

	<b>Kingsgrove WHSE-002 Emergency Management Plan</b>	Version No:	<b>V02</b>
		Issued:	<b>18 Apr 2023</b>
		Next Review	<b>Apr 2024</b>

## 1. Purpose

This Emergency Response Plan has been prepared for Allied Pinnacle Australia Kingsgrove facility located at 4 The Crescent, Kingsgrove New South Wales (NSW). The facility is engaged in the manufacture of a wide range of food ingredients, namely grain-based baking supplies.

The purpose of the Emergency Response Plan is to develop and implement a system which is able to respond to any foreseeable emergency, and that leads to the most effective outcome with minimal impact to health, life, environment, and plant and equipment. It is a requirement that all those with emergency management and/or response responsibilities as defined in this Emergency Response Plan have a copy of this Plan and receive the appropriate level of training needed to allow for an effective and integrated response to potential incidents identified and addressed in this Emergency Response Plan

## 2. Review and Revision

A review of Emergency Response Plan shall be carried out annually to ensure that the Plan is up-to-date, effective and in line with changing community standards.

The amendments to the Plan shall be made by, or under the authority of the Site Manager and Chief Warden.

The Emergency Response Plan is required to be audited annually prior to, or part of the review.

The Emergency Response Plan is document controlled under Allied Pinnacle's Safety Management System.

## 3.0 Responsibilities

The contents of this Emergency Response Plan must be read by relevant staff and communicated to Allied Pinnacle personnel at the Kingsgrove Site, contractors working within the site and, where applicable, by those contractors delivering dangerous goods and other materials to the site shall be made aware of critical information through induction and / or training.

The Site Manager is responsible for the implementation of the emergency requirements.

All workers and contractors must report any hazards immediately they have been identified.

All workers are responsible to ensure their own safety and that of their fellow workers, contractors, and visitors to the site. They are also responsible for reporting injuries and incidents immediately they occur.

The Emergency Planning shall be co-ordinated by the Site Management. Emergency Planning shall include ensuring that personnel are appointed to all positions in the Emergency Organisation, arranging for their training, arranging to conduct evacuation exercises and

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emergency response drills, reviewing the effectiveness of exercises and drills, and arranging for procedural improvements.

The Site Manager shall ensure that all incidents are to be reported immediately into the Incident Reporting Database.

#### **4. Method**

##### **4.1 Conditions of Development Consent**

The Conditions of Development Consent (CDC) (S01/00876) were issued by New South Wales (NSW) Department of Planning (DoP) in 2001 as part of the Kingsgrove site upgrade and expansion activities.

These conditions specify a number of risk mitigation measures for implementation during construction and operation of the site.

The Emergency Response Plan has been developed specifically to address the requirements of Condition 5.3 (a) of the Development Consent. The requirements of Condition 5.3 (a) are: ***No later than one month prior to the commencement of commissioning, or within such period otherwise agreed with the Director-General, the Applicant shall prepare and submit for approval of the Director-General the studies set out under (a) and (b) below. Commissioning shall not commence until approval has been given by the Director-General.***

***A comprehensive Emergency Plan and detailed emergency procedures for the site, prepared by a duly qualified person or team. This Plan should include detailed procedures for the safety of all people in the vicinity of the site who may be at risk from operations at the site. The Plan shall be in accordance with the Department’s Hazardous Industry Planning Advisory Paper No.1 – Industry Emergency Planning Guidelines.***

The Emergency Response Plan fulfils the requirements of the Hazardous Industry Planning Advisory Paper No. 1 (HIPAP 1): Emergency Planning (State of New South Wales, 2011), which calls upon the site to have an emergency plan prepared in accordance with the regulations.

##### **4.2 Aim and Objectives**

The aim of the ERP is to prevent or minimise the impact of an incident or emergency and to facilitate a return to normal operations in an expeditious and safe manner, by providing effective:

- Emergency Response
- Incident Management
- Training
- Revision and reviewing of the emergency procedures

This Emergency Response Plan provides guidance on response actions to be taken in an emergency which affects the Allied Pinnacle Kingsgrove site to minimise the potential for loss of life, injury to people, damage to the environment, and damage to property.

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The objectives of the Emergency Response Plan are:

- To control, or limit any effect that an emergency or potential emergency may have on, or off-site in order to (in order of priority) allow for:
  - Protection of human life and rescue of people
  - Protection of the environment
  - Protection of property, equipment, and products
- To facilitate emergency response and to provide such assistance on the site as is appropriate to the situation
- To ensure that all vital information is communicated to relevant and external agencies, as soon as possible
- To facilitate the re-organisation and recovery operations so that normal operations can be resumed
  - Restoration of safety to affected areas
  - Restoration of facilities
  - Resumption of normal operations
- To provide relevant emergency training so that a high level of emergency preparedness can be continually maintained
- To provide a basis for the revision of emergency procedures

#### 4.3 Site Information

<b>Facility</b>	Allied Pinnacle
<b>Location</b>	4 The Crescent, Kingsgrove, NSW
<b>Operator</b>	Allied Pinnacle Australia
<b>Contact Details</b>	(02) 9502 0207

The site is physically bound by The Crescent Kingsgrove to the west, Wolli Creek to the North and the adjacent stormwater drain along the southern and eastern boundaries of site.

The Emergency Response Plan covers all operational activities (i.e. food manufacturing, chemicals storage/ transport and ancillary operations) where physical works occur and areas that may be impacted by the works. It clearly identifies accountabilities for implementation of control measures and actions, monitoring, auditing/inspections, and reporting.

This Emergency Response Plan covers procedures for the safety of all people, including those in the vicinity of the site who may be at risk from operations at the site.

All Allied Pinnacle workers and contractors are required to operate fully under the guidelines contained in this Emergency Response Plan.

The Allied Pinnacle site is located at 4 The Crescent, Kingsgrove in New South Wales.

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It is situated approximately 12 kilometres (km) to the south west of the Sydney Central Business District, within the Georges River Council Local Government Area.

The property description is Lot 1, DP 200215. The site occupies an area of 24,490 square metres (m<sup>2</sup>) and accommodates approximately 100 employees.

The Site is located within an industrial precinct on The Crescent, Kingsgrove and is bounded by:

- North – Beverly Grove Park
- Southwest – public road (The Crescent), then Goldwell
- Southeast – Sema Group and Vitamedical Supplies
- West: (Note that there are no neighbours directly to the west, this area is part of Beverly Grove Park)
- East – McPherson’s Consumer Products and Ebos Group Pty Ltd


The M5 East Freeway runs north of Beverly Grove Park - refer to Figure 4.3.1.

**Figure 4.3.1.**



#### 4.4 Site Activities

Allied Pinnacle manufactures and distributes a range of food ingredients, in particular grain-based baking supplies. The Site receives bulk deliveries of flour, oil and other ingredients and processes these into finished products (approximately 55,000 tonnes per year) including:

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- flours for items such as bread, pastry, cake, biscuit, noodle, and culinary applications
- pre-mixes for bread, cake, donut, and culinary applications
- other speciality flours and grain products

The processing equipment and storage of ingredients is entirely housed within existing buildings. Activities outside the buildings are limited to solid waste recycling and storage and unloading of bulk deliveries. The key areas of the facility are described in **Table 4.4.1** and a site layout.

**Table 4.4.1**

Areas	Description
<b>Silos</b>	The flour silos are up to 15 m in height and are housed internally in the south-eastern area of the main building. The area is negatively pressured, and both the silos and building contain vents for the controlled release of potential explosive energy.
<b>Oil storage</b>	This bunded area is housed internally and holds approximately six (6) edible oil tanks total capacity of approximately 92 ML. Trucks delivering oil are required to be equipped with brake interlocks, which will only allow oil transfer from the truck when the brake is activated, thus helping to prevent accidental spills.
<b>Bulk deliveries</b>	Bulk deliveries of flour products are received adjacent to the storage silos on the southern boundary of the site. Deliveries are typically made by an articulated flour tanker and piped directly into the onsite flour silos using a blower housed inside the Allied Pinnacle building as such the operation of truck mounted blowers is not required. The road at this location is marked as one direction, as bulk delivery trucks are required to enter through the southern gate (Gate B) and exit through the northern gate (Gate A).
<b>Truck docks / driveway</b>	The loading / unloading dock can accommodate two trucks at any time, and an additional waiting bay, and is located adjacent to the LPG storage tanks in the north of the site. Oil deliveries are made at a point on the northern wall of the building, adjacent to the oil storage area. Trucks are required to enter through the northern access gate (Gate A) and reverse into the docks to load or unload, they then exit through the same northern gate. A forklift operates in this area; however this plant is not equipped with a reversing beeper.
<b>Production floor</b>	The production area is a large open-space located in the eastern wing of the site. This area contains dry mixing machinery, blowers, conveyors, and packaging equipment, in addition to other machinery.
<b>Offices / kitchens and laboratories</b>	The second floor of the building contains the office areas and test kitchen, whilst additional office space and a laboratory are located on the ground floor in the northeast of the building.





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#### 4.5 Surrounding Environment

The Site is situated within an industrial precinct and immediate neighbours are mainly light industrial facilities, except the north side of the site, where a local park (Beverly Grove Park) is located behind 4m noise walls associated with the M5 motorway.


**Table 4-5.1 Summary of Sensitive Receptors around the Site**

Closest residents	<ul style="list-style-type: none"> <li>• Approximately 200m north of the site across M5 East Freeway.</li> <li>• Approximately 250-300m east and south of the site.</li> </ul>
Schools, childcare, aged care, hospitals, centres where large number of people gather	<ul style="list-style-type: none"> <li>• None within the vicinity of the site.</li> </ul>
Major roads	<ul style="list-style-type: none"> <li>• M5 East Freeway, approximately 800m north of the site</li> </ul>
Waterways	<ul style="list-style-type: none"> <li>• Wollie Creek flows adjacent to the northern site boundary</li> <li>• A concrete storm water drain runs along the southern site boundary</li> </ul> <p>Both waterways drain into the Cook River.</p>
State and national parks	<ul style="list-style-type: none"> <li>• None within 2km of the site.</li> </ul>
Other parkland	<ul style="list-style-type: none"> <li>• Beverly Grove Park: <ul style="list-style-type: none"> <li>○ located adjacent to the site, between the northern site boundary and M5 South West Motorway.</li> <li>○ a largely grassed park with some native trees and shrubs planted after M5 motorway construction.</li> <li>○ A bike path and scattered playgrounds attracts local residents.</li> </ul> </li> <li>• Beverly Hills Park: <ul style="list-style-type: none"> <li>○ Located approximately 250m west and south west of the site</li> <li>○ Includes native trees, children’s playing equipment and a sporting ground.</li> </ul> </li> </ul>

#### 4.6 Hazard Identification

The 3 major types of hazards identified on that site which could expected to initiate, or contribute to an emergency could involve:

1. Hazards arising from the hazardous materials associated with the facility:
  - Hazards arising from on-site hazardous materials
  - Dangerous Goods


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- Flammable and Combustible Liquids
2. The hazards arising from activities or equipment associated with the facility (e.g. cranes, plant, machinery, transport, electrical):
    - Edible Oil Storage / Transfer
    - Fire and Explosion
    - Dust Deflagration
    - On-site Activities and Equipment-related Hazards
    - Injuries and Illness
    - Transport Incidents
3. Natural hazards that could impact upon the safe operation of the facility:
    - 1) External Hazards
    - 2) Terrorism, Civil Disturbance, Vandalism, or Intruder on Site
    - 3) Natural Events (Floods/Earthquake)




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Location		Hazard Cause	Hazard Consequence	Control Measures	Potential Receptors
LPG bulk storage AST	Class 2 744.80L	Corrosion/damage to tank	Ignition, fire, explosion	<ul style="list-style-type: none"> <li>■ 10 yearly internal inspection/Integrity testing (certification by a licensed gas engineer)</li> <li>■ ARMCO crash barriers provided around LPG installation.</li> <li>■ The storage site well separated from other DG storages and located adjacent to the site fire water storage tanks</li> <li>■ Vessel fitted with pressure relief valves, discharge vertical to atmosphere.</li> </ul>	Workers Contractors Visitors Neighbouring industries, within 50m radius
		Leak during refilling of fork lift vehicles	Ignition, fire, explosion	<ul style="list-style-type: none"> <li>■ Break-away coupling on fill hose</li> <li>■ Emergency stops provided</li> <li>■ Self-serve filler gun provided with “dead-man” trigger</li> <li>■ Fill and Emergency Procedures signposted.</li> <li>■ ARMCO crash barriers provided around LPG installation.</li> </ul>	Workers Contractors Visitors
Carbon dioxide bulk storage AST: 14,110L	Class 2.2: 14,110L	Leak caused by corrosion/damage to tank	Asphyxiation hazard suffocation	<ul style="list-style-type: none"> <li>■ Qualified staff inspection - Annually</li> <li>■ Third party tank integration audit every 4 years</li> <li>■ Engineering inspection and safety valves changed every 5 years</li> <li>■ Armco railing installed</li> </ul>	Workers Contractors Visitors Neighbouring industries, residents and pedestrians, park users within 200 m radius
		Leak caused by Damage to the dedicated and insulated feedline between the tank and cool mixing tanks	Asphyxiation hazard - suffocation	<ul style="list-style-type: none"> <li>■ Transfer lines and mixing inputs audit by BOC</li> <li>■ Filling is controlled using Allen Bradley PLC systems</li> <li>■ carbon dioxide detectors are located in the mixing room</li> <li>■ An interlock is provided and requires the mixer to be running before carbon dioxide can be introduced.</li> </ul>	Workers Contractors Visitors

