White Rock Wind Farm

WRWF Emergency Response Plan

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Document Approvals

The signatures of the people below indicate an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the Emergency Response Plan for the Project.

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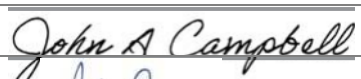
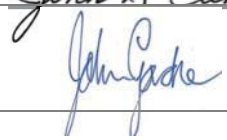
Checked:	John Campbell		06/05/2016
Approved	John Gardner		06/05/2016

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1. Introduction

GWA readily acknowledges and accepts it's moral and legal responsibilities to Health, Safety and Environment Management and the achievement of results that befit a Global Leader.

As part of the process of meeting this obligation, GWA is committed to emergency management.

Emergencies by nature have no defined pattern or preferred location. Generally, their onset is sudden and unforeseen and possible examples include natural events such as earthquake, flood and electrical storms, fires, explosions, road accidents, plague or epidemic, acts of war, hi-jacks, siege or riot, and distributions to essential services.

The Emergency Response Plan is designed to provide guidance on how to manage the occurrence of specific emergencies that may occur.

It is a process of "preparing for the unexpected" and the Emergency Response Plan is supported through training and undertaking of drills or exercises with local Emergency Services to ensure all parties are suitably skilled and ensure the ongoing review and improvement of its content.

The events and actions indicated are provided as a guide to assist in the management and control of any emergencies that may occur onsite and do not preclude the implementation of other actions deemed necessary and appropriate to control any risk in the event of an emergency.

2. Purpose

This Emergency Response Plan (ERP) provides the process to be followed for all workers at the White Rock Wind Farm (WRWF) to ensure Goldwind's minimum emergency preparedness and evacuation requirements are followed.

It will also provide a guide to assist external services by providing them with access to WRWF emergency contact details as well as providing an overview of how emergencies are managed and controls implemented onsite.

3. Scope

This Emergency Response Plan covers critical incidents and emergencies and details the arrangements for control and coordination of an effective response to, recovery from, and the provision of aid, to an emergency in the areas covered by the plan.

Minor incidents defined as non critical, regarding both Safety and Environment are managed through the Project OHS Management Plan and Construction Environmental Management Plan and their related procedures.

This plan will cover the following:

- Employees travelling to site from their normal place of residence
- Any person on site during construction phase of the project until handover to O&M
- This plan applies to GWA and GWI employees, contractors and consultants engaged through GWA for the White Rock wind Farm

This plan applies to work during the construction phase of the project until handover to O&M at which time this document will be superseded by an Emergency Management Plan as part of the Operational Management Plan. This plan applies to GWA and GWI employees, contractors and consultants engaged through GWA for the White Rock wind Farm.

All contractors will be responsible for their own internal arrangements necessary to give effect to the actions required under this plan. All contractor Emergency Response Plans are subordinate to this plan and should be read in conjunction with this plan to ensure that no conflicting plans/actions exist.

4. Key Terms and Definitions

Term	Definition
Emergency	Interpretations of the term 'emergency' vary depending on a person's background and experience. In general, an emergency is a situation that harms (or threatens to harm) people, property or the environment. In this manual, the term applies to an incident or circumstance that causes the facility's emergency plan to be activated. Other circumstances, such as a minor spill of hazardous material on-site which is dealt with by standard operating procedures without the need to activate the emergency plan, would not be regarded as an emergency.
Worker	As per the Work Health and Safety Act 2011, a worker is defined as *"A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:* (a) an employee, or (b) a contractor or subcontractor, or (c) an employee of a contractor or subcontractor, or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or (e) an outworker, or (f) an apprentice or trainee, or (g) a student gaining work experience, or (h) a volunteer, or (i) a person of a prescribed class."
Critical Incident	**is an incident that:** • Causes death or permanent injury to a person; or • Incident requiring emergency medical response • Causes significant property damage, or; • Is likely to give rise to public comment, or • Is likely to result in legal proceedings against GWA or the Client, or; • Is a near miss with the potential to cause any of the above. • An environmental incident resulting in medium to long term harm to the environment; • An environmental incident resulting in damage or cleanup costs exceeding $10,000.
Minor Incident	Defined as a non-critical incident; • First Aid /Medical treatment injuries, or; • Minor property damage, or; • A near miss with limited consequences. • An environmental incident resulting in short term or possible harm to the environment • An environmental incident resulting in cleanup costs less than $10,00
Emergency Site Controller	Means a Gold Wind Australia appointed or nominated person responsible for controlling the incident or emergency at the GWA (WRWF) controlled site and for coordinating resources and determining priorities of action and individuals, other than those of the emergency services at the site of the incident or

Term	Definition
	emergency.
ERIMP	Emergency Response and Incident Management Plan
Local Emergency Operations Controller (LEOCON)	Means the Police Officer appointed by the Commissioner of Police as the Local Emergency Operations Controller for the local government area and is responsible for controlling the allocation of resources in response to an emergency in the local area
WTG	Wind Turbine Generator.
EAP	Employee Assistance Program

5. Roles and Responsibilities

GWA Construction Manager / Emergency Site Controller

1. Endorse the GWA Emergency Response and Incident Management Plan
2. Appoint GWA Emergency Site Controller

Emergency Site Controller

The GWA Emergency Site Controller has responsibility for providing a structure and process that ensures the following:

1. Endorse the GWA Emergency Response and Incident Management Plan.
2. Ensure the implementation of the GWA Emergency Response and Incident Management Plan across the project site and coordinate response on site until arrival of Emergency Services if required.
3. Act as liaison officer of GWA site to Project representatives when required.
4. Assist in ensuring the GWA Emergency Response and Incident Management Plan is reviewed annually or whenever there is significant change that has the potential to affect the currency of the plan.
5. Assist with the development, communication, monitoring and review of the GWA Emergency Response and Incident Management Plan
6. Ensure an Nominated Person or another officer has delegated responsibility for, and authority to act as "deputy" or "back-up" to the appointed Emergency Site Controller position in his/her absence.
7. Ensure White Rock Wind Farm resources as outlined in the Plan are available to respond, and to provide mutual aid, assistance and executive advice when required.
8. Represent GWA at Safety Committee meetings and present debrief recommendations & other associated reports to the committee.
9. Control and coordinate as appropriate the activities of individuals / agencies (other than Emergency Services) at the site in the event of an emergency.
10. Monitor operations controlled by Emergency Services and maintain liaison.
11. Ensure that individuals/groups attending on-site emergencies are escorted and briefed on site about the location and extent of emergency and other related issues.
12. Designate equipment / personnel assembly areas, marshalling areas, briefing area, evacuation assembly area, etc for use in emergency

Nominated Site Person

The appointed GWA Nominated Persons have responsibility for providing a structure and process that ensures the following:

1. Assist with the development, communication, monitoring and review of the GWA Emergency Response and Incident Management Plan.
2. Act as liaison officer to Emergency Site Controller when required.
3. Be available to act as “deputy” or “back-up” to the appointed Emergency Site Controller in his/her absence.
4. Ensure the implementation of the Site Emergency Plans and coordinate response on site until arrival of Emergency Services if required.
5. Control and coordinate as appropriate the activities of all individuals / agencies (other than Emergency Services) at the site in the event of an emergency.
6. Ensure that individuals/groups attending on-site emergencies are escorted and briefed on site about the location and extent of emergency and other related issues.
7. Designate equipment / personnel assembly areas, marshalling areas, briefing area, evacuation assembly area, etc for use in emergencies.

GWA HSEQ Supervisor

The GWA HSEQ Supervisor has responsibility for the following:

1. Coordinate the development, communication, monitoring and review of the GWA Emergency Response and Incident Management Plan.
2. Ensure the effective implementation of the GWA Emergency Response and Incident
3. Management Plan.
4. Review the GWA Emergency Response and Incident Management Plan following major incidents and training exercises.
5. Document emergency and incident response, investigate, amend plans and procedures and prepare reports.
6. Maintain up to date induction and training records for personnel engaged on the Project.
7. Ensure worker’s Emergency Response training is kept current.
8. Ensure that all Emergency Response infrastructure and equipment is fit for purpose and maintained within the appropriate timeframes.

