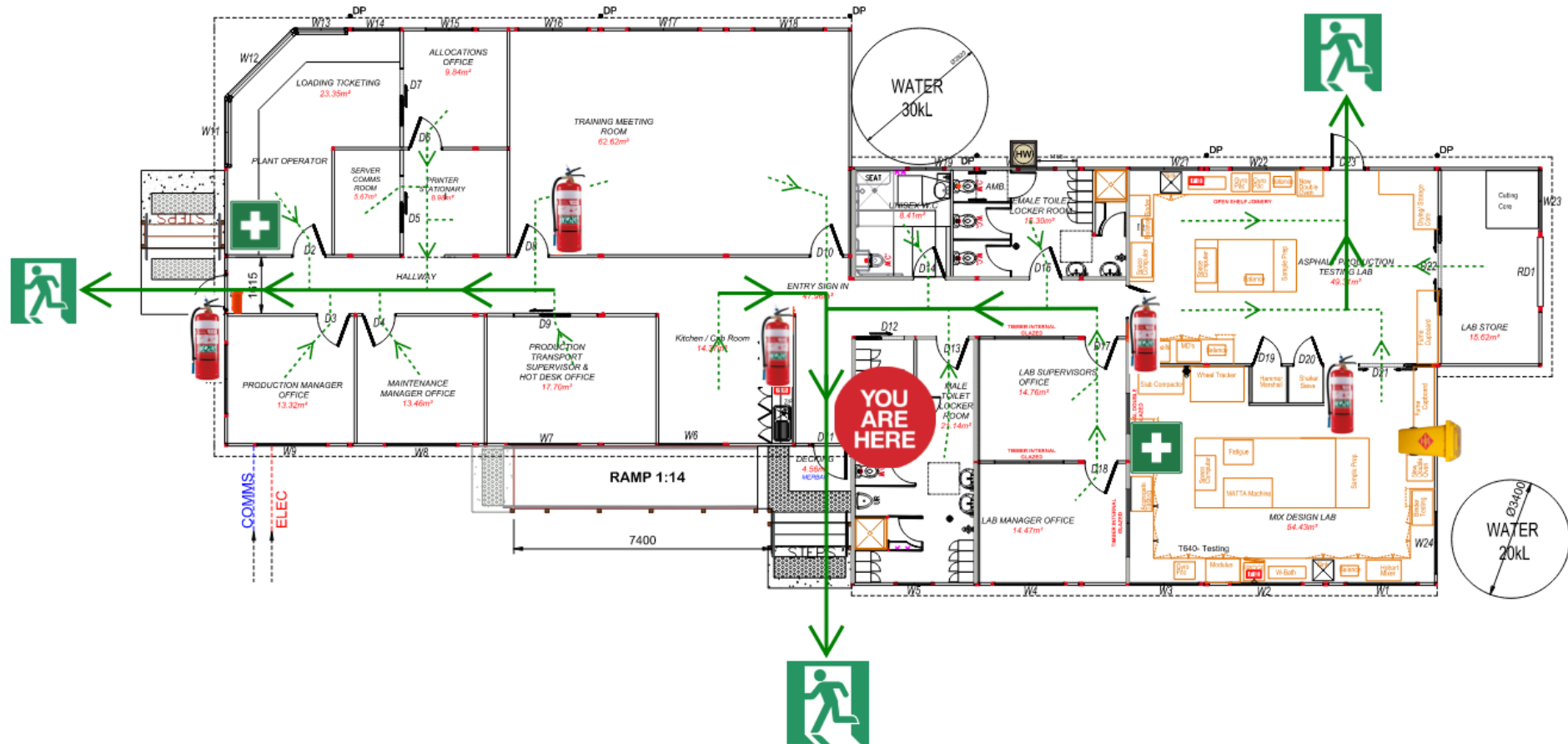
### Legend

- |                   |                   |                   |              |                         |
|-------------------|-------------------|-------------------|--------------|-------------------------|
| Fire Extinguisher | First Aid Station | Density Gauges    | Fuel Storage | Eyewash & safety Shower |
| Fire Hydrant      | Defibrillator     | Spill Kit Station | HV Hazard    | Walkway                 |

