**Emergency Procedure (Minto)**
Site Procedures

**Redox**
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May be superseded

EMERGENCY PLAN FOR:


REDOX PTY LTD

2 SWETTENHAM ROAD

MINTO NSW 2566


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## 1.0     Purpose

1.1     The purpose of this procedure is to provide the control structure and directions in the event of an emergency at the Minto site. The procedure aims to protect human life and minimise damage to equipment, plant and installations.

## 2.0     Scope

2.1     These procedures apply to equipment , installations, personnel, contractors and visitors at **2 Swettenham Road, Minto NSW 2566** managed by **Redox** in the event of following emergencies:

    a)     Fire/Explosion

    b)     Gas Release

    c)     Dangerous Goods Emergency

    d)     Bomb Threat/Suspect Package

    e)     Medical Emergency

    f)     Severe Storms

    g)     Flooding

## 3.0     References

3.1     Australian Standard AS3745-2002: Emergency control organisation and procedures for buildings

3.2     Procedure 0109: Using Problem System

3.3     Procedure 3009: Handling, Storage, Packaging, Preservation and Delivery

3.4     Procedure 3113: Personal Protective Equipment

3.5     Procedure 3114: Incident and Near Miss Reporting

3.6     Procedure 3401: Spill Procedure

## 4.0     Definitions

4.1     The following are standard for all emergencies:

    a)     Evacuation Alarm: A continuous signal (makes a 'whoop whoop' sound) that means move to the emergency assembly area.

    b)     Assembly Area: A safe location where all people are required to assemble in the case of an emergency and Wardens can take a count of personnel.

    c)     Emergency Contacts: Police, Ambulance or Fire Brigade, dial 000

4.2     Emergency: a hazardous situation (or threat of a hazardous situation) which requires action to control, correct and return the site to a safe condition and also requires timely action to protect people, property and the environment from harm.

4.3     The Emergency Control Organisation (ECO): a committee responsible for establishing an emergency plan, emergency response procedures and an ECO.

4.4     Emergency Control Centre: The place from which the Chief Warden co-ordinates the emergency response activities located at the Office building.

4.5     Site: Any Redox owned or operated site.

4.6     MSDS: Material Safety Data Sheet

4.7     PPE: Personal Protective Equipment

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## 5.0 Procedure

### 5.1 Description of Site

The site is a chemical storage and distribution facility owned by Redox and located at 2 Swettenham Road, Minto NSW 2566. The site employs 150 Staff and operates between the hours of 6.00am–10.30pm Monday to Friday. Redox stores a variety of chemicals at this site including both Dangerous and non-dangerous goods.

### 5.2 Responsibilities and Authority

5.2.1 The Board of Directors are responsible for ensuring an Emergency Management Plan and System is implemented at the Minto site. The board is also responsible for ensuring sufficient infrastructure, resources and personnel are provided for the purposes of Emergency Management.

5.2.2 The Internal Auditor is responsible for ensuring this procedure is kept up to date and compliant with relevant codes of practices, legislation and Regulation. The Human Resources Manager, Logistics Manager and Quality Assurance Manager will be responsible for reviewing and approving any amendments made to the procedure.

5.2.3 Redox staff are responsible for ensuring they are aware of this procedure and follow instructions provided in this procedure and any instruction given by the Emergency Control Organisation. Under no circumstances are employees to make any unauthorised verbal or written statements to the media concerning an emergency situation. All enquiries should be directed to the General Manager after the emergency subsides.

5.2.4 The Chief Warden for the Minto site is responsible for overseeing and controlling all emergency response actions at their Site. In the case that the Chief Warden is unavailable, control will be the responsibility of the Deputy Chief Warden.

5.2.5 First Aid Officers are authorised to provide first aid response and care where necessary until the Ambulance Service arrives to take over the care of the patient.

ROLES OF EXTERNAL BODIES

5.2.6 The Department of Planning NSW is responsible and authorised for providing guidance on the suitability and appropriateness of the Emergency plan.

5.2.7 The NSW Police are responsible and authorised for providing emergency response to Bomb threats, terrorism, suspicious packages and some dangerous goods emergencies.

5.2.8 The NSW Ambulance Service is responsible and authorised for providing an emergency response for all emergencies where a person or person is injured (or potentially injured).

5.2.9 The NSW Fire Brigade is responsible and authorised for providing emergency response to fires, explosions and other dangerous goods emergencies. They are also responsible for providing feedback on Redox's emergency management systems and advising on best method for handling, controlling and minimising emergencies involving dangerous goods and hazardous chemicals.

## 5.3 Emergency Control Organisation

The Emergency Control Organisation (ECO) consists of a group of site personnel that have the responsibility of providing first response action to an emergency in terms of organising the necessary resources, communications, evacuation of personnel and implementing any corrective actions necessary to return the emergency situation to normal.

