

INCIDENT, CRISIS & EMERGENCY RESPONSE

MANAGEMENT PLAN

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Incident, Crisis & Emergency Response Management Plan

The Bays Road Relocation Works



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1. INTRODUCTION AND PURPOSE

The purpose of this Management Plan is to describe how to the site will systematically manage incidents and emergencies to:

- Minimise harm/loss on workers and the environment
- Return the site to normal operations as soon as practicable
- Comply with Georgiou, Sydney Metro and legal and other obligations
- Achieve the Company, client and site objectives and targets

This Management Plan is written in accordance with Georgiou's health, safety and environment management system and AS 3745-2010 Planning for emergencies in facilities. The development of this Management Plan has been based upon the risks and opportunities identified and specifically address client, contractual, legal and other obligations.

This Management Plan applies to all workers and visitors to the site under Georgiou's scope of work.

1.1 Amendments and Authorisation

This Management Plan shall be approved by the Project Manager, their Line Manager and the HSE Manager Operations or equivalent. The Project Manager has authorised this plan and thereby has accepted the responsibility to govern the implementation of this plan.

The minimum competencies required to be held by one or combination of the persons assessing that the ERMP adequately addresses the risks appropriately shall be:

- Senior First Aid certificate and Fire Warden (nationally recognised); or formal OHS qualification
- Appropriate experience in the operation for which the ERMP covers

This Management Plan and other related documents will be reviewed annually or if deemed required by the Project Manager as a result of:

- Changes to Company procedures or processes;
- Changes to key personnel or resources;
- Changes in legal and other obligations
- Findings from an audit or inspection;
- Findings from a significant incident or near miss;
- Findings from an emergency or emergency exercise
- Significant changes to site conditions and/or work methods
- Instructions from the NSW Roads & Maritime Services

Reviews shall be undertaken in consultation with key stakeholders to ensure all locations/functions are considered. A record of the date and comments relating to any revisions of this document shall be included in the revision table.

Only the Project Manager's authorisation is required when modifications are made in the following circumstances:

- The change is to update references/diagrams
- The change is to update content to reflect changes made to the Georgiou Management System

1.2 Distribution and Communication of this Plan

The Project Manager is accountable for ensuring:

- A copy of the Management Plans is available on site at all times
- Management Plans are registered and their distribution controlled on the Site Document Register
- Any person engaged to carry out work at a site is provided with the relevant parts/ information
- Any changes made to the Management Plan are communicated to all affected persons on the site

1.3 Supporting Management Plans

The following management plans have been developed to support this management plan:

- Georgiou Crisis Management Plan (controlled by Georgiou's Perth Head Office and available on the Company Intranet)

In addition Emergency Plans may be developed that are specific to a high risk task that is being undertaken, e.g. confined space rescue plan, fall from height plan. **Task Emergency Plans** shall be referenced on JHA's or permits pertaining to the task.

1.4 Terminology & Definitions

Terms and definitions used within this document are further explained in Georgiou's **Terminology & Definitions Guideline**.

2. SCOPE OF WORK

Sydney Metro is proposing to configure the internal port road network at Rozelle to facilitate the orderly urban renewal of the Bays West area while maintaining access to the White Bay Cruise Terminal and other port operations at Glebe Island and White Bay. This includes long-term urban renewal initiatives for the Bays West area and works for various future developments within the locality, including critical works for the proposed Sydney Metro West. The proposal also provides the opportunity to improve road safety by reducing conflicting traffic movements in the internal port road network.

The proposal would be completed in two phases and would comprise the following key features:

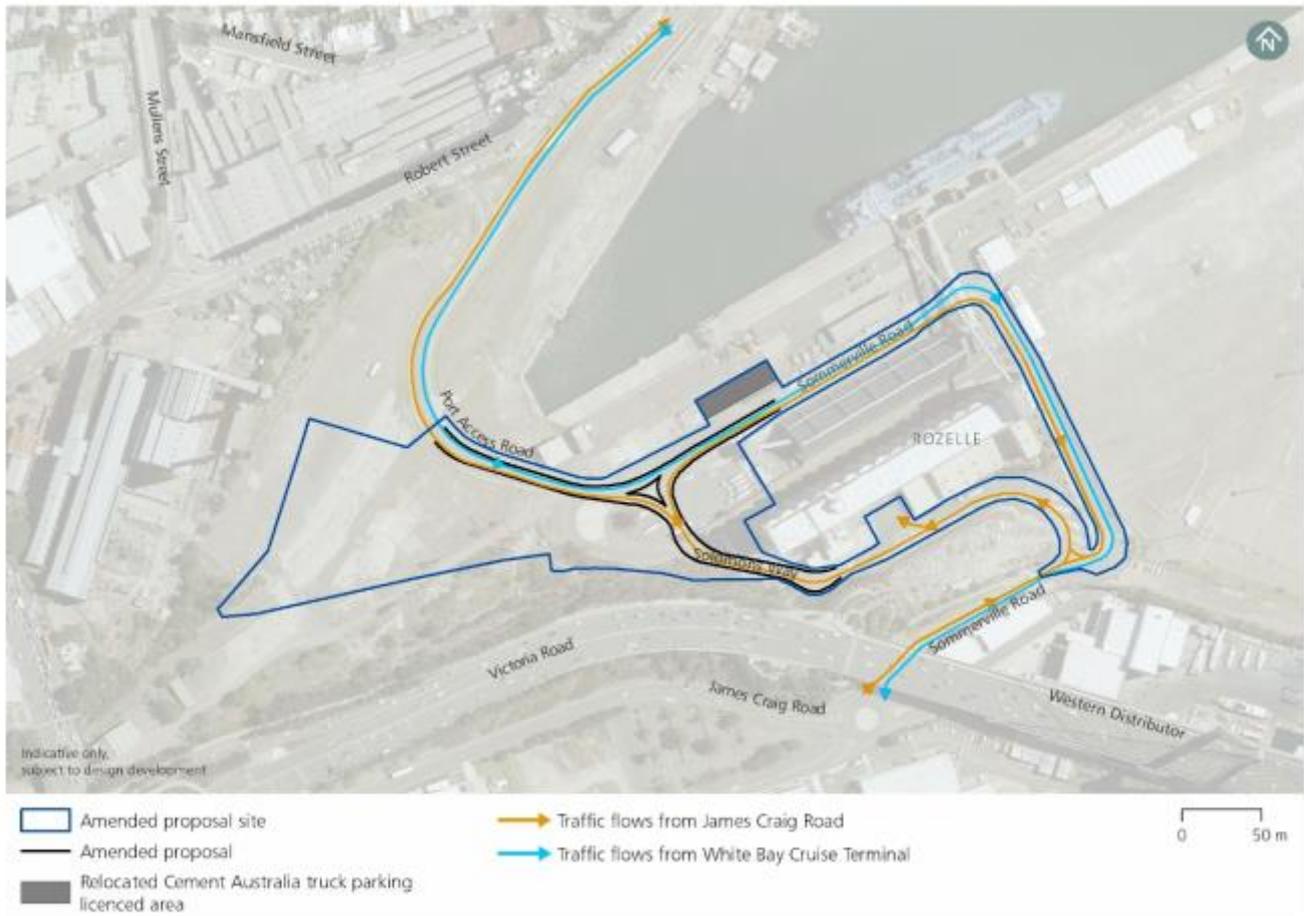
- Reconfiguration of the intersection at Port Access Road / Sommerville Road / Solomons Way
- Relocation of Port Access Road to the south-west
- Line marking and signage at Port Access Road, Sommerville Road and Solomons Way in the east of the proposal site to establish one-way flows and reduce conflicting traffic movements
- Relocation of Cement Australia Truck Parking Licenced Area to the north-east.

2.1 Construction Works

Works generally involve the following:

- Site establishment
- installing necessary environmental controls,
- Utilities location relocation
- Drainage work
- Earthworks
- pavements
- Medians and traffic islands
- Installation of pits and conduits for utilities

2.2 Location Map



3. COMMITMENT AND ACCOUNTABILITY

3.1 Senior Management Commitment

Senior Management Commitment shall be demonstrated in accordance with the site Health, Safety and Environmental Management Plan.

3.2 Offsite Support

Business Unit Manager

- Providing adequate support and resources to the Site to plan for and respond to emergencies
- Contact the Crisis Management Executive Director in the event of an emergency escalating to a crisis.
- Monitor an emergency to determine whether to escalate to a crisis
- Establish with site what police, ambulance and/or emergency services have been contacted
- Establish what government agencies are involved or have been contacted and details of investigating officer
- Establish statutory reporting requirements; nominate person responsible for notification
- Nominate team to investigate incident, determine requirement for Taproot investigation
- Determine who will speak to client
- Determine if site visit required by senior management

3.3 Accountabilities / Responsibilities.

Project Manager

- Ongoing review of Site's risks to ensure this Plan is relevant and adequately covers identified credible emergency scenarios
- Ensure the allocation of Emergency Response personnel roles and arranging in for the replacement of Emergency Response personnel who are no longer available and nominate suitable persons to cover short-term absences
- Ensure Emergency Response personnel receive the appropriate training within a maximum six monthly interval
- Assigning a person as responsible for the maintenance of First Aid Supplies
- Supporting the ERTL in responding to an emergency
- Establishing names and emergency contacts of those injured and contacting emergency contacts
- Establishing the Hospital injured person taken to and organising persons to visit hospital injured person
- Remind site personnel, including subcontractors that all media enquiries no comments are to be given to media or published via social media
- Internal notifications in accordance to notification process
- Organising Employee Assistance Program support and other counselling assistance if required

Emergency Response Team Leader/s

- Establish and maintain this emergency response management plan and other related documentation
- Ensure an up-to-date Emergency Contact List is kept readily available
- Ensure emergency exercises are carried out, their effectiveness reviewed and any recommended changes to plans and procedures are made and documented
- Activating this Emergency Response Management Plan in an emergency
- Assigning a person who will collect the pre-start attendance form/visitor's register, (as applicable).
- Internal notifications in accordance to notification process
- Ensure site workers receive training on emergency response procedures

Deputy Emergency Response Team Leader

- Assume the responsibility of the ERTL when absent from site
- Participate in the execution of emergency exercises and at times perform ERTL function during drills

First Aiders

- Keeping First Aid Qualifications up to date
- Providing First Aid to injured workers
- Reporting First Aid injuries to the ERTL as soon as practicable

4. LEGAL AND OTHER OBLIGATIONS

Refer to *Health, Safety and Environmental Management Plan*.

