**Emergency Procedures**

**Purpose**

To provide the emergency control structure and directions which will prevent damage or potential damage to third party property, the environment or injury to personnel, visitors and neighbouring people/premises in the event of an emergency. The procedures also aim to minimise damage to the organisation’s equipment, plant and installations.

**Emergency Index**

 **Page**

Fire or Explosion3

Bomb Threat / suspect package Explosion 4

Medical Emergency 5

Public Utility Damage 5/6

Hazardous material spill / toxic emissions 7

Environmental Incidents 7

Motor Vehicle accident 8

Fire Fighting Equipment 8

Documentation and Reporting 9

Continual Improvement 10

**Definitions:**

Nil

**Standard (including relevant legislation)**

* Workplace Health and Safety Act 2011
* Workplace Health and Safety Regulations 2017

**Key principles**

1. Training at time of Induction
2. Fire Warden Training
3. Drill Practice and Reviews of Drills will be done regularly as per Annual Audit Calendar
4. The Office/Warehouse will track every person (including Visitors) by way of sign in and sign out book located near the front door of the office
5. All risks will be continually monitored in order to minimise the potential of an emergency.
6. The safety of personnel is foremost.
7. Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
8. Plans should be simple but effective.
9. A central control will always be available.
10. All personnel will be regularly trained in appropriate response procedures.

Procedures should take into account the existing emergency systems of each building such as fire protection equipment, emergency lighting, exit doors and stairwells. They also take into account staffing levels during normal working hours as well as after hour’s activities and contacts.

**Internal Emergencies covered by these procedures are:**

 **Page**

1. Fire or explosion 3

2. Bomb Threat/suspect package 4

3. Medical emergency 5

**External Emergencies covered by these procedures are:**

 **Page**

4. Public Utility Damage 6

5. Hazardous material spill/toxic emissions 7

6. Motor vehicle accident 8

**Standard Requirements for Emergency Procedures**

***Raising the Alarm*** There should be a system to allow people identifying an emergency to communicate this quickly to the other staff.

***Standard Orders*** Standard orders covering most emergencies eg fire, chemical etc will be posted in appropriate areas. It will contain brief instructions, emergency contact numbers and evacuation points.

***Assembly points*** This area must be nominated and pointed out to all staff.. Assembly points ensure senior management can take an initial count of personnel.

***Emergency contacts*** Emergency contact numbers for internal (management,) and external emergency liaison officers (police, fire brigade, ambulance) must be posted in each vehicle and also be visible around the office and warehouse areas.

***Training of Employees*** Employees are to be provided with emergency evacuation training as per the Annual Audit Calendar.

***Checklists*** Checklists listing personnel evacuated will be completed and checked.

**Procedure for Development of Emergency Plans**

1. Each Manager in conjunction with the appropriate staff shall identify possible emergency situations.
2. The Project Manager shall develop emergency plans based on the Standard Requirements and using Standard Requirements for Emergency Procedures above.
3. Emergency Plans must be kept up to date and reviewed as per Annual Audit Calendar
4. Emergency Plans shall be verified by competent experts.
5. Emergency Information to be displayed an Emergency Information Notice Board in accordance with the procedure.

 6. Equipment provided for Emergency Procedures shall be checked as per statutory requirements and the Annual Audit Calendar as part of the hazard inspection.

**Responsibility:**

The Project Manager shall be responsible for the implementation of this procedure. In the situation of a site the Site Supervisor will take responsibility for the implementation.

Site Delegation:

Supervisor then Team Leader

**Audit Records**

1. Emergency Plan
2. Reviews of Emergency Plans/Drills
3. Inspection Checklists
4. Training Records

**Procedure Owner:**

The Project Manager is assigned the ownership of this procedure and shall ensure the procedure is maintained and kept up to date.

|  |
| --- |
| **1. FIRE OR EXPLOSION****EMERGENCY PROCEDURES FOR EMPLOYEES*****1. Fire Wardens to Raise Alarm informing the main office and others on site.*** ***2. Assist anyone in danger if safe to do so.******3. If safe use extinguisher to smother fire.******4. Obtain the Sign In and Sign Out Books and move to the nominated assembly area*** ***5. Assist visitors and disabled persons to evacuate.***1. ***Remain at assembly area until instructed by Fire Wardens or Senior Management***
 |

|  |
| --- |
| **2. BOMB THREAT/SUSPECT PACKAGE****< Threat received*****Step 1*** Use the Fire Evacuation Principles and Procedures***Step 2*** Notify Senior Management.***Step 3*** Contact the police on 000if not already done by the Manager.***Step 4*** Open as many doors and windows as possible***Step 5*** Evacuate to evacuation areas –and when safe move to across street.**< Bomb found*****Step 1*** Do not touch it **-** clear the areaand do not re-enter until instructed***Step 2*** Inform the Fire Wardens or Senior Manager immediately.***Step 3*** Contact the police on 000if not already done by the Senior Manager***Step 4*** Wait for advice from the Fire Warden or Manager and leave doors and windows open |