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Location		Hazard Cause	Hazard Consequence	Control Measures	Potential Receptors
Class 2.1 DG storage	T1: 2,800L MW: 150L CS: 400L PFC1: 150L PFC2: 100L MFC1: 150L	Leakage	Ignition, fire, explosion	<ul style="list-style-type: none"> <li>■ Stored away from Ignition sources, and other dangerous goods (segregated by DG class)</li> <li>■ Gas Cylinders secured upright / chained</li> <li>■ DG warning signs displayed</li> </ul>	Workers Contractors Visitors
Class 2.2 DG storage	T2: 14,110L MW: 150L CS: 400L PFC1: 150L PFC2: 100L MFC1: 150L	Leakage	Asphyxiation hazard - suffocation	<ul style="list-style-type: none"> <li>■ Stored away from Ignition sources, and other dangerous goods (segregated by DG class)</li> <li>■ Gas Cylinders secured upright / chained</li> <li>■ DG warning signs displayed</li> </ul>	Workers Contractors Visitors
Class 3 DG storage	PFC1: 150L PFC2: 100L MFC1: 150L	Leak, spills	Ignition, fire, explosion	<ul style="list-style-type: none"> <li>■ Stored away from Ignition sources, and other dangerous goods</li> <li>■ Area kerbed / banded to contain spills</li> <li>■ Spill kits provided</li> <li>■ DG warning signs displayed</li> <li>■ No ignition sources</li> </ul>	On site only: Workers Contractors Visitors
Class 8 DG storage	TKCC1: 20L TKCC2: 20L	Leak, spills	Degradation and destruction of living tissue (e.g. skin, eyes, airways), steel and other materials.	<ul style="list-style-type: none"> <li>■ Stored away from Ignition sources, and other dangerous goods</li> <li>■ Area kerbed / banded to contain spills</li> <li>■ Spill kits provided</li> <li>■ DG warning signs displayed</li> <li>■ Separated from any other storage by at least 10m (5m if stored in cabinets)</li> <li>■ Separated from any source of heat and/or incompatible substances</li> <li>■ A supply of water available nearby</li> <li>■ Use of personal protection equipment during handling</li> </ul>	Workers Contractors

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Location		Hazard Cause	Hazard Consequence	Control Measures	Potential Receptors
Edible oils and fats tanks (6)	92,000L	Corrosion/damage to tank		<ul style="list-style-type: none"> <li>Tanks located in a bunded room (an area separated by panel walls from the remainder of the main building) with a 1 metre high concrete base that in effect acts as a bund to contain spills, etc.</li> <li>Secondary containment is provided by closing off the storm water pit valves</li> </ul>	Workers Contractors Waterways (e.g. Wolli Creek)
		Leak/spill		<ul style="list-style-type: none"> <li>A spill tank is provided under the transfer hose connection point to capture spill.</li> <li>Secondary containment is provided by closing off the storm water valves</li> <li>A spill kit is provided adjacent to the hose connection point with Allied Pinnacle' clean up procedure.</li> <li>The supplier uses dedicated oil tankers fitted with brake interlocks to prevent accidental vehicle move during filling</li> </ul>	Workers Contractors Waterways (e.g. Wolli Creek)
		Static electricity and explosive atmosphere generated within silos during silo filling operations, other areas where the potential for an explosive atmosphere to occur exists.	Dust deflagration	<ul style="list-style-type: none"> <li>Dust extraction and collection systems installed on all silos, solid mixers, and pressurised filling systems – no dust streams that exhaust to atmosphere without passing through the installed dust collection system.</li> <li>Venting provided for all silos, are areas above the silos.</li> <li>Silos provided with separate explosion panels in addition to explosion protection on any dust collector</li> <li>All grain and sugar filling operations are fitted with a Silo</li> </ul>	On site only: Workers Contractors Visitors

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Location		Hazard Cause	Hazard Consequence	Control Measures	Potential Receptors
				Overfill Protection system controlled by An Allen Bradley PLC, with touch screen control functionality. <ul style="list-style-type: none"> <li>■ High level alarm systems and air pressure shut off are provided to reduce incidence of silo overfilling.</li> <li>■ Use of Zone 20, Zone 21 and Zone 22 appropriate electrical equipment where the potential for an explosive atmosphere to occur exists.</li> </ul>	
		Fine particle dust	Respiratory disease	<ul style="list-style-type: none"> <li>■ Internal Dust Monitoring (3 yearly testing/sampling) to ensure dust levels do not pose an OH&amp;S issue to line operators.</li> <li>■ Ventilation systems in place with maintenance program to monitor.</li> </ul>	Workers Contractors

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#### 4.6.1 Hazards arising from onsite hazardous materials

A number of hazardous and dangerous chemicals are stored and handled on site.

As a result, leaks of flammable and combustible liquids may occur as a result of damaged drums or drum leaks. In addition, drum handling errors could lead to damage, resulting in flammable and combustible liquids leaking into either the storage or delivery areas.

Spillage of any one of these materials has the potential to result in a serious impact to personnel on and offsite or a significant impact to the environment.

Hazardous and dangerous materials are stored within the bunded area in the facility.

Potential hazardous liquid substances are stored in bunded areas.

Spillage would normally be contained within the bunded area.

Spill clean-up is covered within site procedures.

#### 4.7 Dangerous Goods

The Site stores Classes 2.1, 2.2, 3.0, 8.0 dangerous goods (DGs) (**Table 4.7.1**) and is not required to be licensed to store Liquefied Petroleum Gas (LPG) and carbon dioxide in bulk under *Dangerous Goods (Storage and Handling) Regulations 2000* due to current quantities stored on site.

LPG is used on-site for refilling of fork lift vehicles only and takes no part in the process or oil heating operations.

The main LP Gas cylinders are supplied and maintained by Origin to AS 1596 -2008: *The Storage and Handling of LP Gas*. The LPG cylinders are located adjacent to the firewater tank near the northern entrance gate.

Liquid carbon dioxide is used to cool products that contain vegetable oil, via a dedicated and insulated feed-line. This is only required for batches that contain vegetable oils in the mix. Filling is controlled using Allen Bradley PLC systems, and carbon dioxide detectors are located in the mixing room to warn operators of leakage.

**Table 4.7.2** and **Table 4.7.3** form an up-to-date inventory listing of the quantities and classes of dangerous goods shall be stored and handled at the Site. This list shall be updated and maintained as required.



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**Table 4.7.1 Class and maximum quantity of Dangerous Goods stored and handled on site**

Class	Packaging Group	Maximum Quantity
2.1 Flammable gases	N/A	1000lt
2.2 Non-flammable gases	N/A	14,410L
3.0 Flammable liquids	2	95L
	3	85L
8.0 Corrosive substances	2	105L

**Table 4.7.2 Inventory of Dangerous Goods Bulk Storage**

Chemical Name	Class	UN No.	Inventory Maximum	Tank ID
Carbon dioxide	2.2	1013	14,110L	T2 (AST)

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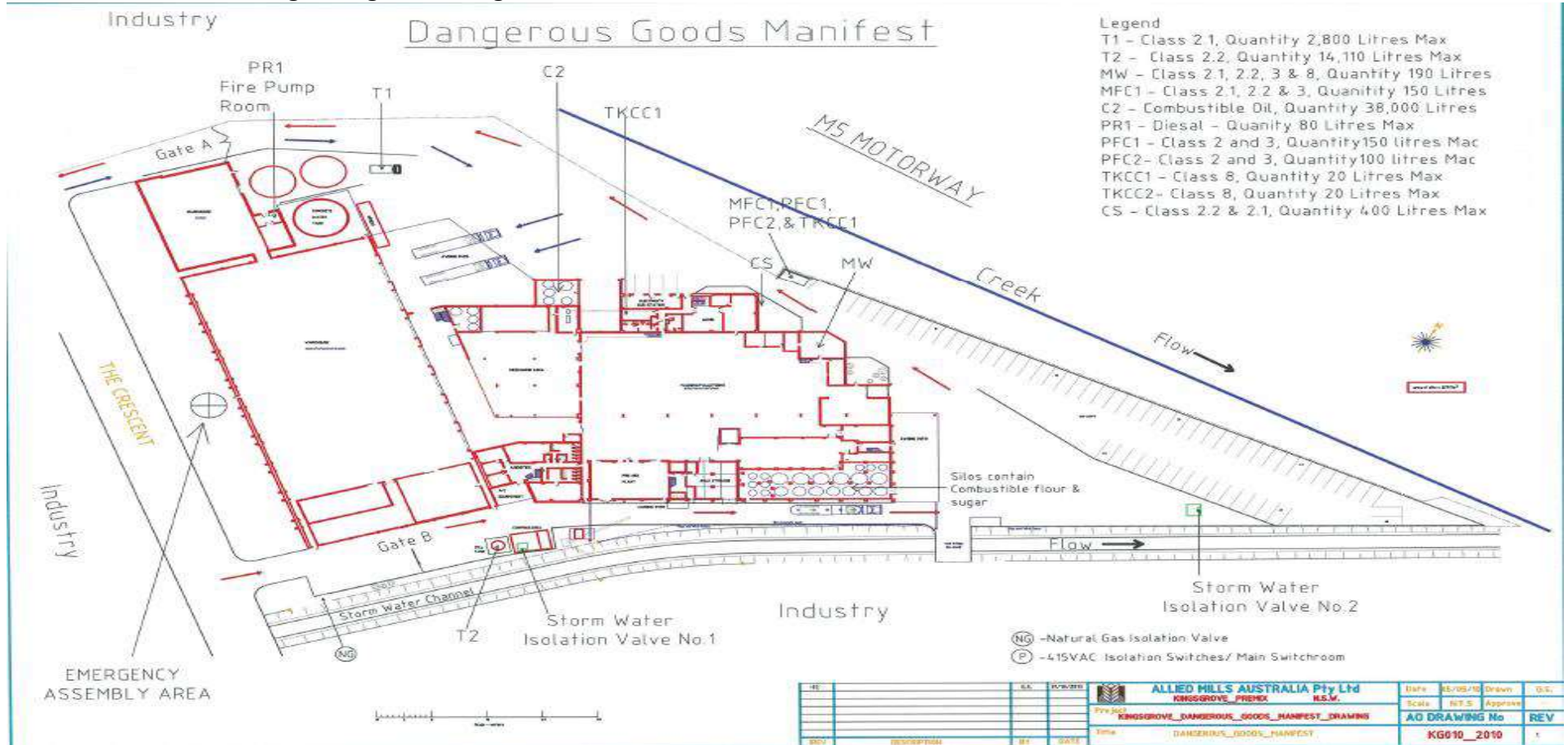
**Table 4.7.3 Inventory of Non Bulk Dangerous Goods**

Chemical Name	Class	UN No.	Inventory Maximum	Storage Location
VM-Solvent-Type A	3	1210	100L	PFC 1
HIT-INK-JP	3	1210	60L	PFC 1
Recosol Solvent Degreaser	3	1993	40L	PCR
Stainless steel cleaner & polish	2.2	1950	40L	PCR
Bakers Soldering Fluid	8	1760	500ml	MES
Bostik Plumb-weld PVC Pipe Cement Type N	3	1133	500ml	MER
ACM Clipsal Jointing Cement – Type N	3	1133	500ml	MER
CRC 2-26 Multipurpose precision Lubricant (aerosol)	2.1	1950	2400ml	MER
Aerosol paints #496-221 RS touch up	2.1	1950	750ml	MER
CRC 2018 Lectra Clean (Aerosol)	2.2	1950	750ml	MER
RF Chemical Technology Electric Contact cleaner Lubricant	2.2	1950	750ml	MER
ILC Crayon Solvent	3	1993	10L	MER
Oxygen Compressed	2.2	1072	50L	MW
Acetylene	2.1	1001	50L	MW
Argon	2.2	1006	40L	MW
Pacweld 26 Flux	8	1811	1.0 L	MW
Bakers F.A. Fluid	8	1760	1.0 L	MW
HB Fuller Maxbond construction adhesive	3	1133	10Kg	MW
White knight Squirts	2.1	1950	10Kg	MW
Galmet Cold Galvanising Aerosol	2.1	1950	5 L	MW
Victory C Cutting Oil	2.1	1940	20 L	MW
Belt Grip Aerosol	2.1	1950	2000gm	MW
Line Marking Paint RS Components	2.1	1950	10Kg	MFC
White knight Rust guard Solvent	3.0	1263	5Kg	MFC
Mineral Turpentine	3.0	1300	40L	MFC
Methylated Spirits	3.0	1170	10L	MFC
Shell Chain Lube	2.1	1950	5Kg	MFC
Aviation Gasket Cement	3.0	1866	2L	MFC
Thinners B 1-2	3.0	1263	8L	MFC
Selleys Gel Grip contact Adhesive	3.0	1133	4L	MFC
CRC Lectra Clean	2.2	1950	2L	MFC
CRC Electra parts cleaner	2.2	1950	1.5L	MFC
CRC Zinc	2.1	1950	1.5L	MFC
White Knight Spray Can (Barloworld Squirts)	2.1	1950	6.0Lt	MFC
Galmet Spraypaint Aerosol	2.1	1950	5Kg	MFC
WD-40	2.1	1950	15Lt	MFC
Mr Muscle Oven Cleaner	2.1	1950	1000gm	TKC
Gold'n Canola Spray	2.1	1950	65Kg	TKC
Mortein Insect Fly Spray	2.1	1950	1.5Kg	TCK
Advance S/Steel Cleaner & Polish	2.1	1950	3Kg	TCK
Tonizone S/steel Cleaner & Polish	2.1	1950	800gm	TCK
Methylated Spirit	3.0	1170	800gm	TCK
10% Sulphuric Acid	8.0	3264	20L	TKCC

PFC1	Production Flammables Cupboard	MW	Maintenance Workshop	TKCC	Test Kitchen Corrosive Cupboard
MES	Maintenance Engineering Store	MFC	Maintenance Flammables Cupboard		
MER	Maintenance Engineering Room	TKC	Test Kitchen Cupboard		

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**4.7.4 The location of dangerous goods storage and other hazards identified**



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#### **4.8 Edible Oil Storage/Transfer**

Vegetable or edible oils are generally used as pre-mixes for the food industry. Edible oils are stored in five dedicated oil tanks of capacities ranging from 4 - 12 m<sup>3</sup> (or 6,000 – 32,000 litres) located in a bunded compound separated by panel walls from the remainder of the main building and strictly controlled by a hot works permit system.