GWA Environmental Supervisor

The GWA Environmental Supervisor has responsibility for the following:

1. Coordinate the development, communication, monitoring and review of the GWA environmental emergency response procedures contained in this Plan.
2. Ensure the effective implementation of the GWA Environmental emergency response procedures.
3. Review the GWA Environmental emergency response procedures contained in this
4. Plan following major incidents and training exercises.
5. Ensure worker's Environmental emergency response training is kept current.
6. Ensure that all Environmental emergency response infrastructure and equipment is fit for purpose and maintained within the appropriate time frames.
7. Investigate environmental incidents and emergencies and document response, implement appropriate corrective and report.
8. Manage external contracts relating to Environmental emergency equipment.
9. Be the primary environmental agency contact point in relation to environmental emergency and incident response;
10. Be responsible for development and implementation of all related management plans
11. Be required to facilitate an induction/training program for relevant persons involved with construction phases with regard emergency and critical incident response;
12. Act to ensure reasonable steps are taken to avoid or minimise unintended or adverse environmental impacts, and failing the effectiveness of such steps, to direct that relevant actions be ceased immediately should an adverse impact on environment be likely to occur.

Supervisors

Supervisors have responsibility for the following:

1. Ensure that all Emergency Response infrastructure and equipment in area under control is fit for purpose and maintained within the appropriate timeframes.
2. Ensure that all issues that have contributed, or may contribute, to an Emergency Situation are addressed effectively with ongoing controls implement

3. Manage site access for GWA personnel and subcontractors and ensure only authorised inducted personnel are present on the Project. Prevent public access to the Project area. Monitor boundary conditions and ensure site security

Employees

Employees have responsibility for the following:

1. Comply with the requirements in the GWA Emergency Response and Incident Management Plan.
2. Actively participate in Emergency Response training.
3. Promptly report any incidents or 'near misses' that may constitute an Emergency Situation to Manager / Supervisor.
4. Report to supervisor any deterioration or damage to Emergency Response Infrastructure that may impact on the effectiveness of the Emergency Response and Incident Management Plan.

Contractors and Visitors

All contractors, visitors and other persons entering or performing work within the WRWF Site have responsibility for the following:

1. Comply with the requirements of this Emergency Response and Incident Management Plan.
2. Actively participate in Emergency Response training.
3. Promptly report any incidents or 'near misses' that may contribute to an Emergency Situation.
4. Report any deterioration or damage to Emergency Response Infrastructure that may impact on the effectiveness of the Emergency Response and Incident Management Plan

6. Wind Farm Overview

The White Rock Wind Farm (WRWF) is to be located along north-south trending ridges of the Great Dividing Range between Matheson and Maybole in NSW's New England region. The WRWF project area is about 20km west of Glen Innes and about 40km east of Inverell.

The wind farm is located on private property within and adjacent to agricultural areas used for sheep and cattle grazing. In general, the WRWF project locality can be characterised as grassland ridges with woodland patches across the project area.

Residential dwellings are located within the project area and the surrounding area generally in valleys for the northern part of the project area and on elevated plateau areas in the vicinity of the southern part of the project. The nearest township is that of Glen Innes, some 20km to the east of the project area.

The White Rock Wind Farm has 2 main site access points:

- (Main) - Northern site entrance from Gwydir Highway
- (South) - Kelley's Road site entrance

6.1 Site Construction Building

The Site Construction Offices are located 800 metres away from the site Main entrance off Gwydir Highway.

6.2 Site Muster Locations

The Primary muster locations are the site (Main) Office building off Gwydir Highway.

In the event of the site (Main) entrance off Gwydir Highway being the scene of an emergency or circumstances preventing access, the Secondary Muster Locations for White Rock Wind Farm is to be the (South) at Kelley's Road site entrance.

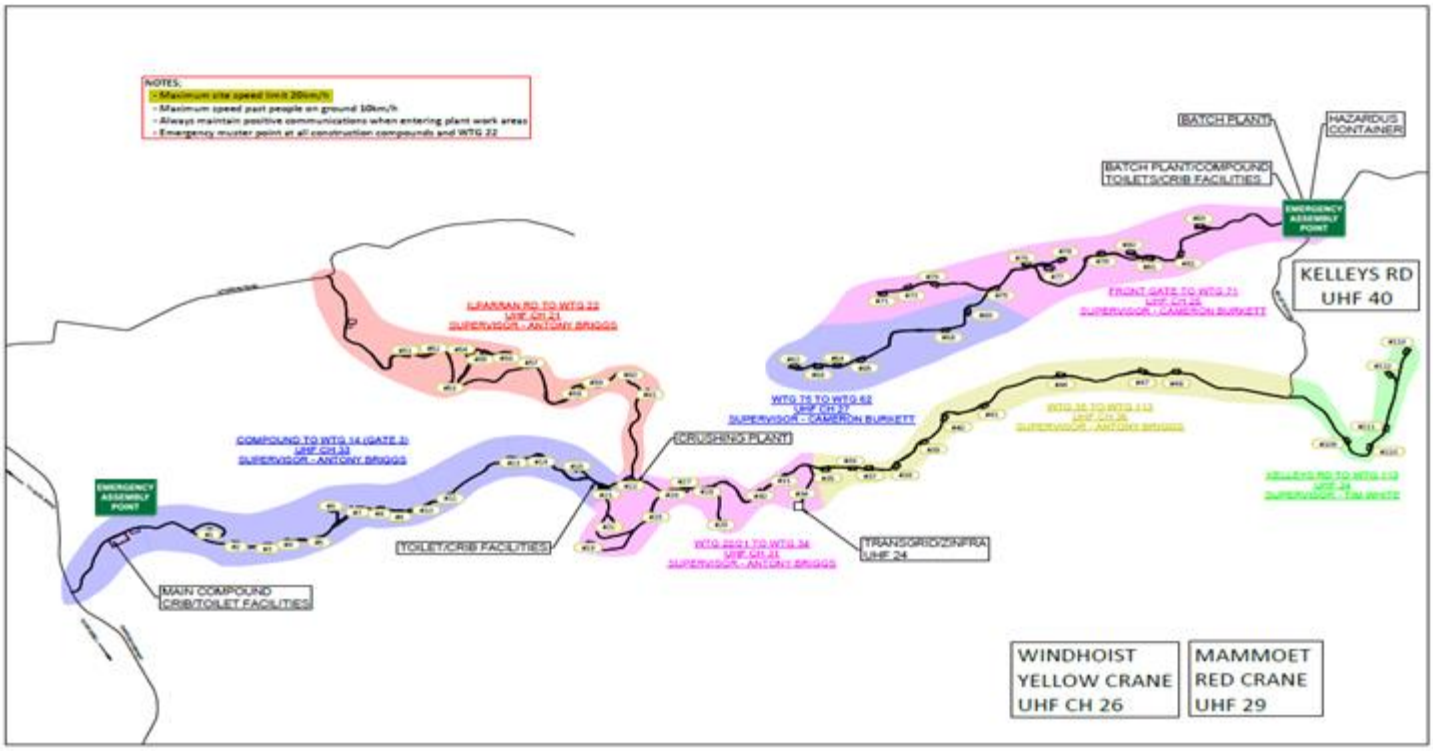
In the event of an emergency all personnel are to gather at the site (Main) Office building off Gwydir Highway muster location unless instructed via radio communication to access an alternative muster location.

In the event of an emergency or evacuation of the White Rock Wind Farm the Site HSEQ Supervisor or another nominated site person in his absence shall notify the Site Construction Manager (Emergency Site Controller) of the WRWF of the emergency.

