

EMERGENCY PROCEDURE MANUAL

JALCO AUSTRALIA PTY LTD

JHP-EPM-001-00

20th July 2022

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This document details Emergency Response Manual for Jalco Australia Pty Ltd, located Unit 1/8 Johnston Crescent, Horsley Park, NSW,2175. It contains important emergency information such as emergency contact numbers, procedures to follow in the event of an emergency and evacuation diagrams, to ensure the safety of employees, contractors and visitors.

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1 INTRODUCTION

Under the Work Health & Safety Act 2011 No10, Jalco Australia Pty Ltd Horsley Park has an obligation to provide for workplace emergencies and to provide a planned systematic approach to their management.

This Emergency Manual is to provide detailed guidance on how to respond to identified emergency situations that could occur at Jalco Australia Pty Ltd Horsley Park and provide a systematic approach to their management.

The Jalco Australia Pty Ltd Horsley Park Emergency Manual has been developed in accordance with the requirements of Work Health and Safety Act 2011, NSW Work Health and Safety Regulation 2017, Australian Standard 3745:2010 Planning for Emergencies in Facilities and NSW Hazardous Industry Planning Advisory Paper No 1 – Emergency Planning.

“Emergency” as defined by NSW State Emergency Management and Rescue Act 1989, means an emergency due to actual or imminent occurrence (such as fire, flood, storm, earthquake, explosion, epidemic or warlike action) which:

- (a) endangers, or threatens to endanger, the safety or health of persons or animals in the State; or
- (b) destroys or damages, or threatens to destroy or damage, property in the State, or
- (c) causes failure of, or a significant disruption to, an essential service or infrastructure

being an emergency, which requires a significant and coordinated response.

For the purposes of the definition of emergency, property in the State includes any part of the environment of the State. Accordingly, a reference in this Act to:

- (a) threats or danger to property includes a reference to threats or danger to the environment, and
- (b) the protection of property includes a reference to the protection of the environment.

Jalco Australia Pty Ltd Horsley Park Emergency manual applies to all aspects of our operations at Unit 1/8 Johnston Crescent, Horsley Park, NSW, 2175. The manual contains critical emergency information such as emergency contact numbers, procedures required to protect life and property in an emergency, location of equipment found at the site and evacuation diagram to ensure the safety of employees, contractors and visitors.

The plan is to be used and followed in conjunction with PACT Group Emergency Response Procedure PACT WHSE PRO 003.02

The procedures included in this plan are for managing the most likely types of emergencies at this site, as determined by the site’s Emergency Planning Committee

(EPC). A full or partial evacuation response may be instigated as a result of, but not limited to, any of the following events and, shall be acted upon accordingly:

- Fire
- Bomb Threat
- Chemical Spill
- Explosion
- Bomb Threat
- Hostage or Siege
- Prowler or Intruder
- Seismic Disturbance
- Sexual Assault
- Structural Damage
- Threats
- Trespasser
- Violent Threatening Person
- Water Leak
- Water Supply
- Medical Emergency
- Power Outage
- Gas Leak
- Natural Disaster (bushfire, storm, flood)
- Vehicle/ transport incidents

Jalco Australia Pty Ltd Horsley Park will, through consultation, develop and maintain this plan, provide resources, training and information and monitor and review, emergencies in accordance with the Work Health & Safety Regulations 2011.

1.1 AIM & OBJECTIVE

Jalco Australia Pty Ltd Horsley Park aims to provide a detailed system and resources in the event of an emergency to protect and/or reduce impacts on life, environment and property. The aim will allow the site to be highly prepared in an emergency, emergency control organisation team coordinate/manage emergency until emergency responders arrive, provide support with documentation, knowledge, equipment and skills to emergency responders and protect emergency responders, employees, stakeholders and community from harm.

2 GENERAL SITE INFORMATION

Jalco Australia Pty Ltd Horsley Park is a contracting manufacturing business that produces a range of commercial and homecare cleaning products; laundry liquids, bleach, bathroom, dishwash, multipurpose, cream cleansers, fabric softeners, floor and window cleaners. There will be a presence of site specific physical and chemical hazards and associated risks:

Physical Hazard:

- Machinery and Equipment (electrical, pressure vessel, boiler)
- Forklift and Vehicle

Chemical Hazard:

- Flammables, Combustibles and Corrosives (Storage and Handling).

The dangerous goods raw materials are stored in DG depot which includes bulk storage above ground tanks. The raw materials are converted into finished goods. There are some liquid bulk and finished goods which are classified as dangerous goods. Refer to site map for intermediate storage locations Appendix 11.1 Site Manifest.

Jalco Australia Pty Ltd Horsley Park site has fitted and installed multiple emergency features and equipment to ensure that injury and damage to the organisation's personnel, plant, equipment, and the immediate and surrounding environment is minimised. These features include:

- Emergency Alert/Evacuation Warning System and Public-Address System
- Emergency Alarm Buttons
- Emergency Exits
- Fire Extinguishers
- Fire Hose Reels
- Fire Blankets
- Fire/Smoke Doors, Spill Kits
- Evacuation Assembly Area/s

Jalco Australia Pty Ltd Horsley Park also has in place an Emergency Control Organisation (ECO), a group of workers organised, structured and trained to coordinate the site response and possible evacuation in the case of an emergency as well as communicate with emergency services.

2.1 Summary

| | |
|--|---|
| Occupier | Jalco Australia Pty Ltd |
| Address of Premises | Unit 1/8 Johnston Crescent, Horsley Park, NSW, 2175 |
| Postal Address | Locked Bag 55, Wetherill Park, NSW,2164 |
| Council Area | Fairfield City Council |
| General Enquires | 1300 065 326 |
| Emergency Contact | 1800 242 176 |
| Nearest Cross Road | Burley Road Old Wallgrove Road |
| Nature of Site | Manufacturing, Production and Warehouse |
| Business Activities | Chemical Manufacturing Household/Commercial Laundry & Cleaning Products |
| Site Operational Hours | 24 hours, 7 days |
| Site Plan Number | JHP-SM-001-00 |
| Manifest and Safety Data Sheet Location | Site Entrance |

3 ROLES OF AGENCIES, GROUPS, INDUSTRY AND THE COMMUNITY

3.1 Site Emergency Contacts

| Name | Position | Contact Details |
|--|-------------------------|--|
| Paul Holland | Site Operations Manager | B/H: 0478 050 034 A/H: 0478 050 034 |
| Gopi Dhanekula | Engineering Manager | B/H: 0448 311 389 A/H: 0448 311 389 |
| Christine Kazzi | Senior HSES Advisor | B/H: 02 9757 6307 A/H: 0410 220 892 |
| <i>Jalco Group Emergency Response Hotline: 1800 242 176</i> | | |

3.2 Contract Manufacturing Emergency Committee

| Name | Position | Contact Details |
|-----------------|--|--|
| Michael Beaton | General Manager NSW Operations | B/H: 02 8784 4950 A/H: 0418 456 418 |
| Tina Nicolitsis | General Manager Health Safety Environment Sustainability Quality | B/H: 02 8784 1125 A/H: 0417 261 939 |
| Muhammad Khayum | General Manager People and Culture | B/H: 02 9854 2727 A/H: 0429 400 243 |

General Manager NSW Operations is the emergency commander liaising with Executive General Manager, PACT group risk team and legal team. General Manager NSW Operations is responsible for activating emergency plan and manage process unless otherwise delegated to alternate General Manager or site personnel.

3.3 External Emergency Contacts

| Service | Contact Details |
|--|-----------------|
| NSW Fire and Rescue Ambulance and/or Police | 000 |
| NSW Environmental Protection Agency | 131 555 |
| NSW Ministry of Health | 1300 066 055 |
| NSW Safe work | 13 10 50 |
| Fairfield City Council | 02 9725 0222 |
| Sydney Water | 132 092 |

| | |
|----------------------------------|---|
| State Emergency Services | 13 25 00 |
| Poisons Information | 13 11 26 |
| Fairfield Hospital | 02 9616 8111 Polding St & Prairie Vale Road, Prairiewood, NSW,2176 |
| Electricity Company | Origin |
| Telecommunication Company | Optus |
| Landlord | ESR |
| Neighbouring Businesses | The Oakdale Central Business Central Hub Undeveloped IN1 General Industrial, RU4 Primary Production & Rural residential subdivision Lot 204 warehouse & distribution uses The Horsley Park Warehousing Hub |

The following details needs to be provided to emergency services operator, when calling 000:

The emergency service required and the nature of the emergency

Your Name:

Business Address: Unit 1/8 Johnston Crescent, Horsley Park, NSW,2175

Business Name: Jalco Australia Pty Ltd

Nearest Cross Street or Business:


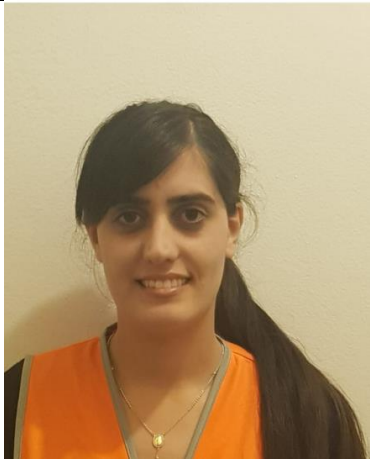

- Burley Road and Old Wallgrove Road
- The Oakdale Central Business Central Hub
- Undeveloped IN1 General Industrial, RU4 Primary Production & Rural residential subdivision
- Lot 204 warehouse & distribution uses
- The Horsley Park Warehousing Hub

4 EMERGENCY PLAN COMMITTEE AND SITE ORGANISATIONAL STRUCTURE

The Emergency Planning Committee at Jalco Australia Pty Ltd Horsley Park is responsible for the development, implementation and maintenance of this emergency response plan. They are all responsible for:

- Identifying events that could produce emergency situations and develop emergency procedures for dealing with those situations
- Establishing an Emergency Control Organisation (ECO) and ensuring that its members are appropriately trained

- Ensuring that this Emergency Response Plan and its procedures are readily available, communicated (via scheduled training) to all workers and displayed in appropriate locations. The Emergency Response Plan will be stored in Horsley Park SharePoint, Fire & Rescue NSW SharePoint and Emergency Box at the front of facility.
- Ensuring that emergency response exercises/training drills are conducted at least on an annual basis and the Emergency Drill Review Form is filled out following the event.

| | | |
|--|---|--|
|  |  |  |
| <p>Paul Holland Site Operations Manager</p> | <p>Christine Kazzi Senior HSES Advisor</p> | <p>Gopi Dhanekula Engineering Manager</p> |

The EPC will hold a documented meeting, minimum twice per annum, to discuss ECO arrangements and their training, awareness of the emergency response procedures with all staff and the revision of these procedures.

