

Emergency Response

Aim

The aim of this procedure is to identify the Organisation's potential emergency situations and potential incidents, involving work health & safety requirements and significant environmental aspects, and how to respond to them.

Scope

This procedure applies to emergency prevention, preparedness, response and post-emergency evaluation to establish and implement corrective and preventative actions for situations where the Organisation is responsible for emergency response.

Responsibility

All Staff	Detecting and reporting dangerous situations that may lead to emergencies
Admin Officer	Investigating and assessing on situations that may lead to emergencies and recommending preventative measures to mitigate emergencies
Managing Director	Implementing procedures for emergency prevention, preparedness, response and post-emergency evaluation

Emergency Response Arrangements

The current emergency response plans for the organisation's activities are as follows:

1. Office Facility
2. Site Specific Evacuation Plans - as required.

In the event that PWT personnel are required to work at a customers premises, all site specific emergency procedures apply.

Preparation of Emergency Response Plans

When required, the following information is considered:

Potential Emergencies

Identify potential emergencies situations and accidents likely to occur at external facilities such as:

- Fire
- Explosion
- Toxic Gas leak
- Toxic chemical spill
- Natural disasters - lightning, earthquake, flood, extreme weather
- Structural failure
- Electrical power short-circuit
- Crash and collision
- Sabotage, vandalism, terrorist attack, etc
- Others (please specify)

Identifying and Mapping Significant Aspects

All significant environmental aspects or "hot spots" must be clearly identified, indelibly marked and their locations mapped to facilitate fast response in an emergency situation. These include:

- Location, type and capacity of waste treatment facilities
- Location, type, amount of hazardous materials storage on-site
- Location, volume, age, secondary containment, inspection history of storage tanks
- Location, type and capacity of high pressure boilers
- Unloading, loading, transfer points for chemicals, fuel, oil
- Location, types and magnitude of neighbourhood hazards

Emergency Preparedness

The state of emergency preparedness depends very much on having the right emergency equipment and supplies available and easily accessible. These include:

- Alarms and lighted emergency signs
- Portable emergency equipment
- Fire fighting equipment - hoses, extinguishers, blankets, foam
- Protective gloves, goggles, suits
- Escape respirators, gas masks, self contained breathing apparatus
- Spill absorbents, containment booms, neutralising chemicals
- Evacuation routes and assembly points
- Training of emergency personnel
- Others (please specify)

Emergency Response Plan

One of the most important key sections of an Emergency Response Plan is that the chain of command in an emergency situation must be made known to all staff.

The company's emergency command structure, including specific personal responsibilities, reporting relationships, phone numbers for Emergency Response Team members, facility managers and supervisors are posted in strategic locations.

Post Emergency

Following an emergency response, the cause of the emergency and corresponding emergency procedures shall be reviewed. Corrective and preventative actions will be identified and implemented. These are recorded as [Reviews](#)

Emergency Response Plan

Client: Various		Location: Various locations in Sydney, NSW & ACT	
CONTRACT No.: various			
Emergency Response Coordinator: (WHS) Jackson Bugeja 0430443694			
EMERGENCY CONTACT NUMBERS			
Emergency	000	Fire and Rescue	1300 729 579
Sydney Water	132 090	Gas	131 909

EMERGENCY CONTACT NUMBERS

Telstra	132 203	Poisons	131 126
EPA	131 555	SES	132 500
Ministry of Health	93919939 0411 264 070	SafeWork NSW	131 050
National Parks & Wildlife	1300 072 757	Electricity	132 461

When making a call to any of the above please use the following as a guide

- My name is
- I have an emergency to report
- The emergency is (eg. medical, fire).....
- The emergency location is at:
- The danger or injuries are:
- There are number of people hurt

DO NOT HANG UP

Await instructions and make sure that you wrote them down in space below.

ALWAYS answer all questions asked of you and **REMAIN CALM**

Instructions

WHEN AN EMERGENCY SITUATION RISES IT IS MOST IMPORTANT TO

- **Remain Calm,**
- **Don't panic,**
- **Respond quickly and decisively**
- **Remember your own safety**

FOR ALL EMERGENCIES

- Stop work
- Warn other people who may be at risk
- Notify your supervisor or the site office

IF IT IS SAFE TO DO SO

- Wait at the location for further instructions e.g. evacuation or return to work
- Check for injured or trapped people
- Reduce or eliminate the hazard

IF YOU ARE NOTIFIED TO EVACUATE

- Move in an orderly way
- Do not run
- Go directly to the muster point
- Have your name noted at the muster point

FOR ALL EMERGENCIES

- What has happened?
- Where?
- Number of people involved?

Use guidelines in this Plan

IF IT IS SAFE TO DO SO

- Extinguish ignition sources
- Disconnect electrical equipment
- Close valves

IF YOU ARE NOTIFIED TO EVACUATE

- Remain at the muster point and await further instructions
- Return to normal duties only when directed by TWS
- Supervisor

IN THE EVENT OF A MOTOR VEHICLE ACCIDENT

- Ensure there is no further danger to you or the injured.
- Don't leave the injured person
- Don't move the injured person unless in immediate danger.
- Ensure the vehicle is stable.
- Turn engine off and isolate the battery.
- Contact the WHS Manager and advise injury type, severity, location, numbers
- Take charge of the situation until emergency help arrives
- If necessary try and send someone to access point to guide emergency vehicles to accident site

IN THE EVENT OF A SERIOUS INJURY

- Contact the Return to WHS Manager
- Stay with the injured person until assistance arrives
- Do not move the injured person unless the person is at risk of further injury
- Leading hand or Site person to take charge of situation until emergency help arrives
- Vacate the area when assistance arrives

IN THE EVENT OF A FIRE

- Report the incident to the Office Manager
- Select the correct extinguisher and be sure you know how to use it - If in doubt READ THE INSTRUCTIONS
- If possible do not let the fire get between you and your escape route
- Do not get too close to the fire
- Give the extinguisher a test squirt to ensure it works before approaching the fire
- Direct the extinguisher at the flame not the smoke
- DO NOT ATTEMPT TO FIGHT THE FIRE IF YOU DO NOT FEEL SAFE TO DO SO OR DO NOT HAVE THE CORRECT EXTINGUISHER. RAISE THE ALARM (INCLUDING 000) AND LEAVE IN ACCORDANCE WITH EVACUATION PROCEDURES

IN THE EVENT OF A SPILLAGE

- If major incident call 000
- Shut down / isolate spillage source
- Contain the contaminant or spillage
- Secure sources of ignition
- Shut down non-essential plant
- Stop hot work in the immediate area Don't smoke or cause sparks
- Move upwind
- Remain at the scene until made safe
- Provide further help if required
- If a witness to incident provide information for incident report
- Prevent contaminant from entering stormwater system and/or water courses

HOSING DOWN IS TO BE AVOIDED

Clean up of contaminant to be undertaken as a priority once it has been contained and it is safe to do so