Draft Emergency Response Plan

For

Banksmeadow Transfer Terminal

14 Beauchamp Road and 34-36 McPherson Street, Banksmeadow

Document Code: PLA-NSW-286-002-001

Date: 28.03.2016

Date this plan was last tested:

NOTE: THIS PLAN WILL BE FINALISED ONCE THE SITE IS COMMISSIONED AND HANDED OVER TO VEOLIA OPERATIONAL PERSONNEL FOLLOWING THE COMPLETION OF RELEVANT RISK ASSESSMENTS

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1.0 Introduction

This document and the attached appendices form the Emergency Response Plan developed for the Veolia Australia and New Zealand (Veolia) Banksmeadow Transfer Terminal site.
This plan is to be revised on an annual basis, controlled through the Veolia National Integrated Management System review process or as needed to ensure relevancy and accuracy in the stated procedures. If an emergency event occurs, the Emergency Response Plan and current established procedures will be reviewed to ensure effectiveness.
This document is intended to be a localised Plan for emergency situations and is to be used in conjunction with the State Crisis Management Plan.

Description of Site Operations

The Banksmeadow Transfer Terminal is located on 14 Beauchamp Road and 34-36 McPherson Street, Banksmeadow, bound by:

- McPherson Street to the south;
- A freight rail line to the west;
- The Asciano Botany Site to the east; and
- Beauchamp Road to the south-east.

The transfer station serves as the secondary transfer phase between Sydney putrescible waste pick-ups and and/or processing at the Woodlawn Eco-Project site.
The terminal operations primarily include the following:

- Waste is received from internal and external customers;
- The waste is loaded into either of the two compaction units;
- The waste is compacted and transferred to a shipping container which is sealed
- The shipping container is loaded onto rail wagons and dispatched to the Intermodal Facility at Woodlawn – this occurs once daily.

2.0 Purpose and Structure

The purpose of this document is to provide a planned and coordinated strategy to Site Personnel in the event of an emergency situation at the Banksmeadow site. The strategy that is outlined considers both Work Health & Safety and Environmental Management requirements. The plan has been developed by identifying key potential hazard scenarios that could be encountered at the facility through Risk Management Programs. If a hazard scenario is encountered that is not addressed in this document the NSW Safety, Health, Environment and Quality (SHEQ) Division must be informed and the document will be reviewed and amended. The Veolia State Crisis Management Plan should be consulted to deal with a crisis as defined in the document.

3.0 Legal and Other Requirements

Legal and other requirements pertinent to this Plan are listed below:

Work Health and Safety Act 2011 and related regulations;

Protection of the Environment Operations Act 1997 and related regulations;

Includes Pollution Incident Response Management Plan

Australian Standard AS3745:2010 “Planning for emergencies in facilities”;

4.0 Responsibility, Authority and Accountability

Management must ensure that;

- Emergency amenities are provided
- Access / Egress points are defined
- There are First Aid facilities
- Fire Fighting Equipment is maintained
- Modes of Communication are established
- Training – All Fire Equipment
- Training – Mock Emergency Evacuations are undertaken and documented
- An emergency site plan is clearly displayed
- Ensure there is a system of accountability
- Awareness programme for new employees

Responsibility

It is the responsibility of Site Management to ensure that the Emergency Procedures outlined in this document for the site is conveyed and made available to site staff and visitors.

It is the responsibility of Site Management, site staff and visitors to follow the procedures stated in this document.

It is the responsibility of those Veolia personnel nominated in the Emergency Contacts list for the site – see Appendix A to perform their appointed duties.

It is the responsibility of Facility Manager and SHEQ Division to amend this Emergency Response Plan in conjunction with the document owner/controller for the site, when required.

It is the responsibility of those parts of the Emergency Control Organisation to perform their nominated duties.

Authority

The Control Organisation as defined in Section 5 of this document have the authority to action the Emergency Plan in consultation with the Site Management

Accountability

The performance of the fire wardens will be reviewed by the Chief Fire Wardens and the Site Management at least annually or at a higher frequency as decided by the Site Management

The performance of the Chief Fire Warden will be reviewed by the Site Management at least annually or at a higher frequency as decided by the Site Management.