4.1 EMERGENCY CONTROL ORGANISATION

The Emergency Control Organisation (ECO) on this site are trained to coordinate the site response and possible evacuation in the case of an emergency as well as communicate with emergency services.

At Jalco Australia Pty Ltd Horsley Park, the ECO consists of the following members, each of which are identifiable in an emergency by wearing coloured Helmets or Caps that distinguish the members role in the ECO:

| Day Shift | | | |
|---------------------------|--|-----------------------------------|---------------|
| Area | Title | Person | Colour |
| MAIN BUILDING/ FACTORY | Chief Warden | Paul Holland | White |
| | Deputy Warden | Gopi Dhanekula | |
| | Note: During shift changeover, team leader nearing the completion of their shift assumes the role of Chief Warden in the event of an emergency | | |
| | Area Wardens | Pawandeep Thandi Shalini Singh | Yellow |
| | Note: If a team leader is absent on shift, the factory Area Warden on that shift assumes the role of Chief Warden in the event of an emergency. | | |
| UPSTAIRS OFFICE | Area Warden | Rahna Tobar | Red |
| | Deputy Area Warden | Christine Kazzi | Red |
| | Note: If the office warden is absent, HSE advisor assumes role of Area Warden in the event of an emergency. | | |
| WAREHOUSE | Area Warden | Anthony Wong | Red |
| | Note: If a Warehouse Supervisor is absent on shift, the acting Warehouse Supervisor assumes the role of warehouse Area Warden in the event of an emergency. | | |
| | First Aid Officer | Joytika Devi Maselusi Afoa | Green |

| Afternoon Shift | | | |
|---------------------------|--|--------------------------------------|---------------|
| Area | Title | Person | Colour |
| MAIN BUILDING/ FACTORY | Chief Warden | Arun Kumar | White |
| | Note: During shift changeover, team leader nearing the completion of their shift assumes the role of Chief Warden in the event of an emergency | | |
| | Area Wardens (Deputy Chief Wardens) | Patrick Lee- Tangitu Anton Percan | Yellow |
| | Note: If a team leader is absent on shift, the factory Area Warden on that shift assumes the role of Chief Warden in the event of an emergency. | | |
| UPSTAIRS OFFICE | Area Warden | Rahna Tobar | Red |
| | Deputy Area Warden | Christine Kazzi | Red |
| | Note: If the office warden is absent, HSE advisor assumes role of Area Warden in the event of an emergency. | | |

| | | | |
|---|-------------------|---------------------------------|-------|
| | | | |
| WAREHOUSE | Area Warden | Duong Sek Wai Ng | Red |
| <i>Note: If a Warehouse Supervisor is absent on shift, the acting Warehouse Supervisor assumes the role of warehouse Area Warden in the event of an emergency.</i> | | | |
| | | | |
| | First Aid Officer | Grace Tangianau Jimish Patel | Green |

4.2 EMERGENCY CONTROL ORGANISATION ROLES AND RESPONSIBILTIES

Chief Warden

General Duties

The Chief Warden in the event of an emergency is responsible for the following duties and procedures outlined below.

The Chief Warden is responsible for the implementation of procedures for the evacuation of staff in the event of an emergency within the site.

Chief Warden should be conversant with the means of escape, ensuring that doors of fire escapes are closed, except when opened for the purpose of entrance or exit and that ground level doors are not obstructed internally or externally.

Chief Warden shall ensure that a list of Wardens and Members designated for specific duties in each area is compiled and maintained and updated with staff changes that may occur.

Chief Warden shall know the location of installed portable firefighting equipment and be familiar with the appropriate uses of each type, as well as being conversant with the operation of installed emergency alarm systems, sprinklers and any other emergency equipment installed on the site.

Chief Warden shall conduct practice evacuation exercises at regular intervals on instruction from the Company General Manager.

Chief Warden shall inform Reception/ Main Administration Officer and the Deputy Chief Warden when he/she is leaving the site.

Chief Warden shall perform these duties with the assistance of Management, Deputy Chief Warden, area wardens and first aiders.

Chief Warden's Role in an Emergency That Requires Evacuation

The Chief Warden shall ensure that the required emergency services and Company General Manager have been called and the evacuation siren activated.

The Chief Warden will assume overall supervision of the site during an evacuation of personnel and liaise with the attending Emergency Service (e.g. Fire Brigade, Ambulance), upon their arrival.

The Chief Warden must liaise with Area Wardens to ensure all personnel are accounted for.

Obtain the site manifest (if applicable) and have ready to present to Emergency Services on arrival.

Liaise with the site Maintenance Manager concerning site services actions. E.g. isolation of gas, electricity, closure of storm water gates

Liaise with First Aiders to determine if there are any injured personnel.

Direct additional Evacuation Procedures to those initiated by Area Wardens.

The Chief Warden is to liaise with Emergency Services and update them with:

Location of all personnel and details of anyone not accounted for

What the emergency situation is and where.

Location of Dangerous Goods (Provide manifest if applicable to site for dangerous goods)

Status of site services (e.g. gas mains shut, electricity)

Advise of any injured personnel

Provide assistance to Emergency Services for the duration of the emergency.

Maintain regular contact with the Company General Manager as to current situation.

The Chief Warden, with the help of Area Wardens and Company Management, shall ensure that no personnel leave the assembly point to retrieve personnel items or vehicles during the emergency unless authorized by Emergency Services.

The Chief Warden shall wait for clearance from Emergency Services before informing personnel when they may return to specific areas or all areas, inform the Wardens concerned to issue appropriate instructions.

Deputy Chief Wardens Role

General Duties

The Deputy Chief Warden in the event of an emergency is responsible for the following duties and procedures outlined below.

In the absence of the Chief Warden, the Deputy Chief Warden shall assume the Emergency Wardens duties.

In the event of an emergency, the Deputy Chief Warden shall take charge of the Evacuation Assembly Area and control and advise the Area Wardens whilst the Emergency Chief Warden liaises with Emergency Services.

Ensure that area checks lists have been completed and any missing persons are reported to the Chief Warden.

Ensure that all assembled personnel including visitors remain at the assembly point until they are advised that they may leave the site or return to work.

Organize for the neighbouring properties to be advised of the situation

Implement the Pollution Incident Response Management Plan (PIRMP) for the site in the event of any incident which may cause pollution.

Warden/ Area Wardens Role

Area Wardens shall be nominated for each area to implement emergency response procedures for their area.

Before an Emergency

So that you will be prepared for an emergency, before it happens you should:

Know where the daily roster is kept

Know all the evacuation routes out of your area. Note the location of exits, check if alternative escape routes via other areas are available. "KNOW" your evacuation assembly area

Remove any hazards in your area that might affect a safe evacuation. (E.g. pallet blocking emergency exits)

Know where emergency equipment is located in your area. Fire extinguishers, hose reels, first aid kits and communication points if any.

Know how to operate any emergency alarms and know how to react to emergency signals and instructions.

Actively participate in Emergency Procedure Training Sessions.

Properly maintain any emergency control equipment with which you have been issued.

Duties During an Emergency Evacuation

Upon hearing the evacuation siren or being notified to evacuate, begin the evacuation of your area.

Evacuate personnel in your area to the evacuation assembly area as shown on the site plan.

When ordering an evacuation of your area or when the evacuation siren has sounded, make the following announcement to personnel in your area:

ATTENTION EVERYONE, THERE IS A SMALL EMERGENCY IN THE BUILDING, FOR YOUR SAFETY PLEASE CALMLY EVACUATE VIA THE EMERGENCY EXIT INDICATED TO YOU AND ASSEMBLE AT THE EVACUATION ASSEMBLY AREA WHICH IS LOCATED AT THE FRONT OF THE BUILDING. GO DIRECTLY TO THE EVACUATION ASSEMBLY AREA, DO NOT GO VIA YOUR LOCKERS OR THE CANTEEN. DO NOT LEAVE THE SITE OR RE- ENTER THE BUILDING UNTIL ADVISED TO DO SO BY THE AREA WARDENS”

Once all the people in your area have left the building “if it is safe to do so”, check any offices and toilets to ensure your area has been completely evacuated. Then leave the building, closing the door behind you (do not lock them).

Duties Outside at the Emergency Evacuation Point

When you are at the evacuation assembly area take a roll call and then report to the Deputy Chief Warden. Notify the Deputy Chief Warden of any missing personnel from your area.

Ensure that all staff remain at the Emergency Evacuation Assembly Point. The Emergency Chief Warden or Deputy Chief Warden will advise you may instruct the personnel to leave.

Once you have evacuated your area and accounted for all personnel and visitors in your area, the Deputy Chief Warden may request you to assist in other services. These duties may be the setting up of a cordon around the emergency area so that no unauthorised persons wander into a dangerous location or to direct arriving emergency services to the emergency scene. In any case the Deputy Chief Warden will instruct you in your specific task.

N.B. Management will support and assist you in these duties

First Aid Officers Role

Duties During an Evacuation

Upon being informed of an emergency or by observation, or by hearing the evacuation siren: -

Collect portable first aid kit or emergency first aid kit if safe to do so.

Go to assembly area and have your name marked off the evacuation checklist for your area.

Report to the Deputy Chief Warden, he/she will direct you to the first aid area

If injuries are sustained by persons, attend to casualties as they become apparent – follow emergency casualty procedure, record vital signs and name.

Liaise with Ambulance Service upon their arrival.

Engineering Manager Role

Duties During an Evacuation

After consultation with the Chief Warden, ensure the power, gas and air to affected area is isolated and the emergency storm water gate is closed (if applicable). The storm water gate must be closed to prevent chemicals being washed into the storm water system from fire hoses or the sprinkler system.

Investigate the reason for a fire alarm sounding, where it is thought that this is due to an electrical fault in the system or due to damage caused to the sprinkler heads or pipe work. Refer to requirements below.

Notify Senior Management and Chief Warden the results of any fire alarm investigation, and where directed by them, will disable the alarm.

Arrange for an emergency crew of fitters, forklift drivers and electricians to be available as requested by the emergency service in attendance.

After the emergency bring the plant back to operational standard.

Duties in the event of a fire alarm sounding (Jalco Australia Pty Ltd Horsley Park)

These duties are applicable to the site Engineering Manager. If the site Engineering Manager is unavailable then the duties are to be performed by Site Operations Manager, Afternoon Shift Manager or Night Shift Manager.

In the event that a fire alarm is triggered the following procedure is to be followed by the Engineering Manager:

Determine the area from which the alarm has been activated

Attempt to establish the cause of the alarm

If a fire or suspected fire is confirmed, immediately follow evacuation procedure, and notify the Site Chief Warden

If the alarm has been caused by an electrical fault or damage to the sprinkler system or pipe work, proceed with the following steps

Evacuate the area around the breakage and contact electrician to assess any possible electrical hazard.