The ECO team consists of the following members:

| ECO Member | Personnel | Identification | Contact Number |
|---|---|---|---|
| Chief Warden | Damien Barrett | White hat | 02 9733 3000 (W) <br> 0413 757 893 (M) |
| Deputy Chief Warden | Barry Jenkins | White hat | 02 9733 3102 (W) <br> 0409 716 626 (M) |
| Communications Officer | Damien Barrett | White hat | 02 9733 3000 (W) <br> 0413 757 893 (M) |
| Shift First Aid Officers | Greg Dodd <br> David Attard <br> Diana Ashforth <br> Brendan Laney <br> Barry Hall <br> Mike Halliday <br> Simon Tjong | Green hat | 02 9733 3000 |

The Chief Warden is the primary contact/coordinator of the emergency plan in the event of an emergency. If the Chief Warden is not present during an emergency, the Deputy Chief Warden will undertake the task of the Chief Warden. If both the Chief Warden and Deputy Chief Warden are unavailable, the Human Resources Manager will take the Chief Warden's role and responsibilities.

Descriptions of responsibilities and authorities of each member of the Emergency Control Organisation (ECO) can be found in Redebiz.

### 5.3.1 FACILITY EMERGENCY CONTROL CENTRE

An emergency will be controlled and coordinated outside the site in the evacuation point. The Chief Warden has hard copies of relevant procedures and MSDSs can be accessed from the internet via a mobile phone. Contact with the Chief Warden can be made via mobile phone or two way radios.

### 5.3.2 EMERGENCIES OUTSIDE OF HOURS

In the event of an emergency outside operating hours, the following site contacts can be notified:

| Name | Position | Phone |
|---|---|---|
| Malcolm Perrins | Logistics Manager | 0417 675 225 |
| Robert Coneliano | General Manager | 0414 678 356 |

In the event of an emergency on site after hours, fire detectors in warehouse will detect any fire or explosion. An external company monitors the detectors and will send out fire brigade if alarms go off. Bunding in warehouses is sufficient to contain any large spillage outside of hours

## 5.4 Activation of the Emergency Plan

The emergency plan will be activated as soon as one of the incidents/emergencies identified in this procedure is identified.

### 5.4.1 ACTIVATION

The emergency plan will be activated in if the emergency alarm is raised. The plan will also be raised when:

a) A bomb threat is made against the site

b) A suspicious package is found on site (A **suspicious package** is any item found under **suspicious** conditions or has unusual characteristics including mailed parcels or letters)

### 5.4.2 METHOD OF ACTIVATION

The plan will be activated by the Chief Warden at Minto when the alarm is raised or one of the incidents listed above occurs. Steps for activation include:

a) Chief Warden to check the Emergency panel to determine the location of the emergency.

b) Chief Warden to obtain Employee roll and Visitors book for the front office; the Warden from the warehouse to obtain the contractor visitors book and transport contractors list.

c) Chief Warden to brief the Emergency Services upon their arrival.

d) Communications Officer is to notify staff of the emergency via the Emergency Warning System when advised. The Officer is then to contact Neighbouring sites and advise of emergency.

e) Wardens to assist and remove personnel, only if safe to do so, via the exits and to direct personnel to the assembly area. Directions may change if a designated assembly area is seen as unsafe for persons, for example, smoke or toxic fumes nearby. This is at the discretion of the Chief Warden. Assembly areas are as follows:

| Minto | Personnel will assemble relating to their floor (i.e., ground, middle and upper floors) within two minutes.  Sydney warehouse staff should move to the Holmes road exit and office staff to the Swettenham Rd exit |
| --- | --- |

f) Deputy Chief Warden and Warden from the warehouse to check off personnel from their lists and consult on any missing personnel.

g) First aid officers to be on standby.

## 5.5     Hazards on site

The site has a number of hazardous and dangerous chemicals stored on site in packages and in bulk (IBCs). Details of quantities and locations of these chemicals are located in the dangerous goods manifest available on Redebiz or in the Emergency Information box. However the following classes of dangerous goods are stored on site:

| |
|---|
| Class 3 (Flammable Liquids) |
| Combustible Liquids |
| Class 6.1 (Toxic Substances) |
| Class 8 (Corrosives – Acids and Alkalis) |
| Class 9 (Miscellaneous Dangerous Goods) |