A spill tank is provided under the transfer hose connection point in case of spills.

All oils have a flash point above 280°C and will become combustible at elevated temperatures. They are generally needed to be heated prior to transfer, as they are too viscous to flow at room temperature.

Oil is fed via dedicated pipe work to the mixing room for addition to stirred vessels. In general mixing is carried out at room temperature, well below the edible oil flashpoint. Hence all mixing processes are inherently safe.

#### **4.9 Fire and Explosion**

##### **4.9.1 Flammable and Combustible Liquids**

Flammable and combustible liquids are stored on site in dedicated storage areas.

Leaks of flammable and combustible liquids may occur as a result of damaged drums or drum leaks.

In addition drum handling errors could lead to dropped drums that, if damaged, could lead to flammable and combustible liquids either in the storage or delivery areas.

In the event of ignition of the flammable or combustible liquids, a pool fire could result.

The range of flour, sugar and other dry raw materials delivered in bulk are combustible dusts.

These raw materials are unloaded from bulk pneumatic tankers directly into the storage silos.

During the silo filling operation, the air within the silos could potentially contain an explosive atmosphere and would be considered a Zone 20 explosive atmosphere as defined in AS/NZS 60079.10.2:2011 – *Explosive atmospheres – Classification of areas – Combustible dust atmospheres*.

These raw materials are further transferred into the processing plant and there will be other areas where the potential for an explosive atmosphere to occur exists.

The building on site contains multiple levels that are open to each of these levels, which indicate that when a high deflagration event occurs at one of the levels (e.g. malfunction of

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equipment leads to the formation of a dust cloud), then all other levels would then become exposed to concentrations of combustible dust which could potentially be ignited.

The Site is generally staffed for 24 hours a day throughout the year, with the exception of public holidays. Occasionally staff attendance is reduced to 5-6 days/week during non-peak times.

Personnel will be on hand during this time to respond to fire incidents. Outside of these times, all DGs will be secured and the ventilation system in the Dangerous Goods store.

#### **4.9.2 Dust Deflagration**

Grains, flour, and sugar are capable of producing combustible dusts during transfer and storage. All solids are delivered by dedicated road tankers, via an air compressor unit (delivering dry air at no more than 1 bar) to transfer product to the silos for storage.

During the silo filling operation, the air within the silos could potentially contain an explosive atmosphere and would be considered a Zone 20 explosive atmosphere as defined in AS/NZS 60079.10.2:2011 – *Explosive atmospheres – Classification of areas – Combustible dust atmospheres*.

The raw materials are further transferred into the processing plant and there will be other areas where the potential for an explosive atmosphere to occur exists.

The building on site contains multiple levels that are open to each of these levels, which indicate that when a high deflagration event occurs at one of the levels (e.g. malfunction of equipment leads to the formation of a dust cloud), then all other levels would then become exposed to concentrations of combustible dust which could potentially be ignited.

The existing plant has used appropriate Zone 20, Zone 21, and Zone 22 electrical equipment for these hazardous locations.

Explosion release (vent) panels have been designed into the dust collectors.

The site has previously engaged an external consultant to inspect and compile a report on the hazardous zoning areas on site which is regularly reviewed as required.

This report also contains site maps outlining the identified zones. These reports are maintained and located with the Site Maintenance Manager.

All loading, mixing, and packaging operations are controlled by Allen Bradley PLC systems, with overflow protection and explosion venting for silos and mixers provided.

All silos, solid mixers, and pressurised filling system are fitted with dust extraction and collection systems.



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All grain and sugar filling operations are fitted with a Silo Overfill Protection system. High level alarm systems and air pressure shut off are provided to reduce incidence of silo overfilling.

Dust explosion protection is provided through venting for all silos, and for areas above the silos.

A specific Deflagration (Explosion) Management Strategy has been prepared for the site and maintained and located with the Site Maintenance Manager.

#### **4.10 Types and Levels of Emergencies**

##### **4.10.1 Definition of an Emergency**

The following definition has been adopted from the Australian Standard (AS) 3745-2010:

*Planning for Emergencies in Facilities:*

An Emergency is an event that arises internally or from external sources which may adversely affect the environment, property, occupants, or visitors in a facility and in the surrounding areas, and which requires an immediate response.

##### **4.10.2 Level of Emergency**

The three levels of emergency are defined as:

- **LOCAL ALERT** for any situation which threatens life, property, or the environment at one location on site, but may not spread to other areas on site
- **SITE ALERT** where effects may spread to other areas on the site
- **EXTERNAL ALERT** where effects may spread and impact on people, property, or the environment outside the site

Each of these three levels of emergency may be further classified as either of:

- **MINOR EMERGENCY** where the emergency can be handled entirely on site and no assistance is required from the public emergency services
- **MAJOR EMERGENCY** where the situation requires the assistance of the public emergency services, i.e. ambulance, fire brigade or police.

Note: An External Alert is automatically a Major Emergency, as action cannot be taken outside the site boundary independently of the public emergency services.

In order to establish the system and procedure to manage an emergency, identified hazards needs to be evaluated for its significance in terms of likelihood (probability) and severity of an incident occurring as a result of the hazard.

The level of significance will determine the priority assigned to its elimination or minimisation (i.e. the need for an emergency response procedure).

Following factors needs to be taken into account when assessing hazards:

- Frequency of exposures to a hazard
- Location of a hazard

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- Skills, experience, training and physical capabilities of the individual or groups
- Severity of possible consequences

#### **4.10.3 Types of Emergency**

- 1) Injuries and illnesses
- 2) Transport Incident (e.g. motor vehicle accident, plane disaster);
- 3) Terrorism, Civil Disturbance, Vandalism, or Intruder on site Fire and Explosion (incl. dust deflagration)
- 4) Natural events (Floods/Earthquake)
- 5) Loss of Containment (spill, leaks)
- 6) Fire and Explosion

##### **4.10.3.1 Injuries and illnesses**

Personal injuries can occur as a result of work related accidents or from illness. A number of hazardous and dangerous materials are stored on site. Spill and/or contact with these materials may result in personal injury to staff involved with the handling of the materials.

##### **4.10.3.2 Transport/Air Disaster**

The site has a production warehouse, requiring constant deliveries and transport of raw materials and manufactured products.

Transport vehicles are continually on site and there is a potential for collision between vehicles moving to the various facilities on the site.

Whilst there are speed limits placed on all vehicles on site, there is still a potential for incidents involving transport vehicles.

The site is located approx. 7.2Km from the main Sydney airport.

The site is within the flight path of planes and there is a low risk of the site being affected by a plane crash or incident.


##### **4.10.3.3 Terrorism, Civil Disturbance, Vandalism, or Intruder on site**

The potential for bomb threat or other type of terrorism threat exists at the site.

The site is located in an industrial area with a number of industrial businesses surrounding the facility.

The site is located well clear of any potential areas where a large crowd may gather (e.g. clubs, sport stadia, railway stations, etc.) resulting in a low likelihood for a civil disturbance.

Notwithstanding the low potential for civil disturbance, there is a potential for vandalism and intruders on site.

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Historically, there have been some small vandalism incidents involving unauthorised persons entering the site.

Security fence and gates are installed.

Notwithstanding this, there is a low potential for intrusion on site during normal operations where intruders climb over boundary fences.

The main hazard arises when staff approach unauthorised personnel, which may lead to hazardous confrontation.

#### **4.10.3.4 Natural Events (Floods/Earthquake)**

There is potential for flooding on site due to the close proximity to Wolli Creek to the north and a stormwater drain to the south, which may result in property damage and pollution of nearby waterways.

The site maintains a comprehensive stormwater management system, which is regularly inspected which is designed to manage these events.

In the event of earthquake, there is a potential for wall/roof collapse.

This may damage storage containers resulting in flammable materials release.

The bunded area in which these materials are stored will retain spillage on site.

#### **4.10.3.5 Loss of Containment (spill, leaks)**

Spills within the site are generally preventable and would only occur if a container, pipe, valve or bund failed or if equipment on site failed.

Whilst theoretically possible, the risk of truck turn over on site (i.e. within the site roads) would be negligible as there is a strict speed limit on site.

#### **4.10.3.6 Fire and Explosion**


Fire and explosion could occur on site due to the current processes used and chemicals, raw materials, pallets, ingredients, packaging, etc on site.

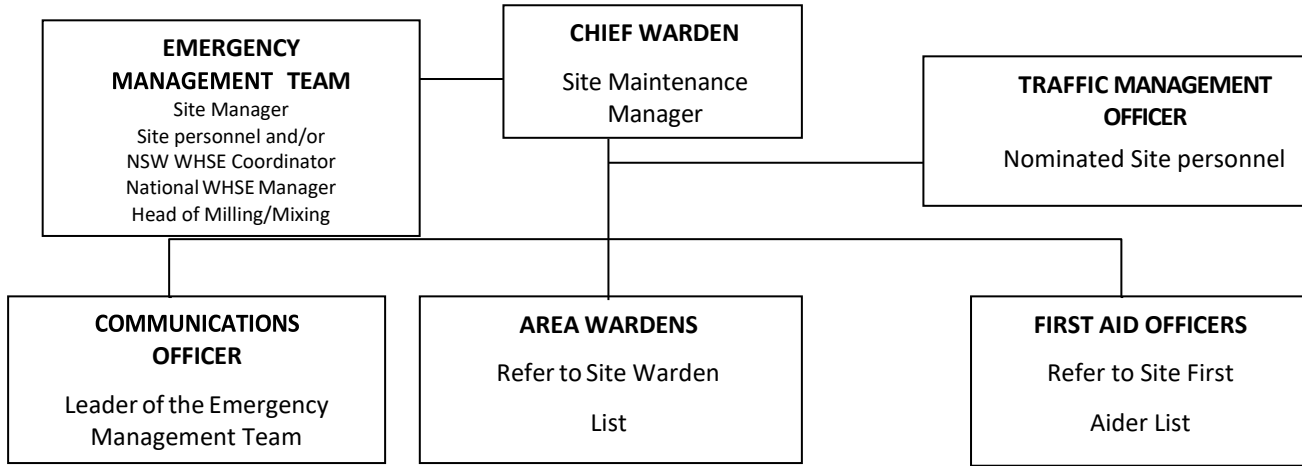
### **4.11 Emergency Response Structure**

#### **4.11.1 Emergency Planning**

The Kingsgrove emergency Process is guided by various Wardens on the site. These are made up of Chief Wardens, Deputy Chief's, and Area wardens. The list of wardens is located on all Site Notice Boards.

The site emergency response structure shown below flow diagram will be implemented in emergency situations.

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It will be necessary for personnel to be allocated key emergency response duties.

Persons appointed to deal with emergencies will in general:

- Be physically capable and willing to carry out the respective function
- Have leadership qualities and command authority
- Have maturity of judgement, good decision making skills and be capable of remaining calm under pressure
- Have clear diction and be able to communicate with the majority of persons in their care

All emergency positions will be allocated to specific staff on site and regular exercises conducted to monitor the effectiveness of the Emergency Response Plan.

#### **4.12 Emergency Planning responsibilities**

##### **4.12.1 Site Manager**

The Site Manager must ensure that the Site Emergency Response Plan complies with the requirements of HIPAP 1.

The Site Manager has the over-all responsibility for safety and security covering all areas of the site and must ensure that any evacuation is carried out immediately with no hesitation and emergency procedure is followed.

The Site Manager at Allied Pinnacle Kingsgrove will be the control authority for update of the Site Emergency Response Plan annually.

##### **4.12.1.1 Restoration Team**

A restoration team will be established by the Site Manager (or delegate) to re-establish site operations (based on the scale of the incident). The restoration team shall be responsible for establishing a recovery plan and all further actions required until the resumption of business operations. The restoration team will be headed by the Site Manager.