# Emergency Management Plan

Sustainable Road Resource Centre Rosehill

## Rosehill Office & Laboratory Emergency Evacuation and Equipment Diagram



### Legend



Building Exit

→ Main Evacuation Route

---→ Room Exits



Fire Extinguisher



First Aid Kits



Spill Kit Station



## 9 EVACUATION PROCEDURE

### Evacuation Instructions

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

*If an Emergency situation arises...*

- The alarm will be raised by sounding the portable horn 3 times.
- 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.
- Emergency Warden(s) responds to emergency.
- Emergency Wardens commences immediate evacuation of all site offices and directs personnel to nearest exit points. UHF Communication with Loader, RAP Facility, Reconomy Site & Trucks in yard.
- UHF Communication with LAB (Main Office), Lab Personnel to sound portable horn 3 times, to initiate evacuation of Main Office Building and all areas are clear of personnel
- Wardens to take Visitors book & Site Register of workers and contractors on site to Emergency Assembly / Muster Point
- Emergency Wardens checks all areas clear of personnel.
- Emergency Wardens directs and follows all personnel to Emergency Assembly / Muster point.
- Emergency Wardens advises Site Supervisor all areas are clear.
- Emergency Wardens hold personnel in muster area until directed by the Chief Warden or Emergency Services Personnel.

### Mechanism to Account for Persons

- Pre- start sign on from each Department Building, visitor's book.
- Full Control Room Office Evacuation

### Evacuation Strategies for Occupants/Visitors with Disabilities or 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 Emergency Wardens. In the event of an emergency such people are to be assisted by a Emergency Warden or a nominated staff member to a place of safety.

## 10 EMERGENCY EVENT HAZARD RESPONSE

The following table provides a list of potential foreseeable emergency events and the response/ rescue method and equipment required for each. Refer to the operation's risk register for the risk rating/ level for each event.

Emergency Event	Response/ Rescue Method	Response/ Rescue Equipment
Aircraft accidents	<ol style="list-style-type: none"> <li>1. Assist any person in immediate danger or who is injured (Call ambulance if anybody is injured)</li> <li>2. Evacuate building</li> <li>3. Call Emergency Services (Call '000')</li> </ol>	
Armed intrusion	<ol style="list-style-type: none"> <li>1. Notify the Police by dialling "000" (112 for mobiles) and request assistance</li> <li>2. Do not say or do anything that may encourage irrational behaviour</li> <li>3. Alert other personnel in your vicinity of the threat</li> <li>4. Evacuation should be considered (if safe to do so)</li> </ol>	
Bomb or suspicious packages	<ol style="list-style-type: none"> <li>1. Do not touch it.</li> <li>2. Clear the area.</li> <li>3. Notify the <b>Emergency Wardens</b> and your Supervisor; and</li> <li>4. Prevent other people from entering the area near the suspected bomb/substance.</li> <li>5. Call Emergency Services (Call '000')</li> </ol>	
Bomb threat	<ol style="list-style-type: none"> <li>1. Remain Calm</li> <li>2. Always treat the call as genuine.</li> <li>3. Prolong the conversation and Do Not Hang Up The Phone.</li> <li>4. Attract Attention Of Second Person</li> <li>5. Do not alert the caller to your actions.</li> <li>6. Get a second person to call your Supervisor or Emergency Team Member.</li> <li>7. Be Attentive</li> <li>8. Note any distinguishing background noises, music, traffic/other.</li> <li>9. Note the voice characteristics of the caller.</li> <li>10. Does the caller indicate knowledge of your workplace or building?</li> <li>11. As soon as possible the details are to be recorded.</li> <li>12. Notify your Supervisor.</li> <li>13. Notify Project Manager</li> <li>14. Call Emergency Services 000 (where determined necessary).</li> <li>15. To follow instructions from the Emergency Team Leader, security, police or other emergency service personnel.</li> </ol>	

