1. Purpose

To provide an emergency evacuation procedure that will protect the safety and security of personnel, visitors and property at Picton Site based on the requirements of **WHSE-019 Emergency Management**.

3. Responsibilities

2. Site Implementation

Any emergency that occurs on site must have an Incident Report completed by Site Management. **Refer to WHSE-005 Incident Reporting, Investigation and Injury Management and Return to work**

Refer to Section 3 for Responsibilities

Refer to Sec 4.2 on types of emergencies

A list of Site emergency contacts including Wardens and First Aiders is to be kept readily at hand for the Site. **Refer to Picton WHSE-Form-01 Emergency Contact List**

Management and displayed on the site Noticeboards. Refer to Picton WHSE-Form-01 Emergency Contact List

If the incident does not require an initial combat agency, or once Triple Zero has been contacted, notify the relevant authorities stated in Sec 4.8.3

Refer to **Picton WHSE-001 Picton Pollution Incident Response Management Plan** for environmental spills

Location of Emergency Evacuation Point is **Emergency Shelter in truck park past water tanks**.

All persons on site are to remain there until otherwise directed by Chief Warden. If this area cannot be accessed, the Chief Warden will advise of an alternative assembly area.

If this occurs and the media arrive on site or make contact by telephone, **no staff are to comment** but are to advise Media to consult with the Allied Pinnacle's Head Office. **Refer to Section 4.9.7 of WHS-019 Emergency Management.**

Refer to WHSE-Form-46 Bomb Threat Form if this form is to be completed when contacted about a bomb or suspect package on site.

Any emergency that occurs on site must have an Incident Report completed by Site Management.
Refer to WHSE-005 Incident Reporting, Investigation and Injury Management and Return to work

The Site Manager has the overall responsibility to ensure the safety and security for the Site and must ensure that the evacuation is carried out immediately with no hesitation and that the emergency procedure is followed.

The Chief Warden and the Area Wardens shall have the responsibility for the safe evacuation of their designated area.

All workers, contractors and visitors shall be responsible for ensuring they follow the procedure in the event of an emergency.

3.1 Wardens

Chief Warden Responsibilities– wears White Helmet

- Must ensure that all area wardens are trained and informed of their responsibilities
- Organises 12 monthly evacuation drills
- Ensures that site/floor plans are kept up to date and are legible
- Assumes overall control of the emergency until the emergency services arrive
- Determines the nature and the extent of the emergency
- Contact emergency services to confirm or scale down emergency
- Confirm or locate the emergency via the fire control room
- Direct Wardens to search the floors for any missing or unaccounted staff and or contractors/Visitors

Duty Specification – Chief Warden

- Proceed to the Fire Control Room and ascertain the nature of the emergency and determine appropriate action.
- Ensure that the appropriate Emergency Services have been notified and then co-ordinate the evacuation.
- Advise Area Wardens of the situation.
- Direct the people to meet in the emergency evacuation area.
- Pass on relevant information regarding the status of the Emergency and evacuation to the responding Emergency Services e.g. Location of emergency / Number of injured persons / Number of missing persons / any other relevant information.

3.2 Deputy Chief Fire – Wears White Cap to identify as acting Deputy Chief Warden.

Note: If the Chief Fire Warden is absent from the site, the Deputy Fire Warden must assume the duties of the Chief Fire Warden

- Proceed to designated assembly point
- Wait for instruction from Chief Warden
- Ensure all site personnel are accounted for and Chief Warden is aware of status

Duty Specification – Deputy Chief Wardens

- Immediately check with Chief Fire Warden regarding the type of emergency.
- Assist Area wardens as necessary.
- Assemble at the evacuation area and coordinate the final roll call and advise Chief warden of situation.

3.3 Area Wardens – Wear Yellow Cap to Identify as acting Area Warden.

All wardens are responsible for the safe evacuation of their designated area. All Area Wardens should be able to identify the emergency evacuation alarm.

Duty Specification – Area Wardens

- Immediately check with Chief Fire Warden or Deputy regarding the type of emergency.
- Walk through their area of responsibility, including toilets, to ensure all areas are vacated.
- Turn off equipment if safe to do so e.g. Machinery, forklifts.
- Shut all doors and windows in the case of a fire.
- Leave doors and windows open in the case of a suspected bomb threat.
- If they know all people are accounted for, they do not need to fully sweep the building.
- Ensure all visitors / contractors in their area of responsibility are evacuated to the assembly area.
- After search of their area of responsibility, move briskly (do not run) via their exit path.
- Report to the Chief / Deputy Chief Warden that their area is clear of occupants.