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#### 4.12.2 Emergency Management team

The Emergency Management Team shall be responsible for following:

- Effectively manage Allied Pinnacle response to the Emergency
- Ensure that all necessary support is provided to the affected site
- Ensure effective communications established with all appropriate internal and external parties.

In the event of an emergency, an Emergency Management Team will be assembled.

It is the responsibility of the Site Manager to identify the need for an Emergency Management Team and to initiate its establishment.

Emergency Management Team may consist of site personnel only or in the case of a significant event a team including the corporate senior management shall be assembled.

##### 4.12.2.1 Communication Officer

###### Internal

The leader of the Emergency Management Team when required, is nominated as the Communications Officer.

It will be his/her task to monitor communication and facilitate the effective exchange of information between the site and the CA.

###### External

The General Manager of the Emergency Management Team is the only person responsible for relaying information to the media and other public bodies via Allied Pinnacle's company protocols.

Workers and Contractors will be instructed not to discuss or provide any information with any persons outside the site.

##### 4.12.3 Chief Warden


The Chief Warden is the Site Maintenance Manager.

In the event that the Maintenance Manager is unavailable at the time of the emergency, emergency control will be the responsibility of the Deputy Chief Warden or Site Manager.

The Chief Warden will be the controller of the hazard/emergency response. He will control all response actions and delegate authority as required by the specific situation.

They will control the hazard/emergency response from the site control centre and will be assisted by the other members of the emergency response team as required.



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The Chief Warden will also be the liaison between the site emergency response team and the Combat Agency (CA).

In the event of Level 3 emergency (requiring attendance at the site of the CA), the Chief Warden will relinquish control to the CA Commander and assist the CA Commander as required.

The Chief Warden will also be responsible for arranging emergency drills and exercises throughout the year. These will consist of desk top exercises and a full emergency exercise/evacuation at least annually.

The Chief Warden will brief the CA Commander and remain close to the CA Commander to provide advice on site-specific issues as required.

It is the Chief Warden’s responsibility to co-ordinate first attack response to emergencies.

The Chief Warden will direct the Area Wardens to assist in the following emergency response areas:

<b>Damage Control</b>	<p>Firefighting on a scale requiring a fire hose will be the responsibility of the NSW Fire Brigades.</p> <p>The site is fitted with hose reels and extinguishers, this equipment will be used in first attack firefighting by Allied Pinnacle personnel. This will aid in controlling the growth of incidents allowing the CA to provide more effective emergency response on their arrival. Selected site staff will be trained in first attack firefighting.</p>
<b>Evacuation</b>	<p>Evacuation will be controlled by the Chief Warden. They will direct staff to evacuate the site should the emergency grow beyond manageable proportions. Site Wardens will be delegated to facilitate the evacuation and ensure all staff has left the area to be evacuated. This staff member will report to the Chief Warden when evacuation has been completed.</p> <p>To aid in facilitating evacuation an employee checklist will be used to mark names and ensure all employees working in the affected area have been safely evacuated.</p>
<b>Traffic Control</b>	<p>A traffic control officer will be nominated by the Chief Warden. It will be this person’s task to ensure the free flow of traffic in the areas immediately off-site. The task will also involve the removal of any vehicle that may obstruct the free flow of CA in and out of the site.</p>

The Chief Warden will:

- Put on White Helmet and immediately go to the Fire Pump Room.
- Ascertain the nature of the emergency and determine appropriate action, whilst evacuation occurs.
- Ensure that appropriate emergency services have been contacted either by the Chief Warden or a designated person
- Advise Deputy Chief and Area Wardens of the situation
- Meet emergency services at Control panel and advise them:

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- Location of the emergency
- Number of injured persons
- Number of missing persons
- Any other specific or relevant information
- Coordinate salvage operation once return to work order has been given

#### **4.12.4 Deputy Chief Warden**

The Deputy Chief Warden will:

- Put on white helmet.
- In the case of a fire, if safe to do so, co-ordinate attack on the fire.
- Collect records, rosters, and other designated sign in books/boards, etc as required.
- Contact or get someone to contact Labourhire workers and/or Contractors to confirm on site if required.
- Communicate the present situation to the Chief Warden.
- Assemble at evacuation point and collect all sign in books which may have been collected by Area wardens.
- Ensure all personnel, visitors and contractors have been accounted for.
- Advise Chief Warden of roll call results and if all areas are clear.
- Carry out any other designated orders given by Chief Warden.

#### **4.12.5 Traffic Management Officer**

The Site Traffic Management Officer shall not commence any traffic management operations without the express direction of the Chief Warden.

In the event of an incident on site it will be necessary to ensure a clear traffic path is available for CA vehicles to approach the factory building, and in some cases enter the building.

It will be the responsibility of the Traffic Management Officer to open the security gates and to clear the path of vehicles that may block the way into the warehouse. This will include vehicles at the front and rear of the site on the roadways and approaches to the warehouse.

It will also be the responsibility of the Traffic Management Officer to direct traffic in The Crescent.

This may require the establishment of a traffic zone at the front of the site.

The Traffic Management Officer is to wear highly visible clothing at all times during the emergency to ensure he/she is clearly seen, limiting the potential for an incident and vehicle impact to the Traffic Management Officer.

#### **4.12.6 Area Wardens**

The Area Wardens will:

- Walk through their area of responsibility, including toilets, to ensure all areas are vacated

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- Ensure all visitors/contractors in their area of responsibility are evacuated to assembly area
- Some Area Wardens may need to do a print the Evacuation list from the Rapid Terminal and gather the Sign in and Out board
- Some Area Wardens may be required to prop entry and exit gates open.
- After search of their area of responsibility move briskly (do not run) via nearest available **exit** path
- Report to Deputy Chief at Evacuation Assembly Point that their area is clear of occupants or otherwise and take advice as to status of emergency.

The Area Wardens will be under the control of the Chief Warden. They will take direction from the Chief Warden as required, specific to the type of emergency at hand. These personnel must be fully conversant with the emergency response equipment on site and shall have (as a minimum) the following training:

- First Attack Fire Fighting
- Spill Response
- Hazmat Knowledge

#### **4.12.7 First Aiders**

The First Aiders will be responsible for attending any emergency where personnel are injured until medical help arrives.

They will be directed by the Chief Warden as required.

The First Aiders will also be responsible for regularly checking the first aid kits in their respective areas.

Any discrepancies (e.g. out of date items) found will reported to the Site Manager, who will arrange for the discrepancy to be remedied.

The First Aiders will also be responsible for ensuring their first aid qualifications and certification are valid at all times. This will involve regular refresher training as required.

#### **4.12.8 Workers and Contractors**

All workers and Contractors must be aware of the Emergency Response Plan and their own personal responsibilities regarding safety and security at the site and to follow this procedure at all times.

All workers should know at all times:

- The names of any worker or contractor working in their area
- The sound of the alarm
- Ensure all egress areas are kept free of obstruction or materials

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- How to use firefighting equipment if required

#### **4.13 Emergency Resources and Equipment**

##### **4.13.1 Emergency Command Centre**

In the event of an emergency, control will be taken by the Chief Warden.

They will be located in the site emergency command centre, which is located in pump room or the emergency evacuation point, if the pump room is affected by the emergency.

##### **4.13.2 Emergency Equipment**

Emergency Equipment has been installed around the site for use in response to emergencies. It shall be serviced and maintained and accessible for immediate use, and their locations are appropriately sign posted.

##### **4.13.3 Alarm**

The on-site alarm system can be triggered manually by pressing switches located around the site and also automatically by smoke and loss of water pressure in hydrants/sprinklers. The two phase alarm is audible throughout the site.

When an alarm goes off outside normal working hours, alarms are automatically programmed to call the Fire Brigade, Chief Warden, and Site Manager, if the Chief Warden does not answer.

The alarms and detectors will be tested monthly.

##### **4.13.3.1 Alarm Initiation**

Any person discovering an emergency situation or a situation, which is likely to give rise to an emergency, shall:

- **Consider** if they are able to control the situation alone
- **Control** it (only if safe to do so)
- **Alarm** - raise the alarm by contacting the Chief Warden who shall decide on the level of alert and details of the emergency.
- **Rescue** - assist or alert persons in immediate danger.

If in doubt, the alarm shall be activated first and then the doubt will be clarified.

##### **4.13.4 Spill Response kits**

Spill absorbent material is located in the spill Response kit located in the following areas:

- 2 x Oil room
- 1 x Warehouse Production office
- 1 x Mixing tower
- 1 x Test kitchen
- 1 x Downstairs Laboratory
- 1 x Bulk intake area

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Only trained persons in spill response control procedures will engage in spill response.

Spill Response Kits shall be regularly inspected every three months.

Safety Data Sheets (SDS) detailing action to be taken to safely control spills of hazardous materials and dangerous goods are available at the following areas:

- Test kitchen
- Maintenance Office
- Production Office

#### **4.13.5 Emergency Exits**

Backlit emergency exit signs are installed within all parts of the building. These “lights” are designed with an internal battery supply and operate independently of the main power system in an emergency situation.

Exit lights will be tested six monthly.

#### **4.13.6 First Aid Kits**

First aid kits are provided in the following locations around the facility:

- Maintenance area
- Supervisors Office
- Test Kitchen
- Warehouse Office

First aid kits will be checked three monthly and any components used between review periods will be replaced to ensure equipment in the kit is serviceable and available when required.

#### **4.13.7 Extinguishers and Hose Reels**

Fire extinguishers and hose reels are provided for first attack firefighting, when safe, by personnel trained in their use.

Extinguishers, hoses, and hydrants will be tested at least six monthly in accordance with the relevant Australian Standard (e.g. AS1851 for extinguishers).







Note: In the event of a Fire Extinguisher being used, the Fire Extinguisher should not be replaced on hanging pin but laid on its side on the ground and organised for refill.

Note that it can be hazardous to use the incorrect extinguisher or a hose reel on some types of fires (e.g. water extinguisher or a hose reel on electrical fires).



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#### 14.13.7.1 Extinguishers for different fires

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 energized electrical equipment	Fire involving cooking oils and fats
INDICATING COLOUR	TYPE OF EXTINGUISHER	EXTINGUISHER SUITABILITY				
	WATER	YES Most suitable	NO	NO	NO	NO
	WET CHEMICAL	YES	NO	NO	NO	YES Most suitable
	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
	AB(E) DRY CHEMICAL POWDER	YES	YES	YES	YES	NO
	B(E) DRY CHEMICAL POWDER	NO	YES	YES	YES	YES
	CARBON DIOXIDE (CO <sub>2</sub> )	YES	YES	NO	YES	YES
	VAPOURIZING LIQUID (umes may be dangerous in confined spaces)	YES	YES	NO	YES	NO

**Extinguisher colour codes.**

**(Note: These particular colour codes are applicable in Australia only).**

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#### **4.14 Activation of Emergency Response Plan**

##### **4.14.1 Principles of Emergency Response**

The principles of response will be based on prevention, containment, rescue and first aid. These have been summarised below:

- |                    |  |
|--------------------|--|
| <b>Prevention</b>  | <ul style="list-style-type: none"> <li>• Maintenance and testing of all detection and protection equipment on a regular basis</li> <li>• Inspection of all plant and storage facilities on a regular basis</li> </ul>  |
| <b>Containment</b> | <ul style="list-style-type: none"> <li>• Regular emergency response drills to ensure site readiness</li> <li>• Switch off any operating equipment</li> <li>• Isolate electrical supplies at the main switchboard</li> <li>• Take any operating equipment (e.g. forklifts) outside the warehouse</li> <li>• Close storm water shut off valves</li> <li>• Co-ordinate with Chief Warden</li> </ul> |
| <b>Rescue</b>      | <ul style="list-style-type: none"> <li>• Trained personnel only</li> <li>• Approved and trained rescue crews only to respond</li> </ul>  |
| <b>First Aid</b>   | <ul style="list-style-type: none"> <li>• First aid is to be given only by trained first aid officers</li> </ul>  |

##### **4.14.2 Notification of incident**

###### **4.14.2.1 Emergency Services**

In the event of an incident, the following procedure is to be instigated:

- Raise vocal alarm and make sure it is acted upon and/or phone “000”.
- If the alarm did not activate a call to emergency services automatically, “000” (or 112 from mobile phones) must be called if the Fire Brigade, Police, or an Ambulance are required.
- Advise to the Operator:
  - Location of the emergency Location of the emergency (street number and name, suburb, The nearest intersection);
  - Type of emergency (e.g. fire, explosion);
  - How many people are involved (e.g. Is there people in the building?);
  - Casualties
  - Assistance required
  - Hazards
  - Contact details (Name, number)

###### **4.14.2.3 Adjacent and next door Businesses**

After raising an alarm and ensure that the emergency services are notified, Site Manager or Designated person, if required, will advise neighbouring properties of the incident.

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The immediate neighbours to the site are:

Advise neighbours to standby for further instructions by NSW Police or Fire Brigade Officers.