Other hazard applicable to the site include:

| Hazard | Addressed in plan |
|---|---|
| Toxic gas/vapours released by Hazardous and toxic chemicals | Section 6.9.3 |
| Flammable vapours released by flammable and combustible liquids | Section 6.9.1 |
| Injuries caused by contact with corrosive chemicals | Section 6.9.6 |
| Large packages | Section 6.5.2 |
| Traffic and moving equipment (such as forklifts and Mobicons) on site | Section 6.5.3 |
| Pallet racking, buildings and other equipment which may become unstable during an emergency | Section 6.5.1 |

### 5.5.1     STRUCTURES AND EQUIPMENT

Structures and equipment such as buildings and pallet racking may become unstable in the event of an emergency, particularly during a fire or explosion. Caution must be taken when entering warehouses where there has been a fire or explosion. Any racking which appears to be hot or damage should be avoided. Pallet racking exists in all stores on site except for the flammable warehouses (B1 and B2) and non-hazardous stores (E2 and E3).

### 5.5.2     LARGE PACKAGES

A number of chemicals are stored in large packages (particularly IBCs). These are stored in racking and may leak or become unstable during an emergency. IBCs are located in most warehouses.

5.5.3    TRAFFIC ON SITE

The site contains a dispatch area (front of warehouses) where large/heavy vehicles and forklifts are in use during operating hours. If possible, the designated walkways should be used during an evacuation (unless not safe to do so). Stationary/idle equipment may also be present near warehouses/dispatch area.

## 5.6    Raising the Alarm

In the event of an emergency, the alarm may automatically be raised (e.g. if smoke it detected by one of the smoke detectors). However if a staff member identifies a potential emergency, one of the 'emergency alarm' buttons on site should be pressed. Instances when the alarm should be pressed include:

a)    Smoke or fire is sighted anywhere on site

b)    An uncontrollable flow of liquid is being released from an IBC or tank

c)    An uncontrollable release of gas

d)    Pallet racking or a structure has collapsed.

An 'Emergency Alarm' button is located:

e)    Ground floor next to emergency panel in reception

f)    Dispatch

g)    Transport Office

The alarm can also be raised via the 'Emergency Information Warning System' located in Reception. The Communications Officer will be responsible for operating this system in the event of an emergency.

In the event that an alarm cannot be reached in an expeditious manner, one of the other following actions should be taken

h)    Notify a Warden, Supervisor or Manager (via phone, two way radio or pager).

i)    If none of the above are available, contact '000'.

The alarm buttons look like this:



Once the alarm is raised, it will make a 'whoop whoop' noise.

## 5.7 Assessment of an Emergency

The Chief Warden, in consultation with the Deputy Chief Warden, will be responsible for determining the extent of an emergency and weather external assistance may be required (such as fire brigade or ambulance). The following should be taken into consideration:

| Local | Site | External |
|---|---|---|
| An emergency where the impacts on people, property and the environment are expected to be confined to a specific location within a warehouse or office and no escalation is expected | An emergency where the impacts on people, property and the environment are expected to spread to or affect all parts of the site (such as one warehouse to another), but not offsite | An emergency where the impacts on people, property and the environment: are expected to impact both within the site and beyond the boundary |
| EMERGENCY SERVICES MAY BE REQUIRED, BUT LESS LIKELY | EMERGENCY SERVICES SHOULD BE REQUIRED | EMERGENCY SERVICES WILL BE REQUIRED |
| Examples:<br>- Ruptured drum in warehouse<br>- Small number of Leaking packages<br>- Small fire in office | Examples:<br>– Fire in dangerous goods store<br>– Two or more IBCs leaking<br>– Spillage/leak of more than 2000L | Examples:<br>– Bomb Threat<br>– Gas Release<br>– Large fire |

## 5.8 Emergency Situations and Response Actions

Emergencies applicable to the site are:

a)    Fire/Explosion

b)    Severe Storms

c)    Gas Release

d)    Dangerous Goods Emergency

e)    Bomb Threat

f)    Medical Emergency

### 5.8.1 FIRE/EXPLOSION

A fire or explosion on site can have severe repercussions in terms of loss of life and property damage. Manual intervention or control may be necessary to limit the extent of the fire so that human life is protected and the damage to property is minimised. All employees will possess a minimum level of emergency response training that includes basic fire-fighting skills using fire extinguishers and hose reels.

a)    The following control measures have been implemented in the event of a fire:

   i)    Fire Extinguishers, hoses and blankets located around the site.

   ii)    Personal protective equipment for staff involved in fighting fire (in spill kits)

   iii)    Training for staff in the use of this equipment

b) **First-Response Action** on Discovery of Fire or Smoke (General)

    i)     Assist and, if safe to do so, remove any person from the danger area

    ii)    Immediately notify a Warden. If a warden cannot be located, notify the nearest supervisor or manager. Alternatively raise the alarm via one of the 'Emergency alarms' located around the site

    iii)   If safe to do so, shut off any open valves on tanks or hoses near the area of fire.