6.3 Site Evacuation Plan

1. Emergency situation resulting in the emergency services being called
2. Emergency Site Controller decides to evacuate in conjunction with HSEQ and Nominated Persons
3. Emergency Site Controller or other nominated site person to instruct all site workers, using mobile phone and 2-way radio, to evacuate and nominate the muster point(s) and exit route(s)
4. Workers to proceed calmly and immediately to the designated muster point
5. Roll call/head count to be performed at each muster point by any worker
6. Emergency Site Controller or other nominated site person to be notified by a worker from each muster point of all persons accounted for, or missing persons and last known location
7. Workers to remain at the muster point(s) until told to relocate by either Emergency Site Controller or nominated site person or emergency services
8. Emergency Site Controller to report roll/call/head count and muster location(s) to emergency services
9. Emergency Site Controller or other Nominated Site Person to liaise with emergency services
10. Emergency Site Controller or other nominated Site Person to Declare “Safe to Return” when advised safe to do so by emergency services
11. GWA PC HSEQ Site Supervisor or other Nominated Site Person coordinate workers to return to work
12. GWA PC HSEQ Site Supervisor to commence GWA incident reporting and investigation procedure.

Muster Locations are identified on the following diagram:



7. Communications and Equipment

7.1 Site Communications

3G/4G mobile phones are issued to and carried by all Workers. All working parties on-site must have access to a two-way UHF radio for emergency communications. In addition, they will be provided with Emergency Contact Numbers as part of the induction for:

- All other Site Workers
- Local Emergency Services (police, fire and ambulance)
- Local Medical Facilities
- Other GWA key stakeholders

Two-Way Radios

Two-way radios are issued to all Work Groups that are engaged to work onsite. Where a team of Workers are engaged to work one radio is to be issued to the team. A team working in a WTG must be able to communicate to a person externally.

Two-way radio channels must be determined prior to use by the Site Construction Manager and tested before leaving the site office.

The UHF emergency channel is:

- UHF Channel 30 for all areas
- Monitored by GWA staff in main administration building

To clear channel 30 or any other channel of any chatter and allow and emergency signal to be broadcast the signal **"Emergency, Emergency, Emergency"** must be given, thus indicating all current communication to immediately cease.

- **State who you are; where you are; what the emergency is; and what Action/s you are taking in the immediate Area'**
- Emergency Services may adopt this channel on site to establish further communication with site workers.

Site Manifest Tube

This Tube is secured directly onto or next to the main gate (and at all muster points) as well as all entry gates. This Tube contains the following up to date information which is referred to by emergency services immediately upon entering the site:

- Emergency contact details:
  - Site Construction Manager – Emergency Site Controller
  - GWA Senior Management Team
  - GWA PC Site HSEQ Team and all nominated siter persons
  - Land Owner
  - Electrical Authority
- SDS for all hazardous substances on-site
- Site diagram detailing
  - WTG locations and numbers
  - First aid and Fire Fighting resources (type and location) (As an attachment to this plan also)
  - Primary and Secondary Muster Locations
  - Helicopter pad location and coordinates – All hardstands (Should also be an attachment to this plan)
  - Parking for emergency service vehicles including proposed command point (Location needs to be " earmarked and recorded as main office "
- A copy of this Emergency Response Plan

7.2 Site Emergency Equipment

Medical First Aid

Medical First Aid Kits are located in:

- First Aid Room
- All Vehicles and Plant;

An AED is located in the First Aid Room at the main compound (Gwydir Highway entrance). Kellys road compound also, 2 x HSEQ Vehicles

Signage identifying First Aid Kits shall be located outside each First Aid Kit in plain view.

Additionally, where work is being performed onsite and a medical first aid kit is not immediately accessible a medical first aid kit is to be organised by the Site Construction Manager.

GWA Site workers who are trained and hold a current First Aid Certificate in Apply First Aid and CPR are identified during full and visitor delivery driver inductions. Contact details are displayed on the HSEQ notice board at the site compound.

Expiry dates for first aid equipment are periodically checked by the Site HSEQ personnel monthly. Equipment which is used is immediately replaced by the Site Construction Manager to ensure resources are maintained.

Fire Fighting Equipment

Fire extinguishers are located in:

- Site Buildings including Site Construction Building, Switch room and Site Shed
- Construction Compounds, Laydown Areas and Batching Plants
- All site vehicles
- All Plant

8 Emergency Contact Numbers

In the event of an emergency the following numbers apply

Emergency Contacts

(Glen Innes NSW) – (WRWF) as at (July 2017)

This form is to be displayed in conjunction with all Emergency Evacuation Site Plans

POLICE, FIRE, AMBULANCE – 000

Some Mobile Phones 112

WRWF Emergency UHF Channel – 30 *Please refer to the Vehicle Management Plan (VMP) for UHF channel changes through the project*

When Calling Emergency Services:

- **State Your Name**
- **State nature of Emergency: Fire, medical, etc**
- **Give details regarding location and extent of emergency**

Emergency Services	Comments / links	Phone
NSW Ambulance	Medical Emergencies	**000**
NSW Fire and Rescue	Urban fire and Rescue	**000**
Rural Fire Service	Bushfire	**000**
NSW State Emergency Service	Flood, Storm, Tsuanmi	**13 25 00**
NSW Volunteer Rescue Association	Vertical Rescue, Road Accident Rescue	**000**
NSW Police	Glen Innes	**02 6732 9799**
NSW Police	Inverell	**02 6722 0599**
Glen Innes Hospital	Medical Assistance	**02 6739 0200**
Inverell Hospital	Medical Assistance	**02 6721 9500**
Poisons Information	131126	**13 11 26**
Electricity	Essential Energy	**13 20 80**

GWA Emergency Contacts	Full Name	Phone
WRWF Site Office	Emergency Number – 7.00am to 6.00pm only	**02 8279 9220**
Alexander (Sandy) Smith – Emergency Site Controller	Emergency Site Controller	**0472 806 528**
David Davies – Nominated Site Person (Warden)	Site HSEQ Supervisor	**0472 808 208**
Leigh Denton – Nominated Site Person (Warden)	Site HSEQ Coordinator	**0429 159 357**
Hugh Cameron – Nominated Site Person (Warden)	Site Manager (Service)	**O459 850 306**
Nicholas Cole – Nominated Site Person (Warden)	Senior Electrical Project Engineer	**0409 864 135**
Michael Nielsen – Nominated Site Person (Warden)	Installation and Logistics Manager	**0476 841 049**
Ronan Creedon – Nominated Offsite Person (Warden)	EPC Project Manager – Offsite	**0488 039 851**
Sarah White (Warden)	Site Administrator (Services)	**0484 685 091**

First Aid	Full Name – Details	Mobile
Occupational First Aider	David Davies	**0472 808 208**
Occupational First Aider	Leigh Denton	**0429 159 357**
Occupational First Aider	Sarah White	**0484 685 091**
Other Services		
Agency	**Service**	**Contact Details**
Bureau of Meteorology	Weather	**www.bom.gov.au**
Glen Innes Severn Council	General enquiries	**02 6730 2350**
Inverell Shire Council	General enquiries	**02 6728 8288**
Roads and Maritime Services	Road transport information	**132 213**
NSW Work Safe	WHS information and investigation	**13 10 50**
Environmental Protection Authority (EPA)	Environmental information and investigation	**13 15 55**
Poisons Information Line	Advice on potential poison/bite/sting incidents	**13 11 26**
Essential Energy	Electrical matters (local network)	**132 391**
Trans Grid	Electrical matters (transmission)	**1800 027 253**

9 Emergency Preparedness

Emergency Exercises

The Emergency Site Controller shall prepare for and agree to the undertaking of a quarterly Emergency Exercise (as a minimum) to assess the suitability and effectiveness of the Emergency Response Plan, observe actions taken and to assess the preparedness of all persons.

Emergency response exercises are to be held at a minimum of one per year, alternating between a desktop and fully mobilised exercise. External emergency services shall be involved where possible. The exercises will simulate different credible scenarios to maximise the level of emergency training. These exercises may be in coordination with evacuation tests.