Obtain keys for the sprinkler system that are located at Reception

Mute the alarm sounder at the main control panel located at Reception. Do not isolate the red switch at the side of this panel; it must be left in the normal position. If you are unsure of what to do at this panel, leave it as is.

Wait for the FIRE BRIGADE to attend.

Management Role

Duties During an Emergency Evacuation

Managers that have not been designated for a particular role (e.g. chief Warden) are responsible for the following duties during an evacuation:

Managers are responsible for helping Area Wardens evacuate their areas. Managers shall provide support to ensure staff immediately evacuate and proceed directly to the evacuation assembly area.

Managers shall report to the Area Warden and have their names recorded. They are then to assist in the confirmation that all staff have been evacuated and to ensure that the staff remain at the assembly point until approved to leave.

Managers shall then be “on call” to help any duties required by the “Chief Warden”

Managers shall assist in diverting away deliveries or visitors to the site during the emergency. The backup facility for Jalco Australia Pty Ltd Horsley Park, is Jalco Promotional Packaging located at 10 Interchange Drive, Eastern Creek. Where possible, deliveries should be diverted to this site after consultation with the receiving department and Distribution Centre Manager at Eastern Creek.

Managers are to consult with the General Manager NSW Operations about the need for delaying or cancelling any following shift, if the emergency is thought to close the plant for an extended delay

After the Emergency

Management is responsible for assessing the impact of the emergency on company property, stock, work in progress, and delays in orders. This must be quantified as part of any insurance claims

Management is responsible for taking action to get the plant safe and operational again.

Contacting Emergency Services

The Chief Warden or Deputy Chief Warden is to provide the following information when contacting emergency services

Location of the site

The type of emergency (e.g. fire, chemical spill etc)

Any casualties or injuries

What assistance is required

Any hazards that may be encountered

Your name and telephone contact number

Release of Information

In case of a Major Emergency only the Company Director or Contract Manufacturing Executive General Manager may release information to the public, e.g. media, customers, suppliers etc.

5 EMERGENCY EQUIPMENT

The site has a range of equipment and features that can be utilized in the event of an emergency:

Emergency Alert/Evacuation Warning System

Emergency Alarm Buttons

Emergency Exits

Fire Blankets

Fire/Smoke Doors

Evacuation Assembly Area/s

Fire Hydrants and Hoses

Fire Extinguishers

First Aid Equipment

Breathing Apparatus

Spill Kits – Barriers and Absorbent Materials

Pumps and Hoses

Forklift – Flame Proof (1-unit diesel) and Gas

Storage Area Bunding

Location of service isolation equipment for the isolation of electricity, gas and steam.

Personnel Identification (helmets and tabards)

PPE

6 EMERGENCY ALARM

The following emergency alarm sounds are used to alert all staff of an actual or potential emergency and actions required.

ALERT tone (beep, beep, beep)

This is for notification of the Emergency Control Organisation. On hearing the ALERT tone you should:

- Check your area for fire, smoke or other abnormal situations
- Await further instructions relayed over the PA system, or from a Warden

Emergency Control Organisation members are to evacuate designated area and assemble at the assembly point and await further orders from the Chief Warden.

EVACUATE tone (whoop, whoop, whoop)

The evacuation alarm (an extended whoop, whoop, sound) is designed to notify all occupants throughout the entire complex of an emergency. The evacuation alarm usually follows the alert alarm.

This alarm can be activated manually by the ECO leader prior to the alert alarm when an immediate evacuation is required.

On hearing the EVACUATE tone or if directed to evacuate by a member of the ECO you should:

proceed to evacuate the building via the marked exits and stairs

proceed to evacuate in an orderly fashion to the Assembly Area/s as directed by a member of the ECO and indicated on evacuation diagrams

7 EVACUATION PROCEDURES AND DRILLS

Evacuation drills will be arranged by the site HSE Advisor in consultation with the Operations Manager, Emergency Control Organisation, at an annual frequency.

All occupants of the floor(s) or area(s) involved in the evacuation exercises shall take part.

It is important to note the three stages of evacuation:

- Remove from immediate danger
- Remove to a safe area
- Full evacuation of the building

As well as the stages of evacuation, the order of evacuation personnel:

- Ambulant personnel
- Semi-ambulant personnel
- Non-ambulant personnel
- The first evacuation exercise

Before the first evacuation exercise commences, occupants of the building/s shall be briefed. The briefing shall be arranged by the Chief Warden in consultation with the Emergency Control Organisation. It should be delivered through the Emergency Warden system, thus enabling the building occupants to identify their Emergency Warden(s) and become aware of their duties. When the Emergency Control Organisation and procedures have been proven to be satisfactory the first large scale evacuation can be held. Adequate warning, including the proposed date, shall be given as the first evacuation can be difficult enough without the added confusion brought about by surprise.

The Emergency Wardens should be briefed to give added assistance to staff during the initial evacuations. It is important to identify simple objectives for practice evacuations or exercises as a means of measuring success.

Objectives should include the following:

- Emergency Wardens to initiate emergency procedures without waiting for instructions
- Emergency Wardens to respond to alarms within 'x' seconds
- A search of all areas/zones to be completed without delay
- Simulated call to Emergency Services as appropriate
- Emergency control point to be staffed immediately
- Evacuation to commence within 'x' minutes
- Evacuation to be completed within 'x' minutes
- Emergency Wardens to report the locations of any persons with disabilities requiring assistance.
- Emergency Wardens to control any vehicle movements during evacuations (in the absence of security or Police)
- A person nominated by the Chief Emergency Warden to be at the entry point to meet emergency services.

Evacuation debriefing session

At the earliest practicable time after the event, the Emergency Control Organisation and other key personnel shall attend a debriefing session to be conducted by the Chief Emergency Warden. The main purpose of this is to identify and correct any deficiencies in the procedure or its implementation.

This may only be a matter of sounding the alarm and having people walk to their buildings designated assembly area.

Before the first evacuation takes place, all staff must be briefed by the Emergency Wardens on the following:

- The identity of the Emergency Wardens.
- Method of reporting emergencies-contact the Chief Emergency Warden,
- Actions they are to take in response to emergencies.
- The designated assembly area.
- What is required at the completion of the exercise.

Successive evacuation drill/s

Successive drill/s should be a full evacuation exercise, where all persons within the building/s participate and evacuate from their building and practice assembling at their designated emergency assembly point. It can be noted at this point in time the emergency can be changed pending on the incident/emergency. For example, in a bomb threat, personnel would be assembled well away from the building of detonation to a declared safe zone by NSW Police.

In an evacuation, the following points should be kept in mind:

- Arrange assistance for mobility impaired persons (if applicable)
- Secure cash and valuable documents (if safe to do so)
- In a fire situation evacuate with minimum personal material.
- Where possible in a fire situation, close all doors and windows on departure
- In a bomb threat situation open all windows and doors
- Prevention of panic is of paramount importance.
- Obey directions given by Emergency Services personnel and security.
- Keep all exits/entrances clear at all times
- Do not allow anyone except Emergency Services personnel to re-enter the building while the alarm is sounding.

Assembly area procedures

Once at the Emergency Assembly point, the Emergency Control Organisation's job does not stop there. The Emergency Wardens are responsible to ensure evacuees remain at the designated assembly point, until the all clear is given to re-enter the buildings, as well as asking personnel to check if any person is missing or likely to be

trapped within the building. This information needs to be passed onto the Emergency Services immediately, so they can concentrate on the particular area for rescue.

Under no circumstances should staff members or visitors be permitted to go back into the building for any reason, until they have been advised that it safe to do so by the senior emergency services officer present.

Persons refusing to comply with the Emergency Warden's directions

Should a person refuse to comply with the directions given by an Emergency Warden, from the building's Emergency Control Organisation, the Emergency Warden must:

Ensure the person has been clearly advised they are required to evacuate the building.

Notify the Chief Emergency Warden who will advise the Emergency Services of the incident, who will then take the appropriate action under the law to remove that person. (If a drill or exercise, inform management to take appropriate action)

NB. It is advisable to have a witness confirm any refusals. Document any such incidents. Don't start an argument. Just report this incident to the Chief Emergency Warden. As long as you have reported this incident to the Chief Emergency Warden and a notation has been made, you have carried out your obligations under the WHS Act.

Debriefing

A debriefing meeting conducted by the Chief Emergency Warden after each practice evacuation is essential in order to identify any shortcomings in the organisation or procedures and then to amend the building response and evacuation procedures where necessary.

The briefing is best performed through the Emergency Warden system, thus enabling to identify their Emergency Wardens and become aware of their authority and duties.

Meetings

On a date determined by the Chief Emergency Warden, the Emergency Control Organisation shall be required to meet to discuss the following subjects:

- Building Evacuation procedures
- Identified hazards
- Wardens that have left and require replacement
- Faults observed in the evacuation alarms
- Portable fire equipment (e.g. extinguishers) maintenance or recommendations that may be required.

These meetings should be conducted regularly (at least every six months) ensuring that all the Emergency Control team is present. Minutes should be recorded and copies kept by the Chief Emergency Warden and the HSE committee.

Communications

In the event of an emergency there is a range of communications systems that are available to you as an Emergency Warden. These include:

- Your building warning and phone system.
- The use of runners to carry messages.
- The electronic system of phone fax and email

This last point relies on electricity or the telephone system both of which may be disrupted. In the event staff and visitors should be discouraged from using the phone to contact family or friends during an emergency as overloaded lines can block out vital links with emergency services.

General Safety requirements

It is recommended that you examine your premises on a continuous basis to ensure that:

- Corridors, aisles and walkways remain clear of obstructions.
- Exit doors remain clear and unlocked whilst the premises are occupied.
- Excess quantities of combustible materials are not permitted to accumulate anywhere on the premises.
- Extra care taken in the use and maintenance of office heating equipment etc.
- No accumulation of litter, which may increase the danger of fire.
- Correct storage of flammable liquids.
- The public-address telephone system is not defective.
- Fire and smoke doors are kept shut except during use; self-closing mechanisms are in operational order; doors close automatically and are not being held open by wedges etc.
- Fire stairs are kept clear at all times and not used for storage.
- Storage of flammable liquids on the office floor is permitted only in exceptional circumstances and then only in minimal quantities and in accordance with workplace substance procedures.
- All occupants are encouraged to observe the greatest care in the use of naked flames, matches, portable heaters, electrical appliances and other possible sources of ignition.
- The immediate surroundings are kept neat and tidy
- Any safety breaches are to be reported to Work Health and Safety Representative.
- Persons with mobility issues

Persons suffering from mobility impairment or other impairment that would impact on their safe and speedy evacuation have an obligation to communicate the nature of the impairment to their Emergency Warden prior to any event that may require the impaired person's evacuation.