5.0 Emergency Control Organisation

In the event of an emergency or evacuation, a Control Organisation will be established to ensure successful management of the situation. The Control Organisation can consist of a Chief Warden, Deputy Chief Warden, Communications Officer and General Wardens, depending upon the size and requirements of the site.

5.1 Roles and Duties of Emergency Control Organisation (ECO) Personnel

All personnel undertaking Warden duties will need to be clearly identified in the case of an emergency. The primary duties of the ECO personnel are as follows:

- Assist in the establishment of an Emergency Evacuation Plan.
- Appoint Key Personnel within the ECO.
- Ensure that all members of the ECO are competently trained.
- Be heavily involved in any training requirements – which include mock evacuation exercises. All outcomes emanating from an emergency evacuation , whether mock or otherwise, will need to be documented.

5.2 Emergency Control Organisation Duties

5.2.1 Chief Warden

The Chief Warden is highly familiar with the site outlay and is to don a Red helmet. During a fire or any other risk that arises – it is the Chief Warden who is aware of the nature and scope of the emergency. The 'Chief Warden' should delegate duties for the effective control and direction of occupants. It is recommended that those appointed to positions of 'Chief Wardens' be continuously exposed to key operational/process areas within the facility.

It is the role of the Chief Warden to determine the cause and nature of the emergency, by tracking where the alarm was activated and/or by whom it was announced. The Chief Warden is to ensure that no part of the premises are occupied and is to restrict access to the building. The Chief

Warden needs to ensure that there is continual dialogue with other wardens and that all relevant information is appropriately conveyed.

The Chief Warden is to liaise with the Emergency Services and received instructions for action from them. The Chief Warden is to ensure that staff do not return to their 'Work Posts' until clear instructions are received from the emergency services advising that this is safe. Upon the clearance being issued by the emergency services, the Chief Warden is to proceed to reset the alarms and record details of the emergency situation in the incident management system. All issues arising from the emergency evacuation should be summarised and discussed with the Emergency Control Organisation and management.

5.2.2 Deputy Chief Warden

The Deputy Chief Warden is to undertake the duties of the 'Chief Warden' in his absence. The Deputy Chief Warden will be distinguished by a white helmet or vest. Under the presence of a Chief Warden, the Deputy Warden will be given direction to assist in the overall evacuation of employees. They will also aid the Chief Warden in the maintenance of reporting records. Note – the Deputy Chief Warden may also assume the role of the Communications Officer, if necessary.

5.2.3 Communications Officer

The role of the Communications Officer is to communicate all relevant information and duties referred to by either the 'Chief Warden' or 'Deputy Warden'. The Communications Officer will also be responsible for obtaining the Sites Visitors Register for checking at the Emergency Assembly Area. The Communications Officer needs to be familiar with the operations of the loud speaker or interphone system (if available). Another key role of the Communications Officer is to contact the Emergency Services seeking their assistance, when required.

5.2.4 Floor Wardens, Area Wardens and General Wardens

Depending on the nature and size of the site, Wardens will be appointed. The general duties of the Wardens are outlined below (extract from AS3745):

1) Floor or Area Warden (Yellow Hat)

a) Implement the emergency procedure for their floor or area;
b) Ensure that the appropriate emergency service has been notified;
c) Direct the wardens to check the floor or area for any abnormal situation;
d) Commence evacuation if the circumstances on their floor or area warrant this;
e) Communicate with the chief warden by whatever means available and act on instruction;
f) Advise the chief warden asap of the circumstances and action taken;
g) Co-opt persons as required to assist a warden during an emergency;

h) Confirm that the activities of wardens have been completed and report this to the chief warden.

2) General Wardens (Red Helmet)

a) Act as above floor or area wardens;

b) Ensure that the appropriate emergency service has been notified;

c) Check to ensure fire doors and smoke doors are properly closed;

d) Search the floor or area to ensure that all persons have evacuated;

e) Ensure orderly flow of persons into protected areas (eg stairwells);

f) Assist persons with disability;

g) Act as leader of groups moving to nominated assembly areas;

h) report to the floor or area warden on completion of required activities.

5.3 Banksmeadow Site Emergency Control Organisation

The members of the Banksmeadow Emergency Control Organisation are as follows:
Fire Wardens:

- Rob Laycock (morning shift)

See Appendix D for photos of the nominated Emergency Control Organisation and First Aid Officers.