Site Areas include:

- Admin Area
- Mill Area
- Maintenance Area
- Warehouse Area/Parking
- Outloading / Train

3.4 Traffic Warden Area Warden
- If required, evacuate all trucks from the outloading bays if instructed by Chief Warden
- Stand guard at the front gate and only allow emergency vehicles to enter the site
- Account for any people / Vehicles leaving site during an emergency.

If there is a train at the siding:
The train driver is to be instructed to stay with the locomotive and drive to the far end of the line. They need to retain radio contact with the drivers.

3.5 First Aid Warden
Administer First Aid to any staff, contractors or visitors to the site following from the evacuation e.g. smoke inhalation, burns, shock etc.

NOTE: A Warden for each designated area may not be on shift at all times. In which case, any Wardens present in the Mill can cover the rest of the production area.

3.6 Workers must know at all times
- The names of all co-workers working in their area.
- That a regular check occurs of the alarm and that it is audible.
- Ensure all egress areas are kept free of obstruction or materials.
- Ensure co-workers, visitors and contractors working in their area are aware of the emergency procedures and evacuation area

4. Method
4.1 Definition of an Emergency
An emergency is defined as any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community generally and requires immediate response by the occupants.

An incident is which control is lost to some extent and which requires immediate action to prevent or minimise injury, damage, or loss.

An incident which escalates with:
- Attention by national media, financial situations, authorities, etc.
- The potential for major loss of asset value
- The potential for environmental community concerns
- The presumption that the Company is not safe to operate
- The inability to delivery product

4.2 Types of Emergencies

The following list are emergencies that could occur on site.

Emergency response procedures have been formulated with respect to the listed emergencies.

EVENT	INTERNAL/EXTERNAL	CONSEQUENCE
Fire/Smoke	Internal/External	Injury to persons, death, loss of assets, damage to buildings, disruption/cessation of business
Explosion	Internal	Injury to persons, death, loss of assets, damage to buildings, disruption/cessation of business
Bomb Threat	Internal/External	Injury to persons, death, loss of assets, damage to buildings, disruption/cessation of business
Environmental Spill	External	Refer to **Picton WHSE-001 Picton Pollution Incident Response Management Plan**
Medical Emergency	Internal	Injury to persons, death
Armed Intrusion	Internal/External	Injury to persons, death, loss of assets
Civil Disturbance	Internal/External	Injury to persons, death, loss of assets
Structural Damage	Internal	Injury to persons, death, loss of assets, damage to buildings, disruption/cessation of business
Electrical Failure	Internal	disruption to business
Water Failure	Internal	disruption to business
Telephone Outage	Internal	disruption to business
Lockdown	Internal	Injury to persons, loss of assets, damage to buildings, disruption to business
Severe Storm/Flood	External	Injury to persons, loss of assets, damage to buildings, disruption to business
Asbestos	Internal	Injury to persons, death, environmental impact
Airplane	External	Injury to persons, loss of assets, damage to buildings, disruption to business
Vehicle incident	Internal/External	Injury to persons, loss of assets, damage to buildings, disruption to business

4.3 Elements of Emergency Management:

The four (4) elements of emergency management must be followed.

- Prevention – the implementation of all appropriate prevention measures will minimise the possibility of an emergency.
- Preparedness - measures are implemented against the possibility that an unforeseen event may occur, originating on the site or elsewhere.
- Response- measures involve the implementation of evacuation procedures, activation of the emergency control centre and the issue of warnings to neighbours.
- Recovery- many measures will be carried out in parallel with response actions during emergencies.

4.4 Signing-In and Signing-Out of the Site

All site workers, labour hire workers must sign in on their arrival and sign out on their departure in their designated department using appropriate sign in measures.

Visitors, contractors, and workers from other sites must sign in/out by using the Rapid Access system or Rapid GO Code provided by the site.

It is the responsibility of all company workers to ensure that any visitors or contractors are taken by them to the assembly area in an emergency (if safe to do so).

Visitors and contractors should only be on site between standard working hours and if required out of hours they must make prior arrangements with the Site Manager or the Supervisor responsible.

Workers should only be onsite during their rostered times.

4.4.1 Unmanned Site

In the case where no site personnel are present on site e.g. Public holidays, a security guard will be present. This is to provide greater ease of access for emergency personnel if they require entry to the site when no site personnel are available.