5. COMMUNICATION AND CONSULTATION

The site will use the methods detailed in the site *Health, Safety and Environmental Management Plans* to communicate and consult with workers and visitors in regard to the Georgiou Management System, this Management Plan, performance and sites hazards and risks.

6. HAZARD IDENTIFICATION AND RISK CONTROL

6.1 Emergency Scenarios

The following potential emergency scenarios have been identified from the site *HS Risk Register*:

- 1) Serious Injury or Medical Emergency
- 2) Snake Bite / spider bite / envenomation
- 3) Confined Space Emergency
- 4) Burst Water/Sewage Pipes/Gas Leaks
- 5) Hydrocarbon Spills
- 6) Vehicle Accident including resulting from CoR
- 7) Fixed Plant Incident
- 8) Mobile Plant Incident
- 9) Fire/Explosion
- 10) Structural Failure
- 11) Damaged Electrical Services/ Contact with Overhead Wires
- 12) Bomb Threat
- 13) Severe Weather Event/ Flooding
- 14) Excavation collapse
- 15) Fall From Height
- 16) Missing person
- 17) Traffic Incident
- 18) Fall into water
- 19) Protesters/ Demonstrations

6.2 First Aiders, Emergency & First Aid Equipment

The emergency and first aid equipment requirements have been determined for this site using the *First Aid and Emergency Equipment Assessment Guideline* and the Sites Risk Register. Any equipment in addition to standard first aid kits specific to those emergency scenarios shall be recorded in the site's *Stock Control List* in the Sites *Master Safety Register*. A summary of the *First Aid and Emergency Equipment Assessment Form* is included below.

ITEM	DETAILS
Number of First Aiders	Minimum 2 x Day Shift
First Aid Room Required	No
Remote Workplace	No
High Risk Workplace	Yes
Number and Location of First Aid Kits	<ul style="list-style-type: none"> ▪ All Georgiou Site Utes - Vehicle Kit ▪ Project Office - Portable 'B' type kit
Person/s responsible for Maintenance of kits	Utes / Office- Nominated First Aiders & allocated drivers
Emergency Response Equipment	<ul style="list-style-type: none"> - AED - Ice Packs - Stretcher - Rescue Buoy (Potentially required if team working next to water edge).

Subcontractors undertaking specific High Risk Work e.g. confined space / working at height / are to provide and maintain equipment in a state of readiness

First Aid Supplies, Facilities and Emergency equipment shall:

- Be installed and maintained in accordance with manufacturer's instructions and/or relevant Australian Standards or equivalent
- Be stored in a manner that prevents damage
- Be located at points convenient to the workforce and within a reasonable distance from the source of the hazard, at least one first aid kit shall be portable
- Have appropriate signage and lighting
- Have an emergency power supply (for critical electrical equipment e.g. warning sirens, communications, fire pumps, extraction fans, etc. and for instrumentation and control systems necessary for safe shut-down of plant)
- Be inspected in accordance with section 10.

6.3 Determination of Facilities and Emergency Response Personnel

6.3.1 Site Layout Plan

A **Site Layout Plan** will be developed and posted in prominent locations throughout the site. The **Site Layout Plan** will include locations of:

- Site Office
- Worker amenities and toilets
- Muster Points
- First aid location(s)
- Fire protection equipment
- Chemical storage
- Spill Kits
- Parking areas
- Lay down areas
- Non-smoking areas and or designated smoking areas
- Emergency/evacuation areas and muster points
- The limit of works
- Protected areas / exclusion zones, areas not to be accessed by workers

The **Site Layout Plan** will be periodically reviewed to ensure it is up to date. The **Site Layout Plan** will be communicated at Site Induction and displayed on Safety Notice Board and other prominent areas around the site. .

6.3.2 First Aid and Medical Facilities

The **Site Emergency Evacuation Plan Template** shall be used to display First Aiders on noticeboards and in addition **on the First Aid Contacts**.

First Aid kits shall be clearly identified or have a white cross on a green background prominently displayed on the outside and shall have the names of first aiders displayed on or near the box. Vehicles equipped with a first aid kit shall display a first aid sticker on the vehicle.

The closest Medical treatment facilities have been identified as;-

Rozelle Area;-

Rozelle Medical Centre - 670 Darling Street, Rozelle 2039. Ph: (02) 9818 1355

Rozelle Total Health - 579 Darling St, Rozelle NSW 2039. Ph: (02) 9087 4600

The closest Hospitals have been identified as;-

Balmain Hospital - 29 Booth Street, Balmain NSW 2041. Ph: (02) 9395 2111

A map with directions these facilities will be displayed prominently around the work site and documented in the site *Care Plan*.

6.3.3 Emergency Response Personnel Identification

Emergency personnel shall wear identifiable helmets/caps/vests or a combination of so that workers, responding officers and Emergency Services are able to quickly identify them in an emergency situation.

6.3.4 Site Emergency Contact List

An *Emergency Contact List* shall be developed and posted in prominent locations throughout the site. The *Emergency Contact List* will include:

- Local emergency services (police, ambulance etc.)
- Client Contacts
- Utility Services (Electrical, gas etc.)
- Nearest hospital and medical services
- Regulatory Bodies
- Site emergency response contacts
- Corporate office emergency response contacts
- Radio Communications information
- Site name and physical address

The *Emergency Contact list* will be periodically reviewed to ensure it is up to date. The location of the *Emergency Contact List* will be communicated at Site induction.

Each work group will have access to a mobile phone or radio within close proximity to communicate an emergency.

6.4 Site Evacuation Plan

A *Site Evacuation Plan* shall be developed and posted in prominent locations throughout the sites. The sites evacuation plan shall provide the necessary information to enable personnel to evacuate to the nearest secure designated assembly area/ muster point, by the safest and most direct route, in the event of an emergency. The sites shall have a primary and an alternate muster point.

The *Site Evacuation Plan* will be periodically reviewed to ensure it is up to date. The location of the *Site Evacuation Plan* will be communicated at Site induction.

6.5 Communication Methods

The communication methods to alert workers of an emergency include 2-way UHF radio and mobile phone. The communication method to be used between the emergency response team will be through the use of 2-way UHF radio and/or mobile phone. If more than one emergency response person is nominated for an area they will first assemble at the nominated communication point to confirm emergency response strategy.

When required, a rendezvous point (RVP) will be identified and a site worker stationed to attract the attention of attending emergency service vehicles to provide direction & guidance to the incident scene.

6.6 Change Management

The site will use the methods detailed in the *Health, Safety and Environment Management Plan* to manage changes that may affect emergency preparedness and response of the site.

7. RESPONSE AND ESCALATION

7.1 Emergency Response

A person who becomes aware of an incident shall initiate action(s) to minimise the potential adverse impact of the event. The initial response of personnel to the incident shall be to assess the situation and immediate danger taking into account Georgiou's priorities in the following order:

- 1) Safety of personnel
- 2) Protection of the environment
- 3) Protection of Georgiou property
- 4) Reputation
- 5) Liability

7.1.1 Standard Emergency Response

The following response will be the standard approach applied to an incident or emergency. It is important to recognise however, that this is not intended to be inclusive, definitive, or regulatory (except where such is a requirement of relevant legislation), and a response should be reflective of:

- Worker/s practical experience and knowledge
- Site specific situations
- Resources available

Appendix 1- Scenario Specific Checklists have been developed as a guide to assist with the additional steps that may be required to respond to site specific situations.

7.1.1.1 ICER

- 1) Isolate: Isolate the source of the problem. For example shut doors, switch off gas or electricity or secure yourself away from an intruder, rescue injured persons if safe to do so.
- 2) Contain/ Cordon: Contain or cordon off the area. For example shut down air-conditioning systems, prevent others from entering the hazardous zone or alert people in the area.
- 3) Evacuate: Evacuate via the nearest safe exit if your safety is at risk to the muster point. Stay calm, do not run.
- 4) Raise the Alarm: Raise the alarm for the premises or site, contact the emergency response team if necessary or emergency services. The procedure for raising an alarm via 2-way radio is as follows:
 - a. Check the radio is tuned in to the assigned channel (TBA - field testing will be required to determine the most appropriate channel)
 - b. Transmit the message, **“Emergency, Emergency, Emergency”**
 - c. If not responded to, wait 5-10 seconds and repeat until answered
Provide the following information
 - d. Your name

- e. Incident location
- f. Brief incident details
- g. Nature / number of injuries / type of assistance required
- h. Don't hang up, wait for questions or instructions

The Supervisor, and /or person responsible for the area/activity and Emergency Response Personnel shall be immediately contacted in the event of an emergency and assembled to coordinate an operational response in accordance to the ERMP in order to return the site to normal operation as soon as practicable.