The procedures for helping mobility or other impaired persons should be discussed by the Emergency Warden with the individual concerned, prior to any event requiring the impaired person's evacuation. Emergency Wardens should be aware of mobility impaired persons within their area. This will enable prompt assistance for these people in an emergency. This information will have to be periodically updated. If possible, a person should be assigned to assist the mobility impaired person in an emergency. This person could then assist the mobility impaired person to a predetermined safe area.

The impaired person should be guided to a pre-arranged evacuation point and the Chief Emergency Warden notified. The Chief Emergency Warden will arrange for priority evacuation with Emergency Services.

Mobility impaired people should be evacuated to the landing of fire stairs, or if not possible, taken to a wet space, such as a bathroom. If the danger is impending, secure the person in an office where there is a phone, close the doors and windows and have an Emergency Warden or another person remain with them as a 'buddy'.

Notify the Chief Emergency Warden with the person's name, location and who they are with. Or call '000', or mobile '112' and advise the emergency services where the person is located.

Once all occupants have been evacuated, the impaired person may be placed on the landing in the fire stairs with an Emergency Warden, or responsible person to provide comfort and reassurance or may be evacuated by lift under the control of the Emergency Services.

In non-fire emergencies, escort the person to the fire stair well and remain with them until emergency services arrive and advise the Chief Warden where you are. If the person is in a wheelchair, you may secure the person in their office and advise the Chief Warden at the assembly area so they can brief the arriving emergency services of their location so they can be evacuated safely from the building.

Mobility impaired/other impaired persons on a non-affected floor

On the sounding of the emergency warning sign, known mobility impaired and other impaired should be advised of the alarm by the Emergency Warden. Co-workers should volunteer to assist impaired persons when an evacuation is ordered. Prepare the person for evacuation.

8 Get to Know Your Building

Construction

Emergency Control Committee, Wardens, and/or staff member must understand the site. For example, your building may be a five-level building of concrete construction, with metal roof and internal partitioning of plaster and lightweight framing. This information can be valuable during times of emergencies if there is an event or a structural collapse. The emergency services at the time may request the information so they can send the appropriate resources for rescue etc. Jalco Australia Pty Ltd Horsley Park building construction as follows:

- The site is one sprinklered building of concrete walls with steel wall cladding and a steel roof.
- Warehouse is a standard and shuttle racked area that stores Finished product, and WIP finished product for collation. It is storing liquids and powder product.
- Warehouse Bottle Storage Area is a standard racked and floor stacked area that stores packaging such as cardboard cartons, plastic bottles, plastic closures.
- The batch manufacturing and filling area is a room within the building that is bordered by the two WH areas and has walls constructed of steel support posts and XFlam insulated fire resistant wall panels going to the roof height at approximately 15 m high.
- The dispensary premix manufacturing area is a room attached to the manufacturing area and it has walls constructed of steel support posts and XFlam insulated fire resistant wall panels. It has a roof height of 8m and is sprinklered. It is entered via roller doors and standard doors.
- The office at the front of the site building is a concrete and steel framed two storey structure. Fitted out with wooden supports and plasterboard walls.
- A non-dangerous goods WH is within the building and is enclosed by steel wall panelling with a roller door. It is a standard pallet racked area and contains liquid and powder raw materials.
- External to the main building is a Dangerous Goods warehouse. It is bordering the front wall and is concrete and steel wall clad, and steel roofed, which is storing Class 5.1, class 6,8 and 9 chemicals. It is a sprinklered building.
- External to the main building and adjacent the Trade Waste Plant is a Class 3 Dangerous Goods Storage Area which contains two Class 3 storage compliant steel containers that store the Class 3 liquid materials.

Emergency exits

In Australia, Emergency EXITS must be identified by the green illuminated sign with the white word "EXIT" or running person. These exits lead people to safety and eventually to a door that leaves the building.

In halls and corridors, an EXIT sign will have an arrow or running person indicating which way people should head to find an emergency exit door or stairs. Emergency EXIT signs have a battery backup system to keep them illuminated after the power has failed. The battery backup will not last all day but will last long enough for all building occupants to evacuate safely.

Emergency lighting

Emergency lighting is installed in strategic locations throughout some premises. In the event of failure of the mains power-supply the emergency lights will activate almost simultaneously and last for approximately two hours. Where are your lights?

Air conditioning

Buildings air conditioning systems (if installed) will switch off automatically on the operation of a fire alarm. Standalone units are NOT connected to the fire alarm system.

After a fire alarm, it is the site's building management's responsibility to have the air conditioning systems reset, so the appropriate airflow is maintained in the building.

Early Warning Intercommunication Systems (EWIS)

Industrial buildings have a device called an EWIS installed. The EWIS is used to warn the building occupants of an emergency and then advise them to evacuate, it is usually located on the ground floor area near the Fire Indicator Panel (FIP). Not all buildings have the same EWIS system. The following information is accurate to most of them.

In an alarm, it makes a very loud "beep-beep-beep" sound. Sometime later it makes a "whoop-whoop-whoop" sound. The siren first sound only in the area on which the alarm occurred and then on the remaining areas after a short delay in minutes (some buildings do not use a staged evacuation approach). In most EWIS systems a recorded message is used to instruct occupants to evacuate.

The EWIS system has two components:

- The public-address system, with also generates the evacuation signals.
- The Warden Intercom Phones.
- Staged Evacuation

The EWIS can be configured to evacuate floors in a particular order or to evacuate everyone at once. Evacuating the entire building at once may be practical for some buildings but not others. In buildings with many floors, the EWIS is usually configured to evacuate a few floors above and below the affected floor first, then slowly evacuate the other floors above and below those ones and so on.

This works very well for very large buildings because the evacuation stairs do not get too crowded and the evacuation is more controlled. For smaller buildings, this is impractical as most occupants can hear or see the others evacuating below or above them and self-evacuate any way. The delay between floors evacuating is a difficult mix of waiting long enough to give people a chance to escape versus taking too long.

8.1 Building Fire Protection Equipment

Modern buildings built under strict design and building codes of today have many fire protection systems installed by default. These systems assist with detection and response to fire related emergencies.

If you have any questions or maintenance issues regarding any of this equipment please contact your Fire Service Provider through the Chief Emergency Warden.

Fire Alarm

The building is equipped with an AUTOMATIC fire detection and alarm system. Smoke and thermal detectors are positioned strategically throughout the building.

Manual call points are also located throughout the building. These call points must remain unobstructed at ALL times. Jalco's manual points are mapped on the emergency site mapping block plan

Activation of the fire alarm will:

- Sound the alarm throughout the premises
- Summon the Fire Service
- Shutdown the air conditioning system (if it is connected)
Firefighting/detection/suppression equipment (If fitted in your building)

Portable Fire Extinguishers, Fire Blankets and Fire Hose Reels are located in easily identifiable locations throughout the premises. Equipment suitability for use on various types of fires is paramount e.g. Electrical, flammable liquids or ordinary combustibles. Refer to site plan for locations.

Fire Break Glass Alarm (B.G.A) - (If fitted in your building)

Buildings fitted with a "Fire-Break Glass Alarm" allow occupants to activate the fire alarm and alert the Fire Brigade easily. The panel on the wall houses a small button that when depressed will automatically contact the Fire Brigades.

The Fire Brigades will respond instantly to the building. You should always try to ring "000", mobile "112" to confirm the fire. The glass or Perspex material is easy to break with your fist, elbow or pen. Smashing the glass will sometimes activate the button automatically.

Fire Control Systems- (If fitted in your building)

Some buildings or sections of buildings are fitted with automatically activated sprinkler heads. On activation, the sprinklers will discharge a fine mist of water to extinguish/contain a fire.

In other special risk locations such as flammable liquids storerooms, computer rooms (main frames), flood systems are used to extinguish fire. Where gaseous flooding systems are installed in normally occupied areas (e.g. Computer rooms) a warning alarm is sounded prior to the discharge of gas into the room. A warning notice instructing personnel what to do should also be displayed.

Fire Indicator Panel (FIP) (If fitted in your building)

The FIP is the hub of the fire alarm system in the building. It is usually located on the ground floor near an entrance close to the nearest road. The panel may be located in a cabinet or on a wall. On the panel is a number of lights and buttons. These lights "indicate" which fire sensor has activated in the building. The FIP. will automatically

notify the Fire Brigade of an alarm when one of its sensors locates a fire. The FIP will usually talk to the EWIS (where installed) and notify the building occupants they need to evacuate.

Fire Doors - (If fitted in your building)

Fire doors are installed to minimise the spread of fire, including the passage of smoke throughout a building.

Fire doors may be automatically operated by heat activated mechanisms or smoke detectors. The securing of fire doors must be that persons leaving an area via the fire door can do so without the use of keys or similar at all times. Fire doors must not be wedged open.

Smoke and Thermal Fire Detectors - (If fitted in your building)

The detection system in buildings may sense either heat or smoke or a combination of these. Smoke detectors are increasingly being used because of their earlier warning of an emergency situation. Smoke detectors may also be used to activate fire doors to isolate zones in the building.

Portable Fire Extinguishers

Portable firefighting equipment such as fire extinguishers are designed to provide the user with an appliance to attend to a small fire during its initial stage. Also refer to the attached Fire Extinguisher Chart as stated in the Australian standards.

Fire Hose Reels & Fire Hydrants- (If fitted in your building)

Fire hose reels (including canvas fire hoses) and fire hydrants attached to or adjacent to hydrant points are installed only for use by the Fire Brigade. They may not be used by untrained personnel as injury or excess property damage may result.

8.2 Fire Extinguishers

Portable firefighting equipment is designed to provide the user with an appliance to attend to a small fire during its initial stage. When deciding to attack a fire, always designate another person to raise the alarm and obtain a backup fire extinguisher. Portable fire extinguishers are to be in all buildings. Training in the use of these fire extinguishers is available to all staff and members of the Emergency Control Organisation.

Where there are several types of fire extinguishers.

WATER FIRE EXTINGUISHERS – Completely Red



A very efficient and cost effective method to combat certain types of fires, the normal capacity of this type of fire extinguisher is 9 litres. Water acts to reduce the temperature of the burning fuel so it is below its ignition point. Water extinguishers are efficient and cost effective against Class A fires involving:

| | |
|----------|----------|
| Paper | Plastics |
| Textiles | Rubber |
| Wood | |

Water acts to reduce the fuel, which is burning, to below the ignition temperature. The normal capacity of this type of extinguisher is 9 litres.

These particular extinguishers are not suitable to be utilized on Class B, (E) or F fires and should not be used on electrical equipment.

FOAM FIRE EXTINGUISHERS – Red with blue band or label



These extinguishers contain a concentrate mix with water, which produces foam when discharged. Foam extinguishers are effective against Class A & B fires

| | |
|----------|-------------------|
| Paper | Plastics & Rubber |
| Textiles | Petrol |
| Wood | Oils & Paints |

Foam provides a blanket covering when utilised on flammable liquid or carbonaceous gases fires assisting with the exclusion of oxygen and thus reducing the ability of fuel to continue burning.