    iv)   If safe to do so and training has been provided, use the nearest fire extinguisher or hose to smother the fire.

    v)    Move away from the fire to a safer location

    vi)   If instructed to do so by the Warden, move to the designated assembly area.

c) Chief Warden/Deputy Chief Warden

When informed of an emergency:

    i)     Mobilise and co-ordinate ECO personnel.

    ii)    If required, telephone the Fire Brigade and/or Police or Ambulance Services confirming the state of the emergency at the Site and requesting additional assistance (refer table 6.7 to determine if emergencies services needed).

    iii)   Notify the General Manager of the status of the emergency.

    iv)   Brief the Emergency Services on their arrival.

    v)    Ensure no vehicles other than emergency vehicles enter the Site.

d) Wardens

When informed of an emergency:

    i)     Proceed to the emergency area and establish the nature and location of the emergency.

    ii)    Report back to the Chief Warden with the status and extent of the emergency.

    iii)   Ensure that the correct PPE is available to fire-fighting personnel.

    iv)   Determine and carry out the most appropriate fire-fighting response action.

    v)    Ensure that personnel are safe.

    vi)    If required, telephone the Fire Brigade and/or Police or Ambulance Services confirming the state of the emergency and requesting additional assistance.

    vii)   Ensure First Aid personnel are notified.

    viii)  If necessary, initiate a partial or total evacuation procedure.

e) Communications Officer

When informed of an emergency by the Chief Warden or Deputy Warden:

    i)     Notify staff of the emergency via the Emergency Warning System when advised.

    ii)    Contact Neighbouring sites and advise of emergency (refer to section 5.9)

### 5.8.2    SEVERE STORMS

Severe storms produce extreme wind speeds, rainfall and atmospheric pressures. Although torrential rains produce flooding, the most severe threat of storms arises from destructive winds. During violent winds airborne debris may become lethal objects.

a)    Action on warning of severe storms:

    i)    Restrain loose material that could cause injury or damage during extreme winds.

    ii)    Move chemicals stored outside to safe, flood-free storage areas within buildings.

    iii)    Move empty packages and packaging to protected areas.

    iv)    Avoid using the telephone.

    v)    Await instructions from the Warden.

### 5.8.3    GAS RELEASE

This section deals with a major release of gaseous substances into the ambient environment. The gases that can potentially be released at the Site may be:

a)    Toxic gases formed by the combination of incompatible substances causing a chemical reaction.

As part of the Employee Safety Induction Programme, all employees must possess a minimum level of emergency response training that includes items such as risk identification and the use of PPE.

b)    **First-Response Action** on Discovery of Gas Release (General)

    i)    Only if safe to do so, assist and remove any person from the danger area.

    ii)    If safe to do so, shut off any valves on tanks or hoses which may stop the release of the gas (do not switch off the scrubber unless advised to and safe to do so).

    iii)    Immediately notify the Warden and specify details of gas release such as odour and location of the release. If a warden cannot be located, notify the nearest supervisor or manager. Alternatively raise the alarm via one of the 'Emergency alarms' located around the site

    iv)    If in immediate danger from the gas release, move away from the area of the gas release to a safer area.

    v)    If instructed to do so by the Warden, move to the designated assembly area.

c)    Chief Warden/Deputy Chief Warden

When informed of the emergency:

    i)    Mobilise and coordinate ECO personnel.

    ii)    Initiate a partial or full evacuation depending on the location and severity of the gas release.

    iii)    If required, telephone the Fire Brigade and/or Police and Ambulance Services confirming the state of the emergency and request additional assistance. (Refer table 6.7 to determine if emergencies services needed).

    iv)    Notify the General Manager of the status of the emergency.

    v)    Brief the Emergency Services on their arrival.

      vi)       Ensure that no vehicle other than emergency services vehicles enter the Site.

      vii)     Consideration must be given to notifying occupants of neighbouring buildings, particularly those down-wind of the incident.

   d)    Wardens

      When informed of a gas release:

      i)       Proceed to the emergency area and establish/confirm the nature and exact location of the gas release.

      ii)      Determine the appropriate action to take.

      iii)    Take into account the MSDS information.

      iv)    Ensure that all personnel are safe.

      v)       In the case that the gas release is toxic and personnel are believed to be trapped, organise a search and rescue party fitted with the correct PPE.

      vi)      Maintain contact with the Chief Warden and First Aid Officers.

      vii)     If required, telephone the Fire Brigade and/or Police or Ambulance Services confirming the state of the emergency and requesting additional assistance.

      viii)   Brief the Emergency Services personnel upon their arrival.

      ix)     If necessary, activate a partial or total evacuation.