Emergency Event	Response/ Rescue Method	Response/ Rescue Equipment
Confined spaces emergency	<ol style="list-style-type: none"> <li>1. Do not enter the confined space</li> <li>2. Check for immediate danger to you and the injured person</li> <li>3. If safe for standby person; commence rescue as per rescue plan</li> <li>4. If not possible to conduct rescue, stay with personnel that is in confined space</li> <li>5. Call Emergency Services (Call '000')</li> <li>6. Advise the site Manager and first aider on site</li> <li>7. Ensure the area is made safe (block off or barricade) and do not disturb the area</li> <li>8. Appoint a person to the front gate to direct the ambulance/fire personnel and restrict entry to site.</li> </ol>	
Discharge of substance to drains	<ol style="list-style-type: none"> <li>1. Identify the substance if possible</li> <li>2. Wear appropriate PPE</li> <li>3. Follow emergency procedure as per SDS sheets which are in the batch office</li> <li>4. Contain the substance</li> <li>5. Bund the area with equipment from the spill kit (check site map for location)</li> <li>6. Block off or barricade area</li> <li>7. Ensure appropriate fire extinguishers are nearby in case fire breaks out</li> <li>8. Advise site manager</li> <li>9. Alert neighbours, EPA and Downer ZH manager</li> </ol>	
Electrocution	<ol style="list-style-type: none"> <li>1. Check for immediate danger to you and the injured person. Do not touch the injured person.</li> <li>2. Call Emergency Services (Call '000')</li> <li>3. Advise the site Manager and first aider on site</li> <li>4. Turn off all electrical sources</li> <li>5. Appoint a person to the front gate to direct the ambulance/fire personnel and restrict entry to site.</li> </ol>	
Explosion	<ol style="list-style-type: none"> <li>1. Assist any person in immediate danger or who is injured (Call ambulance if anybody is injured)</li> <li>2. Evacuate building</li> <li>3. Call Emergency Services (Call '000')</li> </ol>	

Emergency Event	Response/ Rescue Method	Response/ Rescue Equipment
Fatality	<ol style="list-style-type: none"> <li>1. Check for immediate danger to you and the injured person</li> <li>2. Call Emergency Services (Call '000')</li> <li>3. Advise the site Manager and first aider on site</li> <li>4. Ensure the area is made safe (block off or barricade) and do not disturb the area</li> <li>5. Post a person in a safety vest at the front gate to direct the ambulance/fire personnel and restrict entry to site.</li> <li>6. Initiate Downer crisis management protocol (Area Manager to conduct)</li> </ol>	
Fire (inside facilities)	<ol style="list-style-type: none"> <li>1. Assist any person in immediate danger or who is injured (Call ambulance if anybody is injured)</li> <li>2. If the fire is small attempt to put fire out with fire extinguisher (familiarize yourself with the location of fire extinguishers)</li> <li>3. If the fire is too large activate the fire alarm system by pushing the button on 2 of the signed manual call points throughout the plant. One at the control room below the control room and the other inside the main office entry,</li> <li>4. If the fire is in a building close all doors as everybody is evacuated to stop the fire from spreading</li> <li>5. Call the fire brigade.</li> </ol>	<p>Fire Extinguisher Fire Alarm System</p>
Fire (on adjoining property)	<ol style="list-style-type: none"> <li>1. Assist any person in immediate danger or who is injured (Call ambulance if anybody is injured)</li> <li>2. If the fire is small attempt to put fire out with fire extinguisher (familiarize yourself with the location of fire extinguishers)</li> <li>3. If the fire is too large contact Fire Service on 000</li> </ol>	<p>Fire Extinguisher</p>
Flood	<ol style="list-style-type: none"> <li>1. Monitor BOM or weather sites</li> <li>2. Visual inspections of roadways and tank farm</li> <li>3. Evacuate plant and staff before flooding escalates</li> <li>4. Ensure site shutdown and locked prior to leaving</li> <li>5. Advise the Area Manager</li> </ol>	