This fire extinguisher should not be used on electrical equipment (Class E) fires

DRY CHEMICAL POWDER FIRE EXTINGUISHERS – Red with a white band or label



Dry Chemical Powder Extinguishers are effective against fires involving:

Paper, Textiles, Wood, Plastics & Rubber
Petrol, Oil & Paints
LPG, CNG & Acetylene
Electrically Energised Equipment

Special powder is available for Class D (metal) Fires, however have limited impact on other Classes of fires.

The dry powder discharged against a fire has the ability to absorb the fuel molecules into the surface thus diminishing the ability of the fire to continue. However, consideration must be given to the location and usage of this product due to discharging this fine powder.

Specific concerns include the restriction of vision for a short period, the infiltration of the powder into sensitive equipment and the creation of residue which, when dry, may be able to be vacuumed.

Consideration must be given to the location and usage of this product. The discharging of fine powder in certain areas may cause specific concerns requiring consideration. These include the restriction of vision for a short period, the infiltration of the powder into sensitive equipment and the creation of residue which, when dry, may be able to be vacuumed.

WET CHEMICAL FIRE EXTINGUISHERS – Red with an oatmeal band or label



These extinguishers utilise an aqueous solution discharged in a fine spray to the surface of Class F fires

The agent reacts with the burning oil, or fat, forming a 'blanket' which extinguishes the flame by creating a smothering action. Once used, as the solution is usually alkaline, it is recommended the surface be cleaned and the entire residue removed within a reasonable time period.

This product should not be used on Class (E) Fires, however it will be effective on Class A fires

Wet Chemical extinguishers are effective against fire involving:

Cooking Oils and Fat

This product should not be used on electrical equipment fires, however it will be effective on fire involving Paper, Textiles, Wood, Plastics and Rubber.

CARBON DIOXIDE FIRE EXTINGUISHERS – Red with a black band or label



Carbon dioxide is extracted from the atmosphere, stored at high pressure in the liquid state within a fire extinguisher, for effective usage on Class (E) fires.

Carbon Dioxide extinguishers are effective against fires involving:

- Electrically Energised Equipment

This extinguisher may also be used on small flammable and combustible liquid Class B fires

CO2 is a non-conductive and non-corrosive agent which reduces the oxygen available to support the fire. As carbon dioxide replaces oxygen, the discharge by personnel within extremely confined spaces is discouraged. Equally, as the agent dissipates easily into the atmosphere, the effect is limited where there is air movement.

PORTABLE FIRE EXTINGUISHER GUIDE

| Type of extinguisher | | Type of Fire, Class and Suitability | | | | | | Comments (Refer Appendix B) |
|--------------------------------|-------------------|-------------------------------------|------------------------|----------------------|-------------------------------------|----------------------------|--------------------|---|
| Colour scheme | Extinguishant | A Wood, paper, plastics, etc | B Flammable liquids | C Flammable gases | E Energized electrical equipment | F Cooking oils and fats | D** Metal fires | |
| AS/NZS1841-1997 AS1844-1992 | Water | | | | | | | Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires |
| | Wet Chemical | | | | | | | Dangerous if used on energized electrical equipment |
| | Foam*** | | | | | LIMITED* | | Dangerous if used on energized electrical equipment. |
| | Powder | ABE | | | | | | Special powders are available specifically for various types of metal fires (see **). |
| | | BE | | | | | | |
| | Carbon Dioxide | LIMITED* | LIMITED* | | | | | Generally not suitable for outdoor use. Suitable only for small fires. |
| | Vaporizing Liquid | | LIMITED* | LIMITED* | | | | Check the characteristics of the specific extinguishant. |
| | Fire Blanket | | | | | | | |

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have a limited extinguishing capability.
 ** Class D fires (involving combustible metals). Use only special purpose extinguishers and seek expert advice.
 *** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

FIGURE A1 PORTABLE FIRE EXTINGUISHER/FIRE BLANKET SELECTION CHART

9 EMERGENCY PROCEDURES

9.1 Emergency Procedure in the Event of a “FIRE”

In the event of a “FIRE” or presence of smoke

Immediately inform nearest Area Warden or Manager and persons around you.

The Area Warden / Manager is responsible for assessing the situation and taking appropriate action, this may include the use of a fire extinguisher. If the fire escalates or threatens personal safety, immediately evacuate the area.

Follow general evacuation procedure.

All fires must be reported to the management team and a full investigation carried out. Root causes are to be determined and corrective and preventative actions implemented

NOTE: Only personnel with correct training in the use of fire extinguishers should attempt to extinguish fires. Incorrect use could result in injury or fatality

9.2 Emergency Procedure in the Event of a “BOMB THREAT”

General Guidelines

- Bomb threat call must always be taken seriously. Action in relation to any call should always be assessed by the Chief Emergency Warden who will determine the level of response required. Refer to Appendix 11.6 for bomb threat questionnaire.
- Police should always be informed of any bomb threat calls received.
- Police and HAZMAT team will a search area mentioned in the threat, relevant building/s exterior, exit routes and assembly areas should always be undertaken in response to a specific bomb threat. Police and/or HAZMAT team may invite Chief Warden or site representative whom is familiar with site.
- Because improvised or incendiary devices can be easily disguised, persons who are familiar to the area to be searched are more likely to quickly discover any unusual item or object.
- If staff are requested to check their work area in response to a bomb threat, any search must be undertaken on a voluntary basis.
- Wherever a bomb threat call is received, staff resident in the building/area affected by the call should be notified of the call and advised of what action is being undertaken in relation to the call.
- If evacuating in response to suspected bomb being discovered or as a precaution:
 - Evacuation should be initiated no later than 30 minutes prior to any detonation deadline.
 - Where practicable, doors and windows should be left open.

- Persons must not assemble in any location that is in line of sight of a possible danger area.
- Building re-entry should only be considered after a thorough search has been conducted by volunteers and after consultation with police and building occupants.
- When evacuation is not considered necessary in response to a bomb threat, staff should always be given the option of leaving the building along with general public and visitors.

9.3 Emergency Procedure in the Event of a “FLOOD”

In the event of a Flood:

Advise Chief Warden who will assess the situation

Take preventative action to protect life and property.

Evacuate affected area if in doubt. Follow general evacuation procedure

9.4 Emergency Procedure in the Event of a “EXPLOSION”

In the event of an Explosion:

Immediately advise manager/supervisor, Area warden and first aiders (if they are required).

Management is responsible for assessing the situation and determining if an evacuation is required. Action is to be taken to ensure the safety of personnel on site and prevent any further injury or damage. The priority is to protect life and prevent injury.

If evacuation is required, the evacuation procedure is to be initiated

If site evacuation is not required, the area must be isolated until the cause of the explosion can be established

The site of the explosion is to be secured once all personnel are out. The site maintenance managers must be notified so that site services such as electricity can be shut down to make the area safer and reduce the risk of any further explosions

Secure the site by erecting barriers around the effected area and posting signs to alert of the danger.

The site Chief Warden and management shall address the situation according to their stipulated duties.

The affected area is to be quarantined until a full investigation has been conducted as per Work Cover requirements and the area is deemed to be safe again.

9.5 Emergency Procedure in the Event of a “GAS DISCHARGE”

WARNING !!!

CONFIRM AREA SAFE TO APPROACH

**DO NOT ENTER ANY CONFIRMED AREA WHERE THERE IS THE =
SLIGHTEST RISK OF BEING OVERCOME BY GAS!**

SWITCH OFF/REMOVE ALL IGNITION SOURCES

In the event of a Gas Discharge:

Assess the situation to see if it is possible to shut off the gas supply. This should only be done if there is no risk to personal safety. Ventilate the area to dissipate the gas

If it is not possible to shut off the gas supply or there is risk of explosion, initiate a general evacuation of the site/area. Follow the evacuation procedure.

If it is a gas discharge with fire, immediately follow the general evacuation procedure.

IF IN DOUBT – GET OUT

LPG STORAGE FACILITY

In the event of a gas discharge or fire WITHIN the facility “EVACUATE THE SITE’,
NO vehicles are to be moved from the car park.

Advise the emergency service of the nature of the emergency.

Advise neighboring facilities.

9.6 Emergency Procedure in the Event of a “CHEMICAL SPILL”

In the event of a Chemical Spill:

Assess the potential danger and immediately notify the Site Operations Manager or Area Warden if an immediate evacuation is required.

Implement site specific spill procedure and refer to site PRIMP in a major emergency.

Chief Fire Warden is responsible for assessing the situation and will determine if an evacuation is required.

If an evacuation is required, the evacuation procedure is to be initiated

If site evacuation is not required, staff are to keep clear of a Spill unless trained in spill control and clean up. Ensure only trained and competent staff attempt to clean up a Chemical Substance Spill.

Ensure information, such as Chemical SDS is provided to trained staff to safely clean up spilled chemical substances. Ensure staff are given appropriate equipment to clean up spill.

Department Managers and Supervisors need to be aware of the legal obligations regarding pollution from spills.

The General Manager NSW Operations is responsible for ensuring that local authorities are contacted in the event of a spill as per Pollution Incident Response Management Plan (PIRMP). The General Manager NSW Operations is also responsible for the overall management of a spill that occurs on site.

The site operations manager is to ensure that staff receive training, materials for spill control and that equipment is cleaned, stored and maintained by qualified persons.

9.7 Emergency Procedure in the Event of a “MOTOR VEHICLE ACCIDENT”

In the event of a motor vehicle accident occurring involving any vehicles, staff should proceed as follows-

Ascertain if any person/s injured – if yes, request Ambulance.

Determine if vehicle/s pose a hazard to persons nearby (e.g. Leaking fuel)- if yes, request appropriate emergency services (e.g. Fire Brigade) and evacuate persons from immediate danger area.

If no person is injured and there is no danger, determine if vehicle/s pose an obstruction to normal vehicular flow -If yes, request driver/s to move vehicle off road (e.g. into car park). If vehicle is unable to move, request driver to immediately obtain tow truck assistance.

Obtain particulars from the drivers (and witnesses) involved:

Names

Addresses

Telephone numbers (home and work)

Details of registered owner/s of vehicles involved (if different drivers)

Vehicle details (Registration number, type, make, colour and brief description of events)

The Police must be called to the scene of the accident in the following circumstances:

If any person is injured and an ambulance has been called.

If any damage has been done to third party property, e.g. house, fence, awning, etc.

If there is conflict over which driver was at fault.

Notify the Chief Emergency Warden of incident.