Name	Address	Contact Number
Prototype	1/1 The Crescent Kingsgrove	1300 799 376
Sealcon	3 The Crescent Kingsgrove	(02) 9947 9259
Foodlink	3 The Crescent Kingsgrove	(02) 9666 4818
Moreton Hire	1 The Crescent Kingsgrove	(02) 8394 8200 (Reception)
EWH Food services	119 Vanessa St Kingsgrove	(02) 9503 3333 (Reception)
Cyclopharm	4/1 The Crescent Kingsgrove	(02) 9541 0411
AH Fabrication	6/1 The Crescent Kingsgrove	(02) 9554 9993
Townsend Group	4/1 The Crescent Kingsgrove	(02) 9533 4066
Kingsgrove Bus Depot	Kingsgrove Business Park	Not available. Contact via direct visit in emergency.

#### 4.14.2.4 Regulatory authority notification

##### Serious Notifiable Incident

Where an incident occurs involving loss of life or serious injury, or deemed a serious notifiable incident, then notifications to State Regulator, Safe Work NSW on **13 10 50** must be made immediately (verbally) and followed up in writing within 48 hours.

**Refer to WHSE-Form-48 Notification of Serious Reportable incidents Australia**

Where an incident occurs with actual or potential significant off site impacts on community or the biophysical environment, notification is required immediately by phone (or other effective means) and then a report shall be submitted to the Director-General of Department of Planning and Environment and the Department of Environment and Climate Change (DECC), within 24 hours of the initial notification outlining the basic facts.

A further detailed report shall be submitted following investigation of the causes and identification of necessary additional preventative measures.

Department of Planning and Environment	02 9228 6111
Environment Protection Authority	131 555

In the event of an environmental incident that causes material environmental harm (determined by Site Manager), notification is required immediately by phone (or other effective means) and then a report shall be submitted to the below as required by their directive.

Emergency services	000
Georges River Council	(02) 9330 6400 (Georges River Council is only available 8.30am – 5.00pm Mon – Fri)
Environment Protection Authority	131 555
Ministry of Health	02 9382 8333 (SESI Randwick)
Safework NSW	13 10 50

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### Utility Companies

There may be Utility companies that need to be notified when an incident occurs:

Kleen heat emergency (24 hour emergency number)	132 180
BOC Gas Emergency (24 hour emergency number)	1800 653 572
Origin Emergency	13 23 34
Energy Australia Emergency	131 288
Sydney Water	132 090
Infinity Fire	1300 787 622
SMP Security	9675 6655
Veolia	132 955

In accordance with Condition 8.1 of the CDC, any incident or potential incident that has actual or potential offsite impacts must have a report supplied to the Director-General, within 24 hours. The immediate report must outline the basic facts of the incident including but not limited to:

- Description of the incident (including times)
- Expected receiver (people, environment, waterbodies)
- Estimated quantities of any spills
- Immediate actions implemented (including times)
- Details of any notifications to Government Departments (including times)

A further detailed report is also to be compiled in accordance with Condition 8.1 of the CDC, which investigates the cause of the incident (or potential incident) and identifies any preventative measures that can be implemented. This report is to be submitted to the Director-General with no later than 14 days after the incident or potential incident.

Any records of incident or potential incidents are to be logged and maintained in the Rapid Induct Database as required by Condition 8.2 of the CDC.

### 4.15 Emergency Response Procedures

#### 4.15.1 Fire and Explosion

It is imperative that for all fires and explosions the alarm is raised as early as possible.

Any alarm given for a minor fire (e.g. a small fire in a rubbish bin in a non-hazardous area and not in danger of spreading) extinguished by the person on the spot should be “cancelled” and the Fire Brigade immediately notified, whilst the Brigade will still attend the site, to ensure there will be no re-ignition, there will be less urgency on the Brigades behalf.

In any fire situation, the first minutes are most critical and the initial decision to fight or to report can only be based on the estimate by the individual of his/her capacity to extinguish the fire with what equipment he/she has immediately to hand.



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All explosions should be carefully assessed to determine whether they should be treated as a serious and major incident.

Where small explosions occur (i.e. localised and small, etc.), it may be possible to respond and rectify the problem with onsite resources. However in the event that a major explosion occurs and significant damage results, external assistance will be required.

The Chief Fire Warden must be contacted in the event of any explosion. They will decide on the appropriate action.

Site workers and contractors are expected to be familiar with and be prepared to carry out the following procedures.

#### **4.15.1.1 Fire**

- Warn personnel close by or those who may be in immediate danger.
- Activate the nearest fire alarm
- If the nearby alarm cannot be activated, immediately notify the Chief Warden. If the Chief Warden cannot be located, notify his/her deputy and send someone to the reception area to advise of the emergency and its location.
- Stop loading or unloading operations. If possible, move vehicles to a safe area. Assemble at the emergency evacuation assembly point depending on whether the incident affects the primary assembly area.
- If directed by Chief Warden, all personnel shall:
  - Follow the instruction of Area Wardens
  - Vacate the building or the fire location and go to the designated Evacuation Assembly Point if instructed so.
  - Remain outside until the competent authority (Designated Official or designee) announces that it is safe to re-enter.
- Ensure free access to roadway for vehicles leaving the site. Prevent entry of vehicles other than Fire Brigade, Ambulance etc

#### **Trained and authorised only:**

Fight fire with correct extinguishers ONLY if:

- The Fire Department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up the nearest exit
- Received appropriate training to use extinguishers
- Doing so does not jeopardize his/her safety

Use fire extinguishers or hose reels as required.

Take care to select the correct firefighting medium based on the fire type (i.e. care must be taken with electrical fires and water).

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### Chief Warden

- Notify the Fire Brigade (000) if the alarm failed and automatic notification has not been made to the emergency department.
- Take charge of the emergency until the Fire Brigade arrives, then provide support to local authorities. Take a mobile phone, if available.
- When a fire alarm goes off or being notified about the fire emergency, Chief Warden will:
  - Decides if part or total evacuations are required. The Chief Warden will direct Area Wardens to commence evacuation if required.
  - Advise operators to shut down plant or machinery if necessary.
  - Advise electrician to shut off power if necessary. If no electrician available, Production Managers, Area Supervisor (if safe to do so) shuts down power supplies.
- Direct Area Wardens to ensure clear access for Fire Brigade (i.e. remove trucks off site).
- Advise Fire Brigade of situation and be prepared to assist.

### Area Wardens

- Check designated areas if Chief Warden instructed to do so
- Secure records and print evacuation list from Rapid Induct Sign in system
- Check their areas and ensure everyone has been evacuated
- Perform a roll call at the assembly point
- Attempt to rescue personnel casualties if involved in fire area only where a rescue can be accomplished without undue risk to the rescuer

**NOTE: Under no circumstances is any person to place themselves or anyone else at risk.**

#### 4.15.1.2 Explosion

Follow Response and evacuate as per as per Section 4.15.1.1.

### Chief Warden

- Notify the Fire Brigade if appropriate.
- Prior to the emergency service arriving the site, the Chief Warden or their deputy will complete a head count on all workers, contractors and visitors.
  - If all have been accounted for, Chief Warden will instruct the Emergency Management Team to inspect area (only if safe to do so) for structural & environmental damage and carry out appropriate action.
  - If all have not been accounted for, Chief Warden will instruct the Emergency Team to carry out a search & rescue (only if safe to do so).
- Ensure clear access for Fire Brigade (i.e. remove trucks off site).



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- Advise Fire Brigade of situation and be prepared to assist.

#### **Dust Deflagration**

- Use dust suppression for a sufficient period of time to suppress the dust (such as the use of a sprinkler system, fogging units or similar), mitigating the exposure of dust clouds to other ignition sources such as sources that are located external to the factory building.
- Notify the Fire Brigade if appropriate.
- Prior to the emergency service arriving the site, the Chief Warden or their deputy will complete a head count on all workers, contractors, and visitors.
- If all have been accounted for, Chief Warden will instruct the Emergency Management Team to inspect area (only if safe to do so) for structural & environmental damage and carry out appropriate action.
- If all have not been accounted for, Chief Warden will instruct the Emergency Team to carry out a search & rescue (only if safe to do so)
- Ensure clear access for Fire Brigade (i.e. remove trucks off site).
- Advise Fire Brigade of situation and be prepared to assist.

#### **4.15.2 Loss of Containment (Spill and Leaks)**

In the event of spill, the following procedure should be followed.

All workers and contractors must understand the procedure for handling chemicals/gases and dealing with spills/leaks & using spill kits and also be familiar with the safe handling instructions for chemicals used in their area. This applies particularly to protective clothing and equipment used, Safety Data Sheets that detail the hazards, safe handling and clean up instructions for all chemicals used on Site.

##### **4.15.2.1 Discovering the Spill / Leak**

- Warn any personnel in immediate danger
- Report the spill/leak to the Chief Warden
- If the Chief Warden cannot be located, notify the Chief Warden's deputy, and send someone to reception to physically report the incident
- Anyone who has been exposed must, if safe to do so, be moved to a safe decontamination area. The treatment of serious injury must take precedence over decontamination and containment

##### **4.15.2.2 Minor Chemical Spills**

- Minor spills should be dealt with immediately as detailed in the Safety Data Sheets only if it is safe and the person is trained to do so
- Contain the spill using the closest spill kit to the spill area
- Personnel dealing with chemical spills must wear the designated protective clothing, breathing apparatus etc. & have knowledge in using spill kits
- If not trained or competent in spill clean-up, evacuate the area and contact the Chief Warden
- If a spill has occurred due to a plant problem or failure the Site Manager or Maintenance

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Manager are to be advised so the problem can be contained & remedied

#### 4.15.2.3 Major Chemical Spills

- Notify all personnel in the area that a spill has occurred. Where danger exists from spread of corrosive liquids or fumes the area should be evacuated immediately
- One person to be detailed (if safe to do so) to notify the Supervisor(s) or Operator(s) who will immediately assess the need for outside assistance
- Restrict unnecessary movement into and through the area to avoid spreading contamination.
- Isolate the affected area at a safe distance by erecting a temporary barricade and placing suitable warning signs. It may be necessary to turn off the air conditioning to restrict the spread of vapours
- Personnel dealing with spills/leaks must wear the designated protective clothing, breathing apparatus etc. & have knowledge in using spill kits
- Initial action in controlling the spill should be directed towards closing off the source of the spill, and covering drains/ stormwater outlets with sand bags or covers, or shutting off drain valves in the area
- Secondary action should be directed towards preventing the spread of liquid or fumes to other parts of the plant or outside the plant boundaries or into council drains
- Once the spill is contained the material should be neutralised and then disposed of as detailed in the Safety Data Sheet

**NOTE: DO NOT USE WATER TO WASH DOWN SPILLS**

#### 4.15.2.4 Gas Leaks (LPG or Natural Gas)

- Notify all personnel in the area that a leak has occurred. Where danger exists from spread of gas the area should be evacuated immediately
- Restrict unnecessary movement into and through the area to avoid spreading the gas. Isolate the affected area at a safe distance by erecting a temporary barricade and placing suitable warning signs. It may be necessary to turn off the air conditioning to restrict the spread of gases and vapours
- Do not re-enter the area until it has been decontaminated by personnel trained and equipped specifically in chemical safety

#### 4.15.2.5 Carbon Dioxide - Outdoors

- Notify all personnel in the area that a leak has occurred. Where danger exists from spread of gas the area should be evacuated immediately (at least 25m in all areas, and 200m downwind), and notify neighbours, and emergency services
- Stay upwind & keep unauthorized persons away
- Stop the leak, if without risk, and can be approached from upwind. However, do not walk into the release area or visible fog
- If unable to stop the leak Isolate the affected area at a safe distance by erecting a

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temporary barricade and placing suitable warning signs and await emergency services

- If leak stopped - Do not re-enter the area until all dry ice / snow has sublimated, and frost disappeared

#### **4.15.2.6 Carbon Dioxide – Indoors**

- If a release occurs indoors evacuate all personnel from the area. Before entering the indoor release area or confined area, check the atmosphere with a CO2 detector or oxygen meter. Use SCBA when there is potential for unsafe breathing atmospheres
- Stop the leak, if without risk
- If unable to stop the leak isolate the affected area at a safe distance by erecting a temporary barricade and placing suitable warning signs and await emergency services
- If leak stopped - Do not re-enter the area until all dry ice / snow has sublimated, and frost disappeared. Allow internal area to ventilate for at least 2 hours
- Before re-entering area treat the area to determine the carbon dioxide concentration. Be sure there is sufficient oxygen content (more than 19.5% oxygen) before permitting personnel to re-enter the area

#### **Chief Warden**

- Assess the incident and formulate response
- Ensure Emergency Services are called as required (Call 0-000)
- Co-ordinate emergency actions
- Contact tenants on adjacent sites if required and notify of potential evacuation if required
- Arrange for evacuation of on-site personnel and offsite facilities if required
- Provide advice to the Combat Agency as required and liaise with the Combat Agency commanders

#### **Area Wardens**

- Evacuate areas if required, or under the direction of the Chief Warden
- Conduct personnel count and account for all personnel on site
- Perform duties as required by Chief Warden

#### **4.15.2.7 Spills outside of the Site**

Spills off-site constitute a serious incident and must be responded to immediately. An off-site spill would be classified as an external alert requiring the response of a CA.

In the event of spill, the following procedure should be followed.

##### **4.15.2.7.1 Discovering the Spill / Leak**

- Report the spill/leak to the Chief Warden
- If the Chief Warden cannot be located, notify the Chief Warden's deputy, and send someone to reception to physically report the incident
- Warn any personnel in immediate danger

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- If safe (i.e. trained to do so) attempt to contain the spill from spreading further using the spill containment kits on site and stormwater shut off valves.