Emergency Event	Response/ Rescue Method	Response/ Rescue Equipment
Injury	<ol style="list-style-type: none"> <li>1. Check for immediate danger to you and the injured person</li> <li>2. Stay with the injured person if possible</li> <li>3. Don't move the injured person if possible</li> <li>4. Call the site first aider to administer immediate first aid</li> <li>5. Call the ambulance</li> <li>6. Advise the Manager or emergency co-ordinator on site</li> <li>7. Ensure the area is made safe (block off or barricade) and do not disturb the area</li> <li>8. Post a person in a safety vest at the front gate to direct the ambulance and restrict entry to site.</li> </ol>	First Aid Kit
Medical emergency	<ol style="list-style-type: none"> <li>1. Make the area safe.</li> <li>2. Immediately call external emergency services and the First Aid Personnel for assistance.</li> <li>3. When contacting emergency services, state the following: Site Name, Address, State and incident details</li> </ol> <p>Stay in communication until told otherwise.</p> <ol style="list-style-type: none"> <li>4. First Aid Personnel will attend and assist (conduct DRSABC as appropriate until emergency services arrive).</li> <li>5. If conscious, try to ascertain what condition the affected person is suffering.</li> <li>6. Remain with the casualty and await emergency services arrival.</li> </ol>	First Aid Kit
Mobile or fixed plant emergency	<ol style="list-style-type: none"> <li>1. Check for immediate danger to you and the injured person if any</li> <li>2. Isolate relevant plant &amp; machinery</li> <li>3. Stay with the injured person if possible</li> <li>4. Don't move the injured person if possible</li> <li>5. Call the site first aider to administer immediate first aid</li> <li>6. Call the ambulance</li> <li>7. Advise the site Manager</li> <li>8. Ensure the area is made safe (block off or barricade) and do not disturb the area</li> </ol>	First Aid Kit

Emergency Event	Response/ Rescue Method	Response/ Rescue Equipment
<p>Motor vehicle Incident / Traffic Incident</p>	<ol style="list-style-type: none"> <li>1. Make the area safe and contact Emergency Services if necessary;</li> <li>2. Ensure you and your passenger can move to a safe area (if not injured)</li> <li>3. Notify Emergency Services if there are injuries</li> <li>4. When contacting Emergency Services, state the following:               <ul style="list-style-type: none"> <li>• Your name</li> <li>• Company name</li> <li>• Type of incident</li> <li>• Address of incident and nearest cross street, state and suburb</li> <li>• Types of injuries, property damage or environmental harm sustained</li> <li>• Any other relevant information</li> </ul> </li> <li>5. Stay in communication until told otherwise.</li> <li>6. Ensure all vehicles involved in the accident have their ignitions switches turned off;</li> <li>7. Extinguish any fires if safe to do so;</li> <li>8. First aid treatment to be administered if qualified to do so. Do not move casualties unless absolutely necessary;</li> <li>9. Immediately report the incident to the Emergency Wardens and to your supervisor.</li> <li>10. Where possible, do not leave casualties alone;</li> <li>11. Place warning signs across the road to warn other traffic;</li> <li>12. Await emergency services arrival.</li> </ol>	<p>First Aid Kit</p> <p>Fire Extinguisher (if necessary)</p>
<p>Personal threat</p>	<ol style="list-style-type: none"> <li>1. Ensure your Supervisor is notified immediately</li> <li>5. Notify the Police by dialling “000” (112 for mobiles) and request assistance</li> <li>6. Do not say or do anything that may encourage irrational behaviour</li> <li>7. Alert other personnel in your vicinity of the threat</li> <li>8. Evacuation should be considered (if safe to do so)</li> </ol>	
<p>Pressurised gas emergency</p>	<ol style="list-style-type: none"> <li>1. Delivery of LPG Using a Road Tanker. WORK METHOD STATEMENT of Origin Gas</li> <li>2. If leak occurs Isolate the Gas supply at the source (if safe to do so)</li> <li>3. Notify the Fire Brigade by dialling “000” (112 for mobiles)</li> <li>4. Shutdown the air conditioning to prevent the spread of any flammable or toxic gases (in the case of air con gas leak)</li> <li>5. Remove any ignition sources (if safe to do so)</li> <li>6. Evacuate to safe area and contact the Responsible Manager</li> <li>7. Await advise from emergency services</li> <li>8. Contact the Responsible Manager</li> </ol>	