9.8 Emergency Procedure in the Event of a “HOSTAGE/SIEGE”

General Guidelines

- Inform Police, '000, or Mobile '112'
- Confirm exact location of incident.
- Keep persons away and out of sight.
- Ensure the Chief Emergency Warden is informed of the situation.
- If practicable, ascertain from witnesses any information concerning hostage/s (name/s, condition) and offender (name, description, type of weapon).
- Segregate witnesses.
- Depending on the situation and after consultation with police, it may be necessary to evacuate all or part of the site.
- Quickly appraise staff on site as to the situation.
- Inform appropriate counselling staff.
- Determine in consultation with Police, strategy for informing parents, next of kin of hostages.
- Inform senior management.

9.9 Emergency Procedure in the Event of a “MEDICAL EMERGENCY”

Response Plan

- In the event of a medical emergency, the person discovering the casualty should immediately inform a First Aider who will attend the scene and assist where possible.
- If the patient's condition is uncertain or possibly life threatening, then the person making that judgment (whether First Aider is qualified or not) should ring for an ambulance.
- If an ambulance has been called a staff member should meet the ambulance at the entrance and direct/escort it to the injured person.
- A member of staff should accompany the injured person if taken to the hospital.
- A staff member should take the name and contact telephone number of any witnesses to an accident.
- The Chief Emergency Warden should inform the injured persons family and the WHS Committee, in case Safe Work investigates.

- The Chief Emergency Warden should seek a follow up report on the medical condition of the injured person and provide witnesses, fellow staff members with feedback.

If the medical emergency is related to a pandemic or contagious diseases refer to CM-SOP-001 SITE ACTIONS FOR CONFIRMED ILLNESS OUTBREAK

9.10 Emergency Procedure in the Event of a “POWER BLACK OUT/OUTAGE”

There will be times when the power goes off. There are two basic causes-faults and overloads. In either case protection equipment operates to switch off supply to limit any further damage and prevent further problems.

Faults are mainly caused by accidents or weather conditions. If your power lines are overhead, there is a further chance of problems

Overloads occur when the demand for electricity exceeds the capacity of the distribution system to supply it.

Faults and overloads can also occur inside your own building.

Emergency Action

- 1) Contact the Chief Emergency Warden and advise them of the situation.
- 2) Consider evacuation.
- 3) Partial evacuation of area by word of mouth
- 4) Building evacuation-initiated by pressing the Air Horn/Evacuation Alarm. (This alerts the Emergency Wardens and Staff).

General Suggestions

- 1) Switch off all electrical appliances, especially those that have heating elements.
- 2) Unplug 'surge-sensitive, equipment, such as computers and video recorders.
- 3) Keep one light switch turned on so you know when the power returns.
- 4) Turn on a battery operated radio and listen to a local radio station for information if everyone has lost power.

9.11 Emergency Procedure in the Event of a “PROWLER OR INTRUDER”

Response:

If a person suspects the presence of a prowler, he/she should:

- Secure all perimeter doors and windows to the premises.
- During the hours of darkness turn on any exterior lights.
- Immediately ring Police '000' or mobile '112'.
- Ensure other persons on the premises are alerted.
- “Shelter in Place” Remain inside and do not open the door until the Police arrive and produce satisfactory identification.

9.12 Emergency Procedure in the Event of a “SEISMIC DISTURBANCE”

During the Event

- **STAY CALM** – the greatest risk is from falling debris.
- **SHELTER**
 - If you are inside when the earthquake starts -remain there- take cover under a desk, table, door, arch or against an inside wall. Keep well away from glass and external walls.
 - If you are outside move well away from buildings, high walls and electrical wires. If you are caught beside a large building seek refuge under archways and doorways which could offer protection from falling debris.
 - The greatest risk is immediately outside doorways and near external walls.
- **NO NAKED FLAMES**- Because of the risk of ruptured gas pipes- do not use candles, matches, lighters or other naked flames during or immediately after the event.
- **FIRES**- Immediately extinguish any fires, if safe to do so.
- **HELP OTHERS** - Render assistance to those around you that require it.
- **EVACUATE**- Evacuate the building- be careful of broken glass.

After the Event

- **UTILITIES** - Check the water, gas and electricity for damage, but do not turn on.
- **STAY PUT**- Do not re-enter if building is badly damaged.
- **AFTERSHOCKS** - Prepare for possible after-shocks.
- **SEARCH AND RESCUE**- Do not attempt to undertake search and rescue activities on your own. If you wish to help, then volunteer your services to the appropriate authorities.
- **INFORMATION** - Monitor local radio for information and official instructions.
- **TELEPHONES** - Do not use the telephone unless you require urgent assistance.

9.13 Emergency Procedure in the Event of a “SEXUAL ASSUALT”

Site Operations Manager

On receipt of a report of sexual assault:

- Ensure that appropriate medical attention is afforded.
- Ascertain the facts from the relevant persons-preserve the crime scene.
- Explain to the victim that the Police will be called as they can provide specialist expertise and support to the victim. It will however be up to the victim to determine whether she/he wishes Police to take further action in relation to the matter.
- Notify the Police '000' or mobile '112'.
- Notify the appropriate counselling services.

Note:

Sexual assault is a very personal and traumatic (both physically and psychologically) crime for the victim and must be handled with sensitivity and the wellbeing of the victim/s put first.

The preservation of physical evidence can prove to be significant in obtaining the subsequent conviction of an offender for this crime. For this reason, where circumstances permit, the victim should be discouraged from cleansing themselves or disposing of the clothing worn at the time of the offence until the police are in attendance.

9.14 Emergency Procedure in the Event of a “STORM”**Precautionary Measures**

On becoming aware of an approaching storm of apparent severe intensity, the following precautionary measures should be kept in mind.

- Go indoors-don't remain outside due to the risk of lightning strike and flying debris.

Note: if you are caught outside during a severe electrical storm, avoid high ground, wire fences, and tall objects such as towers and light poles, due to the risk of lightning strike.

- Close doors and windows.
- Bring indoors or firmly secure any objects which could become airborne in strong wind gusts and cause damage.
- Do not use electrical equipment during an intense electrical storm (this includes computers and telephones).
- The Chief Emergency Warden will determine if it is appropriate to allow persons to leave the site and go home.

9.15 Emergency Procedure in the Event of a “STRUCTURAL DAMAGE”

General Guidelines

Where there is a possibility of a total or partial building collapse:

- Persons should immediately evacuate/be kept away from the building until it has been professionally inspected to determine structural integrity.
- Inform the Fire Brigade '000' or mobile '112'.
- The area surrounding the building should be cordoned off at a sufficient distance that persons cannot be exposed to falling debris.
- Where applicable, isolate gas supply to building from external point.
- Once building has been evacuated, determine if it is practicable and safe to isolate power to the building from an external point.
- Inform Building and Emergency Services.
- Consider alternative accommodation for displaced occupants.
- Where there is no risk of building collapse, but there is a possibility of objects falling from the building (e.g. Window failure)
- Immediately cordon off the area below, to prevent persons from being injured by falling debris.
- Notify the relevant building maintenance personnel.

9.16 Emergency Procedure in the Event of a “THREATS- WRITTEN/TAPED”

Initial Response

In the event of receiving a threat (e.g. Extortion, blackmail etc.) in written or taped form, the following guidelines should be followed:

- The person discovering the threat messages should preserve the evidence and immediately notify the Site Manager/OIC.
- The Site Manager/OIC should examine the threat material and ascertain the nature of its delivery and/or discovery.
- Police should be notified by calling "000' or mobile 112.
- In the case of a bomb threat, it should be dealt with as outlined in the Bomb Threat Procedures.

Preserving the Evidence

On receipt of a message in written or taped form, the following guidelines should be adhered to in order to preserve the evidence:

- Once the message is recognised as a threat, further unnecessary handling should be avoided.
- All materials must be saved including the envelope or container.

- Every possible effort should be made to retain evidence such as fingerprints, handwriting or typed writing, paper and post marks.
- The material should be placed in a clean, clear plastic bag and handed to the police.

9.17 Emergency Procedure in the Event of a “TRESPASSER”

Response

In dealing with a trespasser, staff should act in accordance with the following guidelines:

- In the absence of any other criminal offence for which is suspected of involvement in, the objective is to ensure that the person leaves the premises/property without confrontation or incident.
- In the absence of evidence to the contrary, assume that the person trespassed with innocent intentions.
- Always politely ascertain if the person has a lawful excuse for being on the premises/ property.
- Where applicable, when dealing with a trespasser, obtain assistance from other staff.
- If satisfied that the person is trespassing, politely advise them that they are trespassing and not authorised to be on the property and request them to leave.
- If they refuse, politely advise them that they are trespassing and that the Police will be called.
- If they refuse to leave, notify the Police, obtain back-up from other staff, where practicable and ideally just remain in the vicinity of the trespasser until the Police arrive.
- Where possible, the removal of a trespasser should be dealt with by the Police.
- Trespass is a minor offence and would not normally involve the use of force to remove a trespasser nor would it normally result in the arrest of the trespasser.
- Take a mental note of the person/s description and complete an incident report.

9.18 Emergency Procedure in the Event of a “VIOLENT THREATENING PERSON”

Person Encountering Violent or Threatening Person

- Do not argue with or provoke the person
- Do not attempt to physically subdue the person
- Back away from the person and alert others to move away also

- Avoid sudden moves
- Do not surround the person
- Make it easy for the person to leave the building/area
- Notify the Site Operations Manager by the quickest possible means
- Make a mental note of the person's description
- Remember that assuring your physical safety is the primary goal

Person Receiving the Initial Report

1) Ascertain the following:

- a. Exact location of the incident
- b. Is the person armed?
- c. Does the person appear to be affected by drugs or alcohol?
- d. Are there other persons in the vicinity?
- e. What are the other persons doing at the moment? (evacuating, hiding, confronting the person)
- f. Does the informant know the identity of the violent/threatening person?
- g. If not, can the informant provide a brief description of the violent/threatening person? Name, location, contact number of the informant

2) Remind the informant to:

- a. Keep the person away from the incident area
- b. Do not argue with the violent/threatening person
- c. Do not attempt to physically subdue or contain the person
- d. Notify the Police by calling '000 or mobile 112

3) Notify the Site Operations Manager

If the Person Is Armed

- Ensure that the Police have been notified '000' or mobile 112
- Immediately notify responsible members of staff in adjacent buildings and other buildings that are in the line of sight to the incident building/area
- Instruct them to either:
 - A. Quickly and discreetly move persons back to buildings which are not adjacent to or in the line of sight of the incident building/area-
PROVIDING THAT SUCH MOVEMENT OF PERSONS DOES NOT EXPOSE THEM TO VIEW OR RISK OF ATTACK FROM THE INCIDENT BUILDING/AREA.