4.5 Emergency Contacts:

A list of Site emergency contacts including Wardens and First Aiders must be kept readily at hand for the Site Management and displayed on the site Noticeboards.
Refer to Picton WHSE-Form-01 Emergency Contact List

4.6 Emergency Response Equipment/information

4.6.1 Emergency Alarm – Notification system

This is the primary way to notify all site staff, contractors, and visitors that an emergency has occurred, and stage one emergency procedure need to take effect.

This needs to be audible for all staff and visitors to site to hear.

4.6.2 Testing of Alarm System

It is the Chief Fire Warden of the site to ensure the alarm is tested regularly.

All workers, visitors & Sub Contractors on Site must be made aware of when the test is being carried out and to report any malfunctions of the evacuation alarm.

4.6.3   Fire systems & Equipment

The following fire systems and equipment are installed on site.

Refer to site fire diagrams and equipment maintenance records for fire equipment types, sizes and locations.

Item	Use
Emergency Lighting	Provide light during an emergency
Exit Lights	Indicate the location of emergency exits/exit routes
Exit Signs	Static exit signs that indicate the location of emergency exits/exit routes
Fire Hose Reels	Extinguish fires
Portable Fire Extinguishers	Extinguish fires
Fire Sprinkler System	Extinguish Fires
Fire Suppression System	Extinguish Fires
Hydrant Boosters	Water supply for the Fire Service
Hydrant Pumps	Water supply for the Fire Service
Fire Indicator Panel	Indicates location of fire emergency, warns occupants of an emergency
Warden Intercom Point (WIP)	Communication between floor wardens and Fire Indicator Panel
Phone system	Communication between wardens
Manual Call Point	Manually raises an alarm
Smoke/Thermal Detectors	Detect the presence of smoke/heat within the building
Fire Doors	Reduce the spread of fire and smoke between compartments/stairwells

4.6.4 Fire Extinguishers

Located around the facility (refer site map)

All Fire Extinguishers have accompanied signage which indicates the type of fire which may be fought with the extinguisher.

The type of extinguisher to be used for different types of 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				
(red)	WATER	YES Most suitable	NO	NO	NO	NO
(oatmeal)	WET CHEMICAL	YES	NO	NO	NO	YES Most suitable
(blue)	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
(white)	AB(E) DRY CHEMICAL POWDER	YES	YES	YES	YES	NO
	B(E) DRY CHEMICAL POWDER	NO	YES	YES	YES	YES
(black)	CARBON DIOXIDE (CO_2)	YES	YES	NO	YES	YES
(yellow)	VAPOURIZING LIQUID (fumes may be dangerous in confined spaces)	YES	YES	NO	YES	NO

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

4.6.5 First Aid Kits

First Aid Kits are for the provision of initial and basic medical assistance only. Assessment should be made if the injured person requires further medical treatment.

Locations are:

Fixed First Aid kits are in the following locations:

- Administration Office
- Warehouse Office
- Maintenance Workshop

Portable First Aid kits are in the following locations:
- Laboratory
- Intake Office

4.6.6 Spill Response Kits

Spill response Kits are to assist with containing fluids and contaminates in the event of a spill or an emergency. Workers are to be trained in the correct use of spill kits.

Location: External to lunchroom area, 1 x Warehouse awning, 1 x Grain Intake, 1 Workshop/Maintenance.

4.6.7 Exits, Stairwells, Passageways

All exits, stairwells and passageways are to be kept clear (2m) of obstructions.

Doors that require a key to unlock them cannot be considered a viable exit.

4.7 Evacuation Drill

A Mock Evacuation Drill is to be conducted every 12 months to access the effectiveness of the Emergency Response Plan covering different types of emergencies as referred to in Section 4.2 of this procedure.

A false alarm eventuating in a full evacuation may also be recorded as a drill.

Analysis and review of any drills will be conducted following an evacuation and recorded in the Rapid Induct Incident database with findings from the review.
Refer to WHSE-005 Incident Reporting, Investigation and Injury Management and Return to work

4.8 Procedure for evacuation

When the emergency alarms sound the following evacuation must be followed:
The site notification alarms are:
1. WHEN YOU HEAR THE *ALERT* TONE

BEEP   BEEP   BEEP. "The Fire Alarm has been Operated, Stand By for further instructions"
- Stay calm.
- Prepare for evacuation by shutting down equipment and protecting product and packaging, do not leave your location.
- Wait for instructions from your Warden or the sounding of the evacuation tone.