   e)    Communications Officer

      When informed of an emergency by the Chief Warden or Deputy Warden:

      i)       Notify staff of the emergency via the Emergency Warning System when advised.

      ii)      Contact Neighbouring sites and advise of emergency (refer to section 5.9)

## 5.8.4 DANGEROUS GOODS EMERGENCY

The section applies to a major release or spill of a dangerous goods substance in an uncontrolled or unconfined space. **For smaller or well-confined spills, refer to Procedures 3009 and 3401.**

   a)    The following control measures have been implemented in the event of a dangerous goods emergency:

      i)       Fire Extinguishers, hoses and blankets located around the site.

      ii)      Bunding within warehouses to contain spilt/leaking chemicals.

      iii)    Blind catchment drains at front of warehouses.

      iv)    Spill kits and spill sorb located around site.

      v)       Safety showers and eye wash basins.

   b)    **First-Response Action** on Dangerous Goods Emergency (General)

      i)       If safe to do so, assist and remove any person from the danger area.

      ii)      Immediately notify the Warden. If a warden cannot be located, notify the nearest supervisor or manager. Alternatively raise the alarm via one of the 'Emergency alarms' located around the site

      iii)    If safe to do so, shut off any leaking or open valves on hoses or tanks.

    iv)       If safe to do so, close of storm water and trade waste valves.

    v)        If safe to do so, use the nearest spill control equipment to protect the nearest stormwater drains and to prevent spill leaving site.

    vi)      If in immediate danger from the dangerous goods emergency, move away from the area to a safer place.

    vii)    If instructed to do so by the Warden, move to the designated assembly area.

c)      Chief Warden/Deputy Chief Warden

When informed of the emergency:

    i)         Mobilise and co-ordinate ECO personnel.

    ii)       If required, telephone the Fire Brigade and/or Police or Ambulance Services confirming the state of the emergency and requesting additional assistance. (Refer table 6.7 to determine if emergencies services needed).

    iii)     Notify the General Manager of the status of the emergency.

    iv)      Brief the Emergency Services on their arrival.

    v)        Ensure no vehicles other than emergency services vehicles enter the Site.

    vi)      Consideration must be given to notifying occupants of neighbouring buildings, particularly those down-wind of the incident.

d)      Warden

When informed of an emergency:

    i)         Proceed to the emergency area and establish the nature and exact location of the incident.

    ii)       When assessing the situation the following must be considered:

    iii)     Is there a fire?

        1.      Is there a spill or a leak? How large is it?

        2.      Is containment of the dangerous goods necessary?

        3.      What are the weather conditions?

    iv)      What is the area like?

        1.      What is the risk to people, property or environment?

        2.      How significant is the risk, based on the situation?

        3.      The hazards of the product, Class and Subsidiary Risk?

        4.      The degree of danger, based on the Packing Group?

    v)        Is public protection necessary? Stay in place or evacuate?

        1.      What resources, human and equipment are required and how readily available are they?

    vi)      Obtain details of the chemicals involved in the emergency

    vii)    Determine the appropriate action to take.

    viii)   If necessary, secure and barricade the area in a suitable way.

ix)     Take into account the MSDS.

x)      Ensure personnel are safe and clear of vapours, gases and fumes.

xi)     Maintain contact with the Chief Warden, other Wardens and the First Aid Officers.

xii)    Brief the Emergency Services personnel upon their arrival if they are required.

xiii)   If necessary, activate a partial or total evacuation procedure in consultation with the Chief Warden.

e)   Communications Officer

When informed of an emergency by the Chief Warden or Deputy Warden:

i)      Notify staff of the emergency via the Emergency Warning System.

ii)     Contact Neighbouring sites and advise of emergency (refer to section 5.9)

### 5.8.5   BOMB THREAT/SUSPECT PACKAGE

Action to undertake on receiving a bomb threat or on the discovery of a suspect package such as an unidentifiable box, bag, tin or container.

a)   When a threat has been received, or a threat or suspect package found:

i)      If a bomb threat is received by telephone, use the Bomb Threat Checklist (Form 21161) and record all details. If a written threat or suspect package is found, DO NOT TOUCH IT, clear the area immediately and do not re-enter until instructed to.

ii)     Notify the Chief Warden by telephone.

DO NOT USE TWO-WAY RADIOS/MOBILE TELEPHONES.

iii)    Notify the Warden by telephone who will initiate a total evacuation to the assembly area or an alternative assembly area if the location of the bomb requires this.