5.4 Banksmeadow Emergency Assembly Area

The Veolia Assembly area is located at the main entrance to the Banksmeadow site, accessed via Beauchamp Road. It is marked by a green sign that reads “Emergency Assembly Area”.
This area is marked in the site map located in Appendix B of this procedure.

6.0 Emergency Response

This section details the key identified hazard scenarios that could potentially be encountered at the Banksmeadow site. A summary of the standard emergency response process can be found in appendix E – Emergency Response Flowchart.
The emergency will be alerted to other personnel onsite through the emergency systems, eg fire alarms, mobile systems.
Where emergency events are likely to cause environmental harm or harm or significant harm to human health, Notification should be made to the relevant authorities (appendix A, table 1) and

affected neighbours (appendix A, table 2) as per the NSW Procedure for Notification of Environmental Incidents (PRO-NSW-000-321).

The full details of the possible emergency situations affecting the Banksmeadow Transfer Terminal are included in the Veolia Risk Register, maintained and accessible through Hippo Station. If you require access to this information, please contact the SHEQ division for assistance. The significant risks which could lead to an emergency are included below.

6.1 Fire

In the event of a fire the following procedure should be followed:

Emergency Situation: Fire onsite	
Stop Work	Abandon any plant, equipment or area immediately if it catches fire
Assess the Risk	Check for Danger. Secure the area and Raise the Alarm What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate? • Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident
Notify	• Report incident to site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Safety, Health, Environment and Quality (SHEQ) Officer. • Any people not involved in fire fighting should proceed to the emergency assembly area at the entrance of the site. The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government Authority. External authorities may take control of emergency response at the site.
Control the Incident	The following Fire Control is available onsite: **Fire suppression systems on loaders** **Fire extinguishers (see appendix B)** **Deluge System (within waste shed over loading bays)** **Fire hose** **Fire hydrant booster (at entry of site opposite maintenance area** **First Aid Kits**

Contain the Area	If possible prevent the incident from spreading further. If water is used to suppress a fire, all stormwater drains must be blocked/protected first. The discharge valve at the stormwater retention bund should be closed to prevent fire water discharge into the Sydney Water Stormwater system connection at McPherson Street. Protection of stormwater drains includes placement of absorbent socks/gravel sausages around the drain/s. If the site contains a system where all stormwater over the site is channelled and collected in dedicated infrastructure, the manual over-ride shut-off valve at the stormwater retention pond must be closed to ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed. Note: fire-water is <u>not clean</u> and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains.
Clean Up	If needed, licensed Veolia tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.
Report and Review	Assist in reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations

Emergency Situation: Fire during transit	
Stop Work	When a fire is observed during transit (eg compactor on fire) then the driver is to stop the vehicle and park in a safe area and away from stormwater drains where possible. Banksmeadow Transfer Terminal has a zone to manage hot loads in vehicles arriving to the site. Refer to the draft NSW Banksmeadow Transfer Terminal Management of Hot Loads procedure.
Assess the Risk	Check for Danger. Secure the area and Raise the Alarm What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate?

	• Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	• Report incident to site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment and Quality (SHEQ) Officer. • Any people not involved in fire fighting should proceed to the emergency assembly area at the entrance of the site. The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government Authority. External authorities may take control of emergency response at the site.
Control the Incident	The following Fire Control is available onsite: **Hot Load area** **Vehicle and site Fire extinguishers (see appendix B)** **Fire hose** **Fire hydrant booster (at entry of site opposite maintenance area)** **First Aid Kits** In the event of a fire in a compactor on a truck, the driver is to contact the supervisor as soon as the fire is noted and the fire brigade contacted. The supervisor will take a decision on the next course of action. It may be an option to compress the load further to starve it of oxygen and then get help from the Fire Brigade to deal with the situation. In some situations, it may be necessary to eject the load in a controlled fashion, if no environmental harm will result by such an action.
Contain the Area	If possible prevent the incident from spreading further. If water is used to suppress a fire, all stormwater drains must be blocked/protected first. The discharge valve at the stormwater retention bund should be closed to prevent fire water discharge into the Sydney Water Stormwater system connection at McPherson Street. Protection of stormwater drains includes placement of absorbent socks/gravel sausages around the drain/s. If the site contains a system where all stormwater over the site is channelled and collected in dedicated infrastructure, the manual over-ride shut-off valve for the stormwater retention pond must be closed to

	ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed. Note: fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains.
Clean Up	If needed, licensed Veolia tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.
Report and Review	Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations

6.2 Explosions

In the event of an explosion the following procedure should be followed:

Emergency Situation: Explosion onsite	
Stop Work	Abandon any plant, equipment or area immediately if an explosion occurs
Assess the Risk	Check for Danger. Secure the area and Raise the Alarm What has caused the fire? What is burning? Are you trained and competent to fight the fire? What fire fighting equipment is available to fight the fire and is it adequate? • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	• Report incident to site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (SHEQ) Officer. • Any people not involved in fire fighting should proceed to the emergency assembly area at the entrance of the site. The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government Authority. External authorities may take control of emergency response at the site.

Control the Incident	The following Fire Control is available onsite: Fire suppression systems on loaders **Fire extinguishers (see appendix B)** **Deluge System (within waste shed over loading bays)** **Fire hose** **Fire hydrant booster** **First Aid Kits**
Contain the Area	If possible prevent the incident from spreading further If water is used to suppress a fire, all stormwater drains must be blocked/protected first. The discharge valve at the stormwater retention bund should be closed to prevent fire water discharge into Duck River. Protection of stormwater drains includes placement of absorbent socks/gravel sausages around the drain/s. If the site contains a system where all stormwater over the site is channelled and collected in dedicated infrastructure, the manual over-ride shut-off valve at the stormwater retention pond must be closed to ensure containment of the water onsite. Prior to resuming normal operation of the stormwater system, the system should be flushed of water (and that water treated as contaminated) to ensure that all potential residues of the fire are properly managed. Note: fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains.
Clean Up	If needed, licensed Veolia tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.
Report and Review	Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations

Emergency Situation: Explosions	
Stop Work	Abandon any plant, equipment or area immediately if an explosion occurs
Assess the Risk	Check for Danger. Secure the area and Raise the Alarm What has caused the explosion? Is there a fire or spill also occurring as a

	result of the explosion? Have any hazardous substances (e.g. noxious gas, liquids) been released as a result of the explosion? • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident
Notify	• Report incident to site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (SHEQ) Officer. • Any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government Authority. External authorities may take control of emergency response at the site.
Control the Incident	There is no specific control equipment for Explosions. However refer to the Fire, Medical and Spill Procedures if these occur as a result of the explosion.
Contain the Area	If possible prevent the incident from spreading further. Restrict access to the area if there is further risk of explosion or exposure to hazardous substances.
Clean Up	If needed, licensed Veolia tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.
Report and Review	Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations

6.3 Chemical or pollutant spills

Emergency Situation: Chemical or Pollution Spills	
Stop Work	Abandon any plant, equipment or area immediately if a Spill occurs
Assess the Risk	Check for Danger. Secure the area and Raise the Alarm What is the source and cause of the Spill? Have any hazardous substances

	(e.g. fuel) been released as a result of the spill? Is the spill likely to enter a stormwater drain? Significant Spills onsite are likely to caused from either the diesel bowser (10,000L) or putrescible waste. Other spills in lower quantities may occur from materials listed in the NSW Clyde Transfer Terminal Hazardous Substances and Chemical Register (REG-NSW-219-007). • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	• Report the incident to the site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (SHEQ) Officer. • Any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government Authority. External authorities may take control of emergency response at the site.
Control the Incident	Find the source of the spill and prevent it from discharging additional liquids. This could mean closing a valve or moving it to a near by bunded area
Contain the Area	If possible prevent the incident from spreading further. Restrict access to the area if the spill is hazardous. The following control equipment is available for spill response Spill Kits (including absorbent pads, socks and dry-sorb and gloves) valve for stormwater retention pit must be closed in the case of serious incidents. Street Sweeper Bund areas where spills have occurred and block off access to stormwater drains.
Clean Up	Finish cleaning up any liquids and residues. If possible, use the street sweeper to remove any additional material.