Note: If you are in another area and cannot safely return, you must follow the procedures for that area.

2. WHEN YOU HEAR THE *EVACUATION* TONE (**i.e. confirmed emergency**)
WHOOP   WHOOP   WHOOP "The Fire Alarm has been Operated, Evacuate Now
- <u>AT ALL TIMES</u> follow instructions of your Warden.
- Evacuate the building via the nearest fire exit in a calm and orderly manner.
- Ensure other occupants in your area are aware of the evacuation and assist them if necessary.
- Move to the **Assembly Area:**

3. WHEN YOU REACH THE *Assembly Area*:
- Assemble in your workplace groups e.g. production, warehouse, office etc.
- Tell your Warden if you know someone is missing.
- **Do not re-enter the building.**

- Stay at the Assembly Area until all clear is given.

NOTE: The Lift in the Mill cannot be used in the case of a fire emergency.

4.8.1   Out of Hours Emergency Procedure

- Carry out evacuation procedure as per above. Where there may only be two people on site, one will act as the Chief warden and attend the fire shed. The other should ensure emergency services can access through the gate.
- For emergencies not related to evacuation, the site personnel shall utilise two-way radios and company mobiles phones to maintain communication and contact emergency services or take appropriate actions as required for the emergency.

4.8.2   Alarm Initiation

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

- **Consider** if they can 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. Break glass Alarms located around the site to raise the alarm.

4.8.3   Notification of Incident

Emergency Service

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

1) Raise alarm and make sure it is acted upon and phone 000 (or 112 from mobile phones) if the Fire Brigade, Police, or an Ambulance are required.

Advice to the Operator:

- 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. are there people in the building?);
- Casualties
- Assistance required
- Hazards
- Contact details (Name, number)

FOR ALL EMERGENCIES
AMBULANCE FIRE POLICE
DIAL 000
FROM A MOBILE TELEPHONE **DIAL 112**

If the incident does not require an initial combat agency, or once Triple Zero has been contacted, notify the relevant authorities stated below as required:

Relevant Authority	Contact Details
Environmental Protection Authority	131 555

NSW Dept of Planning, Industry and Environment (Only as per any breaches of Consent Conditions)	1300 305 695
Wollondilly Shire Council	(02) 4677 1100
Ministry of Health NSW	General 1300 066 055 Wollongong Office (02) 4221 6700
WorkSafe Authority NSW	13 10 50
Fire and Rescue NSW	1300 729 579

4.8.4   Adjacent Businesses

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

4.8.5   Emergency Evacuation Point Location

Staff should stay off the roadway while assembled there.

In the event of risk to people assembled at the Emergency Evacuation Point they should proceed alternative evacuation point as directed by the Chief Warden.

Location: Past Water Tanks in truck park – Evacuation shelter

4.8.6   Lock down

In the event of a security threat or incident requiring the site to lockdown:

- Dial "000" and report situation.
- Chief Warden to be notified of a potential threat.
- Chief Warden confirms emergency services have been notified or instructs to contact "000"
- Chief Warden will coordinate response with other wardens and staff using two-way radios and mobile phones to notify of requirement to evacuate to a safe internal location.
- Staff, where safe to do so, will close and lock windows and doors.

Options for Safe Lockdown may include:

Office boardroom, mill building, warehouse supervisors office, maintenance office

4.8.7   All Clear and Re-Entry Back onto Site

When feedback is given to the Chief Fire Warden or representative by the Fire Brigade, they will give the direction that the area is all clear and employees may re-enter site.

4.8.8   Food Safety responsibility on re-entry after evacuation drill or emergency

Site Management must 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 must 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 (packing area) or high areas shall be followed, including a full change of PPE prior to entry.
- Entry procedures into medium or high areas shall be followed, including a full change of PPE prior to entry.

4.9   Media

In the event of a disaster involving loss of life, serious injury or the requirement of emergency services to attend to the site, the media will seek information.

If this occurs and the media arrive on site or make contact by telephone, **no staff are to comment** but are to advise Media to consult with the Allied Pinnacle's Head Office.
Refer to Section 4.9.7 of WHS-019 Emergency Management.