7.1.1.2 Person in water

On discovery of a person in water a life-ring is to be thrown to a position just upstream of the of the persons position. Once deployed call for assistance as in **4) above**.

7.1.1.3 Evacuation

In the event of an emergency, work will be discontinued as soon as it is safe to do so and all persons shall be alerted to evacuate to their nominated muster point or alternate muster point if not safe. The method of communicating the requirement to evacuate shall be by 2-way UHF Radio & broadcasting the message;-

“Emergency, Emergency, Emergency”

The use of 2-way UHF radio's is strictly prohibited during the emergency unless the person has been addressed by the ERTL (or deputy) or forms part of the emergency response personnel.

The ERTL (or delegate) shall be responsible for collecting the pre-start sign on / visitor sign in register and accounting for all workers. If any person is reported missing, then this information will be provided to the ERTL so that any responding emergency services can conduct a search. No worker shall be authorised to re-enter the incident location to search for a missing person unless it is safe to do so.

7.1.1.4 Administer First Aid

An injured person shall only be approached if safe to do so, and first aid administered following DRSABC if possible; if unable to, a trained first aider shall be alerted as listed the **Site Emergency Contact List**. The injured person/s must NOT be moved unless they are directly threatened with further danger.

7.1.1.5 Securing of Incident Scene

If the incident is of a serious nature the ERTL / or delegate shall secure the scene immediately after the situation is under control to ensure vital evidence has not been destroyed, altered or removed. Where a person has suffered serious harm, or is killed, all areas adjacent to the accident scene are to remain undisturbed until otherwise advised by an Safework NSW Inspector or police.

7.1.1.6 Records and Collecting Evidence

If possible during the incident, a person should record the sequence of events on **Appendix 3- Incident Log**. Keeping these records whilst the incident is still going on will:

- Assist in debriefing relevant authorities attending the incident
- Assist in investigations and corrective actions following the incident
- Be much more valuable from a legal point of view than those written up later

Within 20 mins (maximum), the ERTL (or delegate) will gather and confirm latest details of the incident (**Appendix 2- Situation Report** may be used to record the details).

The ERTL shall coordinate collecting evidence including taking photographs or video recording of the incident to assist in subsequent investigations. Emergency Response Personnel and Site Management shall take all practical precautions to prevent third parties from taking photographs or video footage.

7.1.2 Emergency Brought Under Control

If the incident is able to be brought under control then it shall be reported as per the **Incident Notification and Reporting Table Reference** in accordance with **HS Reporting and Investigation Procedure**.

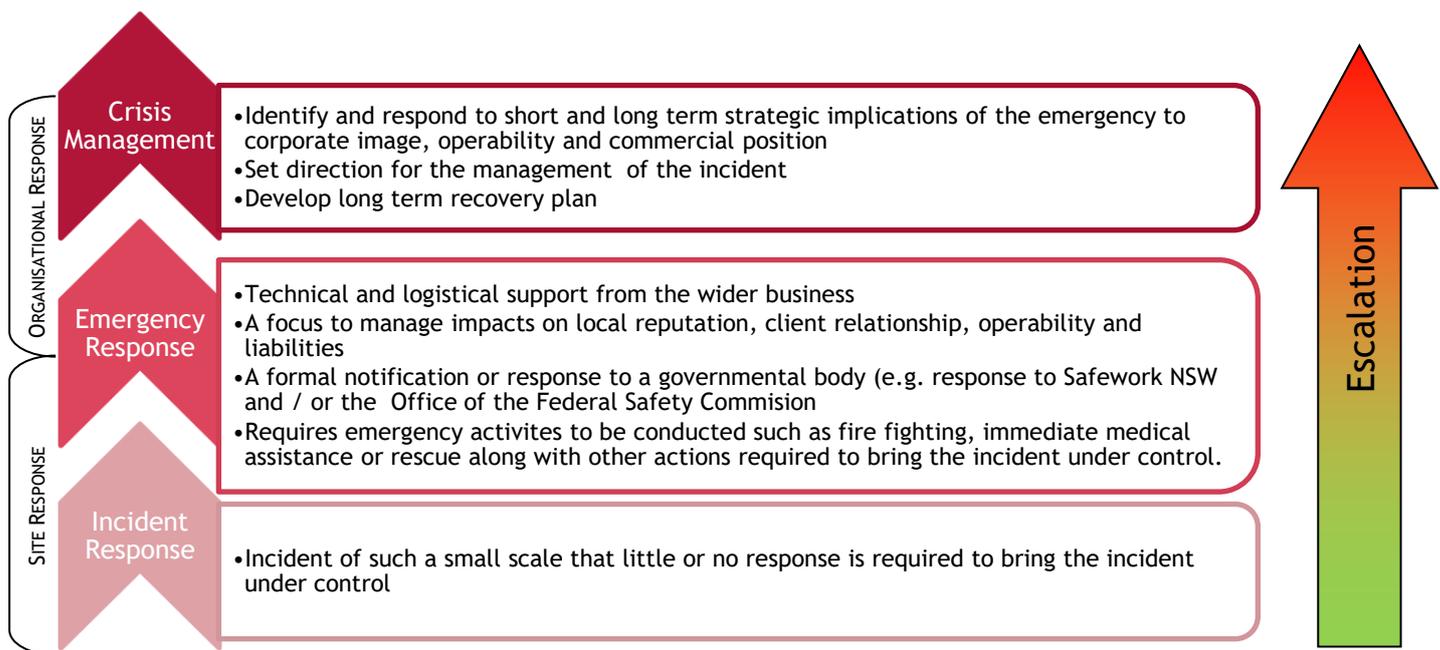
Following an incident, the applicable **Scenario Specific Checklist** in the Appendices should be completed to ensure the key steps have been followed.

7.2 Response Escalation

7.2.1 Incident not brought under control

The site ERTL or Project Manager shall contact their Business Unit Manager and clearly describe the situation on site - the site name, location of the incident, potential / actual crisis and a brief summary of the situation.

The diagram below illustrates the response progression and organisational involvement. If escalation is required this shall be done in accordance with per the **Incident Notification and Reporting Table Reference**.



7.2.2 Organisational Response

7.2.2.1 Business Unit Management Support

An incident shall be deemed to require business unit management support in the event that the site requires the following to bring the incident under control or to recover from the incident:

- Tactical, technical and logistical support
- A strategic/ tactical response to manage impacts on reputation, operability or to limit liabilities
- A formal response or notification to a governmental body (e.g. response to Regulatory Improvement Notice)

Business Unit Management shall become involved with an emergency to:

- Assist sites in the activation of the site's Emergency Response Management Plan
- Monitor emergency for escalation to a crisis
- Minimise the impact on the site
- Provide a consistent, coordinated and unified message internally and externally
- Build and hold client and worker confidence
- Maintain business continuity and normal operations where possible, or as soon as practicable following the incident

The Business Unit Manager shall be responsible for assembling the appropriate personnel to assist in the strategic handling of the emergency.

7.2.2.2 Crisis Management Team Support

An emergency shall be deemed to be escalated to a crisis where it has the potential to negatively affect the organisation as result of but not limited to:

- man-made or natural disaster
- an incident that results in a fatality
- the unlawful catastrophic destruction of the environment
- disruptions to multiple operations
- the incident attracting widespread media attention

In the event of an emergency escalating to a crisis the Project Manager or Business Unit Manager shall notify the Crisis Management Executive Director immediately to activate the Georgiou Crisis Management Plan (GCMP) and assemble the Crisis Management Team. This ERMP will continue to run in conjunction with the GCMP.

7.3 Recovery/ Post emergency activities

7.3.1 Media and Statements to Third Parties

Site Management shall instruct personnel that they are not to release any form of comment, video, photographs pertaining to the incident on any form of social media forums (e.g. Facebook, twitter, blog sites etc.).

7.3.2 Media and Government Relations

Georgiou shall:

- direct all incoming or outgoing communication with stakeholder groups, media or Government representatives regarding the Bays Road Relocation Project to the Sydney Metro Representative;
- not permit any stakeholder group, media or Government representative on any part of the Construction Site without the prior written approval of the Sydney Metro Representative; and
- provide suitably qualified and experienced personnel, to support the Sydney Metro Representative in responding to stakeholders, the media or the public.

The Project Manager must meet with the Sydney Metro Representative as required and when requested, provide details of the:

- Project Activities; and
- program of media milestones and other opportunities;
 - be available at all times to assist the Principal's Representative in the management of media and Government responses; and
 - provide the Principal's Representative with relevant information required to respond to media and Government enquiries, including providing a holding statement within 30 minutes and full responses within two hours of the request.

7.3.3 Recovery Works

As soon as possible after the emergency has been dealt with, if required, appropriate barricading / signage shall be erected to prevent unauthorised work being performed. Workers shall only be permitted to recommence once the Project Manager or relevant authority has given authorisation.