	Dispose of any used spill kit supplies appropriately. Restock any used spill kits. If needed, licensed Veolia tankers or otherwise must be arranged to be present at the site to pump out firewater from the stormwater drains.
Report and Review	Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations

6.4 Medical emergencies

Emergency Situation: Medical Emergency	
Stop Work	Abandon any plant, equipment or area immediately if a medical emergency occurs
Assess the Risk	Check for Danger. Secure the area and Raise the Alarm What is the cause of the medical issue? Is it related to the work currently being performed? Has the patient been exposed to a dangerous environment (e.g. electricity, vehicle incident, fall from height) or is it due to personal health issues (e.g. heart attack, stroke) • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	• Report the incident to the site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (SHEQ) Officer. • If necessary, any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. As required, The Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government Authority. External authorities may take control of emergency response at the site.
Control the Incident	Trained and competent First Aid Officers should render first aid.

	Contact NSW Ambulance services if a serious injury requires their assistance
Contain the Area	If the injury has been caused by a work incident, prevent access to the area until it has been made safe.
Clean Up	Dispose of any clinical waste (used first aid equipment, biological matter) if required
Report and Review	Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations If relevant follow Worker Compensation and Return to Work procedures.

6.5 Rescue

Rescuing people during or following an incident occurring can be both difficult and dangerous. The skills and knowledge required to do so safely is often beyond the capabilities of an average person. For this reason, staff should not put themselves at risk by attempting to rescue people following a serious incident.

Rescuing people during or following an incident occurring can be both difficult and dangerous. The skills and knowledge required to do so safely is often beyond the capabilities of an average person. For this reason, staff should not put themselves at risk by attempting to rescue people following a serious incident.

Instead, in the event of an incident occurring where one or more people need to be rescued from a hazardous environment, then Fire & Rescue NSW should be contacted immediately on 000 (triple zero).

Hazardous environments at this site can include, but are not limited to:

- Confined Spaces
- Vehicle or Plant accidents
- Hazmat rescue
- Fire Rescue

6.5.1 Work at Heights Rescue

All work at heights requires that a rescue plan be in place, in accordance with the Fatal Risk Prevention Protocol. For work at Banksmeadow Transfer Terminal, The Rescue Plan follows that of section 6.5, that is, contact NSW Fire and Rescue. Only staff who are RTO competency assessed for working safely at heights will have received rescue training. Veolia staff should only render assistance to a person who is working at heights where there is no danger to both workers, including a fall from height.

6.5.2 Electric Shock Survival

The following information is an extract from *AS/NZS 3000:2007 Electrical Installations - Appendix L,* detailing the recommended response process for an electrical shock incident.

WARNING! - Electric shock may cause cardiac arrest.

DANGERS

Check for your own safety and the safety of the casualty and bystanders.

HIGH VOLTAGE - Wait until the power is turned off.

LOW VOLTAGE - Immediately switch off the power. If this is not practicable, pull or push the casualty clear of the electrical contact using material, such as wood, rope, clothing, plastic or rubber. Do not use metal or anything moist.

RESPONSIVENESS

Check for response (verbal and tactile stimuli), touch and talk.

SEND / SHOUT FOR HELP

Send a bystander to DIAL 000 Ambulance

If available send for Automatic External Defibrillator (AED)

If alone shout for help.

AIRWAY

Place the casualty on his/her back.

Tilt the head back and raise the chin forward.

BREATHING

Check for normal breathing, observe chest movement, listen and feel for breathing.

Give two initial breaths.

In the absence of normal breathing, if no one has gone for help, place casualty in recovery position and go for help.

CIRCULATION

Position hands on centre of the chest.

Give 30 chest compressions followed by 2 breaths. Depress breastbone 1/3 the chest depth (approx 4 cm or 5 cm) at the rate of 100 compressions a minute.

As soon as available, attach AED and follow its instructions.

Continue CPR, 30 compressions: 2 breaths.

When casualty's normal breathing returns cease resuscitation and move the casualty into the recovery or coma position.

Keep a constant watch on the casualty to ensure that they do not stop breathing again, until trained assistants take over.

This information is provided for guidance only. It is recommended that persons associated with the installation of electrical equipment or repair of electrical installations obtain Australian Resuscitation Council approved training in current resuscitation methods.