After any emergency drills and exercises document the scenario describing:

- The response;
- The observer's comments;
- The log of events;
- Deficiencies;
- Possible improvements / actions;
- What went well; and
- Lessons learnt.

A list of all Personnel on site during the exercise shall be included in the emergency exercise report as part of the emergency training records.

Emergency Response Times

Consider response times and if necessary call 000 early

AGENCY	CAPABILITIES	Distance from WRWF	CONTACT DETAILS
SES – Glen Innes	Flood Storm and Tsnamni	25km – Not dispatched with urgency	132 500
RFS – Glen Innes	Bush Fire		000 Office- 02 6732 7046
RFS– Inverell	Bush Fire		000 Office- 02 6732 7046
Ambulance – Glen Innes	Medical Assist, Emergency, Hospital	25km- Despatch with urgency	000
Westpac Lifesaver Helicopter Service	Urgent transportation to hospital	Lismore / Tamworth – Despatch times will vary	000
Police – Glen Innes	Incident coordination	25km – Depending on incident dispatch times will vary	000 Office- 02 6732 9799
NSW – Fire Brigade	Structual Fire, Rescue	25km Dispatched with Urgency	
NSW Volunteer Rescue Association	Vertical Rescue, Road Accident Rescue		

10 Equipment List

General Equipment

The following general equipment is available for emergency response:

- 2 x Vehicles with AED on board
- Incident response vehicle equipped for medical and environmental response.
- Sand for oil absorption, containment and clean up
- Excavators
- Cranes
- Traffic Control equipment

Fire - Emergency Response Kit

In the event of a fire emergency at the WRWF Project GWA will provide and maintain the following list of fire fighting equipment in the Main Project Office, and Emergency Vehicles:

- Dry Powder Extinguisher
- CO2 Fire Extinguisher
- Vehicle Safety Fire Extinguishers
- Personal Fire Blankets
- Signage

Spills - Emergency Field Kit

In the event of an emergency spill at the WRWF Project GWA will provide and maintain the following list of emergency spill equipment at the Project Site

- Oil absorbent booms
- Oil absorbent pads
- Oil absorbent pillows
- Granular material such as kitty litter
- Disposal bags
- Gloves
- Instructions on use

First Aid Emergency Response Equipment

In the event of a First Aid Emergency at the WRWF Project GWA will provide and maintain the following list of First Aid equipment and provisions:

- Project First Aid Facility and Occupational First Aid Attendants
- Stretchers
- Mobile Defibrillators
- Mobile Oxygen resuscitation equipment
- Project First Aid Facilities – First Aid Kit
- Project Vehicle First Aid Kits

11 Response

Overview

The response phase of this plan details incident and emergency procedures and provides the protocol for notifying appropriate authorities following the occurrence of an incident or emergency.

Emergency Response Procedures are detailed in section 12 of this plan

Activation of Response Plans

The arrangements detailed in this Plan will be activated by either the Emergency Site Controller or the Nominated Person in consideration of the following:

- Protect the environment
- Safety of personnel, and prevention of further injury or damage
- Communication in accordance with communication protocol
- Type of emergency
- Number of injured persons
- First aid and emergency resources required

The GWA Emergency Site Controller will activate this plan when:

a) the Emergency Site Controller has received advice from Nominated Person that an emergency has occurred; or

b) the Emergency Site Controller has received confirmed reports from any source that an emergency has occurred; or

c) the Emergency Site Controller has been notified that an emergency in an adjoining area is likely to impact on W.R.W.F controlled area; or

d) the Emergency Site Controller has received advice of an impending emergency; or

e) the Emergency Site Controller is directed by Glen Innes Severn, LEOCON or DEOCON.

The GWA Nominated Person/s will activate this plan when:

a) the Nominated Person has received advice from Emergency Site Controller that an emergency has occurred

In addition, the Nominated Person/s can activate this plan, when:

b) the Nominated Person has been notified by any GWA employee that an emergency has occurred

c) the Nominated Person has received advice of an impending emergency

Warnings

The Nominated Person will advise the Emergency Site Controller (and vice-versa) of any incident or event which apparently has the potential to escalate into an emergency or may require the support of additional resources (other than resources allocated by GWA) and in particular any incident involving hazardous or dangerous goods.

Overall responsibility of contacting the emergency services, lies with the Emergency Site Controller. However, the Nominated Persons can also contact the emergency services in case of an emergency and as per directions from the Emergency Site Controller.

Warnings to the public will be issued through GWA Community Liaison Officer after consultation with the Service Manager, and the Emergency Site Controller. These warnings will be undertaken in consultation, Media Protocol Procedure.

The primary means of disseminating warning and advice to the personnel working on the W.R.W.F will be through hand held two-way radio systems Channel 30. Secondary means of communicating and disseminating information shall be via the mobile phone network.

Local weather warnings and risks will be notified via SMS weatherzone alerts and daily on the HSEQ notice board

Evacuation

The Emergency Site Controller (in consultation with the Nominated Persons, if required) will determine the need for evacuation. When it is agreed that the evacuation is necessary, the Nominated Persons will be in charge of evacuating personnel from their respective area onto the designated Assembly area.

Even though the Nominated Persons are responsible for evacuation of their respective areas, the Emergency Site Controller will control and coordinate the overall evacuation process.

In the event of an emergency such as fire, gas leak, flood, earth tremor, bomb threat etc occurring on the WRWF site, the following steps shall be taken by Emergency Site Controller and/or Nominated Persons

The incident area will be evacuated if appropriate. The Nominated Person must immediately, if there is a dangerous situation like a fire or gas leak, suspicious object, bomb threat etc, lead all staff, visitors and contractors to the nearest Assembly area. If possible or necessary shut down all flammable equipment and move vehicles/plant out of area.

12 Emergency Scenarios

The following foreseeable emergency scenarios have been provided for within the response plan:

- Injury to a Person
- Worker injured in a Confined Space
- Vehicle Incidents
- Fatality
- Onsite Bush Fire
- Building, Equipment or Plant Fire
- Spill or Release of Substance
- Severe Weather Event (Storm, High Wind, Lightning, Heavy Rain, Hail, Snow)

The following response procedures (Actions) and things to consider (Stop Think Act!) are described in the following pages. A copy of the Emergency Response Plan shall be available in Work Groups work packs ready for use.

General Injury – First aid & medical treatment (other than inside WTG, confined space or vehicle and Oil Injection Injury)

Nominated Person or person attending scene:

1. Notify the Site Supervisor (Emergency Site Controller) and if necessary call 000
2. Direct other workers to cease work if:
3. They may be affected by a hazard;
4. They are required to assist in an emergency; or
5. They will become unsupervised in their work.
6. If necessary, contact any other site persons via 2-way radio or by mobile phone for assistance.
7. If first aid trained provide treatment to injured persons.
8. Assist emergency services where required.

Emergency Site Controller:

1. Ensure that an Nominated Person attends and secures the scene
2. Establish cause and severity of the injury and ensure suitable medical care is provided
3. If necessary organise:
   - Casualty to be taken to the O&M site office or nearest medical facility, or
   - Task someone to meet an ambulance at the site entrance
4. Contact Service Business Manager and provide periodic situation reports. Service Business Manager will determine frequency of updates depending on the incident severity.
5. Terminate the incident and organise the safe return to work, when:
   - All clear is given by emergency services
   - Damaged and affected areas are secured and LOTO applied until repairs are completed
   - Evidence is gathered

Person Conducting Roll Call:

1. Conduct roll call to confirm which persons are in attendance using the sign in register.
2. Attempt to contact any missing persons via mobile phone to confirm that they are safe and obtain information as to where they are located. If safe to do so, they are to report to muster location unless they have been dispatched to assist or if unsafe to do so.
3. Advise all persons to remain at muster location.
4. Advise Site Supervisor that a roll call has been conducted and provide details of any persons who are not accounted for.