Prior to commencing any recovery works, the Project Manager shall:

- Assess the risks associate with the works
- Assess any requirements to involve third parties, such as contacting utility providers, seeking Client approval to commence recovery works
- Verify with Commercial Manager any insurance, contractual or legal requirements which may have financial repercussions should recovery works commence without prior approval

Recovery works may be required after an emergency including;

- Removal of contaminated soil after a spill
- Benching to repair a collapsed excavation wall
- Repair of underground services
- Re-filling of fire extinguishers
- Re-testing of Emergency Equipment
- Re-stocking of First Aid Supplies

7.3.4 Debrief and Review

A post emergency debrief and review shall be held after each actual emergency situation where everyone involved has the opportunity to have "their say" and make comment about successes and failures that occurred within the emergency response. A record of the deficiencies identified should be recorded in the QHEST System and actions assigned including the incorporating changes into Emergency Management System documentation if required.

7.3.5 Employee Assistance Program (EAP) Counselling

After the emergency, workers that may be potentially emotionally affected by the incident shall be offered EAP counselling. Example of when EAP counselling may be required:

- Witnessing serious physical injury;
- The unexpected death or suicide of a relative, friend or co-worker;
- Involvement as a victim or observer of armed robbery, assaults or other serious crimes;
- The loss of valued possessions by theft, fire and other accidents

7.4 Legal Considerations & Professional Privilege

Persons performing work on behalf of Georgiou who are involved in any incident are not to accept any liability for the incident. In the event of serious incident the General Manager - Risk shall be contacted to determine the requirement for legal professional privilege.

7.5 Reporting

Reporting will be conducted in accordance with the *HS Reporting and Investigation Procedure* as described within the Site *Health, Safety and Environmental Management Plan*.

7.6 Sydney Metro Reporting Requirements

The project is responsible for reporting all safety incidents to the Principal (Sydney Metro) within the following timeframes,

- Within two hours of incident occurrence, a notification (e.g. text message) must be sent to the nominated Sydney Metro contact point that specifies the
 - date and time of the incident,
 - geographic location,
 - known facts about the incident that will enable appropriate decisions about escalation and or reporting to regulators,
 - potential consequences and whether further information will be provided.
- Where an incident is or has the potential to escalate to a Significant Incident or crisis, an immediate phone call must be made by the Project Manager or HSE Representative to the Sydney Metro Principal's Representative and/or Safety Manager.
- For Significant Incidents (Actual or Potential Consequence of C1-C3 or where determined by the PC, Safety) preliminary findings and corrective actions must be presented to the Sydney Metro Representative within two weeks of incident occurrence.
- Within 24 hours, a written notification must be provided by the PC to Sydney Metro, confirming details of the incident, using Sydney Metro's approved Incident Reporting and Investigation Database.
- For Significant Incidents, additional information must be provided to the Sydney Metro upon request, including, but not limited to witness statements, interim investigation details, safe work method statements pre-start briefs, etc.

7.6.1 Sydney Metro Crisis Communication Requirements

- Notify Sydney Metro immediately of incidents that may impact the community, environment, personnel or attract attention of media, Minister, MP, council or broader community;
- immediate notification to the Principal's Representative and Sydney Metro's Director, Project Communications that an incident or Crisis event has occurred via WhatsApp or similar platform;
- ensuring no contact or information is provided to any person, other than that which is required to directly manage the incident or to comply with Law, including any stakeholder, the media, Government Representative or the public, without the approval of the Principal's Representative;
- issuing of a holding statement within 10 minutes to Principal's Representative and Sydney Metro's Director, Project Communications;
- ongoing updates every hour (or as otherwise instructed) until the Crisis Event is resolved;
- communications materials or information that may need to be disseminated as a result of the Crisis Event; and
- formal Crisis Event communications exercises and invite the Principal's Representative to observe and participate.

7.7 Investigations

Incident Investigation will be conducted in accordance with the *HS Reporting and Investigation Procedure* as described within the Site *Health, Safety and Environmental Management Plan*. In the event that legal

professional privilege is sought Georgiou's internal investigations procedures shall not apply and the investigation will be under the instruction of Georgiou's lawyers.

8. TESTING OF EMERGENCY RESPONSE

Emergency exercises shall be planned and conducted by the ERTL or delegate in accordance with the identified credible emergency scenario risks in the risk register and documented within this plan to:

- Test the effectiveness of the ERMP
- Reinforce prior training and validate the competency of key emergency response personnel
- Assess site capability to respond to an emergency and improve response times
- Build confidence in team to respond to an emergency
- Test and determine adequacy of emergency response equipment and facilities
- Identify opportunities for improvement

Within 12 weeks of the site starting up, an exercise to test site alarms and communications will be conducted. A minimum of one emergency exercise will then be conducted every 12 months with one of these being an environmental emergency response exercise.

Emergency exercises may be in the form of:

- Resource and equipment checks
- Emergency response toolbox topics
- Desktop exercises
- Practical drills
- or other exercises designed to systematically include all personnel likely to be involved

After each practical exercise the Emergency Response Personnel shall review and report on the exercise using **Emergency Exercise Review Form** in accordance with **Conducting an Emergency Exercise Guideline**. Actions that cannot be attended to immediately shall be recorded in QHEST to ensure close out. The final review and report of the exercise will be communicated to the work site.

An actual emergency situation shall be able to be recorded as an exercise if the components of the plan are activated. The drills shall be scheduled and recorded on the **Monitoring Program** within the Site **Master Safety Register**.

9. TRAINING, COMPETENCY AND RESOURCING

The ERTL and project HS resource shall ensure that the necessary communication, training and processes are in place to raise awareness and create vigilance in the workforce. This shall be achieved by undertaking the following:

- Ensuring information (e.g. site specific emergency response procedures) is included in the induction process
- Including Emergency preparedness and response as an agenda item at tool box talks
- Training in the form of emergency exercises are to be carried within 6 weeks of mobilising to site and at 6 monthly periods thereafter, (note; this frequency may be modified in response to previously unidentified scenarios, incidents or advice received).

9.1 Induction

Emergency preparedness and response information will be provided to all workers during site induction. All workers and visitors will be inducted onto site in accordance with the *Training and Assessment Standard* as described in the Site *Health, Safety and Environmental Management Plan*.

9.2 Emergency Training

The designated emergency response personnel shall be trained on how to respond to the sites identified credible scenarios. Training may also include, if applicable, the correct use of emergency equipment such as fire extinguishers, occupancy warning systems and communication tools.

Site training needs for emergency response personnel roles will be identified and recorded in the *Site Training Matrix* and/or during the development of JHA's.

Emergency Response Toolboxes will be delivered to the workforce throughout the course of the project in accordance with the *HS Communication and Consultation Standard*. Additional training may be delivered to the workforce based on identified risks.

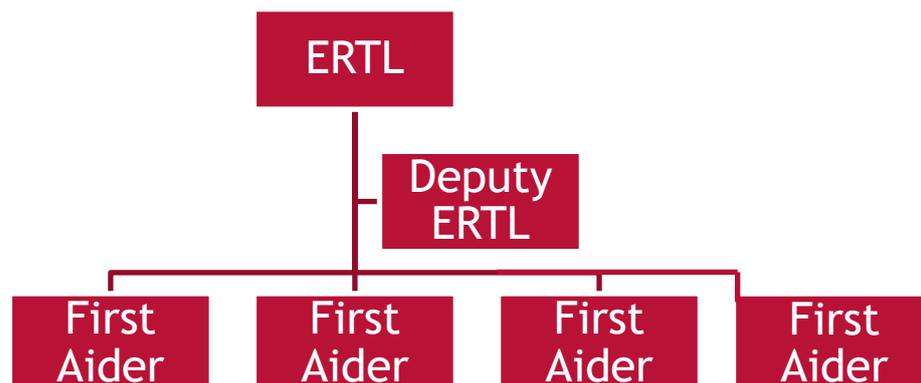
9.3 Emergency Response Team

The Emergency Response Team for this site is made up of the following roles:

- Emergency Response Team Leader
- Deputy Emergency Response Team Leader
- First Aider Officers

The Emergency Response Team (ERT) is responsible for development, implementation and maintenance of emergency response plans and procedures and coordinating external organisations such as emergency services and subcontractors.

The following chart shows the ERT structure.



10. AUDITING, REVIEWS AND INSPECTIONS

Audits, reviews and inspections within the workplace will be conducted in accordance with the *Auditing, Reviews and Inspections Standard* as described in the site *Health, Safety Environmental Management Plan*.

At least one person shall be appointed to be in charge of maintaining the first aid kits on site and should have an understanding of the products and their uses and preferably be trained in first aid. Maintenance of First Aid Kits fitted in vehicles shall be the responsibility of the driver. A full inventory inspection of First Aid and Emergency Equipment will be completed as a minimum every 3 months.

The ongoing adequacy of first aid and emergency equipment at site in relation to works being undertaken shall be reviewed at the Monthly HSQ Management meetings as described in the **Health, Safety Environmental Management Plan**.

11. DOCUMENT AND RECORD CONTROL

Emergency response and preparedness documentation that has been specifically developed for the site will be controlled on site and recorded on the **Site Document Register** in accordance with the Site **Quality Management Plan**. The Project Manager is the owner of this plan and any will apply change control to ensure the most recent plans are approved and executed.

Records relating to incidents shall be kept e.g. the checklists in the ERMP, drill reviews, statements and external reports and maintained in accordance with Georgiou's Document and Record Control Procedures.