Emergency Situation: Rescue	
Stop Work	Abandon any plant, equipment or area immediately if a rescue situation occurs
Assess the Risk	Check for Danger. Secure the area and Raise the Alarm What is the cause of the rescue situation? Is it safe to access the person? Can you safely render assistance or is an expert rescue required (i.e. from NSW Fire and Rescue)? Is the cause of the incident resolved (e.g. is there any danger to you, the person involved or others?) • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	• Report the incident to the site manager immediately. They may take responsibility for managing the incident. If they are not available, contact your Health, Safety, Environment & Quality (SHEQ) Officer.

	• If necessary, any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. As required, the Facility Manager or SHEQ will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government Authority. External authorities may take control of emergency response at the site.
Control the Incident	Ensure the area is safe prior to any rescue. If relevant, ensure that the appropriate rescue equipment is available before commencing. Be ready to provide first aid or medical assistance (from NSW Ambulance Services) once the person has been rescued.
Contain the Area	If necessary, prevent further access to the incident area until it has been made safe.
Clean Up	Inspect and Replace used rescue equipment and PPE (e.g. safety harness) used at the time. Render the work area safe before recommencing work in that area.
Report and Review	Assist in Reporting incidents on The Vault or using a hazard near miss identification booklet. An investigation or serious incident review may be conducted. You may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations If relevant follow Worker Compensation and Return to Work procedures.

6.7 Bomb/Phone Threats

For any threatening phone calls that are received, that is bomb threats, chemical/biological threats, the checklist on Hippo Station should be completed – NSW Bomb Threat Checklist FOR-NSW-000-101.

6.8 Notification to Authorities and Site Neighbours

Site Management or SHEQ will notify public authorities and neighbours of emergency and environmental incidents in accordance with the NSW Notification of Environmental Incidents Procedure (PRO-NSW-000-321).

The site representatives from the neighbouring operations and or emergency services instructions will be followed by Veolia staff if an emergency occurs which may impact on the Veolia site.

If an Emergency occurs at a Veolia site that may impact on the neighbouring operations the neighbours outlined in table 2 listed in appendix A to be notified as appropriate

7.0 Emergency Training / Drills

Routine Training

All new employees must be trained in the contents of this Plan, including location of emergency assembly area, contacts list, incident notification etc, during the induction process.

On an annual basis, all members of the Emergency Control Organisation are to be provided with refresher training in relation to their responsibilities and in dealing with emergency situations.

At least annually, a drill needs to be undertaken at the facility to test and evaluate compliance against this Plan and identify areas where further training is required and/or changes to this Plan is needed. This drill could be a fire drill, emergency spill response, phone threat etc. Evidence of training is maintained on Hippo Station and/or the site training matrix.

The assessment of the drill is to be recorded on the associated form – “NSW Emergency Drill Assessment”.

Training methods include emergency drills, fire extinguisher training, evacuation training, spill response training and tool box topics. Evidence of training is maintained on Hippo Station and/or the site training matrix.

Training and review following an incident

Within 1 month following any emergency incident, a review of this plan, training and control equipment and any other relevant facts shall be conducted to determine the effectiveness of emergency response processes. A Serious Incident Review may be conducted as a part of this review.

Training methods include emergency drills, fire extinguisher training, Evacuation Training, Spill Response Training and tool box topics.

Appendix A

Site Emergency Contacts

NSW Banksmeadow Emergency Contacts

In case of an incident, immediately inform:

Banksmeadow Office		02 9841 2800	
NSW Banksmeadow Facility Manager	Alex Kanaar	0419 984 441	
Site Leading Hand (Morning Shift)			
Site Leading Hand (Afternoon Shift)			
Sydney Facilities Manager Manager	Justin Houghton	0448 830 798	(02) 4844 6351
GM Resource Recovery	Mark Taylor	0418 675 320	(02) 9841 2912
NSW SHEQ Officer	Tim White	0418 408 104	(02) 9841 2954
NSW Environment Officer	Ramona Bachu	0407 668 199	(02) 9841 2928
SHEQ - Central & Southern Region Manager	Robert Petrevski	0419 000 242	-
NSW Police - Eastern Beaches Local Area Command - Maroubra Police Station	136 Maroubra Road, Maroubra 2035	000	(02) 9349 9299
The Prince of Wales Hospital	Barker Street, Randwick 2031	000	(02) 9722 8000
Matraville Fire Station		000	(02) 9694 1146
SafeWork NSW	City – CBD South Office	-	13 10 50
NSW Ministry of Health	South East Sydney Public Health – Randwick Unit	-	(02) 9382 8333
Environment Protection Authority (EPA)	-	-	13 15 55
Randwick City Council	30 Frances Street Randwick NSW 2031	-	(02) 9399 0999
City of Botany Bay Council	141 Coward St, Mascot NSW 2020	-	02 9366 3666
Poisons Information Line	-	-	13 11 26

If you get an answering service leave a clear message and then ring another Veolia person.

Ensure that the NSW SHEQ Division has been notified in all circumstances (tel: (02) 9841 2500).

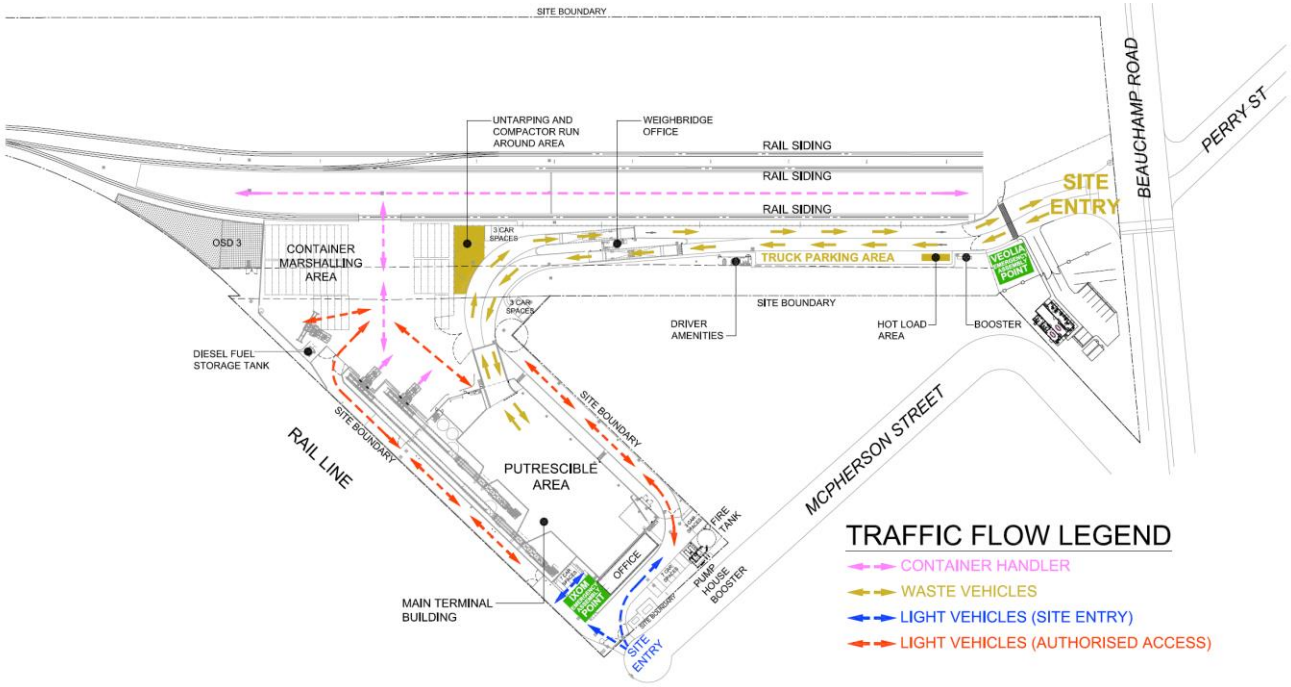
Table 2 – Nearest likely affected neighbours.