<u>Stop, Think Act!</u> Do not risk your own safety

- Do not move injured persons where movement may worsen a patient's condition.
- 000 operators will advise you if it is safe to move a casualty and quicker for you to meet an ambulance en-route.
- Consider the isolation of services (power and water) to prevent further injury. Discuss options with Site Manager or a 000 operator.
- Early tasking of persons to open gates may reduce your resources at the scene.
- Persons are to wear suitable PPE when cleaning up after an incident (contract cleaners may be authorised by the Service Business Manager, depending on the nature of the incident).
- Notifiable incidents to authority may require a formal investigation. Seek advice from the Service Business Manager and Project Services Manager before altering/contaminating an incident scene

Worker Injured in a Confined Space or Restricted Area (Generic)

Confined space safety observer/Nominated Person:

1. Notify the Site Supervisor (Emergency Site Controller) and if necessary call 000
2. Follow the specific rescue plan documented on the completed Entry Permit
3. Communicate to the worker inside the confined space/restricted area and determine the nature and extent of the injury.
4. Direct other workers to cease work if:
   - If they may be affected by a hazard;
   - If they are required to assist in an emergency; or
   - If they will become unsupervised in their work.
5. If necessary, contact any other site workers via 2-way radio or by mobile phone for assistance or to call for emergency services. Other assistance may be available from:
   - Service Manager or
   - Senior HSEQ Advisor - Service
6. Conduct a rescue providing that:
   - It is safe to do so (refer to **Stop, Think Act**!); and
   - Attempting a rescue will not worsen the casualty's condition.
7. If first aid trained provide treatment to injured persons. Assist the casualty to the WTG entry level platform (if directed by emergency services to do so) or await the arrival of emergency services.

Emergency Site Controller

1. Ensure that an Nominated Person attends and secures the scene
2. Establish cause and severity of the injury and ensure suitable medical care is provided
3. If necessary organise:
   - Casualty to be taken to the site office or nearest medical facility or
   - Task someone to meet an ambulance at the site entrance
4. Contact Service Manager and provide periodic situation reports. Service Manager will determine frequency of updates depending on the incident severity.
5. Terminate the incident and organise the safer return to work, when:
   - All clear is given by emergency services
   - Damaged and affected areas are secured and LOTO applied until repairs are completed
   - Evidence is gathered

- Entry permits should consider task specific rescue requirements such as anchor points, communications, sources of power etc.
- Do not risk your own safety by entering a confined space
- Isolate plant, equipment and/or services that may have/be causing the accident
- If possible, ensure that any positive air fans remain turned on to maintain oxygen to the casualty (seek alternative power supply if time permits/non critical injury).
- Do not move injured persons where movement may worsen a patient's condition unless the person is in further danger.
- Early tasking of persons to open gates may reduce your resources at the scene.
- Persons are to wear suitable PPE when cleaning up after an incident (contract cleaners may be authorised by the Service Manager, depending on the nature of the incident).
- Notifiable incidents to authority may require a formal investigation. Seek advice from the Service Manager and Senior HSEQ Advisor before altering/contaminating an incident scene

Person injured inside a WTG (other than confined space)

Nominated Person or other person attending scene:

1. Notify the Site Supervisor (Emergency Site Controller) and if necessary call 000
2. Direct other workers to cease work if:
   - They may be affected by a hazard;
   - They are required to assist in an emergency; or
   - They will become unsupervised in their work.
3. If necessary, contact any other site persons via 2-way radio or by mobile phone for assistance.
4. If person injured on rope then persons trained in WTG Rescue are to initiate a rescue (refer to **Stop, Think, Act**)
5. If safe to do so assist worker to the entry level platform. If unable to safely move casualty, then provide first aid where you are and notify Emergency Site Controller then emergency services of location inside WTG.
6. If first aid trained provide treatment to injured persons.
7. Assist emergency services where required.

Emergency Site Controller

1. Ensure that an Nominated Person attends and secures the scene.
2. Establish cause and severity of the injury and ensure suitable medical care is provided.
3. If necessary:
   a. Organise for trained workers and/or emergency services and other resources needed to facilitate a WTG rescue
   b. Task someone to meet an ambulance at the site entrance.
4. Contact Service Manager and provide periodic situation reports. Service Manager will determine frequency of updates depending on the incident severity.
5. Terminate the incident and organise the safer return to work, when:
   a. All clear is given by emergency services
   b. Damaged and affected areas are secured and LOTO applied until repairs are completed
   c. Evidence is gathered

- Entry permits should consider task specific rescue requirements such as anchor points, communications, sources of power etc.
- Do not risk your own safety by entering a confined space
- Isolate plant, equipment and/or services that may have/be causing the accident
- If possible, ensure that any positive air fans remain turned on to maintain oxygen to the casualty (seek alternative power supply if time permits/non critical injury).
- Do not move injured persons where movement may worsen a patient's condition unless the person is in further danger.
- Early tasking of persons to open gates may reduce your resources at the scene.
- Persons are to wear suitable PPE when cleaning up after an incident (contract cleaners may be authorised by the Service Manager, depending on the nature of the incident).
- Notifiable incidents to authority may require a formal investigation. Seek advice from the Service Manager and Senior HSEQ Advisor before altering/contaminating an incident scene

Vehicle Incident Involving Injured Persons (on or off site)

Nominated Person or other person attending scene:

1. Notify the Site Supervisor (Emergency Site Controller) and if necessary call 000
2. Find a safe place to park preferably up hill, up wind (protection against leaking fuel)
3. Turn on flashing lights and/or hazard lights
4. Ensure it is safe to approach the vehicle (check for fallen power lines)
5. Approach the vehicle and make contact with any casualties by:
    a. Asking persons to look forward to prevent making worse a possible neck injury.
    b. Ask occupants how many persons were traveling in the vehicle (locate all persons).
    c. If unable to determine how many passengers check all parts of the vehicle and conduct a wide search of the area.
6. Whilst making contact and if safe to do so isolate engine (remove keys or truck isolator).
7. If no immediate threat to injured persons then try and keep them in the vehicle.
8. Persons exiting the vehicle should be moved to a safe location (away from the incident and away from other traffic).
9. If first aid trained provide treatment to injured persons. Contain fluid spills using the Spill Kit.
10. Keep injured passengers talking.
11. Handover to emergency services and assist where required.

Emergency Site Controller

1. Ensure that an Nominated Person attends and secures the scene.
2. Establish cause and severity of the injury and ensure suitable medical care is provided
3. If necessary:
    a. Organise for emergency services and other resources needed to facilitate a WTG rescue
    b. Task someone to meet an ambulance at the scene
4. Contact Service Manager and provide periodic situation reports. Service Manager will determine frequency of updates depending on the incident severity.
5. Terminate the incident and organise the safer return to work, when:
    a. All clear is given by emergency services
    b. Damaged and affected areas are secured and LOTO applied until repairs are completed
    c. Evidence is gathered

Stop, Think Act!

- Treat all fallen power lines as being live
- Look for sign of other persons being in the vehicle and who may have been thrown free. Indicators include child seats, multiple drinks, clothes etc.
- Be mindful of snakes, uneven ground, wreckage and other vehicles when conducting a search
- Do not move injured persons where movement may worsen a patents condition.
- Address casualties who are not talking, screaming etc. (noise can be good!).
- Remain with persons trapped in a vehicle if safe to do so.
- Only attempt to remove trapped persons if:
    - Left in their current location the chance of survival deteriorates due worsening injuries; or
    - If a fire starts which cannot easily be extinguished
- Place vehicle keys with the emergency services
- Maintain injured persons privacy/dignity at all times if possible.
- 000 operators will advise you if it is safe to move a casualty and quicker for you to meet an ambulance on route.
- Workers are to wear suitable PPE when cleaning up after an incident (contract cleaners may be authorised by the Service Business Manager, depending on the nature of the incident).