**NOTE: DO NOT USE WATER TO DISPERSE THE SPILL**

**Chief Warden**

- Ensure Emergency Services are called immediately (Call 000)
- Assess the incident and formulate a first attack response (i.e. containment)
- Co-ordinate emergency actions
- Contact tenants on adjacent sites if required and notify of potential evacuation if required
- Arrange for evacuation of on-site personnel and offsite facilities if required
- Provide advice to CA as required and liaise with the CA commanders

**Area Wardens**

- Evacuate areas if required, or under the direction of the Chief Warden
- Conduct personnel count and account for all personnel on site
- Perform duties as required by Chief Warden

In the event of an environmental incident that causes material environmental harm (determined by the Site Manager), Allied Mills will report to relevant Regulatory Authorities. **Refer to Section 4.14.2.4 Regulatory authority notification.**

**4.15.3 Medical Emergencies**

The closest Medical services to the Site are:

	Address	Telephone
<i>Emergency Canterbury Hospital St George Hospital</i>	Canterbury Road Campsie	(02) 9787 0000
	Grey Street, Kogarah	(02) 91131111
<i>Medical Non-Emergency</i>	Riverwood Medical Centre 221 – 223 Belmore Road Riverwood 2210	(02) 9584 1900
<i>Poison Information Centre</i>	NA	131 126

**4.15.3.1 General injuries**

If injured, seek first aid/medical treatment immediately.

**The Person Discovering an Injured person:**

- Shut off or remove source of danger / or remove person(s) to safety
- Summon First Aid Attendant (FAA) and Supervisor(s) and / or Operator(s) and advise of the casualty
- If qualified, apply first aid, if not qualified await arrival of FFA
- Remain with the injured person until first aid assistance arrives
- Do not remove / transport injured person unless eminent further danger

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#### First Aider

- Administer basic first aid treatment
- Apply cardio-pulmonary resuscitation or other treatment if required and trained to do so.
- Do not remove / transport injured person unless eminent further danger
- In the case of serious injury (require doctor/hospital treatment), call ambulance (000)
- Notify Site Manager and / or Senior Management person

#### Site Manager

- Communicate the injury with the NSW WHSE Coordinator and National OHS manager and General Manager
- Next of kin, and Regulator, Safework NSW will be notified as necessary by the appropriate personnel as determined by the Emergency Management Team

#### Chief Warden

- Assist on FAA as required
- Arrange for guidance of the Emergency Services to the scene of the injured person

#### 4.15.3.2 Burns

There are three levels of burns:

- **Level 1(Superficial):** reddening (like sunburn) - outer layer of skin only
- **Level 2 (Partial thickness):** blistering - damage to deeper layers of skin
- **Level 3 (Full thickness):** whitish or blackened areas - damage to layers of skin plus underlying structures & tissues. Fast action is essential.

**Note: Burns to the face may have an effect on the person's breathing & these effects may take some time to appear. It is important that any person who has inhaled smoke, fumes or superheated air or has been burnt on the face obtains medical assistance as soon as possible after the incident.**

#### First Aider

- Ensure that contaminated clothing is removed unless it is adhering to the burn
- **For Thermal or Radiation Burns:**
  - Cool only with clean water if possible & resist using other substances up to 20 minutes for thermal or radiation burns. Ensure the cooling process does not become excessive & cause shivering
- **For Thermal or Radiation Burns:**
  - Flush chemicals from the skin, pay attention to the eyes, follow Material Safety Data Sheet
  - Cool only with clean water if possible & resist using other substances up to 20 - 30 minutes for chemical burn. Ensure the cooling process does not become excessive & cause shivering
- Cover with a clean no adherent burn dressing (or plastic wrap)

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- Remove tight clothing & objects e.g. jewellery (if possible)
- Treat for shock if burn is severe

### **DO NOT BREAK BLISTERS**

#### **Cold Burns or Frostbite**

- Remove any clothing that may constrict circulation in the frozen area affected
- Immediately place the frozen affected area in a circulating warm water bath or shower with a temperature not exceeding 46 deg C. (hotter water could cause a heat burn to the already damaged tissue)
- Never use dry heat. This will cause a heat burn to the already damaged tissue
- Continue thawing the frozen tissue, keeping the affected part immersed until the skin turns from a pale blue to pink or red. Thawing may take 15 – 60 minutes. When thawed, the tissue becomes painful, swollen, and prone to infection
- If the frozen tissue thaws before emergency services arrive, cover with a dry sterile dressings and a large, bulky protective covering

#### **4.15.3.3 Inhalation Exposure**

- Move the injured person to fresh air (if without risk )
- If breathing has stopped, give artificial respiration
- If breathing is difficult, a qualified first aider or medically qualified person may give oxygen

#### **4.15.3.4 Poison**

For specific health / medical response information refer to Safety Data Sheet..

#### **4.15.4 Fall from Heights**

Several control measures are available to protect persons from the risk of falling from a height when carrying out work at that height. In some circumstances, more than 1 control measure may be necessary.

The 3 levels of control measures in order of preference are:

1. Erecting a physical barrier
2. Providing personal fall protection
3. Measures to "catch" a person after the person has fallen

A fall arrest system is a system designed to arrest the fall of a person.

It consists of :

- Fall arrest harness connected to a lanyard assembly & attached to a fall arrest static line or an anchorage point where there is a risk of free fall
- Ladder belt connected to a lanyard of not more than 300mm in length attached to a ladder fall arrest device where there is risk of free fall of not more than 600mm

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If a fall occurs:

- The person assisting shall contact the Site Maintenance Manager, Site Manager
- Make initiate verbal contact with the fall victim as soon as possible to assess consciousness, and to reassure and ask whether the fallen person can “self-rescue” providing appropriate equipment is made available to them. Decide whether “self-rescue” is possible considering other factors and assist where possible to remove e.g. are the equipment visibly damaged, entanglement, unconscious, etc
- Call emergency services immediately
- Time is critical if suspended in a harness. If possible use scissor lift to access the person and take weight off the body from the harness
- Brief the emergency services on arrival of how long the fall victim has been suspended

#### **4.15.5 Bomb Threat**

Bomb threats, and other similar types of threats, may arise from a number of causes. They may simply be made for harassment purposes, as a diversion, or as a prank. Alternatively, they may be a part of an extortion attempt (with or without an actual explosive device), part of the operations of a terrorist group, or an individual’s malicious attempt to inflict injury or damage.

Threats of this nature are usually made:

- By telephone to a location or
- By anonymous letter

There is no standard response to a bomb threat which will give the best (safest) result in every situation. Each threat has to be individually evaluated.

General principles of bomb threat response are:

- To ensure maximum safety of personnel
- To protect Company property
- To minimise interference with normal production, business etc
- To enable an early appreciation of the situation to be made and to arrive at the correct decisions without anxiety and confusion

#### **4.15.5 Mail Threat**

##### **4.15.5.1 Staff Receiving Threats**

- Threats by mail or other published media, should be passed immediately to the Site Manager and then to the Chief Warden
- Do not talk to anybody else and follow their instructions



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### Chief Warden/Site Manager

Letters received containing information on the alleged placing of a bomb should be handed to the police for any action they consider required. They should be handled as little as possible and by a minimum number of persons.

#### 4.15.5.2 Phone Threats

- Remain calm (or appear to be) and listen carefully. Do not hang up; let the caller finish message
- Obtain information and record on the nearest paper; wording is a priority. Keep answers to one or two words
- Request the name of the person
- Listen to background noises and voice mannerisms
- **Do not hang up even when caller hangs up.** Some call tracing may be possible, even if one of the parties have already hung up. The police will action this if appropriate
- When caller hangs up, complete Threat Check Sheet.

In assessing the threat, consider:

- How did the threat sound? Was the caller familiar with the premises? Were they familiar with the nature and location of the alleged explosive device?
- Was the tone of the call consistent with a genuine threat?
- Inform Site Manager and Chief Warden immediately after the caller has terminated conversation
- Do not talk to anybody else and follow his/her instruction

Copies of the Threat Call Sheet should be readily available to reception operator and other persons likely to receive such calls. Refer to **4.15.5.6**.

#### Area Wardens

- Notify Chief Warden upon the recipient of the threat
- Notify all areas by alarm or verbal if emergency evacuation is required and instructed to do so by Chief Warden
- Conduct orderly shutdown of main operating plants if time allow
- On instruction to evacuate, instruct the nominated area of all personnel not required for the safe running of the facility, to the safe area. Those remaining shall bring the facility to a safe condition and then immediately evacuate to the safe area
- Ensure to **leave all windows and doors open as you leave** to reduce damage if bomb explodes
- Carry out roll call at the safe area

#### 4.15.5.3 Consultation Procedure

##### Chief Warden

- Assess the threat carefully to decide what action should be immediately taken in response to the threat, considering:

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- Was the call related to a current bomb threat climate? (Company pursuing a controversial policy, significant visitors on site, recent sacking etc)
- How much time you have. When is the device set to go off?
- What options do you have open to you? Is a specific area under threat, or the whole site? What is the best way of safely and quickly conducting a search?
- What is the safest place for people on the site; where they are, in standard evacuation areas, or in some other area? Are your actions likely to encourage other threats?
- Notify police of details as soon as possible, ask them for their recommendation for immediate action, and ask them to attend site to assess further required actions with management input.
- On Police advice, take action to safeguard personnel (i.e. possible evacuation).
- Consult with the site management and provide advice to the Police on site-specific issues.
- In consultation with the Police, advise neighbouring properties of the situation, if required.

#### **Area Wardens**

- Act under instructions from the Chief Warden as directed.

#### **4.15.5.4 Search Procedure**

##### **Chief Warden**


- If appropriate, and in consultation with the police, form a bomb search team and determine the exact area(s) to be searched
- Determine a deadline for completing the search, including a safe margin before the threatened
- detonation time, if given.

Brief them on their duties. Advise them:

- The type of explosive device if known, and any other details given by the caller, which may be relevant
- Not to touch or tamper with any suspicious device
- If there is the possibility of a booby-trap device, tell them to avoid any action which might trigger it. These may include opening doors, cupboards or hatches, or operating equipment or light switches in some circumstances.
- Tell them to immediately report any suspicious devices found
- Arrange for temporary relocation of any evacuated person
- If any suspicious device is located, do not touch it, and hand over disposal operations to the police

##### **Bomb Search Team**

- Conduct the search in accordance with the briefing and in co-operation with the police
- If any suspicious device is located, do not touch it, and report to Chief Warden

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### **Workers/Contractors**

If a potential bomb is found by an employee, it should be reported to Chief Warden. The device/object shall not be handled or disturbed.

A search checklist is to be completed to assist with the search if required.

#### **4.15.5.5 Evacuation**

- If evacuation of the building is required, **leave all windows and doors open as you leave** to reduce damage if bomb explodes
- On instruction to evacuate, evacuate the nominated area of all personnel not required for the safe running of the facility, to the safe area. Those remaining shall bring the facility to a safe condition and then immediately evacuate to the safe area
- The evacuation time shall be for a period instructed by the police or Chief Warden

#### **All Clear**

The police shall declare when the bomb threat no longer exists to the Chief Warden, or his representative who shall declare it to all personnel.

When people are permitted to re-enter the area, they should be briefed so as to reassure them that no further danger exists and be accompanied back into the area by management personnel.

#### **4.15.5.6. Bomb Threat Check Sheet**

**Refer to WHSE-Form-46 Bomb Threat Form**

#### **4.15.6 Collision of Vehicles**

Most vehicles on site are trucks coming on site to load or unload product or Forklift operation throughout the site.

It is unlikely that a serious accident involving a transport vehicle or plane crash will occur in the immediate vicinity of the factory (i.e. onsite). However, a minor collision resulting in product spillage and fire may occur on the local roads around the site building.

Notwithstanding the nature of the incident, the immediate objectives after a vehicle incident are to:

- Protect life and property
- Control and prevent any spillage from spreading
- Extinguish any fire if safe and possible
- Remove ignition source (to prevent any fuel spills from igniting)
- Prevent spilt product from entering drains
- Contain spilt product for subsequent removal
- Prevent or minimise further spillage

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If there is a serious incident with a vehicle or major plane crash, call the emergency services allow the Emergency Service Commander to assume traffic control on their arrival.

Make all efforts to stop or divert approaching vehicles, depending on the risk and circumstances.

Warn people to remain at a safe distance, taking into consideration the type and likely flow of liquid and vapour (e.g. Fuel, acid, liquefied gas) and prevailing climatic conditions.

Vehicle safety triangles are to be used where available.

Follow all medical emergency requirements under **Section 4.15.3 Medical Emergencies**.

#### **4.15.6.1 Protecting Watercourses**

Follow all emergency requirements under **Section 4.15.2 Loss of Containment (Spill and Leaks)**

#### **4.15.6.2 Incident location restoration**

After an incident, any contamination of the incident location is to be restored as soon as possible.

If a good damage to the road surface, surroundings or drainage systems is made, co-operate with the local authorities.

Clean the road surface of spilled materials or oil to prevent subsequent accidents from vehicles skidding or sliding on the chemical residue or oil.