DO NOT USE TWO-WAY RADIOS/MOBILE TELEPHONES.

iv)     Open as many doors and windows as possible.

v)      Evacuate to the assembly area or an alternative assembly area if the location of the bomb requires this; this will be determined by the Warden.

b)   Chief Warden/Deputy Chief Warden

When informed of a bomb threat/suspect package

DO NOT USE TWO-WAY RADIOS/MOBILE TELEPHONES AS THIS MAY TRIGGER THE BOMB/SUSPECT PACKAGE

i)      Telephone the Police, dial 000 in Australia or 111 in New Zealand

ii)     Contact the General Manager.

iii)    Brief the Police upon their arrival.

iv)     Ensure no vehicles other than Emergency Services enter the Site or delegate this job to other personnel.

c)   Warden

When informed of a bomb threat/suspect package

i)      Initiate a total evacuation to the assembly area or allocate a new, safe assembly area, if needed, after taking into consideration the location of the bomb.

d) Communications Officer

When informed of an emergency by the Chief Warden, HR Manager or General Manager:

i) Notify staff of the emergency via the Emergency Warning System when advised.

ii) Contact Neighbouring sites and advise of emergency (refer to section 5.9)

### 5.8.6 MEDICAL EMERGENCY

Medical emergencies are events such as when a person suffers a heart attack, respiratory failure or broken limb.

a) The following control measures have been implemented in the event of a dangerous goods emergency:

i) First aid kits located around the site.

ii) Trained first aid staff to cover all shifts.

b) **First-Response Action** on discovery of a medical emergency (General)

i) Check for any threatening situation and control it if safe to do so.

ii) Remain with the casualty (unless there is no other option) and provide appropriate support.

iii) Do not remove or move any casualties unless in a life threatening situation.

iv) Notify the Shift First Aid Officer directly or instruct others to do so.

v) First Aid Officer to provide first aid

vi) Provide support to the First Aid Officer or Ambulance if required.

c) Warden

When informed of a medical emergency:

i) Proceed to the emergency area and establish the exact nature and location of the emergency.

ii) Determine the appropriate action to take.

iii) Ensure that personnel are safe.

iv) Maintain contact with the First Aid Officers.

v) Determine if the Ambulance Service should be notified and, if necessary, designate someone to meet them.

vi) Contact emergency services if required (triple '000')

vii) Brief the Ambulance Service personnel upon their arrival.

viii) If necessary, activate a partial or total evacuation.

ix) Provide support to the First Aid Officer or Ambulance if required.

## 5.9    Evacuation

5.9.1    General

The most likely reasons for a partial or total evacuation of staff are:

a)    Fire/Explosion

b)    Dangerous Goods Emergency

c)    Discovery of a bomb or similar device

d)    Failure of an internal service or other internal emergency, e.g., gas leak etc

e)    External emergency

Total evacuation is not the appropriate response for all of the emergencies likely to be encountered. Such action should only be taken in extreme emergencies.

5.9.2    Stages of Evacuation

There are three stages of evacuation for the Site:

a)    Stage 1 – Partial Evacuation: the affected area

The evacuation may be short term (until the emergency has been rectified), medium term (overnight) or long term (if damage is extensive and reconstruction is required).

b)    Stage 2 – Partial Evacuation: certain other areas

In addition to the affected area, adjacent buildings may need to be evacuated.

c)    Stage 3 – Total Site Evacuation

In the event of the whole Site being untenable, even temporarily, total evacuation must be considered.

5.9.3    Assembly Area

The assembly area(s) is the area(s) designated on Site plans located in various positions throughout the Site.

The assembly area(s) may change in the following situations:

a)    During a bomb threat/suspect package emergency if the danger area is located close to the designated assembly area or at the discretion of the Warden.

b)    During a severe storm if the designated assembly area endangers the lives of personnel.

5.9.4    Action by Staff

a)    Evacuation

b)    When the signal to evacuate is given by the communications officer, personal belongings from the immediate area, make plant and equipment safe, and store valuables, if safe to do so.

i)    The Area Warden shall direct their staff to evacuate by one of the designated routes shown on Site plans located in various positions throughout the Site.

ii)    The Area Warden shall supervise evacuation via the nearest safe exit route to the emergency assembly area, account for personnel and await further instructions from the Chief Warden.

iii) Authority to sound the alarm may only be given by the Chief Warden, Wardens, HR Manager or the General Manager.

c) Preparing Areas for Evacuation

d) During an extreme emergency only the Warehouse and the Department Managers, or personnel they authorise at the time, shall be responsible for shutting down the respective work areas.

e) Accounting for Personnel

f) The Warden shall complete a roll call when evacuated to the assembly area and report to the Chief Warden if any employees have not been accounted for.

i) The Chief Warden shall hold a list of contractors, subcontractors and truck drivers working at the Site on any particular day. The Chief Warden shall advise the Warden of any additional staff on site at the time of the evacuation.