4.10 Emergency Types

Refer to Appendix as listed below for specific emergency actions:

- First aid and Medical Emergency – refer to Section 4.10.1
- Fire, including bush fire emergency – refer to Section 4.10.2
- Chemical Spills – refer to Section 4.10.3
- Burns – refer to Section 4.10.4
- Internal Flooding, Storms – refer to Section 4.10.5
- Motor Vehicle Accident – refer to Section 4.10.6
- Explosion - refer to Section 4.10.7
- Bomb Threat Procedure / Suspect Package – refer to Section 4.10.8
- Security Emergencies/Civil Disturbance – refer to Section 4.10.9
- Earthquake – refer to Section 4.10.10
    Appendix G: Emergency Contact Number

Contact Emergency Services as required depending on situation. Refer Appendix G for emergency contact numbers. Numbers can also be found on the site Emergency Personnel Poster. Ref: P-SAF-03 Emergency Personnel. If in doubt call "000"

The following emergency procedures are not applicable to the site due to location of the site and the likelihood and severity being low.

- Airplane crash

4.10.1 First Aid and Medical Emergencies

First Aid for Minor Injury (require first aid treatment)

- Advise a First Aid Warden.
- First Aid Warden to administer basic first aid.
- After first aid treatment employee resumes work if fit to do so.
- Appropriate staff completes the Incident report. **Refer to WHS-005-Incident Reporting and Investigation.**

Serious Injury (require doctor/ hospital treatment)

- Shut off or remove source of danger / or remove person(s) to safety
- Summon First Aid attendant and Supervisor and/or Operators
- First Aid attendant administers basic first aid treatment
- Supervisor(s) and / or operator(s) to phone ambulance (000)
- Appropriate staff to complete Injury Report as part of the Incident Report **Refer to WHS-005-Incident Reporting and Investigation.**
- Site Manager or designate to notify next of kin if appropriate / Site Manager to contact relevant Senior Management.

Critical Injury (Requires urgent on-site attention by qualified person / ambulance)

- Shut off or remove source of danger.
- Summon First Aid attendant and Supervisor(s) and/or operator(s)
- Supervisor(s) and/or Operator(s) to call ambulance (000)
- Apply cardio-pulmonary resuscitation or other treatment if required and competent to do so. First Aid attendant administers basic first aid until ambulance arrives
- Do not remove / transport patient unless eminent further danger
- Notify site Manager and/or Senior Management
- Management to notify next of kin, Police and / or Workcover Authority as necessary
- Appropriate staff to complete Injury Report as part of the Incident Report **Refer to WHS-005-Incident Reporting and Investigation.**

4.10.2 Fire Including Bush Fire Emergency
Fire Alarm
Fire Wardens, Supervisor(s) and / or Operators
When a fire alarm sounds this means that a sprinkler head in our sprinkler system, or break glass alarm sensor, or pressure drop has occurred. The alarm will also sound in the local Fire Brigade via a direct feed from our fire control room.

Small Fire
- If practicable and safe to do so, Operators, Fire Wardens and / or Supervisors will fight fire with the correct extinguishers
- Advise the Site Manager and Fire Brigade of the situation

Large Fire
Fire Wardens Procedure
- Evacuate site
- Call the Fire Brigade if not already done
- Advise the Site Manager
- Shut down the plant of machinery if necessary
- Advise Fire Brigade on arrival of all known details
- Secure area for safety / security after fire is out
- Contact emergency service assistance if required
- Ensure the roll call has been completed, and everyone has been accounted for

Fire Outside
The Fire Wardens, Supervisor(s) and / or Operators will proceed with caution (only if safe to do so) to the location of concern.

When the Fire Wardens, Supervisor(s) and / or Operators arrive at the area where the fire is she / he will do one of the following:
Within the Range of Fire Hydrants
1. Phone 000 with details of fire
2. Pull out fire hose fully
3. Hold nozzle securely and turn on tap
4. Direct water above fire to dampen site, rather than at the base of the fire (which may spread the fire)
5. Assess the need to vacate the area

Beyond Range of Fire Hydrants

1. Phone 000 with details of fire
2. If plant / site threatened, proceed as per the evacuation plan

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

On Hearing the Alarm

- Immediately check with Supervisors and / or Fire Wardens regarding the emergency
- Fire Wardens to walk through their area of responsibility (if safe to do so) including toilets, to ensure all areas are vacated
- Ensure all visitors / contractors in their area of responsibility are evacuated to the assembly area (if safe to do so)
- After search of their area of responsibility move briskly (do not run) via their exit path
- Report to assembly area and report their area clear of occupants
- Know the names of all employees working in their area
- Check each week that the alarm is audible
- Ensure all egress areas are kept free of obstruction or materials
- Ensure employees working in their area are aware of the emergency procedures

Note: Should any person cause the fire alarm to go off (e.g. by accidentally hitting a sprinkler head) they must advise the Supervisor who will advise the Fire Brigade of a false alarm.