12. ATTACHMENTS/APPENDICES

- Appendix 1 - Scenario Specific Emergency Response Checklists
- Appendix 2 - Emergency Situation Report
- Appendix 3 - Incident Log
- Appendix 4 - Offender Description Report
- Appendix 5 - Bomb Threat Report

12.1 Appendix 1 - Scenario Specific Checklist

12.1.1 Serious Injury or Medical Emergency

Serious Injury or Medical Emergency	Responsible person	Check
1) Notify ERTL / Supervisor	Person identifying incident	
2) Contact emergency services 000	ERTL/Supervisor	
3) Approach the person if safe to do so, Administer first aid following DRSABC if possible; wait with injured person(s) until site assistance or Emergency Services arrive to assume control of the situation.	Person identifying incident	
4) If unable to, alert a trained first aider but DO NOT move injured persons unless they are directly threatened with further danger.	Person identifying incident	
5) Administer First Aid	First Aider	
6) Secure & record the scene if safe to do so	ERTL/Supervisor	
7) Emergency Services to administer medical aid and decide on the appropriate course of action to combat the emergency and ensure that all injured personnel are properly treated.	Emergency Services	
8) If injured person is transported to hospital, establish hospital location and Georgiou representative to go to hospital	ERTL/Supervisor	
9) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
10) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.2 Snake Bite / Funnel Web Spider Bite

Snake Bite / Funnel Web Spider Bite	Responsible person	Check
1) Considered a 'medical emergency' - Injured person to remain static & contact emergency services immediately - 000 if alone.	Person identifying incident	
2) Follow DRSABCD. Apply conforming (pressure immobilising) bandage over bite area and continue to bandage 'up' leg or arm. Monitor until Emergency Services arrive.	Person identifying incident or First Aider	
3) Contact ERTL / Supervisor to report event and immediate actions	ERTL/Supervisor	
4) ERTL / Supervisor to confirm above actions taken, record scene, notify Project Manager, Site HS Representative	ERTL/Supervisor	
5) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.3 Spider Bite / Envenomation

Spider Bite / Envenomation	Responsible person	Check
1) Notify ERTL / Supervisor	Person identifying incident	

2) Follow DRSABCD Identify source of bite / envenomation & administer appropriate First Aid	First Aider	
3) Contact Poisons Information Line for further advice	ERTL/Supervisor	
4) Monitor IP for signs & symptoms of deteriorating condition.	ERTL/Supervisor	
5) For Red Back bites, transport IP to medical centre for review & assessment	ERTL/Supervisor	
6) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
7) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.4 Confined Space Emergency

Confined Space Emergency	Responsible person	Check
1) For hazards identified in a confined space whilst occupied e.g. gas monitor alarm activation, confined space workers act unusually or no movement is observed, initiate Confined Space Emergency Plan and direct workers to self-evacuate.	Stand-by Person	
2) If worker/s not able to self-evacuate, retrieve personnel using the retrieval line/s.	Stand-by Person	
3) Stand by person not to enter the confined space. No person shall enter into a confined space to retrieve personnel unless they have confined space training and it is safe to do so.	Stand-by Person	
4) Notify ERTL / Supervisor and advise of incident and current situation	Permit Acceptor	
5) If the person(s) in the confined space is seriously injured, and the atmosphere remains safe, confined spaced trained first aiders may enter confined space to attend the injured; If due to falling or impact, do not remove person from the confined space unless there is immediate danger to his/her life as this may aggravate the injury	Confined Space Trained First Aider	
6) If unable to retrieve person or person unresponsive, call Emergency Services 000	ERTL/ Supervisor	
7) Secure & record the scene if safe to do so	ERTL/ Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
9) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.5 Water Pipe Rupture (domestic and main service)

Water Pipe Rupture (domestic & main services)	Responsible person	Check
1) Notify ERTL / Supervisor	Operator / worker	
2) Stop works in the affected area.	ERTL/Supervisor	
3) Shut down & isolate supply (where able)	ERTL/Supervisor	

4) Where unable, direct water to avoid becoming contaminated or contain within sed basin	ERTL/Supervisor	
5) Contact asset owner to attend and repair	ERTL/Supervisor	
6) Contact Environment Regulatory Authority if required (consult with Georgiou Environmental Advisor on reporting requirements)	ERTL/Supervisor	
7) Secure and record the scene if safe to do so	ERTL/Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
9) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.6 Raw Sewage Pipe Rupture

Raw Sewage Pipe Rupture	Responsible person	Check
1) Stop work, turn off/ remove any potential ignition sources (plant, vehicles, electrical equip including generators, mobile phones, sparks)	Person identifying incident	
2) Sound the alarm / notify all persons in the vicinity	Person identifying incident	
3) If workers can smell Hydrogen Sulphide gas (pungent rotten smell), they should immediately evacuate to the muster points or if smell is at the muster point, designate an alternative location.	Workers	
4) Notify ERTL / Supervisor	Workers	
5) Isolate the area from traffic and public.	ERTL/Supervisor	
6) Check staff and visitors are all present at Muster Point	ERTL/Supervisor	
7) Report occurrence to asset owner to initiate response/repair.	ERTL/Supervisor	
8) Persons in contact with raw sewage should be assisted to a wash down area and be thoroughly hosed down.	Supervisor	
9) All contaminated clothing should be removed, disposed of and replaced with dry clean clothes.	ERTL/Supervisor	
10) Contaminated persons to attend hospital/nominated medical centre for assessment	ERTL/Supervisor	
11) Where the sewage has contacted soil or entered a stormwater drain, the ERTL shall contact Georgiou's Environmental Advisor who shall assess whether the State Environment Regulatory Authority is required to be contacted	ERTL/Supervisor	
12) Secure the scene if safe to do so	ERTL/Supervisor	
13) Contaminated soils to be excavated and transported to licensed disposal facility by licensed contractors.	ERTL/Supervisor	
14) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
15) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.7 Gas Pipe Rupture / Leak

Gas Pipe Rupture / leak	Responsible person	Check
1) Turn off/ remove any potential ignition sources (electrical equipment - generators, mobile phones, sparks, plant, vehicles etc.)	Person identifying incident	

2) Turn off air-conditioning or other ventilation systems (plant, vehicles & buildings where applicable)	Person identifying incident	
3) Sound the alarm / notify all persons in the vicinity	Person identifying incident	
4) All workers are to immediately evacuate and assemble at the nearest muster point, (must be at least 150 metres from source of leak and upwind)	Supervisor	
5) Notify ERTL / Supervisor (not by phone)	Supervisor	
6) Isolate the area from traffic and public, workers in the immediate area should vacate and provide room for repair vehicles entering.	ERTL/Supervisor	
7) Contact Utility Provider to isolate	ERTL/Supervisor	
8) Contaminated soil excavated for repairs to be transported to a licensed disposal facility by licensed contractors.	ERTL/Supervisor	
9) Secure the scene if safe to do so; until the gas supply is turned off, all traffic should be prohibited from entering until a gas supply representative has declared the site safe.	ERTL/Supervisor	
10) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
11) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.8 Hydrocarbon Spill

Hydrocarbon Spill	Responsible person	Check
1) Notify ERTL / Supervisor	Person discovering spill	
2) Isolate ignition sources (smoking, hot works, generators, vehicles, plant etc.) & evacuate workers if required and set up exclusion zone	Supervisor	
3) Once the area is considered safe, contain spill (close valve, upright leaking drum etc.)	ERTL/Supervisor	
4) Protect storm water drains, use bunds & material from spill kit	ERTL/Supervisor	
5) Clean up spill according to SDS	ERTL/Supervisor	
6) For spills extending beyond the limit of works / entering water courses / drains / protected areas of fauna or flora, contact Environmental representative as they will need to contact Environment Regulatory Authority, Client & relevant stakeholders and monitor.	Project Manager / Project Environmental Advisor	
7) If the incident occurred on sandy substrate, then the contaminated soil will be excavated and transported to a licensed landfill facility by a licensed contractor.	Project Environmental Advisor	
8) If there is doubt that the contaminated soil has not been completely removed, then the local council & EPA to be notified.	Project Environmental Advisor	
9) Secure & record the scene if safe to do so	ERTL/Supervisor	
10) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
11) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.9 Vehicle Accident Emergency

Vehicle Accident Emergency	Responsible person	Check
Note: Emergency Services will deal with any vehicle accident occurring on public roads. Accidents involving light vehicles on site will require response from site personnel.		
1) Switch off ignition if safe to do so. No attempt should be made to remove casualties from the vehicle unless other dangers are presented.	Driver or person discovering accident	
2) Notify ERTL / Supervisor	Driver or person discovering accident	
3) Call emergency services, 000	ERTL/ Supervisor	
4) Give first aid to casualties; remain with injured person if safe to do so. Vehicle extrication to be performed by trained emergency services personnel.	First Aider	
5) Extinguish fires if present	ERTL/ Supervisor	
6) If fuel is spilt, deploy Spill Kit / cover with sand, remove contaminated soil and dispose of with licensed contractor	ERTL/ Supervisor	
7) Secure the scene if safe to do so	ERTL/ Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
9) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.10 Fixed Plant Incident

Fixed Plant Incident	Responsible person	Check
1) Isolate the power source / fuel supply if safe to do so	Operator	
2) Notify ERTL / Supervisor	Operator	
3) If person is trapped and unable to be released by site personnel , call emergency services, 000	ERTL/ Supervisor	
4) Provide First Aid and assess casualty / situation for stability etc.	ERTL / First Aider	
5) Clear as much equipment and materials from the area as possible to make access for emergency service personnel and rescue equipment	ERTL/ Supervisor	
6) Secure the scene if safe to do so; set up exclusion zone until emergency over or directed by Emergency Services.	Project Manager	
7) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
8) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