|  |
| --- |
|  **3.**  **MEDICAL EMERGENCY*****Step 1*** Check foranythreatening situation and control it if safe to do so***Step 2*** Notify the ambulance if not already doneand designate someone to meet them***Step 3*** Remain with casualty (unless there is no other option) and provide appropriate support***Step 4*** Do not move any casualties unless in a life threatening situation***Step 5*** Notify the Senior Management and the first aider***Step 6*** Provide support to first aider or ambulance if required |

**4. PUBLIC UTILITY DAMAGE**

The company endeavours to provide its employees with set procedures for common processes however there will be instances where there is no set procedure for the situation which has arisen.

In this case the employee will be expected to rely on basic common sense and principles of Occupational Health and Safety and Environmental issues.

***Make the area safe***.

Ensure that the public and other employees are aware of the danger and protected from any possible danger. Isolate the area with safety fencing or any available items that can act as a barricade.

If gas is involved make sure that there is no flame, matches neither alight nor smoking near the site and no mobile phones.

If necessary evacuate nearby houses.

***Report the Incident.***

**Call you’re Project Supervisor IMMEDIATELY.**

***Then the appropriate utility provider;* Phone appropriate faults on:**

Add in numbers for other utilities eg Telstra, Electricity providers

Police, Ambulance, Fire 000

Dial Before You Dig 1100

***Ensure then that these people are informed:***

**Project Supervisor to notify:**

1. Project Manager: **Mitch**
2. The Client representative: **Phone number on inside cover of job file**.

**Project Manager to notify:**

1. **Client:**

**5. REQUIRED DOCUMENATION**

As with all Incidents, Near Misses, Hazards and Issues they must be officially followed up within 24 hours with completion of correct forms.

Hazards – Use Hazard Report Form

Accidents/Incidents/Near Misses – Incident/Injury Report Form

Found in your Site Safety Pack in the back section are all the required forms.

 There are also spares at the office.

**Please complete and hand in within 24 hours so that the appropriate Investigations/Reviews can be undertaken if required.**

**6. HAZARDOUS MATERIAL SPILL / TOXIC EMISSION**.

1. Evacuate area.

2. Barricade area to prevent entry by others.

3. Locate Product MSDS and follow PPE requirements and any other emergency requirements

4. Undertake clean up as per MSDS instructions.

5. Dispose of contaminated material according to the product MSDS.

6. If spill is not able to be safely cleaned up notify relevant emergency service.

7. Complete Incident Report.

|  |  |  |
| --- | --- | --- |
| **Incident Type** | **Mitigation Measures** | **Special Requirements** |
| **Spills / Leak****Fuels/Oils/****Lubricants** | Eliminate all ignition sources within 50m of the spill.Isolate the spill for 25m in all directions.Stop leak if safe & possible.Contain spillage using sandbags / Bunding to prevent substance from entering drains, sewer, creeks and watercourses.Absorb substance using agents such as sand or vermiculite (kitty litter).Contaminated absorbent material should be stored, transported and disposed of using appropriately licensed waste contractors.Vapour suppressing foam may be used to control vapours. | Specialists (e.g. Fire Brigade) should be contacted wherever the severity of the incident warrants immediate clean up assistance however this should definitely occur in the event of large spills (e.g. in excess of 50L). |
| **Spills / Leak****Battery Acid** | Eliminate all ignition sources within 50m of the spill.Isolate spill for 25m in all directions. | Specialists should be contacted to neutralise sulphuric acid. |
| **Spills / Leak****Battery Acid****Cont…….** | Evacuate downwind for at least 250m in the event of a large spill.Prevent spillage from entering drains, sewer, creeks or watercourses by forming a mound or barrier with substances such as dry vermiculite (kitty litter) or sand.Sodium bi-carbonate is the recommended neutralising agent for sulphuric acid. This is mixed with water at a ratio of 1:4 (bi-carb to water) and mixed with the acid at a ratio of 1:4 (mixture to acid). | Specialists should be contacted to neutralise sulphuric acid. |
| **Spills / Leak****Bentonite** | Contain spillage using sandbags/Bunding/filter bags to prevent substance from entering drains, sewer, creeks or watercourses.Bentonite is inert clay therefore if a dry spill occurs, contain the spill, sweep and collect into a container. Can be disposed of as non-hazardous waste.If a frac out occurs immediately cease drilling, use the vacuum tanker to contain the spill at the frac out area. Once contained check that the correct amount of fluids and mix has been achieved if not modify. Use straw and or spoil to clean up the entire area. Bentonite is a natural product. | Ensure all MSDS are on site. |
| **Spills / Leak****Gas** | Remove all ignition sources.Evacuate the area.Contact emergency services to stop leak. | Prevent people from entering the affected area. |

**7. ENVIRONMENTAL INCIDENTS**

All large project sites have an Environmental Management Plan. This plan must be consulted during an environmental emergency or potential for an emergency.