Death of a Person

Nominated Person or other person attending scene:

1. Follow first aid and check for danger, notify the Site Supervisor (Emergency Site Controller) then call 000.
2. Isolate the scene and any associate plant and equipment.
3. Treat persons as being alive and treat with first aid unless:
    - Injury denotes obvious death or
    - If advised by a doctor.
4. Only move the person if:
    - The person's body may suffer further degradation if left in current position; and
    - Only if you feel safe and comfortable in doing so.
5. If necessary, contact any other site persons via 2-way radio or by mobile phone for assistance.
6. DO NOT TAKE OR ALLOW ANYONE ELSE TO TAKE PHOTOGRAPHS OF THE BODY/SCENE
7. Handover to emergency services and assist where required

Emergency Site Controller

1. Ensure that an Nominated Person attends and secures the scene
2. Task someone to meet emergency services at the site entrance
3. Direct all persons on site to cease work and immediately report to an assembly point and conduct a roll call.
4. Notify Service Manager of the incident.
5. Access the Critical Incident Investigation Kit located in the O&M site office and record incident surroundings such as plant, persons, equipment, environmental conditions.
6. Provide periodic situation reports (sitreps) to Service Manager. Service Manager will determine frequency of updates
7. Terminate the incident and organise the safer return to work, when:
    a. All clear is given by emergency services
    b. Damaged and affected areas are secured and LOTO applied until repairs are completed
    c. Evidence is gathered

Service Manager and Senior HSEQ Advisor - Service (In addition to generic responsibilities)

1. Immediately notify the Managing Director and WorkCover NSW 131050
2. Immediately attend scene and conduct investigation
3. Monitor persons for post incident trauma/shock (Contact Employee Assistance Program)

Stop, Think Act!

- Remain on the phone with 000 operators and follow instructions
- Try and keep the number of persons at the scene to an absolute minimum
- Other persons can be tasked early to open gates to reduce trauma to other site workers
- Take initial notes regarding the location of plant and equipment involved in the incident to assist in the investigation.
- Do not alter/contaminate the incident scene.
- Consult with Service Manager to gain approval to return plant and equipment back into operation
- Do not contact next of kin/relatives. Allow police to perform this role.
- Take a mental picture of the surrounding to assist with investigations
- Contract cleaners will be activated to clean up the scene of a major incident (only after all investigations have been completed)

Bush or Grass Fire

Nominated Person or other person attending scene:

1. If safe to do so use immediate resources to extinguish a small grass fire.
2. Notify the Site Supervisor (Emergency Site Controller) and if necessary call 000 and the landowner if unable to contain or extinguish the fire.
3. If first aid trained provide treatment to injured persons.
4. In consultation with the Emergency Site Controller direct other workers in the immediate area to cease work and report to the site muster point.
5. Conduct a roll call and ensure all persons are accounted for and communicate results to Emergency Site Controller.

Emergency Site Controller

1. Establish from Nominated Person/person on scene the:
    a. Size of the fire
    b. Direction of travel
    c. Speed of travel
    d. Persons and assets in the fire path.
2. If safe to do so task trained persons and resources to extinguish a small grass fire.
3. In the event of an uncontrolled grass or bush fire, coordinate Nominated Persons and workers on 2-way radio/mobile phone to evacuate areas at risk.
4. If safe to do so, organise with Landowner and Nominated Person to open gates to facilitate any further evacuations and to aid the swift movement of emergency service vehicles.
5. Monitor roll calls from each assembly point. Communicate missing persons to emergency services
6. Notify Service Manager of the incident.
7. If requested by emergency services, organise for services (power and gas) to be disconnected
8. Provide periodic situation reports (sitreps) to Service Manager. Service Manager will determine frequency of updates
9. Terminate the incident and organise the safer return to work, when:
    a. All clear is given by emergency services
    b. Damaged and affected areas are secured and LOTO applied until repairs are completed
    c. Evidence is gathered

Stop, Think Act!

- Do not risk your own safety. The order of priority is:
    - Life – your life and the life of others (not animals/livestock)
    - Property – company vehicles wind turbines and other equipment
    - Environment – protection of the environment
- Priority should be given to raising the alarm.
- Workers in a WTG should assess the level of threat with the GWA site Supervisor and descend to the entry level platform. If the fire is located near the WTG entrance, then remain inside until the fire has passed then move to burnt ground away from the fire front. When safe to do so return to the muster location.
- Bush or grass fires can move extremely quickly. As such, all persons must remain at a safe distance from the fire and remain up wind and not in the fires path.
- Always have an exit route pre-planned
- Consider wind speed and direction of fire travel when planning your exit route for the grass/bush fire
- In the event of intense heat or smoke retreat to the entrance of a wind turbine or vehicle
- Attempt to contact any missing persons via mobile phone to confirm that they are safe and obtain information as to where they are

Building, Equipment or Machinery Fire / Explosion (other than WTG fire)

Nominated Person or other person attending scene:

1. Stop plant and equipment if running or if safe to do so, disconnect building services (power and gas)
2. If safe to do so, use immediate resources to extinguish the fire (fire extinguisher, water cart, fire blanket)
3. Raise the alarm with the Site Supervisor and if required call 000 to initiate emergency services
4. If safe to do so, reduce the spread of fire by moving adjacent plant and equipment
5. If first aid trained provide treatment to injured persons. Contain fluid spills using the Spill Kit.
6. In consultation with the Emergency Site Controller direct other workers in the immediate area to cease work and report to the site muster point.
7. Conduct a roll call and ensure all persons are accounted for and communicate results to Emergency Site Controller.

Emergency Site Controller

1. Ensure that an Nominated Person attends and secures the scene
2. Organise additional resources needed to fight the fire.
3. Coordinate Nominated Persons and workers on 2-way radio/mobile phone to evacuate areas at risk.
4. Ensure suitable medical care is provided to injured persons
5. Task an Nominated Person to meet emergency services at the site entrance
6. Monitor roll calls from each assembly point. Communicate missing persons to emergency services.
7. Notify Service Manager of the incident.
8. If requested by emergency services, organise for services (power and gas) to be disconnected
9. Provide periodic situation reports (sitreps) to Service Manager. Service Manager will determine frequency of updates
10. Terminate the incident and organise the safer return to work, when:
    a. All clear is given by emergency services
    b. Damaged and affected areas are secured and LOTO applied until repairs are completed
    c. Evidence is gathered

Stop, Think Act!

- Do not risk your own safety. The order of priority is:
  - Life – your life and the life of others (not animals/livestock)
  - Property – company vehicles wind turbines and other equipment
  - Environment – protection of the environment
- Priority should be given to raising the alarm.
- Do not move equipment where there may be a chance of explosion
- Do not move liquids which are on fire
- Do not extinguish oil fires with water, use CO2 extinguishers or smother with a damp covering only if safe to do so
- Shut doors behind you to reduce the spread of fire in a building
- Always have an exit route pre-planned
- If you become disorientated in smoke drop to the ground and locate the nearest exit
- Attempt to contact any missing persons via mobile phone to confirm that they are safe and obtain information as to where they are located.
- Do not attempt to search for unaccounted persons in dangerous situations.
- Advise Emergency Services of the last known location of missing persons

WTG Fire / Explosion

Persons above entry level platform

1. Immediately relocate to a fresh air location.
2. Notify the Site Supervisor (Emergency Site Controller) and if necessary call 000.
3. Wait for further communication. Do not enter a smoke filled area to exit the WTG, fight the fire or otherwise
4. Persons to use the emergency decent device (Redpro kit) only if:
    a. Advised to exit by the Emergency Site Controller or emergency services or
    b. If there is an immediate threat to life. Where possible communicate reason to Emergency Response Team.

Nominated Person or other person attending scene:

1. Establish if anyone is inside the WTG and where they are located.
2. Trained persons to use CO2 extinguishers to fight the fire (if safe to do so).
3. Notify the Site Supervisor (Emergency Site Controller) of the extent of the fire, location of person inside.
4. If first aid trained provide treatment to injured persons.