Name of Company	Contact Number	Address
Botany Building Recyclers	(02) 9316 6333	38 Mcpherson Street, Bankmeadow 2019
Orica Australia Pty Ltd		16-20 Beauchamp Road Matraville NSW 2036
Qenos Pty Ltd		
Huntsman Corporation Australia Pty Ltd		

Appendix B

Site Emergency Plan

NSW Banksmeadow Site Emergency Plan



A hard-copy of this Emergency Response Plan with the site emergency plan is to be maintained in the Banksmeadow site lunchroom and weighbridge.

Appendix C

Fire Extinguisher Chart

Portable Fire Extinguisher Selection Chart

Class of Fire →		A	B	C	(E)	F
Type of Fire →		Ordinary combustibles (Wood, paper, plastics, etc.)	Flammable and combustible liquids	Flammable gases	Fire involving energised electrical equipment	Fire involving cooking oils and fats
Identifying Colours	Type of Extinguisher	↓ Extinguisher Suitability			↓	
RED	WATER	YES Most Suitable	NO	NO	NO	NO
OATMEAL Or RED WITH OATMEAL BAND	WET CHEMICAL	YES	NO	NO	NO	YES Most Suitable
BLUE Or RED WITH BLUE BAND	ALCOHOL RESISTANT FOAM	YES	YES Most Suitable for alcohol fires	NO	NO	NO
	AFFF TYPE FOAM	YES	YES Most Suitable except for alcohol fires	NO	NO	NO
RED WITH WHITE BAND	AB(E) DRY CHEMICAL POWDER	YES	YES	YES	YES	NO
	B(E) DRY CHEMICAL POWDER	NO	YES	YES	YES	YES
RED WITH BLACK BAND	CARBON DIOXIDE (CO^2)	YES*	YES	NO	YES	YES
RED WITH YELLOW BAND	VAPOURIZING' LIQUID (fumes may be dangerous in confined spaces)	YES*	YES 5KG ONLY	YES	YES	NO

Class 'D' fires (involving combustible metals) - use special purpose extinguishers only.

***Carbon dioxide and vapourizing liquid extinguishers are not suitable for deep seated smouldering 'A' class fires.**

Appendix D

Site Emergency Control Organisation

In Case of Emergency –

Get to Know Your Emergency Evacuation Members

Name: Robert Laycock

Site: Fire Warden

VEOLIA
ENVIRONMENTAL SERVICES

NSW Clyde First Aid Team

In Case of Emergency – Get to Know Your Fellow First Aid Officers

	
Name: Robert Laycock	**Name: Alex Kanaar**
	
Name: Carlos Ikitule	**Name:**

Appendix E

Emergency Response Flowchart

Emergency and Environmental Incident Response Flow-Chart

This flowchart provides a basic guideline to emergency response. As such it cannot predict every emergency situation that could occur. Never place yourself or others at risk when following these procedures. Refer to your site Emergency Response Plan for further information.

Stop Work

- Stop work Immediately. Remove yourself and others from the immediate area.

Assess the Risk

- Check for Danger. Secure the area and Raise the Alarm
- Identify the incident type, location and affected area:
  - fire (e.g. electrical, grease, waste);
  - nature of any hazardous substances (e.g. petrol / diesel, chemicals)
  - Spill (e.g.chemical storage tank, bunded area, stormwater outlet).
  - Plant / equipment Collision
  - Injury – onsite treatment or medical services requires
- Do you have the training, competency and equipment to control the incident response?
  e.g. Fire Hydrants, Fire Hose, Fire suppression system, spill kit, first aid kits.
- Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.

Notify

- Report incident to site manager immediately. They may take responsibility for managing the incident
- The Site Manager or HSEQ will contact the relevant authorities immediately: Workcover, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government Authority.

Control the Incident

- Use control equipment onsite to control the incident if it is within your abilities.
- Control Equipment can include:
  Fire extinguishers and Fire Hoses, Spill Kits, shovels, brooms, plant and equipment

Contain the Area

- If possible Prevent the incident from spreading further

Clean Up

- Clean up incident areas within your abilities and resources available. Report the use of any consumables (absorbant material, first aid kits etc) to Site Management.
- For larger incidents, Site Management will arrange for Clean Up

Report and Review

- Assist in Reporting incidents on Hippo Station or using a hazard near miss identification booklet.
- An investigation or serious incident review may be conducted.
- You may be required to assist external authorities (EPA, WorkCover, NSW Police) with investigations