As part of the Site Safety Books and our Hazard Assessment Checks must be completed.

**8. MOTOR VEHICLE ACCIDENT.**

Ensure your safety, the safety of others and of the vehicles and belongings.

1. **DO NOT ADMIT ANY LIABILITY.**
2. Minimise the possibility of further injury or damage.
3. Comply with Police reporting requirements. (See below).
4. Be discreet and stay calm, avoid any hostilities which may turn witnesses against you, be careful what you say.
5. Obtain as much details as possible:
6. Registration Number, make, model and colour of all vehicles involved.
7. Names and addresses of other drivers involved.
8. Names and addresses of owners of other vehicles (if not driving).
9. Names and addresses of injured persons.
10. Names and addresses of witnesses.
11. The other party’s insurance company.
12. Time and location of the accident.
13. Appropriate telephone numbers.
14. Names of Police attending and station.
15. Name of hospital where injured taken.
16. Contact the **Office IMMEDIATELY, the** assigned person will then contact the insurance company inform the operator that what vehicle you were driving and that you are covered by **policy number CPG010262**.
17. Report accident to Supervisor and Manager. They will advise on towing, repairs etc. if necessary.
18. Visit a Doctor if necessary.
19. Fill out Accident and Incident Form.

**YOU MUST CALL THE POLICE TO THE SCENE IF:**

1. A vehicle was towed away.
2. Particulars were not exchanged.
3. There was alcohol or drugs involved.
4. There was damage over $500 to something else other than the vehicles, (fence, power pole etc.)
5. Someone was killed or injured.

**All accidents must be reported for insurance, go to a Police station and fill out a P5 self reporting form. This does not mean that you will be fined.**

**9. FIRE FIGHTING EQUIPMENT**

Fire hose reels and portable fire extinguishers are located in easily identifiable locations throughout the depot. All employees, contractors and visitors will be notified of their locations during induction.

Suitability for use on various types of fires (eg) electrical, flammable liquids, ordinary combustibles will be shown during our scheduled training sessions.

Extinguishers are only suitable to use on fires in their incipient stages (small or beginning).

RMS is in the stages of training and accrediting fire wardens.

**Fire Extinguishers**

Before you use a fire extinguisher you must know:

• What fuel is burning?

• What type of fire extinguisher is suitable for that type of fire?

**Fire extinguishers are grouped into four classes:**

**Type Category Use on following fire types;**

1. Water Class A (combustible Solids) Wood, Cloth, Plastics, Paper

2. Foam Class B (flammable Liquids) Petrol, Oil, and Paint

3. CO2 Class C (flammable Gases) Methane, Propane, Butane Electrical equipment

4. Dry chemical Class D (combustible Metals) Magnesium, Aluminium

5. Dry chemical Class E (combustible Solids) All Class A, B and C fires (Flammable liquids)

All vehicles and excavators are to be fitted with a disposable extinguisher. Once discharged, please alert office manager to acquire a replacement.

An external contractor is engaged to carry out the six monthly inspections on the extinguishers in the depot. These are tagged and stamped accordingly.

**Fire Hose Reel:**

A Fire hose is provided in the depot for use by RMS’s staff on normal fires. The Fire hose reel is permanently mounted on the wall and is to be kept readily accessible and connected to a constant water supply. It is designed to be operated by one person, and used only on carbonaceous-type fires such as wood, paper, rubbish or textiles.

***It is never be used on fires involving live electrical equipment.***

To operate, turn on the water before unwinding the hose. Discharge is controlled at the nozzle end by a valve or twisting action.

**Fire Blanket:**

Where fire blankets are installed, they are used to smother the fire to exclude oxygen. They are particularly useful if a persons clothing is on fire.

**10. DOCUMENTATION AND REPORTING REQUIREMENTS**

All required forms for incidents, accidents, Near Misses and Hazards must be returned to the office within 24 hours or sooner if practical so that an Investigation can be carried out and a risk assessment completed.

**11. CONTINUAL IMPROVEMENT**

As part of continual improvement and performance evaluation procedures all Reporting forms are analysed at Management Review Meetings to look for trends and possible Preventative Actions.

The companies preference is always Prevention over Corrective Action where possible.