Emergency Event	Response/ Rescue Method	Response/ Rescue Equipment
Radiation device leak	<ol style="list-style-type: none"> <li>1. Notify RSO (await further instructions) Daniel Hogan – 0437 513 295</li> <li>2. Evacuate to safe area and contact the Responsible Manager</li> </ol>	
Severe weather/ storm damage	<ol style="list-style-type: none"> <li>1. Monitor BOM or weather sites</li> <li>2. Visual Inspections of drains and waterways</li> <li>3. Turn power to plant off</li> <li>4. Ensure site shutdown and locked prior to leaving</li> <li>5. Advise the Area Manager</li> </ol>	
Spill of hazardous substance (on site)	<ol style="list-style-type: none"> <li>1. Identify the substance if possible</li> <li>2. Wear appropriate PPE</li> <li>3. Remove injured person if any, from the path of the substance</li> <li>4. Follow emergency procedure as per SDS sheets which are in the batch office</li> <li>5. Contain the substance</li> <li>6. Bund the area with equipment from the spill kit (check site map for location)</li> <li>7. Block off or barricade area</li> <li>8. Ensure appropriate fire extinguishers are nearby in case fire breaks out</li> <li>9. Advise site manager</li> </ol>	PPE Spill Kit Fire Extinguisher if necessary
Toxic emission to atmosphere	<ol style="list-style-type: none"> <li>1. Identify the substance if possible</li> <li>2. Notify Management and Zero Harm</li> <li>3. Follow emergency procedure as per SDS sheets which are located in the batch office</li> <li>4. Contain the substance, if possible.</li> <li>5. Alert neighbours, EPA and SafeWork NSW</li> </ol>	
Unauthorised contamination of water	<ol style="list-style-type: none"> <li>1. Identify the substance if possible</li> <li>2. Wear appropriate PPE</li> <li>3. Follow emergency procedure as per SDS sheets which are located in the batch office</li> <li>4. Contain the substance</li> <li>5. Bund the area with equipment from the spill kit (check site map for location)</li> <li>6. Block off or barricade area</li> <li>7. Ensure appropriate fire extinguishers are nearby in case fire breaks out</li> <li>8. Advise site manager</li> <li>9. Alert neighbours, EPA and SafeWork NSW</li> </ol>	

Emergency Event	Response/ Rescue Method	Response/ Rescue Equipment
Uncontrolled Release of Stored Energy	<ol style="list-style-type: none"> <li>1. Check for immediate danger to you and the injured person</li> <li>2. If possible stay with personnel that is injured</li> <li>3. Call Emergency Services (Call '000')</li> <li>4. Advise the Manager or senior team members on site</li> <li>5. Ensure the area is made safe (block off or barricade) and do not disturb the area</li> <li>6. Appoint a person to the front gate to direct the ambulance/fire personnel and restrict entry to site.</li> </ol>	
Working at heights emergency	<ol style="list-style-type: none"> <li>1. Check for immediate danger to you and the injured person</li> <li>2. If safe for standby person; commence rescue as per rescue plan</li> <li>3. If possible stay with personnel that is injured</li> <li>4. Call Emergency Services (Call '000')</li> <li>5. Advise the Manager and first aider on site</li> <li>6. Ensure the area is made safe (block off or barricade) and do not disturb the area</li> <li>7. Post a person in a safety vest at the front gate to direct the ambulance/fire personnel and restrict entry to site.</li> </ol>	

## 11 EMERGENCY PREPAREDNESS PROCEDURES

### Testing Emergency Response Procedures

Emergency evacuation and response drills will be conducted at regular intervals to verify the effectiveness of response arrangements and refresh emergency responders in requirements and their functions.

As a minimum:

- evacuation drills will be conducted six monthlies at each Building and department.
- response procedures for emergency scenarios with a high likelihood of occurring, as identified in the Emergency Management Plan, will be tested six monthlies
- records of emergency evacuation and response drills will be maintained and stored six monthlies
- evacuation and response drills will be assessed by the Supervisor to identify any deficiencies or improvements required and the assessment documented; and
- where deficiencies or improvements are identified, the Supervisor/Manager will generate an action plan and monitor progress to completion.

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.

The major risks to human health, property and the environment identified for the project are; located in section 9