Notify public utilities, such as Telecommunications, electricity supply authority, water board, etc if their property has been damaged so that they can affect the necessary repairs. Similarly damage to any signs, notices or hoardings should be made good or those responsible for them notified of the need for repair.

If land has been polluted by chemicals, flammable/combustible liquids or vehicle oil, it may be necessary to remove soil and replace it with fresh material to restore the area to its original condition.

Consult FGI Management and any haulage contractor for advice

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#### **4.15.6.3 Fire Fighting**

If a fire has started (e.g. as a result of ignition of combustible/ flammable materials), follow all emergency requirements under **Section 4.15.1 Fire and Explosion**.

#### **4.15.7 Intruders on site**

Entrance to the site is controlled through remotely operated, locked gates, however there may be times when intruders could access the site via unmonitored fences or tailgating trucks and vehicles into the site.

Workers should be on the lookout for any suspicious activity by persons or vehicles near the entrances to the warehouse (both north and south) or tailgating trucks and vehicles into the site.

Note the description and registration number of suspicious vehicles and/ or persons.

Inform the Site manager immediately who will take appropriate action.

##### **4.15.7.1 Armed Hold up**

- Try to remain calm, control your emotions and avoid any action which may incite violence
- Obey the intruder's instructions, do precisely as they say, and nothing more
- Tell the intruders what you are doing, make no sudden movements
- Observe as much as possible as to the description of the intruders, including clothing and other distinguishing features (i.e. voice, accent, movements. Do not stare at the intruders.
- Do not touch anything which may be handled by the intruders

##### **After the Armed Hold-up**

As soon as it is safe to do so:

- Call for assistance or activate an alarm – Notify the Site Manager or Chief Warden of the incident
- Telephone Police and say "Allied Pinnacle, at 4 The Crescent, Kingsgrove has been held up"
- Give your name, telephone number, exact location of the incident, and description of any person(s) and vehicle(s) involved
- State clearly if the person(s) were armed and the type of weapon
- Close the premises completely and do not allow unauthorised people to enter
- Do not allow any person into the area accessed by the intruders and do not let any personnel handle objects touched by the intruders
- Ask any witnesses to remain until interviewed by Police or if they insist on leaving ask for their permission for Police to interview them either at home or a later date
- Do not discuss with any persons outside the business the goods or valuable stolen
- Ensure staff or witnesses are provided with any trauma counselling if required

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#### **4.15.7.2 Identification of Intruders on site**

Where intruders are identified on site, immediately notify Site Manager, and ascertain whether the possible intruder is a visitor or is authorised on site, if this cannot be verified, notify the Chief Warden or Area Wardens (who will locate and notify the Chief Warden)

##### **Chief Warden**

The Chief Warden will decide on the action to be taken; however it is not recommended that the intruder(s) be approached, the recommended action is to immediately notify the Police (000)

Lock all entry and exit gates.

Attempt to keep intruders in view from a safe distance.

Write down description of intruders using the Personal description form in **Section 4.15.7.4**

#### **4.15.7.3 Civil Disorder**

Notify the Chief Warden or an Area Warden (who will locate and notify the Chief Warden) as soon as you notice a civil disorder occurring or about to occur:


- on or in the vicinity of the site or
- of unauthorised entry to the site by a disaffected person or group

##### **Chief Warden**

- Alert the police
- Initiate action to restrict entry to the buildings on site (i.e. close all roller shutters and lock doors)
- Restrict contact between the site personnel and the person(s) causing the Civil disorder
- All external openings to floors shall be closed and visual communication restricted by ensuring all personnel are kept well clear of windows
- All blinds and window coverings shall be closed and drawn where possible
- Notify the Police of the incident and request assistance
- Withdrawal of staff where necessary
- Supervising the locking up of offices
- Securing all records, files, cash, and other valuables

##### **Area Wardens**

Under direction from the Chief Warden, check security in their area and ensure all external gates and entry points to the site are locked.

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#### 4.15.7.4 Personal description form

PERSONAL DESCRIPTION FORM			
<ul style="list-style-type: none"> <li>▪ Separate form required for each person</li> <li>▪ To be completed immediately after incident by each staff member, also, passersby if possible</li> <li>▪ Place tick in the box applicable <input type="checkbox"/>, if answer is unknown draw a dash “-”</li> <li>▪ Do not consult others during the completion of the form</li> <li>▪ Chief Warden to collect the forms, <b>copy</b> and hand to Police</li> </ul>			
NAME/NICKNAME USED.....		SEX	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
APPROXIMATE AGE .....		NATIONALITY .....	
HEIGHT .....feet/metres		WEIGHT .....	
<b>COMPLEXION</b>		<input type="checkbox"/> Fair	<input type="checkbox"/> Dark
Stout		<b>BUILD:</b>	
<input type="checkbox"/> Pale		<input type="checkbox"/> Fresh	<input type="checkbox"/> Medium
<input type="checkbox"/> Pimpley		<input type="checkbox"/> Ruddy	<input type="checkbox"/> Nuggety
<input type="checkbox"/> Suntanned		<input type="checkbox"/> Dirty	<input type="checkbox"/> Loud
<input type="checkbox"/> Thick		<b>VOICE</b>	
<input type="checkbox"/> Slangy		<input type="checkbox"/> Clear	
ACCENT .....		<input type="checkbox"/> Slangy	
EYEGGLASSES		- Colour .....	
SHAPE .....		Shape .....	
<b>STATURE</b>		<input type="checkbox"/> Tinted	<input type="checkbox"/> Thick
<input type="checkbox"/> Straight		<input type="checkbox"/> Stoopd	
<input type="checkbox"/> Slouchy			
<b>WALK</b>		<b>MOUSTACHE/BEARD</b> – Colour.....Type.....	
<input type="checkbox"/> Quick		<input type="checkbox"/> Slow	
<input type="checkbox"/> Limp		<input type="checkbox"/> Springy	
<input type="checkbox"/> Pidgeon Toed		DISGUISE .....	
HAIR – Colour .....		.....	
Style .....		<b>HANDS</b> – Size .....	
<input type="checkbox"/> Straight		<input type="checkbox"/> Bald	
<input type="checkbox"/> Wavy		<input type="checkbox"/> Curly	
<input type="checkbox"/> Thick		<input type="checkbox"/> Thin	
<input type="checkbox"/> Long		<input type="checkbox"/> Cut	
EYES – Colour .....		GLOVES – Type .....	
Size		Colour .....	
<input type="checkbox"/> Large		<input type="checkbox"/> Little/Piggy	
<input type="checkbox"/> Squint		<input type="checkbox"/> Staring	
<input type="checkbox"/> Sore/irritated		<b>JEWELRY</b> – Describe: .....	
		.....	
		<b>SCARS OR MARKS</b> –	
		tattoos, scars,	
		discolouration,	
		location, describe	
		fully	
<b>EARS</b> - Size..... Shape .....		.....	
<b>NOSE</b> – Size .....		Shape .....	
TEETH		.....	
<input type="checkbox"/> Good		<input type="checkbox"/> Bad	
<input type="checkbox"/> Spaced		<input type="checkbox"/> Blackened	
<input type="checkbox"/> Protruding		<input type="checkbox"/> Uneven	
<input type="checkbox"/> Missing		<b>WEAPON</b> – Type .....	
		.....	
<b>OTHER DISTINGUISHING FEATURES</b>		<b>METHOD AND DIRECTION OF ESCAPE</b>	
(including clothing, hat, tie, coat, shirt,		Make of car .....	
Trousers, dress, skirt, sweater, shoes, etc.)		Model of car .....	
.....		Registration .....	
<b>METHOD OF OPERATION</b> – what did the intruder do, say, touch, take, etc.		.....	
.....		.....	



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#### **4.15.8 Natural Events**

Storms can happen anywhere, at any time of the year, severe storms may cause major damage. They may be accompanied by torrential rain, strong winds, large hailstones and lightning and can cause flash flooding, unroof buildings and damage trees and powerlines.

A permanent creek (Wolli Creek) runs through Beverley Grove Park north of the site.

##### **4.15.8.1 Storms**

- Whilst a storm is passing stay indoors and away from windows
- After a storm has passed check site for damage
- Stay well clear of powerlines and damaged structure
- Notify Site Manager and Chief Warden of any damage

##### **4.15.8.2 Flood**

- Switch off all machinery and turn off appropriate power boards and Panels and at no time enters the flooded areas
- Notify all staff including Site Manager and Chief Warden of the flooded area and inform them of the action taken so far
- Contact Emergency Services if required
- Chief Warden will then contact the electrician so they can evaluate the situation and determine the course of action to be taken
- Shift Supervisors should ensure that any staff do not enter the affected area unless advised by site management and must not leave the premises unless it is change of shift time

#### **4.16 Evacuation as part of any emergency**

On the instruction to evacuate, all personnel will evacuate to the Emergency Assembly Point located at the front of the site. This assembly point will be used by all site personnel for all emergency situations on site.

In the event the primary assembly area is affected by the incident, an alternative assembly point is designated by the Chief Warden.

##### **4.16.1 Evacuation or personnel located onsite**

- The order to evacuate the site shall be issued by the Chief Warden (CW) or the responsible emergency service
- Area Wardens may need to do a print the Evacuation list from the Rapid Terminal and gather the Sign in and Out board
- When directed by Chief Warden, Area Wardens are authorised to open any relevant gates to allow emergency services access to site
- The Traffic Management Officer will direct traffic to enable Emergency Services clear and unobstructed entry under instructions from the Chief Warden

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- On the instruction to evacuate given by the Chief Warden or their Deputy, all personnel, including contractors' personnel, shall proceed to assemble in the Emergency Assembly Point located at the front of the site. This assembly point will be used by all site personnel for all emergency situations on site.
- In the event the primary assembly area is affected by the incident, an alternative assembly point is designated by the Chief Warden
- Area Wardens will arrange for the mark off of names to ensure all staff have evacuated safely
- All workers, contractors and visitors must report for Roll Call at the Evacuation Assembly Point
- No person is allowed to leave the site without permission from Chief Warden or responsible emergency service unless the area is under direct threat

In the event that an incident grows to proportions that adjoining sites may be affected, the Chief Warden will request an Area Warden to contact the management of these sites and facilitate evacuation.

**Refer to Section 4.14.2.3 Adjacent and next door Businesses**

Priority that must be observed during a building evacuation are:

- Those who are able to walk without assistance leave first
- Those who require some assistance leave next
- Those who must be carried leave last
- Mobility impaired persons should be assembled in a safe area away from immediate danger

**4.16.2 Administration during an emergency Evacuation**

**4.16.2.1 Action with Emergency Services**

The site will ensure that the following occurs:

- Chief Warden to assist the Emergency Services Commander whenever possible
- All personnel to assist the Chief Warden whenever possible
- All safety, emergency, and firefighting equipment to be made available to emergency services
- Any documents to be made available to emergency services (e.g. SDS, manifest, site Maps, etc)
- All entrances are cleared for emergency vehicles access
- All access doors cleared for emergency services access

**4.16.2.2 Public Relations**

No person on site is permitted to speak to the Media.

All press releases or communication must be approved and coordinated by the Emergency Management Team.

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#### 4.16.2.3 Statutory Investigation

There may be a statutory investigation into any emergency depending on the requirements in the various Regulators. **Refer to Section 4.14.2.4 Regulatory authority notification**

The Site Manager and Chief Warden are to ensure no movement of any evidence apart from that necessary to control the emergency.

The CA Commander will nominate a senior police officer to take charge of any situation which may later become subject to a coronial inquiry.

#### 4.16.2.4 Termination of an Emergency

When the CA Commander's role is complete, they will hand back control to the Chief Warden.

The Chief Warden should carefully consider the overall situation and review the following

- Re-organisation of staff
- Re-construction of damaged equipment
- Clean-up, safe storage, and disposal of all contaminated material

To facilitate immediate removal off site of contaminated liquids (e.g. firewater) contact:

Company Name: Veolia Environmental Services  
Phone Number: 132 955

##### 4.16.2.4.1 Food Safety and Quality Requirements Following Emergency Evacuation

In the event of an evacuation drill or emergency, the following procedures will be followed once the facility has been deemed safe to re-enter:

- HACCP team to assess any ingredients, packaging, equipment or finished product that could have been affected by the incident and which may result in a food safety or quality issue. All assessments shall be recorded.
- All affected areas must be brought back to a sanitary standard following an incident. This may include repairing, washing, cleaning or ventilating the affected area. Actions must be documented.
- Entry procedures into medium or high areas shall be followed, including a full change of PPE prior to entry

#### 4.17 Training

Training in emergency preparedness shall be provided to all Site workers on the following subjects as a minimum:

- Definition and Types of emergency
- Emergency facilities, their function, location and how to use them
- Means of communication and the location of communication facilities
- Actions in case of emergency

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- Evacuation procedures

Specific training shall be provided to the appropriate staff on:

- First aid (training company)
- Use of Allied Pinnacle supplied firefighting equipment (training company) FAA
- Allied Pinnacle supplied spill containment and clean up equipment (internal)

The relevant training shall be provided to all new workers at the start of their employment.

Retraining shall be provided annually.

The training of each worker shall be recorded, and the records of training shall be uploaded against each worker in Rapid Induct System.