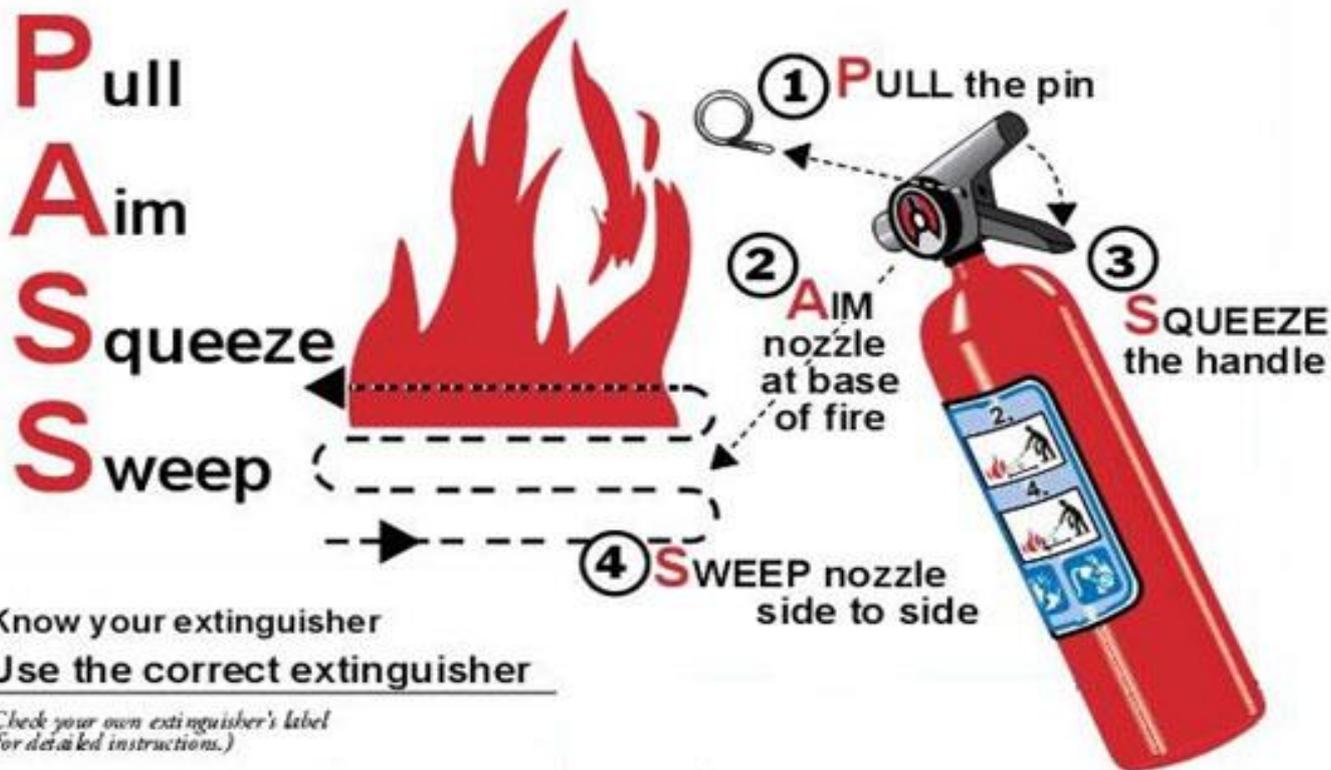
12.1.11 Mobile Plant Emergency (contact with personnel, assets, plant, equipment & vehicles)

Mobile Plant Emergency (contact with personnel, assets, plant, equipment, vehicles) incl COR	Responsible person	Check
1) Only move plant / vehicle in order to make area safe (lower 'ground engaging tools', load bins etc.) & switch off ignition	Operator / Driver	
2) Notify ERTL / Supervisor	Supervisor	
3) For incidents on the public highway - driver to advise ERTL on condition of load/vehicle/traffic/road conditions and any secondary hazards	Driver / operator	
4) Provide First Aid to casualties, remain with injured person(s) if safe to do so	First Aider	
5) Mobilise Traffic Control to attend, contact & advise TMC of occurrence	ERTL / Supervisor	
6) For road-going vehicles on site - isolate and secure scene / vehicle / load	ERTL / Supervisor	
7) Call emergency services, 000 if required	ERTL / Supervisor	
8) Isolate any secondary energy sources or contain hazardous substances (e.g. power if hit power line, gas, diesel etc.) if safe to do so.	ERTL / Supervisor	
9) If it is safe to do so, fires may be suppressed using the applicable fire extinguishers. If unsure, do not approach the fire.	Trained personnel	
10) If fuel is spilt, cover with sand / deploy content of Spill Kit, remove contaminated soil and dispose of with licensed contractor	ERTL / Supervisor	
11) Identify and contain hazardous substances (if involved) in accordance with SDS	ERTL / Supervisor	
12) For incidents of contact with power lines or lightning strikes, due to the risk of internal tyre fire, always assume that a tyre fire is present. The blast from an exploding tyre affects a 360° radius. Debris is most likely to be ejected from the side of the tyre, (when evacuating on foot, escape routes should be to the front or rear & not to the side where exposed to the risk of tire projectiles).	ERTL / Supervisor All personnel	
13) Once evacuated, an exclusion zone shall be set up, (for tire heating - a minimum 500 m in all directions or behind suitable cover - buildings/walls etc.). Except for Emergency Services Personnel, no other persons should enter the area.	ERTL / Supervisor	
14) In the case of a known tyre fire, no person shall approach the vehicle until at least 24 hours after the last signs of visible fire or until Emergency Services have given the all clear.	ERTL / Supervisor	
15) Secure the scene / perimeter if safe to do so & until emergency has passed	ERTL / Supervisor	
16) Notify Project Manager, Site HS Representative	ERTL / Supervisor	
17) Ensure stakeholder notification and Georgiou reporting processes completed (for COR: report incident to RMS Compliance & Regulatory Services)	Project Manager	

12.1.12 Fire / Explosion

Fire/Explosion	Responsible person	Check
1) Raise the alarm & remove yourself and others from danger if safe to do so	Worker / discoverer	
2) Notify ERTL / Supervisor	Worker / discoverer	
3) Isolate power / energy source/ fuel / gas if able & without endangering yourself	ERTL/ Supervisor	
4) Contain the fire by using correct firefighting equipment if safe and trained; never try to put out a gas fire unless the gas flow can be turned off IMMEDIATELY. If gas cannot be turned off, concentrate on stopping the spread of fire and cooling any containers.	Trained personnel	
5) If unable to extinguish the fire after several attempts, call emergency services, 000	ERTL/ Supervisor	
6) Evacuate area if fire spreads, account for all personnel	ERTL/ Supervisor	
7) Give first aid to casualties, remain with injured person(s) if safe to do so	First Aider	
8) Contact the relevant utility providers	ERTL/ Supervisor	
9) Secure the scene if safe to do so; do not allow any people to enter until emergency services give the all clear.	ERTL/ Supervisor	
10) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
11) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

To operate an extinguisher:



12.1.13 Structural Failure

Structural Failure	Responsible person	Check
1) Notify ERTL / Supervisor	Supervisor	
2) Evacuate area, account for all personnel	ERTL/ Supervisor	
3) Contact emergency services 000	Supervisor	
4) Do not re-enter structure, contain the fire by using correct firefighting equipment if safe and trained. Do not try to extinguish any gas fires unless gas can be isolated, contact utility provider	ERTL/ Supervisor	
5) Give first aid to casualties, remain with injured person(s) if safe to do so	First Aider	
6) Contact the relevant utility providers	ERTL/ Supervisor	
7) Secure the scene if safe to do so; do not allow any people to enter until emergency services give the all clear.	ERTL/ Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
9) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.14 Damage to electrical services / contact with overhead cables

Damage to Electrical Services / contact with overhead cables	Responsible person	Check
1) If there is a power line nearby, do not approach the victim as the electricity can 'arc' through air. Maintain a 'Safe Approach Distance' for the supply. If unknown maintain a minimum distance of 8m.	Worker	
2) Only personnel holding a current "Work near live electrical services as a non-electrical worker" qualification may attempt to release a person in contact with an electrical source	Supervisor	
3) Notify ERTL/Supervisor	Supervisor	
4) Isolate the area from traffic and public	Supervisor	
5) Notify Emergency Services 000 if required	ERTL/Supervisor	
6) Contact the relevant power utility immediately to disconnect the power	Supervisor	
7) Notify Project Manager	Supervisor	
8) When the power has been disconnected and if safe to do so, assist the victim	ERTL/Supervisor	
9) If there is a fire, and if safe to do so, remove victim from the danger and into a safe area	ERTL/Supervisor	
10) Contact a trained first aider for assistance	ERTL/Supervisor	
11) If it is safe to do so, electrical fires may be suppressed using Class E fire extinguishers. Before any attempt at fire suppression, make sure the electricity has been turned off. If unsure, do not approach the fire.	ERTL/Supervisor	
12) Secure the scene if safe to do so; do not allow any people to enter until emergency services give the all clear.	ERTL/Supervisor	
13) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
14) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	
Plant Electrically Charged With Occupant Inside		
1) Operator must remain in machine until the power is confirmed as off	Operator	
2) If there is a requirement to urgently evacuate the machine e.g. due to fire, jump as high and as far as possible from the vehicle. Do not touch the vehicle and ground at the same time as this creates a path for electricity to pass through the body. Land with both feet together - CRITICAL; DO NOT FALL OVER OR TOUCH GROUND WITH A HAND.	Operator	
3) Once on the ground, retreat from the vehicle by shuffling feet without breaking contact with the ground, for minimum 8m away from machine CRITICAL; DO NOT HOP	Operator	
4) Notify ERTL	Supervisor	
5) Secure the scene if safe to do so, do not let any person approach machine	ERTL/Supervisor	
6) Contact the relevant power utility immediately to disconnect the power	ERTL/Supervisor	
7) If it is safe to do so, electrical fires may be suppressed using Class C fire extinguishers. This includes carbon dioxide and dry powder extinguishers. Before any attempt at fire suppression, make sure the electricity has been turned off. If unsure, do not approach the fire.	ERTL/Supervisor	
8) Contact emergency services 000 if required	ERTL/Supervisor	
9) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
10) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	
11) Power utility representative to advise if machine safe for use	Power Authority	