### 5.9.5 All Clear

The 'All Clear' to an emergency will be given in accordance with section 6.11

### 5.9.6 Exit Routes and Emergency Equipment

Plans showing all of the exit/evacuation pathways and the location of emergency equipment shall be shown on Site plans, which will be posted throughout the Site.

## 5.10 Terminating and Post Emergency

Once the emergency has subsided or ceased, the following steps must be taken:

a) **If emergency services have been involved:** Wait for approval to re-enter the site from Emergency Services, Work Safe NSW and Chief Warden. Under no circumstances is anyone to enter the site without their approval.
**If emergency services have NOT been involved:** Chief Warden to inspect area and ensure no further risk exists.

b) Provided it is safe to do so, the Chief Warden and General Manager are to inspect site and assess damage (photos and video must be taken if possible)

c) Switch off electricity, electrical current, chemical or water supply to area affected (if not already done).

d) Barricades, barriers and signs to be placed around scene of incident if when:

i) Liquid is present on ground or in building

ii) Packages or tanks are still leaking

iii) Building, Plant, Machinery, Equipment fixtures of fittings are unstable or stability is unknown

iv) Building, Plant, Machinery, Equipment, fixtures of fittings have been burnt or damaged by fire, chemical, flood or storm

v) Any other hazard exists which could cause injury or death any person.

e) Chief Warden, HR Manager and General Manager to discuss methods for clean-up and decontamination. The following elements must be taken into consideration when determining the best method for clean and decontamination: MSDSs, Dangerous Goods

and WHS Legislation, Codes of Practice, and Clean up equipment, PPE available and required, costs involved, size and location of emergency site and chemicals involved.

f) Site must be thoroughly cleaned and decontaminated before allowing any person to re-enter the area affected (except for emergency services personnel or approved. However the area must remain off limits to people if Building, Plant, Machinery, Equipment fixtures of fittings is unstable or stability is unknown. In this instance, a structural engineer or surveyor must inspect and assess the building and sign it off as structurally stable before people can re-enter the area.
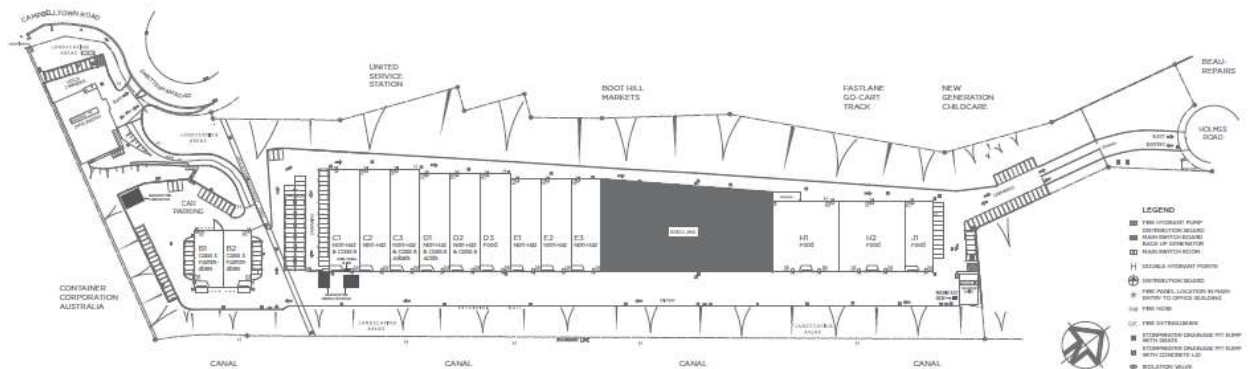
### 5.10.1 Access for staff

All redox staff except for those approved by Management must not re-enter the site until it has been inspected and decontaminated (in accordance with steps outlined in the above section). The following exceptions apply to this rule:

Site (or part of site) has been declared as safe to enter for all staff by Emergency Services, Work Safe NSW and Chief Warden.

## 5.11 Map of Site



Minto Site Plan
2 Swettenham Road
Minto NSW 2566
Lot 171 DP 878463
Approved: 11th August 2015

# Emergency Procedure (Minto)
Site Procedures

**Redox**
Printed for training purposes only
May be superseded

## 5.12 Map of Area around site



The red pin highlights the site.