#### **4.17.1 Warden Emergency Management Training**

Warden's training must be completed every 2 years and evacuation training as part of evacuation drills will also be conducted.

#### **4.18 Mock Evacuation**

Both emergency evacuation drills and environmental spills drill shall be carried out annually.

Whenever a scheduled mock evacuation occurs, the Chief Warden or designated person must notify the fire control company to ensure the fire department do not attend the site.

**The contact details are 1300 360 575 and quote ASE - 46400.** This will put the system into trial mode.

Following an evacuation a review will occur. The following should be evaluated:

- Appropriateness of alarm
- If the alarm was heard by everyone
- Time took for completing roll calls
- How was the communication process
- If fire doors were closed
- If gates were opened
- If everyone was accounted at evacuation point
- If personnel protection equipment used
- Role of fire wardens

Any emergency evacuations including any Mock evacuations must be reported into the Incident Reporting Database as soon as practicable after the evacuation and an investigation is completed with all corrective actions implemented within the required time frame.

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#### 4.19 Emergency Service Information Package

Under the NSW regulations there is a formal requirement for an Emergency Services Information Package (ESIP). **Refer to Section 4.19.1**

The ESIP is to be a removable inclusion at the front of the Emergency Plan that contains concise relevant information to allow emergency services to commence operations. The ESIP must have all pages laminated so that it is durable in harsh environments.

The ESIP should include:

- a company letterhead as a title page displaying business address, PO Box, Head Office address, two emergency contacts (names, corporate positions, business and after hours contact numbers), date prepared and the location of any manifests, emergency plans and Safety Data Sheets (SDS) held on site;
- two (2) copies of a scaled site plan (A3 minimum size); the NSWFB Guideline for Tactical Plans and Safework Code of Practice - Storage and Handling of Dangerous Goods should be used as a guide.
- In addition to the information required by those documents, the site plan should also include assembly points, any dangerous goods ventilation points, and details of containment (e.g. bunding), drain isolation and discharge points
- a copy of the site's hydrant system block plan (if applicable);
- a current copy of the 'Acknowledgement of Notification of dangerous goods on premises' received from Safework NSW (where applicable) OR similar concise list detailing location, quantity, class, and name of materials; details of any dangerous goods/hazardous materials manufactured/blended etc. On site for which the emergency services may not have access to a SDS (if applicable); and highlighted details of any Class 4.2 or 4.3 dangerous goods, or any other substances that are reactive to water, on site (if applicable).

Emergency Service Information Package must be laminated and at the front of the Emergency plan.

The Emergency Service Information Package should also be provided in the Emergency Manifest and a hard copy provided in a red cabinet at the Gate House (Control Centre) .

The Cabinet should be marked Emergency Manifest. and be visible from the main site entrance.


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### Section 4.19.1 EMERGENCY SERVICE INFORMATION PACKAGE

Company Details	
Operator	Allied Pinnacle Pty Ltd
Site Name:	Allied Pinnacle Pty Ltd
Site Address:	4 The Crescent, Kingsgrove, New South Wales
Phone Number:	95020207
Key Contacts	
Site Manager	Ryan Ferris 0416 914 373
Chief Warden	Jeff Parker 0477 480 332
Location of any manifests, emergency plans and Safety Data Sheets (SDS)	
	Production office, Maintenance office, Test kitchen
Details of any dangerous goods/hazardous materials manufactured	
	None recorded.
Date Prepared	
	Reviewed on 18 Apr 2023

Dangerous Goods Stored and Handled				
Class	Packaging Group	Maximum Quantity		
2.1 Flammable gases	N/A	1000L		
2.2 Non-flammable gases	N/A	14,410L		
3.0 Flammable liquids	2	95L		
	3	85L		
8.0 Corrosive substances	2	105L		
Inventory of Dangerous Goods Bulk Storage				
Chemical Name	Class	UN No.	Inventory Maximum	Tank ID
LPG	2.1	1075	2,200L	T1 (AST)
Carbon dioxide	2.2	1013	14,110L	T2 (AST)

Dangerous Good - Location Key	
Abbreviation	Location
HSC1	Production Hazardous Substances Cupboard
PCR	Production Cleaning Room
MES	Maintenance Engineering Store
MER	Maintenance Engineering Room
MW	Maintenance Workshop
MFC	Maintenance Flammables Cupboard
TKC	Test Kitchen Cupboard
TKCC	Test Kitchen Corrosive Cabinet

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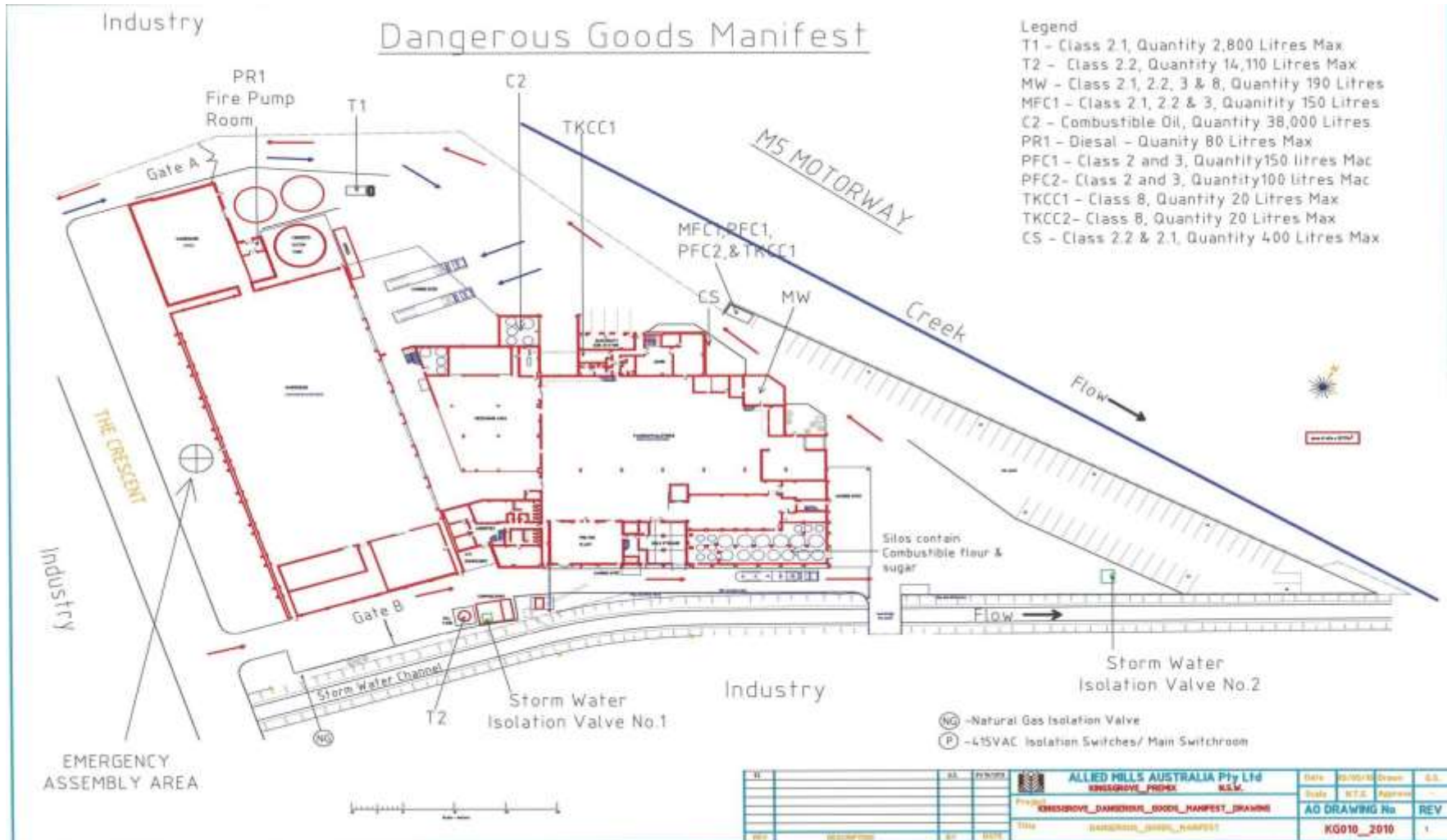
Dangerous Substances Information							
Type of Storage and Name	Location Code on Map	Location on Site	Type of Storage	Size of Storage	Chemical Class Stored	Quantity	Chemicals Bundled
Production Flammables Cabinet No. 1	PFC1	External to building near downstairs lab.	Flammables Cupboard	H – 1225mm L – 1100mm W – 460mm	Class 2 and 3	Maximum 150Lt	Cabinet has bottom section with bunding
Production Flammables Cupboard No. 2	PFC2	External to building near downstairs lab.	Flammables Cupboard	H – 1225mm L – 1390mm W – 460mm	Class 2 and 3	Maximum 100 Lt	Cabinet has bottom section with bunding
Test Kitchen Corrosives Cabinet No.1	TKCC1	External to building near downstairs lab.	Corrosives Cupboard	H – 800mm L – 510mm W – 470mm	Class 8	Maximum 20L	Corrosives Cabinet
Maintenance Flammables Cupboard No. 1	MFC1	External to building near downstairs lab.	Flammables Cupboard	H – 1250mm L – 1170mm W – 800mm	Class 2 and 3	Maximum 150Lt	Cabinet has bottom section with bunding
Oil storage Tanks	C2	Internal to building within separate room. No drains in room.	Internal room on site.	NA		Maximum 55,000Lt	Yes. Bunding sufficient for maximum quantity of oil in silo.
Test Kitchen Corrosives Cabinet No. 2	TKCC2	Internal to building in Test Kitchen	Corrosives Cupboard	H – 1070mm L – 501mm W – 450mm	Class 8	Maximum 20Lt	Cabinet has bottom section with bunding
LPG above Ground Tank	T1	External to building	LPG tank	Capacity for 2,800 Lt	Class 2.1	2,800 Lt	No bunding – non liquid
Carbon Dioxide Above Ground Tank	T2	External to Building	CO2 Tank	Capacity to hold 14,110 Lt	Class 2.2	14,110 Lt	No bunding – non liquid
Pump Room Diesel Storage	PR1	Internal to building	20L Drums	NA		Maximum 80 Lt	Bunded
Gas Cylinders in Maintenance Workshop	MW	Internal to building	Gas Cylinders	N/A	2.2 and 2.1	150Lt Max.	No bunding – non liquid
Gas Cylinder storage - external	CS	External to Building	Gas Cylinders	N/A	2.2 and 2.1	400Lt Max.	No bunding – non liquid





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Copy No.	Location
1	Office Compactor
2	Manifest Box

### Amendment History

The Management and Co-ordination of any amendments or changes to this document have previously been completed as per below Table.

Amendment No.	Date	Amendment Description	Reviewed by	Approved by
0.0	17 August 2012	Initial draft release	Geoff Scott / Gilbert Penecitos	Ros Herron
1.0	30 August 2012	Final draft	DoPI	Ros Herron
2.0	20 November 2013	Final		
3.0	30 July 2014	Final. Change Site Manager Name Reference. Update Haz. Sub Map	Geoff Scott	Ros Herron
4.0	22 July 2016	Refer CAR0722 For change details	Ros Herron	Paul Maher
6.0	03.04.2017	Change Site Manager to Dominic O'Connor. Placed back in SAP from P drive. Note due to changes in system, there was no version 5 allocated for this document.	Ros Herron	Ros Herron. NOTE: Only change is site manager name.
7.0	04.05.2018	Change to Site Manager Change to company name	Ros Herron	
8.0	01.02.2019	Update spill kit location information page 26.	Ros Herron	Ros Herron.
9.0	17.09.2019	Update neighbours list. Change links to wardens, emergency plans, deflagration maps. Add the phone number for Elgas	Ros Herron	Jason Wilkins.
10.0	05.03.2021	Change reference to storage drive from P drive to T drive	Ros Herron	Jason Wilkins

### Related Documents (if required)

- **WHSE-Form-48 Notification of Serious Reportable incidents Australia**
- **WHSE-Form-46 Bomb Threat Form**

### DOCUMENT APPROVAL and CHANGE HISTORY

APPROVAL			
New Document Approval Version V01 to update to new format and Control under WHSE System	National WHSE Manager	Maria Hooker	25/05/2022
Audit completed on document and has been reviewed as required annually to next version	National WHSE Manager	Maria Hooker	18/04/2023



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**ALLIED PINNACLE**

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Version No:	<b>V01</b>
Issued:	<b>24/05/2022</b>
Next Review	<b>May 2023</b>



**ALLIED PINNACLE**

**Kingsgrove WHSE-002 Emergency  
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Version No:	<b>V01</b>
Issued:	<b>24/05/2022</b>
Next Review	<b>May 2023</b>



**ALLIED PINNACLE**

**Kingsgrove WHSE-002 Emergency  
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Version No:	<b>V01</b>
Issued:	<b>24/05/2022</b>
Next Review	<b>May 2023</b>





**ALLIED PINNACLE**

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Version No:	<b>V01</b>
Issued:	<b>24/05/2022</b>
Next Review	<b>May 2023</b>



**ALLIED PINNACLE**

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Issued:	<b>24/05/2022</b>
Next Review	<b>May 2023</b>



**ALLIED PINNACLE**

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Next Review	<b>May 2023</b>



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