Incident, Crisis & Emergency Response Management Plan

The Bays Road Relocation Works



12.1.15 Bomb Threat

Bomb Threat	Responsible person	Check
REMEMBER: The use of Mobile Phones or Two Way Radios should be avoided until the Police have declared the site safe.		
Written Threat		
1) Retain all paper and envelopes to preserve evidence such as fingerprints, handwriting, post marks	Person receiving threat	
2) Notify ERTL / Project Manager	Person receiving threat	
3) Check muster point and evacuation route for suspicious objects, determine if alternative muster point required	ERTL/Supervisor	
4) Once cleared, evacuate personnel to muster point	ERTL/Supervisor	
5) Secure the scene if safe to do so	ERTL/Supervisor	
6) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
7) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	
Phone Threat		
1) Keep caller on the line as long as possible, remain calm and listen closely to what the caller says. Attempt to converse with the caller to complete as much information of the Bomb Threat Report. Note: Appearing sympathetic and using a pleasant tone may extend the call	Call recipient	
2) Complete Bomb Threat checklist, whilst on phone if possible, or as soon as possible after before memory becomes affected	Call recipient	
3) When caller “hangs-up” do not hang up your phone at all	Call recipient	
4) Contact emergency services on 000 from another phone ASAP (not a mobile phone or radio)	Call recipient	
5) Notify ERTL / Project Manager	Call recipient	
6) Check muster point and evacuation route for suspicious objects, determine if alternative muster point required	ERTL	
7) Once cleared, evacuate personnel to muster point	ERTL	
8) Secure the scene if safe to do so	ERTL/Supervisor	
9) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
10) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	
Suspect Object		
1) Notify ERTL / Project Manager	Person discovering object	
2) Contact emergency services on 000 if required	ERTL/Project Manager	

3) Inspection of the escape route and muster point must be completed as the bomb may have been placed at the muster point instead of or as well as the declared location, determine if alternative muster point required	ERTL	
4) Evacuate personnel to muster point	ERTL	
5) Secure the scene if safe to do so	ERTL	
6) Upon arrival of Police they will assume control and utilise the Emergency Services as and when required	Police	
7) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
8) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.16 Severe weather event / flooding

Severe weather event / flooding	Responsible person	Check
1) Obtain up-to-date information from BOM or Police, monitor local creeks/ drainage / access roads / road conditions	ERTL/ Supervisor	
2) Assess conditions before permitting personnel to access areas (including site compound in flash flooding conditions).	ERTL/ Supervisor	
3) For areas considered 'No Go' install barricades / warning signage and/or position personnel to prevent entry.	ERTL/ Supervisor	
4) Ensure site is clear of loose material that may become airborne and all equipment is secured before weather approaches	ERTL/ Supervisor	
5) Notify all personnel of approaching rains/ flood / electrical storms, ensure all personnel are sheltered in a safe location (hard top vehicle or building) Consider closing / barricading access roads if affected	ERTL/ Supervisor	
6) In the case of electrical storms, direct workers to cease works in the open and seek shelter if the time between thunder and lighting is 30 seconds or less, this indicates the lighting sticks are less than 10km away; remain sheltered for 30 minutes after the last thunder, priority consideration for early reaction to potential storms where works involve cranes / EWPs, work on steel structures, working at height	Supervisor	
7) If rubber tyred equipment is struck by lightning, park machine in a secure area for 24hours	Operator/Supervisor	
8) Secure and record the scene if safe to do so	ERTL/ Supervisor	
9) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
10) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.17 Excavation Collapse

Excavation Collapse	Responsible person	Check
Minor Collapse		
1) Notify ERTL/Supervisor	Worker	
2) Evacuate all persons from the excavation, account for all persons	ERTL/ Supervisor	
3) If missing persons or emergency treatment required, call emergency services, call 000	ERTL/ Supervisor	
4) Assess the stability of the remaining walls	ERTL/ Supervisor	
5) If safe to do so and not causing further injury to person or other workers, or injured person is at risk of further harm as a result of further excavation collapse, assist injured person out of trench to a safe area.	ERTL/ Supervisor	
6) Secure the scene if safe to do so	ERTL/ Supervisor	
7) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
8) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	
Major Collapse		
1) Notify ERTL / Supervisor	Worker	
2) If missing persons or emergency treatment required, call emergency services, call 000	ERTL/ Supervisor	
3) Assess the stability of the remaining walls	ERTL/ Supervisor	
4) Demarcate suspected area where person engulfed.	ERTL/ Supervisor	
5) If person partially / fully engulfed and If safe to do so, commence hand digging only - no machines to be used. Maintain a spotter whilst extracting trapped persons.	ERTL/ Supervisor	
6) Once person found assess condition of injured person. Do not fully remove injured person from engulfment until confirmation received from emergency services.	ERTL/ Supervisor	
7) Secure the scene if safe to do so	ERTL/ Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/ Supervisor	
9) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.18 Fall from Height

Fall from Height	Responsible person	Check
1) Notify ERTL / Supervisor	Worker	
2) Call emergency service urgently 000	ERTL/ Supervisor	
3) Implement pre-determined emergency response for a person in 'Fall Arrest' and effect recovery. Where circumstance prevents this from occurring consider alternatives including rope rescue, crane with man cage, cherry picker etc.	ERTL/ Supervisor	
4) Retrieve person from height as soon as possible <5 minutes	ERTL/ Supervisor	
5) Once recovered, encourage the suspended person to try to move their legs, shift their weight from one leg to another, try to raise legs as high as possible, try to lower head as much as possible	ERTL/ Supervisor	
6) Persons sustaining 'suspension trauma' are not to be allowed to lie down - procedure for transferring a suspended person to the horizontal position in stages; first to a kneeling position, then to a sitting position, finally to a horizontal position over a period of approximately 30-40 minutes.	First Aider	
7) Secure and record the scene if safe to do so	ERTL/ Supervisor	
8) Notify Project Manager, Site HS Representative	ERTL/Supervisor	
9) Ensure stakeholder notification and Georgiou reporting processes completed	Project Manager	

12.1.19 Missing Person / Non-arrival

Missing Person / Non-arrival	Responsible person	Check
Missing Person - Working In Isolation		
1) Person working in isolation not made contact - request nearby workers to check on person's wellbeing at last known location	Supervisor	
2) Proceed to known work location	Supervisor	
3) If person is still not located, contact the person's emergency contact to check if they are at home/ other known location.	Supervisor	
4) When these alternatives are exhausted, contact Project Manager and emergency services on 000.	Supervisor	
5) Ensure internal notification as per notification process	Project Manager	
6) QHEST Report	Project Manager	
Missing Person - No Show At Work		
1) Attempt phone contact	Supervisor	
2) Contact missing persons emergency contact to check if they know of their location	Supervisor	
3) If attempts to make contact has been unsuccessful for more than one shift, contact police on non-emergency number 131 444 and Project Manager	Supervisor	
4) Ensure internal notification as per notification process	Project Manager	
5) QHEST Report	Project Manager	
Missing Person - Journey Arrivals Overdue By More Than 2 Hours		
1) Attempt to contact missing employee / driver	Supervisor	
2) If confirmation cannot be found that the driver has arrived or made contact, then attempts should be made to contact other occupants (where applicable)	Supervisor	
3) Contact missing persons emergency contact to check if they are at home/ at another know location	Supervisor	
4) 4 hour overdue - Contact project manager and emergency services on 000	Supervisor	
5) Ensure internal notification as per notification process	Project Manager	
6) QHEST Report	Project Manager	

12.1.20 Traffic Incident

Traffic Incident	Responsible person	Check
1) Notify ERTL / TCSM / Supervisor	Worker / person witnessing or discovering incident	
2) Assess requirement for attendance of Emergency Services & Call emergency service urgently 000	ERTL/ Supervisor	
3) ERTL to deploy basic traffic control measures (incl. but not limited to; Traffic Controllers, cones / signs / debris clearing tools)	ERTL	
4) ERTL to notify Site Traffic Representative & Project Manager	ERTL	
5) When declared, (by attending Emergency Services OIC) ERTL is to arrange for any damaged traffic control devices (barriers, signage etc) to be replaced or repaired as required and may include temporary measures.	ERTL	
6) Notify TMC of incidents occurring during working hours	TCSM	
7) For 'out of hours' callouts, ERTL/Site Traffic Representative are required to respond within 1 hour	ERTL/ TCSM	
8) Notify Site HS Representative	ERTL/ TCSM	
9) Ensure stakeholder / RMS notification and Georgiou reporting processes completed	Project Manager	