## 5.13 Nearby Occupants Contact Details

| Boundary | Occupant Name | Contact Name | Address | Contact Phone Number |
|---|---|---|---|---|
| North | United Service Station | Anyone at station | 8 Swettenham Road | 02 9824 5644 |
| | Boot Hill Markets | N/A | 10 Swettenham Road | 0448 456 456 |
| | Fastlane Go-Cart | Dean Choma Natalie Timbrell | 20 Swettenham Road | 0414 444 221 (M) 0434 214 351 (M) 02 8004 1919 (W) |
| | New Generation Childcare Centre | Carla Colavito | 30 Swettenham Road | 0409 128 653 (M) 02 9820 4271 (W) |
| South | Global Crushers & Spares | N/A | 11 Montore Road | 02 8795 0288 (W) |
| | Austex Dies | Alessandro Ferrari | 13 Montore Road | 02 9820 0300 (W) |
| | Chief Media | Shaun Lee | 15 Montore Road | 0414 439 126 (M) 02 9603 2999 (W) |
| East | Beaurepaires | Matt | 2 Holmes Road | 0420 713 087 (M) 02 9820 5111 (W) |
| | Cameron's Envelopes | Troy Cameron | 1 Holmes Road | 0416 115 137 (M) 02 9933 4400 (W) |

## 5.14    Offsite Effects of Emergency

5.14.1    All measures will be taken to prevent an emergency from affecting these road ways, neighbouring facilities and residual premises. However when determining if authorities or facility managers are to be contacted, the following must be taken into consideration:

a)    The size, type and location of the emergency

b)    Time of day when emergency occurs (particular school hours)

c)    The chemicals involved in the emergency

d)    Potential effects on site and civilians (Including elderly and Children)

e)    Legal Requirements

5.14.2    In the event of an emergency, the Communications Officer will be responsible for contacting the neighbouring sites to advise of the emergency (once instructed by the Chief Warden or Deputy Warden). The neighbouring sites will be contacted via phone (details of phone numbers for neigbouring sites are detailed in table 5.7).

5.14.3    The Minto is located in a mixed industrial and residential area, the closest waterway is Bow Bowing Creek (100 metres), the nearest major road is the Hume Motorway (M5) (1000 metres), nearest railway station is Minto (400 metres) and the closest residential premises are 100 metres away. In the event of a spill, gas release, dangerous goods emergency or fire, the following may be affected and action take:

a)    **Local Roadways – Swettenham, Holmes and Campbelltown Road**: The Roads and Maritime Service (RMS) and Police will be contacted if an emergency may affect any local roadways (particularly Swettenham, Campbelltown or Holmes Roads).

b)    **Railway station – Minto**: The Station Master of Minto Station will be contacted in the event that an emergency may affect the railway station or associated facilities

c)    **Residual premises:** The Police and Fire Services will be contacted if an emergency may affect any residential premises. These external emergency services organisations will be responsible for notifying residents of the emergency.

d)    **Waterway (Bow Bowing Creek**): The Fire Brigade and EPA will be contacted if an emergency may affect any local waterway.

5.14.4    The nearest waterway, Bow Bowing Creek is located next to the Minto site; in the event that an emergency may affect this waterway, the stormwater and trade waste valves are closed unless water or waste is being discharged, if the valves are open at the time of the emergency, they must be closed (if safe to do so). Staff will use spill containment devices to contain any spill or leak (if safe to do so). The Fire Brigade and EPA must be notified immediately if an emergency may affect this waterway.

If toxic/hazardous or dangerous gases or vapours may affect a wider area, the fire Brigade will need to be notified immediately.

## 5.15    Emergency Contact Details

The following department may need to be contacted in the event of an emergency:

| Contact | Phone Number | Reason for Contact |
|---|---|---|
| Police, Fire, Ambulance | 000 | Emergencies only |
| Roads and Maritime Service (24 hour) | 13 17 00 | Spillage/leak on roadway |
| Minto Railway Station | 02 9636 7293 | Emergency potentially affecting railway station |
| St Andrews Fire Brigade | 02 9623 3897 | Spill Cleaning |
| Skips Fire Service | 02 9606 4421 | Fire equipment provider |
| Transpacific (24 hour)<br>WasteChem (24 hour) | 1800 774 557<br>02 4926 1899 | Spill Cleaning and Containment |
| EPA | 131 555 | Environmental matters |
| Sydney Water (24 hour emergency contact) | 13 20 90 | Emergencies involving town water |

## 6.0    Documentation

6.1    Form 21161 – Bomb Threat Checklist

## 7.0    Procedure Responsibility

7.1    Refer Review/Approval Status.

## 8.0    Summary of Changes

8.1    08–Mar–04    Initial Issue.

8.2    09–Jul–07    Various amendments throughout the procedure.

8.3    16–Jun–11    Amendments to assembly area locations, combined Sections 5.6.1 and 5.6.2, minor grammatical and consistency changes.

8.4    04–Dec–14    All sites included in procedure and WH&S Manager replaced by HR Manager and amended 5.1.4 (a) to include the Employee Attendance roll.

8.5    23–Dec–14    Initial Issue as site-specific Procedure for Minto.

8.6    06–Oct–15    Major amendments to all parts of Procedure; amended date format in Section 8.