Emergency Site Controller

1. Attend the scene with Nominated Person. Secure the scene.
2. Shut down turbine and isolate LV and if necessary HV.
3. Establish if any persons are inside and make contact.
4. Organise additional resources needed to fight the fire.
5. Communicate extent of fire to trapped persons. Ensure they remain in fresh air.
6. If trapped person at risk of harm from fire, smoke, structural collapse or otherwise then order a WTG evaluation using emergency decent device (Redpro kit).
7. Conduct roll call and ensure all persons on site are accounted for. Notify emergency services of missing persons.
8. Task an Nominated Person to meet emergency services at the site entrance.
9. Notify Service Manager of the incident.
10. Provide periodic situation reports (sitreps) to Service Manager. Service Manager will determine frequency of updates.
11. Terminate the incident and organise the safer return to work, when:
    a. All clear is given by emergency services
    b. Damaged and affected areas are secured and LOTO applied until repairs are completed
    c. Evidence is gathered.

Stop, Think Act!

- Do not risk your own safety. The order of priority is:
    - Life – your life and the life of others,
    - Property – company vehicles wind turbines and other equipment
    - Environment – protection of the environment
- Priority should be given to raising the alarm and isolating power to the turbine.
- Fires can move extremely quickly and result in explosions, toxic smoke and debris.
- All persons must remain a safe distance from the turbine fire and remain up wind.
- Always have an exit route pre-planned
- Attempt to contact any missing persons via mobile phone to confirm that they are safe and obtain information as to where they are located.
- Do not attempt to search for unaccounted persons in dangerous situations.
- Advise Emergency Services of the last known location of missing persons

Collapse or Overturning Forklift or Boom lift

Nominated Person or other person attending scene:

1. Establish if anyone is hurt or trapped.
2. Isolate plant (ignition switch and battery isolator).
3. Direct other workers to cease work if:
    a. They may be affected by a hazard;
    b. They are required to assist in an emergency; or
    c. They will become unsupervised in their work.
4. Notify the Site Supervisor (Emergency Site Controller) and if necessary call 000.
5. If first aid trained, provide treatment to injured persons.
6. Secure the scene to prevent further injuries. Contain fluid spills using the Spill Kit.

Emergency Site Controller

1. Attend the scene with Nominated Person. Secure the scene.
2. Notify Service Manager of the incident.
3. Organise additional resources needed to secure plant to prevent further injury.
4. Task an Nominated Person to meet emergency services at the site entrance.
5. Provide periodic situation reports (sitreps) to Service Manager. Service Manager will determine frequency of updates.
6. Terminate the incident and organise the safer return to work, when:
    a. All clear is given by emergency services
    b. Damaged and affected areas are secured and LOTO applied until repairs are completed
    c. Evidence is gathered.

Stop, Think Act!

- Do not risk your own safety
- Do not move injured persons or equipment where movement may worsen a patents condition.
- Attempting to move debris from on top of a trapped person can cause further dislodgment of plant or equipment.
- If safe to do so provide temporary support to prevent a structure collapsing further
- Only move person if there structure are moving and it is likely that injuries may worsen.
- Consider the isolation of services (power) to prevent further injury Discuss options with Project Services Manager or a 000 operator.

Collapse or Partial Collapse of Building or WTG Structure (Including blade failure)

Nominated Person or other person attending scene:

1. Establish if anyone is hurt or trapped.
2. Isolate WTG or building services (power and gas).
3. Direct other workers to cease work if:
    a. They may be affected by a hazard;
    b. They are required to assist in an emergency; or
    c. They will become unsupervised in their work.
4. Notify the Site Supervisor (Emergency Site Controller) and if necessary call 000.
5. If first aid trained, provide treatment to injured persons.
6. Secure the scene to prevent further injuries.

Emergency Site Controller

1. Attend the scene with Nominated Person. Secure the scene.
2. Notify Service Manager of the incident.
3. Organise additional resources needed to secure plant to prevent further injury.
4. Establish an exclusion zone for falling debris.
5. Notify other persons that may be affected by falling debris.
6. Task an Nominated Person to meet emergency services at the site entrance.
7. Provide periodic situation reports (sitreps) to Service Manager. Service Manager will determine frequency of updates.
8. Terminate the incident and organise the safer return to work, when:
    a. All clear is given by emergency services
    b. Damaged and affected areas are secured and LOTO applied until repairs are completed
    c. Evidence is gathered.

Stop, Think Act!

- Do not risk your own safety
- Do not move injured persons or equipment where movement may worsen a patents condition.
- Attempting to move debris from on top of a trapped person can cause further dislodgment of plant or equipment.
- If safe to do so provide temporary support to prevent a structure collapsing further
- Only move person if there structure are moving and it is likely that injuries may worsen.
- Consider the isolation of services (power) to prevent further injury.
- Consider wind speed and path of travel when establishing a drop zone for falling debris.
- Do not risk your own safety – be aware of fallen power lines, leaking gas, dust and further collapse
- The safest place is at least 100% further than the height.
- Persons trapped in building should:
    - Remain still if the building may collapse as a result of exiting. If possible remain in a safe location..
    - Filter air through clothes to avoid breathing in dust
    - Make contact with someone external such as Site Supervisor, other workers or call 000
    - Locate to somewhere that has good ventilation

Suspicious Package

Nominated Person or other person finding package:

1. Raise the alarm with the Site Supervisor.
2. DO NOT ATTEMPT OPEN OR TOUCH THE SUSPICOUS PACKAGE
3. IF YOU HAVE COME INTO CONTACT WITH A SUSPICIOUS SUBSTANCE FOLLOW DECONTAMINATION PROCEDURE
4. Isolate the immediate area and direct other workers to cease work and report the assembly point.

Emergency Site Controller

1. Attend the scene with Nominated Person.
2. Call 000 to initiate emergency services.
3. Notify Service Manager of the incident.
4. Ensure area is barricaded to prevent entry
5. Task an Nominated Person to meet emergency services at the site entrance.
6. Provide periodic situation reports (sitreps) to Service Manager. Service Manager will determine frequency of updates.
7. Terminate the incident and organise the safer return to work, when:
    a. All clear is given by emergency services
    b. Package is removed and appropriately disposed of
    c. Evidence is gathered.

Stop, Think Act!

- Remain upwind on high ground, and consider potential of an explosion or inhalation of toxic substance.
- Do not enter isolated area until emergency services have investigated the package and declare the site safe to re-enter

Spill or Release of Substance

Nominated Person or other person finding spill:

1. Raise the alarm with the Site Supervisor.
2. AVOID DIRECT CONTACT WITH SPILLED OR RELEASED SUBSTANCE.
3. Don protective equipment as indicated in safety data sheet
4. Take action to control spill or any released substances using the emergency spill kit but only where safe to do so (refer to MSDS or information on the container where possible).
5. Remove or assist victims from the area
6. Direct other workers or landowner to cease work if:
    a. If the substance may pose a hazards to others;
    b. If they are required to assist in containment or clean up; or
    c. If they will become unsupervised in their work.
7. For further advise contact company on product labels/information sheets/Safety Data Sheet or www.MSDS.com

Emergency Site Controller

1. Attend the scene with Nominated Person and ensure injured persons receive decontamination then first aid.
2. If unsafe to contain substance call 000 and notify landowner
3. Notify Service Manager of the incident including type of substance, UN number, quantity and location of spill or release and effected area.
4. Ensure area is barricaded to prevent entry
5. Task an Nominated Person to meet emergency services at the site entrance.
6. Provide periodic situation reports (sitreps) to Service Manager. Service Manager will determine frequency of updates.
7. Terminate the incident and organise the safer return to work, when:
    d. All clear is given by emergency services
    e. Substance is contained and appropriately disposed of
    f. Evidence is gathered.