OR

B. If evacuation would expose them to danger:

Keep persons indoors on the opposite side of the building to the side exposed to the incident building/area and away from windows. Secure all entry points to their building. Await further instructions

If unable to secure entry points to the building:

- Withdraw persons to secure rooms within the building (preferably with a telephone)
- Keep people away from windows and below window level
- Lock doors
- Keep people calm and quiet
- If practicable:
 - Isolate incident area- Keep persons away
 - Prevent vehicular and pedestrian access to the site to all other persons other than the Police
 - Prevent pedestrian access to or movement within any open area where persons could be exposed to danger.
- Do not attempt to deal with violent/threatening person- if there is the slightest apparent risk to personal safety, keep well away from the person, attempt to keep them under discreet observation and await arrival of the police

Self Defence

If physically attacked by a person, you may use no more force than is reasonable in the circumstances to protect yourself.

9.19 Emergency Procedure in the Event of a “WATER LEAK”

Chief Emergency Warden

- Evacuate the affected area.
- Shut off electricity to the affected area.
- If practicable, isolate source of flooding/water leakage. Water shut off is located as per the evacuation plan.
- Prevent unauthorised access to the affected area.
- Notify the Property Managers.
- In the event that material and documents are water soaked, find a location to which they can be transferred. This location should:
 - Be adequately ventilated
 - Have easy access to exterior of building and be on the ground floor.
- Water soaked materials should not be placed in an area where they might cause collateral water damage to other materials e.g. Rugs, Carpets, etc.

- Follow up action may involve the pumping out of the affected area and the removal of undamaged materials:

9.20 Emergency Procedure in the Event of a “WATER SUPPLY INTERRUPTION”

Site Operations Manager

- Establish whether failure is building, site or locality- specific.
- Contact appropriate maintenance personnel/supply authority.
- Prepare shut down and cease all operations
- Ascertain expected time until restoration of supply
- Inform staff
- Assess impact and contact staff if discontinuation or work is required.

9.20 Emergency Procedure in the Event of a “BUSHFIRE”

In the event of a bush fire in the surrounding area, threatening the premises within 3 hours, the action to evacuate will take place. The premises shall follow the procedure/ action outlined:

The Chief Warden (or person responsible) is to advise the local emergency service (000) that the site is being evacuated (include how many people and where they are going).

Remain calm and explain to site emergency control team what is happening.

Move all persons to the assembly point for evacuation.

The Chief Warden (or person responsible) to contact wardens and Fire services

Wardens are to ensure all persons are accounted for prior to departure

Ensure all site buildings have all doors and windows closed prior to leaving site

The Chief Warden (or person responsible) to advise the local emergency service (02 96201386) that all persons have been evacuated and are accounted for and safe at the designated refuge.

Maintain situational awareness through radio, NSW RFS website, 1800 NSW RFS, smart phone applications and local firefighting resources.

Post Event

No person should re-enter any evacuated building until advised by the emergency service.

Chief Warden (or person responsible) to arrange the movement of occupants back to the site and or their separate accommodation

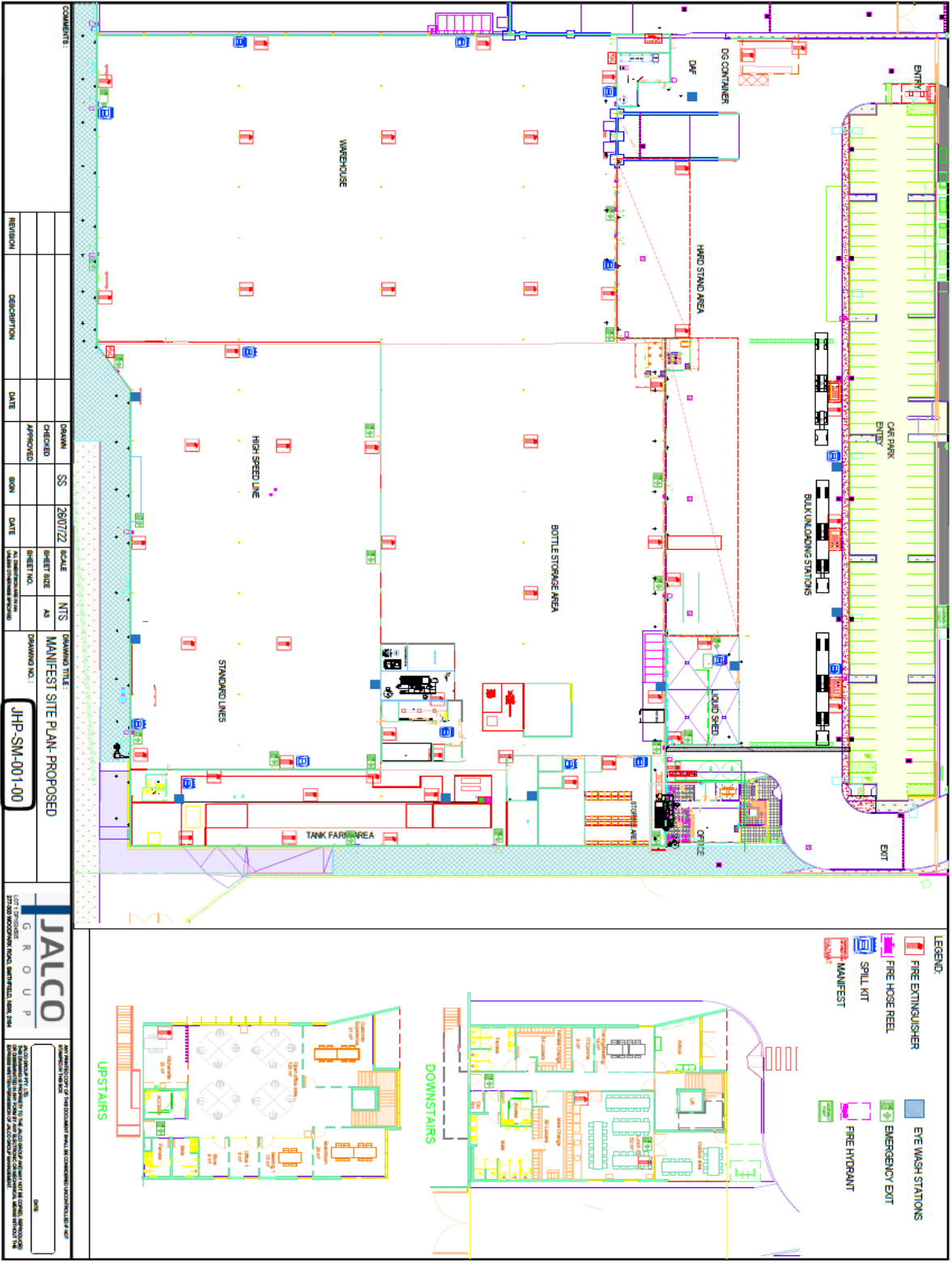
Inform the HS Directorate, police/emergency service of the return of persons to the premises.

10 EMERGENCY DRILL CHECKLIST

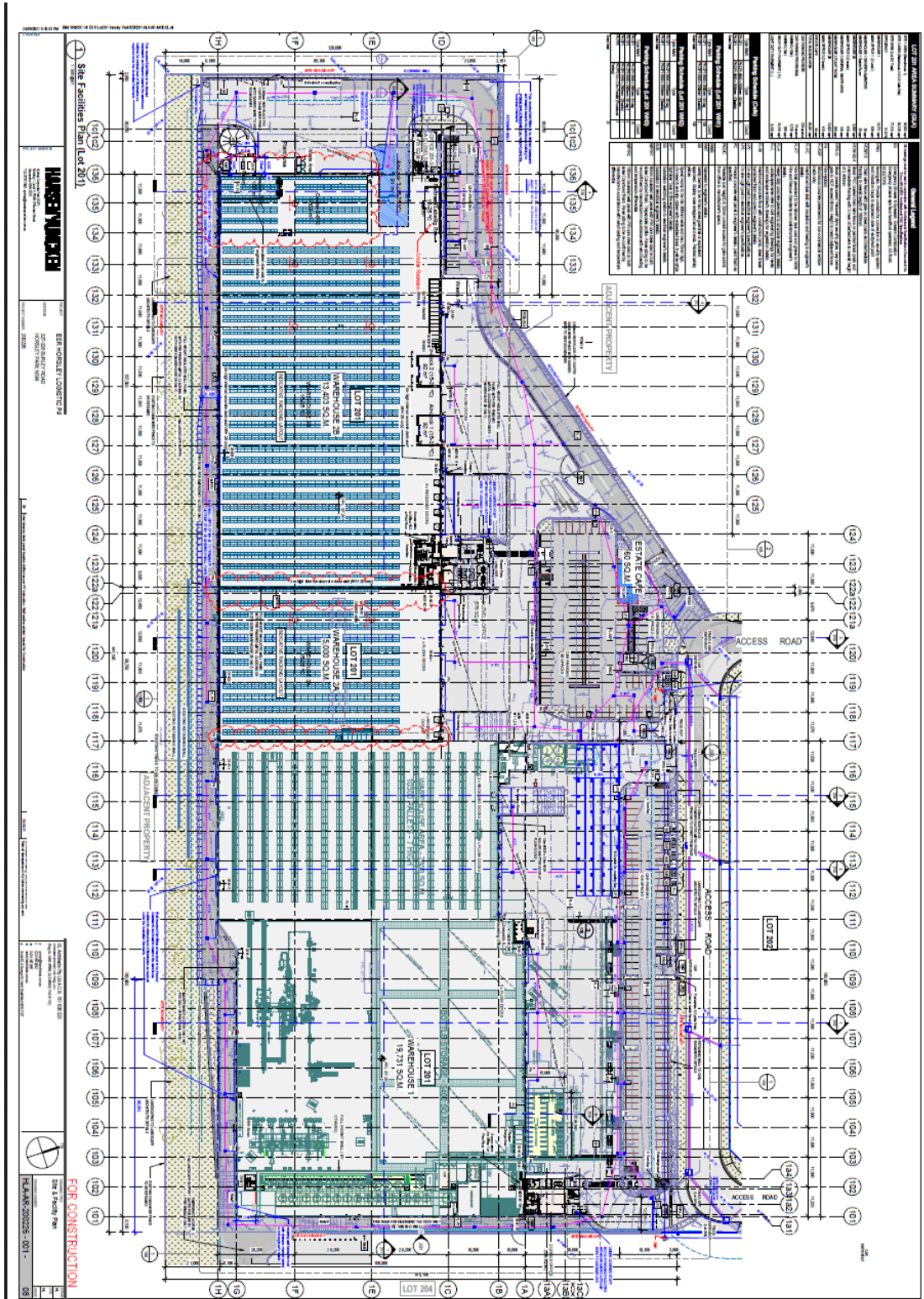
Jalco Australia Pty Ltd Horsley Park will conduct emergency drill annually in accordance with PACT WHSE FORM 017.01 Emergency Drill Review Form. Refer to Appendix 11.7.