## 12 EMERGENCY CONTACTS

<b>Downer Australia Internal Emergency Contacts</b>			
<b>24-Hour Emergency Number 1300 366 538</b>			
<b>Administration (contact number and hours): 02 9897 4333 between 7am and 5pm</b>			
Downer Rosehill contacts	Contact No.	After Hours No.	Details
Sydney Surfacing Manager - Darren Prosser	0419 302 046	0419 302 046	
Production Manager – Paul Sherry	0419 789 505	0419 789 505	
Recycling / Maintenance Manager – Roy Stiff	0407 228 098	0407 228 098	
Matthew Wade - Reconomy	0419 244 748	0419 244 748	
Chief Emergency Warden/First Aid Day – Stephanie Loukis	0484 520 110	0484 520 110	All Incidences and Emergencies
Chief Emergency Warden/First Aid Night – Tracey Tanner	0418 473 976	0418 473 976	All Incidences and Emergencies
<b>Downer Australia External Emergency Contacts</b>			
Ambulance, Fire, Police	000 Mobile: 112		Life Threatening Emergencies
<b>Fire Brigade - Silverwater</b> 122 Adderley Street Silverwater	02 9647 1246	02 9647 1246	Fire and Chemical spills
<b>Police - Granville</b> 2 Carlton Street Granville	02 9897 4199	02 9897 4199	Security matters
<b>Medical</b>			
<b>Public Hospital - Westmead</b> Hawkesbury Rd & Darcy Road, Westmead	02 9845 5555	02 9845 5555	Serious Injury
<b>Medical Centre – Merrylands Family Practice</b> 189 Merrylands Road Merrylands	1300 637 000	1300 637 000	Injury
Poisons Information Centre	13 11 26	13 11 26	Poisons Information
<b>Other Authorities as required by legislation</b>			
<b>Reportable following instruction with Regional Zero Harm Manager or delegate</b>			

State Emergency Services	13 25 00	13 25 00	Notifiable incidents immediately
Local Council - Parramatta	1300 617 058	1300 617 058	Notifiable incidents immediately
Department of Public Health	02 9845 5555	02 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
<b>Supply Authorities:</b>			<b>Supply Issues</b>
Electricity - Endeavour	131 003	131 003	Electricity
Gas - Jemena	131 009	131 009	Gas
Water – Sydney Water	13 20 92	13 20 92	Water


## 13 EMERGENCY EVENT PUBLIC INFORMATION SOURCES

Organisation	Medium	Contact
NSW Ministry for Police and Emergency Services	Website	<a href="http://www.nsw.gov.au">www.nsw.gov.au</a>
NSW State Emergency Service (SES)	Website	<a href="http://www.ses.nsw.gov.au">www.ses.nsw.gov.au</a>
NSW Rural Fire Service	Website	<a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>
NSW Police Force	Website	<a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>
NSW Ambulance	Website	<a href="http://www.ambulance.nsw.gov.au">www.ambulance.nsw.gov.au</a>
Bureau of Meteorology	Website	<a href="http://www.bom.gov.au">www.bom.gov.au</a>



## 15 DOCUMENT CONTROL

### Hard copies

Copy No.	Issued To	Organisation & Title	Hard Copy or Digital	Storage Location	Contact Details
1	Sustainable Road Resource Centre	Emergency Management Plan	Hard Copy	Control Room	Paul Sherry
2	ZH Management	ZH State Manager	Digital	Digital	

## ANNEX B –SPECIFIC EMERGENCY RESPONSE PROCEDURE – MEDICAL EMERGENCY/ SERIOUS INJURY

Step	Action	Key Points
1	Raise the alarm and get assistance.	<ul style="list-style-type: none"> <li>▪ Ring 000. Request ambulance and state nature of illness /injury.</li> <li>▪ Give physical site address:               <ul style="list-style-type: none"> <li>▪ (insert site address here).</li> </ul> </li> <li>▪ Inform First Aider and Supervisor.</li> <li>▪ Arrange for someone to meet the emergency services and guide them to the incident location.</li> </ul>
2	Chief Warden	<ul style="list-style-type: none"> <li>▪ Confirm 000 has been called.</li> <li>▪ Initiate Emergency Management Plan if required.</li> <li>▪ Liaise with emergency services.</li> </ul>
3	First Aid Consider: <ul style="list-style-type: none"> <li>▪ Isolation of hazardous energy</li> <li>▪ Confined spaces</li> <li>▪ Heights</li> <li>▪ Mobile plant</li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>If it is an electrical incident – ensure electricity is isolated.</u></li> <li>▪ Ensure your own safety first.</li> <li>▪ Apply DRABCD:               <ul style="list-style-type: none"> <li>▪ Danger</li> <li>▪ Response</li> <li>▪ Airways</li> <li>▪ Breathing</li> <li>▪ Circulation (including significant blood loss)</li> <li>▪ Defib.</li> </ul> </li> <li>▪ If patient is not breathing start CPR (30 compressions: 2 breaths).</li> </ul>
4	Contain scene	Do not interfere with scene unless it is necessary for patient or others safety.