Service Manager and Senior HSEQ Advisor - Service (In addition to generic responsibilities)

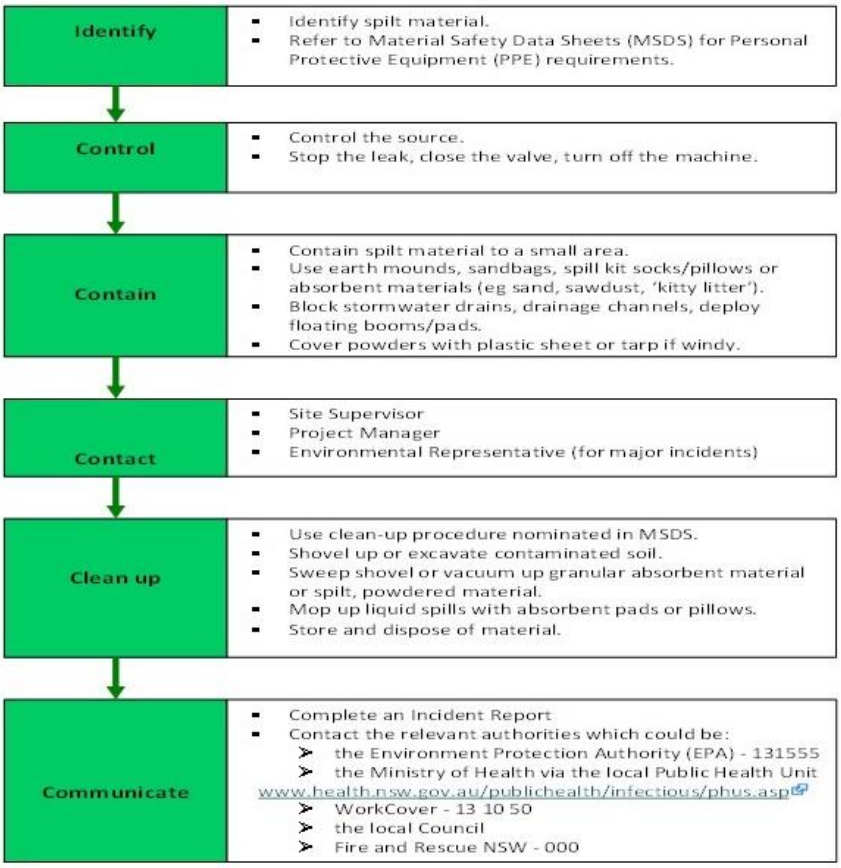
8. Immediately notify the Managing Director and EPA NSW of incidents that cause or threaten material harm to the environment. Phone: 131 555

Spill Response process

Decontamination must be conducted as soon as possible to save lives. Responders should use resources that are immediately available and start decontamination as soon as possible. Water-based decontamination:

- **Water alone:** Flushing or showering uses shear force and dilution to physically remove chemical agent from skin. Water alone is an excellent decontamination solution.
- **Soap and water:** By adding soap, a marginal improvement in results can be achieved by ionic degradation of the chemical agent. Soap aids in dissolving oily substances like mustard or blister agent. Liquid soaps are quicker to use than solids, and reduce the need for mechanical scrubbing; however, when scrubbing, potential victims should not abrade the skin. A disadvantage of soap is the need to have an adequate supply on hand. Additionally, extra time may be spent employing it, and using soap may hydrate the skin, possibly increasing damage by blister agents.
- **Bleach and water:** Bleach and water solutions (utilize 0.5% sodium hypochlorite) remove, hydrolyze, and neutralize most chemical agents. However, this approach is not recommended in a mass decontamination situation where speed is of primary concern.

Spill Response Procedure



WR

Also refer to ***WR-PM-PLN-0024 Pollution Incident Response Plan.***

Reference

Refer to:

WR-PM-PLN-0024 Pollution Incident Response Plan

Stop, Think Act!

- Remain uphill and upwind from vapours or dust.
- Remain upwind on high ground, and consider potential of an explosion or inhalation of toxic substance.
- Immediately look at the container and Safety Data Sheet to determine spill response
- What could happen? Consider:
  - Type of chemicals on site.
  - Potential for fire, explosion, and release of hazardous substances.
  - Location of all personnel on site relative to hazardous areas.
  - Potential for danger to offsite population or environment
- Decontaminate persons before transporting for medical treatment
- Prior to each use, the personal protective equipment (PPE) should be checked to ensure that is contains no cuts or punctures that could expose workers to hazardous substances. Similarly, any injuries to the skin surface, such as cuts and scratches, may enhance the potential for chemicals or infectious agents that directly contact the worker's skin to penetrate into the body. Particular care should be taken to protect these areas.

Oil Injection Injury

Nominated Person or other person attending scene:

1. Notify the Site Supervisor (Emergency Site Controller) and immediately call 000
2. Direct other workers to cease work if:
    a. They may be affected by a hazard;
    b. They are required to assist in an emergency; or
    c. They will become unsupervised in their work.
3. If necessary, contact any other site persons via 2-way radio or by mobile phone for assistance.
4. If an ambulance is not available, follow the directions of the 000 operator, which may include immobilization and elevate the affected limb to a comfortable position and transportation of the injured worker to the hospital immediately.
5. Determine the type of fluid involved in the injection injury. Provide this information to the ambulance attendant along with the Safety Data Sheet for the fluid involved.
6. Advise the attendant and the injured worker that upon arrival to the hospital they should state that the worker received a fluid injection injury, the approximate time of the injury and that the worker requires medical assessment.
7. Do not allow the injured worker to drive to the medical facility.
8. Do not leave the injured worker alone.
9. Do not give food or drink to the injured worker in anticipation of anaesthesia and surgery being required.
10. Make the area where the worker was injured safe to prevent other workers from receiving a fluid injection injury.

Emergency Site Controller

1. Ensure that an Nominated Person attends and secures the scene (LOTO if required)
2. Establish cause and severity of the injury and ensure medical care is provided
3. If necessary organise:
    a. Casualty to be taken to the O&M site office or nearest medical facility or
    b. Task someone to meet an ambulance at the site entrance
4. Contact Service Manager and provide periodic situation reports. Service Manager will determine frequency of updates depending on the incident severity.
5. Terminate the incident and organise the safer return to work, when:
    a. All clear is given by emergency services
    b. Damaged and affected areas are secured and LOTO applied until repairs are completed
    c. Evidence is gathered

Stop, Think Act!

- Initially, an accidental fluid injection beneath the skin may only produce a slight stinging sensation. There is a danger that one will tend to ignore this, thinking that it will get better with time. Most often, it does not. Within a very short time the wound may begin to throb painfully, indicating that tissue damage has already begun.

Severe Weather Event (Lightning, Heavy Rain or High Winds)

By Person Finding the Weather Event:

1. If possible, raise the alarm with the Site Construction Manager
2. Relocate all personnel to site office and crib rooms until storm passes
3. In flood event relocate all personnel to high ground. Do not attempt to navigate fast flowing flood water.
4. Conduct a roll call and ensure all persons are accounted for. Ensure all persons report to the muster point and conduct a roll call
5. If necessary, contact any other site persons via 2-way radio or by mobile phone for assistance. For further advice, contact:

a. Site Construction Manager or
b. GWA PC Site HSEQ Supervisor

6. Contact Site Construction Manager and GWA PC Site HSEQ Supervisor to advise of what has occurred
7. Provide periodic situation reports (sitreps) to Site Construction Manager and GWA PC Site HSEQ Supervisor. Site Construction Manager will determine frequency of updates depending on the incident severity.
8. If safe to do so open all gates to facilitate any further evacuations and to aid the swift movement of emergency service vehicles

By Senior HSEQ Advisor:

1. If notifiable incident immediately report incident to Work Safe NSW 13 10 50 and complete a Work Safe NSW Incident Report
2. Notify Senior Management Team
3. Lead the GWA Incident investigation
4. Periodically provide situation reports to the Senior Management Team

By Site Supervisor:

1. Contact customer and advise of what has occurred; and
2. Contact HSEQ Advisor and the Senior Management Team and provide a situation report.
3. If necessary, coordinate with HSEQ Advisor to notify Work Safe NSW.

Stop, Think Act!

- Do not attempt to search for unaccounted persons in dangerous situations.
- Attempt to make contact to missing persons by 2-way radio or mobile phone and
- Advise Emergency Services of the last known location