4.10.2.1 Bush Fire within alert range to the site:
 There are 3 levels of bush fire alerts

Advice
A fire has started. There is no immediate danger. Stay up to date in case the situation changes.

Watch And Act
There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.

Emergency Warning
An Emergency Warning is the highest level of Bush Fire Alert. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

Bush fire emergencies will be handled as the situation requires as each event may require different responses. The site Manager, chief Warden and Deputy Chief will maintain the appropriate mobile "Apps" to ensure alerts relating fire within the Picton area can be monitored.

When a bush fire alert reaches a watch and act level, the Chief Warden and/or site Manager will communicate with all staff on site of the situation. Decisions on staff leaving site or suspending production will be made based on emergency advise.

If a situation arising where it is not possible to evacuate the site, staff will be directed by wardens to a safe area within the site. Where possible this will be the mill building as the first option. The Chief warden will communicate with wardens as the situation progresses.

4.10.3 Chemical Spills
Emergency Procedures for Infringement in Spillage's and Fumes Emission
Note: Chemical spill refers to liquid, gas or both.
- All Supervisory staff must be familiar with the procedure for handling chemicals and dealing with spills and using spill kits.
- All plant operators must be familiar with the safe handling instructions for chemicals used in their areas. 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 are located in Safety Data Sheet Folders, located in the Laboratory, Maintenance, Warehouse, Packing and Mill areas.

Minor Chemical Spills
- Minor spills should be dealt with immediately as stated in the Safety Data Sheets
- If a spill has occurred due to a plant problem or failure the Supervisor(s) or Operator(s) are to be advised so that the problem can be contained and remedied.

Major Chemical Spills
- In the event of a major chemical spill the following procedure is to be adopted
- 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
- Personnel dealing with chemical spills must wear the designated protective clothing, breathing apparatus etc. and have knowledge in using spill kits
- Initial action in controlling the spill should be directed towards closing off the source of the spill
- 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 Material Safety Data Sheet.

Refer to Picton WHSE-001 Picton Pollution Incident Response Management Plan

4.10.4 Burns
There are three types of burns:
- **Superficial** – reddening (like sunburn) – outer layer of skin only
- **Partial Thickness** – blistering – damage to deeper layers of skin
- **Full Thickness** – whitish or blackened areas – damage to layers of skin plus underlying structures and tissues

Fast action is essential.
- Cool only with clean water if possible and resist using other substances up to 20 minutes for thermal or radiation burns, up to 20-30 minutes for chemical burn
- Cover with a clean non adherent burn dressing (or plastic wrap)
- Remove tight clothing and objects e.g. jewellery (if possible)
- Call (000) for an ambulance
- Treat for shock if burn is severe

NOTE: Burns to the face may have an effect on the casualty's breathing and these effects may take some time to appear. It is important that any casualty who has inhaled smoke fumes or superheated air or has been burnt on the face obtains medical aid as soon as possible after the incident.
- Ensure that contaminated clothing is removed unless it is adhering to the burn

- If chemical burns, flush chemicals from the skin, pay attention to the eyes
- Follow the Material Safety Data sheet
- DO NOT BREAK BLISTERS
- Ensure the cooling process does not become excessive and cause shivering

4.10.5 Internal Flooding

- Switch off all machinery (if safe to do so) and turn off appropriate power boards and at no time enter the flooded areas
- Notify all staff including Site Manager of the flooding and inform them of the action taken so far
- Management or appointed person will then contact the electrician so he can evaluate the situation and determine the course of action to be taken in conjunction with management
- People in charge of each shift should ensure that staff do not enter the affected area unless advised by management and must not leave the premises unless it is change of shift

4.10.5.1 Storm

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

- While storm is passing stay indoors and away from windows
- After storm has passed check site for damage
- Notify Supervisor or any damage and inform Site Manager
- Refer above if there is any internal flooding

4.10.6 Motor Vehicle Accident

Most vehicles on site are trucks coming on site to load or unload product.
If an accident occurs:

- Check for any injured people
- Assist if necessary
- If fuel is leaking, use the emergency spill kit located at in the outloading bay or warehouse to contain the fuel

4.10.7 Explosion

If an explosion occurs e.g. dust explosion, if possible and safe to do so follow this evacuation procedure.