12.1.21 Person in water

Person in water	Responsible person	Check
1) Throw out floatation ring	Worker / person witnessing or discovering incident	
2) Notify ERTL / TCSM / Supervisor	Worker / person witnessing or discovering incident	
3) Alert 'river response crew' to situation and prepare for deployment. Assess requirement for attendance of Emergency Services & Call emergency service urgently 000,	ERTL/ Supervisor	
4) ERTL to deploy recovery vessel where a person is unable to assist with their own recovery	ERTL	
5) ERTL to notify Project Manager	ERTL	
6) ERTL to determine: if person entering water was unconscious / or breathed water when entered - where suspected, IP to be referred to hospital for monitoring for signs/symptoms of 'secondary drowning'.	ERTL	
7) Notify Site HS Representative	ERTL/ TCSM	
8) Ensure stakeholder / RMS notification and Georgiou reporting processes completed	Project Manager	

12.1.22 Protesters Civil Disorder/Demonstrations

Protesters Civil Disorder/Demonstrations	Responsible person	Check
On becoming aware of civil disorder in the vicinity of or within the site, or there is a real likelihood of such an incident occurring or a rowdy person or group has trespassed on the site, immediately notify the Chief Warden	Worker / person witnessing	
Notify the event to Sydney Metro	Project Manager	
Where time permits, consult with senior management, security and the Police to determine if additional personnel and property protection measures are required	ERTL	
Where sufficient advanced warning of possible unrest is obtained, develop an action plan (consider the below)	ERTL/ Supervisor	
Communicate the situation to the ERT members and site management team	ERTL	
If possible close and secure gate, assess the need to secure site other access points	ERTL	
Remove project personnel and visitors to safe areas within the site or offices	Supervisors	
If there is a potential risk to person's safety or of unlawful entry into the site, secure the building and contact the police.	ERTL	
Secure critical records, equipment and valuable items	Staff	
Remove any objects in accessible locations that could be used as weapons or missiles by aggressive trespassers.	Site Team	
Be mindful of possible diversionary tactics by demonstrators to mask criminal activity	ERTL	
Ensure that any group of demonstrators is kept under continuous discreet surveillance and attempt to ascertain size of group, composition, leader's identity, motive, intentions, mood, and location	ERTL	
Removal of trespassers will usually be performed by police in consultation with the Chief Warden and Georgiou Senior Management and Sydney Metro Representative.	ERTL	
Where applicable complete Appendix 4 - Offender Description Report	Worker / person witnessing	

12.2 Appendix 2 - Situation Report

Name of Site ERTL:	Time of call:	AM/PM
Contact Number:	Alternate Contact Number:	
Incident Location:		
Time of Incident:	AM/PM	Local time (if diff from Perth): AM/PM
NATURE OF INCIDENT		
What happened/is happening?		
What is the confirmed or likely cause?		
What functions or equipment is affected?		
PERSONNEL		
Have there been any injuries to employees or third parties? If so, what type and how many?		
What is the status of the people affected?		
Have they been transported to hospital? If so, where?		
Has the injured person family been contacted?		
Are the affected personnel Georgiou employees or subcontractors? Has the subcontracting company been contacted?		
Have personnel been evacuated? If so, where to?		
SCOPE OF THE INCIDENT		
What other impacts are there? E.g. local community, general public, neighbours		
Have the affected members of the community been assisted with relocation or other support offered? Will this be necessary now?		
Is there any assistance required? YES / NO		
Details:		
RESPONSES CURRENTLY UNDERWAY		
What action is being taken?		
Are the police or other authorities at the scene? ? YES / NO		
Is the media at the scene? Who?		
Media enquiries/coverage? If so, by Whom?		
Has anyone spoken with the media? If so Who?		
What were the questions and answers?		
OPERATIONS		
Can normal project operations continue? YES / NO		
Name of Emergency Response Member taking/making call:		

12.4 Appendix 4 - Offender Description Report

Time of incident _____ AM PM Date: _____
Location of incident: _____
Nature of incident: _____

GENERAL DESCRIPTION

Suspect Person:

Previously Observed: YES NO Where / When: _____

Last sighted: _____ Direction of travel: _____

Facial	Hair colour	Hair style	Eye colour	Build	Appearance	Complexion
<input type="checkbox"/> Moustache	<input type="checkbox"/> Blonde	<input type="checkbox"/> Short	<input type="checkbox"/> Blue	<input type="checkbox"/> Thick	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Blotchy
<input type="checkbox"/> Beard	<input type="checkbox"/> Fair	<input type="checkbox"/> Long	<input type="checkbox"/> Black	<input type="checkbox"/> Medium	<input type="checkbox"/> Asian	<input type="checkbox"/> Pale
<input type="checkbox"/> Clean shave	<input type="checkbox"/> Light Brown	<input type="checkbox"/> Curly	<input type="checkbox"/> Brown	<input type="checkbox"/> Muscular	<input type="checkbox"/> Southern European	<input type="checkbox"/> Medium
Voice	<input type="checkbox"/> Brown	<input type="checkbox"/> Straight	<input type="checkbox"/> Green	<input type="checkbox"/> Solid	<input type="checkbox"/> African	<input type="checkbox"/> Olive
<input type="checkbox"/> Male	<input type="checkbox"/> Red	<input type="checkbox"/> Balding	<input type="checkbox"/> Hazel	<input type="checkbox"/> Obese	<input type="checkbox"/> Islander	<input type="checkbox"/> Dark
<input type="checkbox"/> Female	<input type="checkbox"/> Black	<input type="checkbox"/> Bald	<input type="checkbox"/> Grey		<input type="checkbox"/> Indigenous Australian	<input type="checkbox"/> Freckles
<input type="checkbox"/> Accent						

Other	Clothing	Age:	Description:
<input type="checkbox"/> Scars	Upper garments: _____		
<input type="checkbox"/> Marks			
<input type="checkbox"/> Tattoos	Lower garments: _____	Height: _____	
<input type="checkbox"/> Piercings			

VEHICLE DESCRIPTION

Make	Type	Colour	Registration:	Model:	Approximate year:
<input type="checkbox"/> Ford	<input type="checkbox"/> Sedan	<input type="checkbox"/> White	_____	_____	_____
<input type="checkbox"/> Holden	<input type="checkbox"/> Station wagon	<input type="checkbox"/> Silver	Other vehicle features: _____		
<input type="checkbox"/> Toyota	<input type="checkbox"/> Coupe	<input type="checkbox"/> Red	_____		
<input type="checkbox"/> Mazda	<input type="checkbox"/> Utility	<input type="checkbox"/> Green	_____		
<input type="checkbox"/> Honda	<input type="checkbox"/> Van	<input type="checkbox"/> Blue	_____		
<input type="checkbox"/> Hyundai	<input type="checkbox"/> Other	<input type="checkbox"/> Black	_____		
<input type="checkbox"/> Other		<input type="checkbox"/> Other	_____		

TYPE OF THREAT

Physical	Weapon	Verbal - wording of threat:
<input type="checkbox"/> Push	<input type="checkbox"/> Firearm	_____
<input type="checkbox"/> Punch	<input type="checkbox"/> Knife	_____
<input type="checkbox"/> Kick	<input type="checkbox"/> Instrument	_____
<input type="checkbox"/> Other	<input type="checkbox"/> Other	_____

WITNESS / VICTIM DETAILS

Name (print): _____ Signature: _____
Phone number: _____

12.5 Appendix 5 - Bomb Threat Report

Write down the exact wording of the THREAT **Remember - Keep calm and don't hang up**

Bomb Threat Checklist - Questions to Ask

- | | |
|---------------------------------------------|--------------------------------------|
| 1. When is the bomb going to explode? _____ | 7. Did you place the bomb? _____ |
| 2. Where did you put the bomb? _____ | 8. Why did you place the bomb? _____ |
| 3. When did you put it there? _____ | 9. What is your name? _____ |
| 4. What does the bomb look like? _____ | 10. Where are you? _____ |
| 5. What kind of bomb is it? _____ | 11. What is your address? _____ |
| 6. What will make the bomb explode? _____ | |

Is the Threat, Chemical, Biological or Radiological?

What kind of chemical is in it? _____

How much is there? _____

How will it be released? _____

Is it a liquid, powder or gas? _____

DETAILS OF CALLER

Callers voice

Accent (specify): _____

Any impediment (specify): _____

Voice (loud, soft, etc): _____

Speech (fast, slow, etc): _____

Diction (clear, muffled): _____

Manner (calm, emotional, etc): _____

Did you recognise the voice? _____

If so, who do you think it was? _____

Was the caller familiar with the area? _____

Background noise

Street noise: _____

House noises: _____

Aircraft: _____

Voices: _____

Local call: _____

Long distance call: _____

Music: _____

Machinery: _____

Other: _____

Threat Language

<input type="checkbox"/> Well spoken	<input type="checkbox"/> Taped
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Message read by caller
<input type="checkbox"/> Irrational	<input type="checkbox"/> Abusive

Other: _____

Time of phone call: _____

Date: _____

Duration of call: _____

Your Number called: _____

Other

Sex of caller: _____

Estimated age: _____

Your name: _____

Telephone number: _____

Signature: _____

Report call immediately to 000, use another phone