- The Chief Fire Warden / Shift Supervisor shall complete a head count on all employees, contractors, and visitors
- If all have been accounted for, inspect area (if safe to do so) for structural and environmental damage and carry out appropriate action
- If all have not been accounted for organise a search and rescue
- Contact emergency services e.g. Police, Fire Brigade

4.10.8 Bomb Threat Procedure / Suspect Package
Refer to WHSE-Form-46 Bomb Threat Form.
This form must be completed when contacted about a bomb or suspect package on site.

<u>Outside Normal Working Hours</u>
On receiving bomb threat, notify the Shift Supervisor immediately.

Shift Supervisor will

- Will notify all areas by alarm or verbal

- If time allows, conduct orderly shutdown of main operating plants; conduct orderly evacuation of all personnel to Assembly area and from there be escorted to a safer distance
- If time does not allow, instruct all personnel to evacuate site immediately and report to evacuation assembly area
- Shift Supervisor / Fire Warden will carry out roll call
- After evacuation Shift Supervisor / Fire Warden to inform Management of actions
- Complete Bomb Threat Checklist
- Contact emergency services e.g. police

Note: When evacuating ensure doors are left open

4.10.9 Security Emergencies / Civil Disturbance

- All cases of theft must be reported immediately to the Supervisor(s) who will advise the Site Manager
- Suspected / actual cases of drunkenness, drug abuse, fighting, malicious damage, and tomfoolery shall not be tolerated and must be reported to Supervisor(s) who will advise the Site Manager
- All matters such as intruders, unlocked security gates or doors, tampering with employee vehicles, or any other unusual occurrence must be reported to the Supervisor(s) who will advise the Site Manager
- When a total plant close down occurs visiting security services to the site are responsible for all security

In the event of a security threat or incident requiring the site to lockdown :
- Dial "000" and report situation
- Chief Warden will be notified of a potential treat
- Chief Warden confirms emergency services have been notified or instructs to contact "000"
- Chief Warden will coordinate response with other wardens and staff using two-way radios and mobile phones to notify of requirement to evacuate to a safe internal location
- Staff, where safe to do so, will close and lock windows and doors

Options for Safe Lockdown may include:
Office boardroom, mill building, warehouse supervisors office, maintenance office

4.10.10 Earthquake

- Do not evacuate the site / building unless instructed by the Chief Warden or their designated replacement provides instruction. Keep low to the ground
- If you are in a building, shelter under a table, desk, or doorframe for protection against falling debris.
- Do not light cigarettes, lighters etc. These can create explosions, as there may be flammable fumes from damaged containers or gas mains
- If instructed to evacuate, stay away from buildings, power lines, poles and trees while making your way to your designated assembly zone or emergency evacuation area

4.11   Assistance - Personal Emergency Evacuation Plans
It is acknowledged that some persons may require special assistance to evacuate during an emergency.

This includes, but is not limited to, persons who may –
- Be accompanied by an assistant
- Have a guide/companion animal
- Have ambulatory restrictions
- Use alternative forms of communication
- Be wheelchair bound or use a mobility device

- Be easily fatigued
- Experience considerable confusion during an emergency
- Suffer severe anxiety during an emergency

To assist with the management of these personnel during an emergency, Personal Emergency Evacuation Plans should be developed in conjunction with the person affected.

4.12 Emergency Site Maps

Emergency Site Maps are located T:\Sites\Picton\Administration\Picton Operation\Quality Assurance\QMS\SAF ENV\ Evacuation Drawings

Related Documents

- **WHSE-005 Incident Reporting, Investigation and Injury Management and Return to work**
- **Picton WHSE-Form-01 Emergency Contact List**
- **WHSE-Form-46 Bomb Threat Form**
- **Picton WHSE-001 Picton Pollution Incident Response Management Plan**
- **WHS-019 Emergency Management**

DOCUMENT APPROVAL and CHANGE HISTORY

APPROVAL			
Action	**Position Title**	**Name (s)**	**Date**
New Document Approval Version V01 to update to new format and Control under WHSE System	National WHSE Manager	Maria Hooker	15/11/2022
Add new logo and amend some content	National WHSE Manager	Maria Hooker	19/4/2023