11 APPENDICES

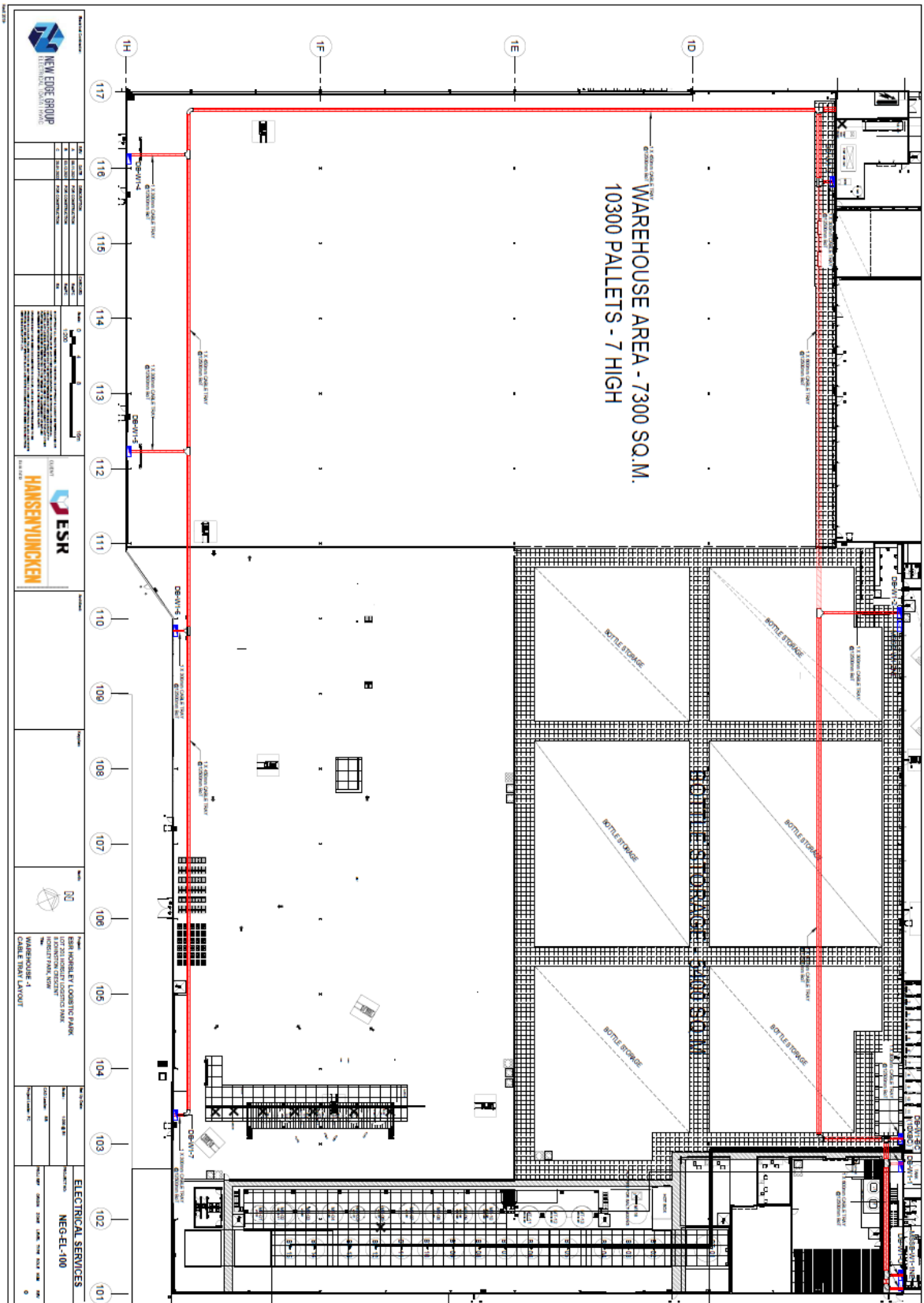
11.1 SITE MANIFEST



11.3 SITE & FACILITY PLAN – FIRE HYDRANTS, HOSE REELS, EGRESS PATHS



11.5 SITE FACILITY PLAN – DISTRIBUTION BOARDS



11.6 BOMB THREAT QUESTIONNAIRE

EXACT Wording of Threat to be followed

| | |
|---|---|
| <i>Keep calm – don't hang up</i> | |
| | |
| Reception Checklist: | |
| When is the bomb going to explode? Where did you put the bomb? When did you put it there? What does the bomb look like? What kind of bomb is it? What will make the bomb explode? Did you place the bomb? Why did you place the bomb? What is your name? Where are you? What is your address? | |
| Callers Voice: | |
| Male/Female? Age? Accent (describe)? Speech impediment (describe)? Voice (loud, soft, etc.)? If so, who do you think it was? | Speech (fast, slow, slurred)? Diction (clear, muffled)? Manner (calm, angry, etc.)? Did you recognise the voice? Was the caller familiar with the site? |
| Threat Language | |
| Message read out by caller? Taped? Well spoken? Abusive | Incoherent? Irrational? Other? |
| Background Noises | |
| Local call/ Long Distance call? Street Noises? House Noises? Music? | Aircraft? Voices? Machinery? Other? |

Call Record

| | | | |
|---------------|--|------------------|--|
| Recipient | | | |
| Number dialed | | Duration of call | |
| Time of call | | Date | |
| Comments | | | |
| | | | |
| | | | |
| | | | |
| | | | |

ASSESSMENT AND RESPONSE OPTIONS

| Assessment | Response Option |
|--|---|
| Non-Specific Implausible | More likely to be a hoax call-may be impractical to search and evacuate all site buildings. |
| Non-Specific Plausible | A difficult situation -subject to threat information, it may be necessary to involve all building occupants in a general search- any decision to subsequently evacuate would dependent on results of search and feeling of building occupants. |
| Specific Implausible | Precautionary search (internal/external) of the designated area would usually be the appropriate initial response. If suspicious object was discovered or the building occupants were still feeling uncertain following the search then an evacuation of the designated area would be the probable follow up |
| Specific, Plausible & Time Permits | A precautionary search of internal and external escape routes should be conducted and then the area should be evacuated. Persons must not assemble in an area that is in line of sight of the potential danger area. |

| | |
|--|--|
| <p>Specific, Plausible & Imminent</p> | <p>An immediate evacuation of the potential danger area should be initiated.</p> <p>Persons must not assemble in an area that is in line of sight with the potential danger area.</p> |
| <p>Specific, Implausible & a Time Deadline is stated</p> | <p>A precautionary search of internal and external escape routes should be conducted and then the area should be evacuated.</p> <p>Persons must not assemble in an area that is in line of sight of the potential danger.</p> <p>At least 30 minutes should elapse following the deadline before consideration is given to a thorough internal search being undertaken by volunteers.</p> <p>Re-entry may be permitted following completion of the search and after consultation with the buildings occupants.</p> |

RESPONSE PLAN

Call recipient informs the Chief Emergency Warden of threat Where time permits the Chief Emergency Warden:

- Interviews the call recipient to obtain first- hand information concerning the call.
- Informs police
- Assesses threat information and implements the appropriate response.

If building specific and time permits, the Chief Emergency Warden initiates precautionary search measures as follows:

- Informs building wardens of the search requirements and parameters.

11.7 EMERGENCY DRILL CHECKLIST

EMERGENCY DRILL CHECKLIST

DRILL NUMBER:
NAME OF SITE:
ADDRESS OF SITE:

DATE:
EVACUATION TIME:
DRILL SUPERVISOR:

CONTACT PERSON:

CONTACT NUMBER:

| | | MINS | | SECS | |
|-----|---|------|--|------|--|
| 1. | TIME TAKEN TO COMPLETE EVACUATION | | | | |
| 2. | TIME TAKEN BEFORE ALL PEOPLE WERE ACCOUNTED FOR USING THE FORMAL ROLL CALL | MINS | | SECS | |
| 3. | WERE ANY LOCAL REQUIREMENTS MET? EG. ADVISING TO LOCAL FIRE AUTHORITY, FIRE SERVICE COMMUNICATION CENTRES, SUPERVISION BY FIRE SERVICE REPRESENTATIVES ETC | YES | | NO | |
| 7. | DID THE AREA WARDENS REPORT QUICKLY TO CHIEF WARDEN? | YES | | NO | |
| 8. | DID THE AREA WARDENS ENSURE THE USE OF NEAREST EXIT? | YES | | NO | |
| 9. | COULD THE ALARMS BE HEARD FROM ALL AREAS? (ASK THE PEOPLE INVOLVED) | YES | | NO | |
| 10. | WERE ALL PEOPLE FAMILIAR WITH THE EVACUATION PLAN? | YES | | NO | |
| 11. | DID ALL WARDENS WEAR THEIR HARDHATS AND WERE WARDENS CLEARLY IDENTIFIED? | YES | | NO | |
| 12. | WAS THE CORRECT ASSEMBLY POINT USED? | YES | | NO | |
| 13. | WAS THE WORKERS SIGN IN BOOK/LOG TAKEN TO THE ASSEMBLY POINT? | YES | | NO | |
| 14. | WAS THE VISITORS/CONTRACTORS SIGN IN BOOK TAKEN TO THE ASSEMBLY POINT? | YES | | NO | |
| 15. | WAS A ROLL CALL TAKEN? | YES | | NO | |
| 16. | WAS THE EVACUATION CHECKLIST USED CORRECTLY? | YES | | NO | |
| 17. | WAS EMERGENCY FIRST AID KIT AND SDS REGISTER TAKEN TO THE ASSEMBLY POINT? | YES | | NO | |
| 18. | ARE ALL EVACUATION PROCEDURE NOTICES IN PLACE? IS THERE A SITE EVACUATION MAP? | YES | | NO | |
| 19. | ARE ALL EXITS CLEAR AND ABLE TO BE OPENED WITHOUT A KEY? | YES | | NO | |
| 20. | ARE ALL WARDENS ADEQUATELY TRAINED? | YES | | NO | |

DATE OF LAST DRILL:

DATE OF NEXT DRILL:

| | |
|---|---------------------------------|
| GENERAL COMMENTS | |
| | |
| | |
| SIGNATURE OF EVACUATION DRILL SUPERVISOR: | SIGNATURE OF WORKPLACE MANAGER: |

12 REFERENCE DOCUMENTS

Hazardous Industry Planning Advisory Paper No 1: Emergency Planning

Australian Standard AS3745 -2010 Planning for emergencies in facilities

Work Health and Safety Act 2011

NSW Work Health and Safety Regulation 2017

13 DOCUMENT CONTROL

| Date | Description/ Consultation | Revision No. | Author |
|------------|--|--------------|---------|
| 20/07/2022 | New document established for site. In consultation with Tina Nicolitsis, Paul Holland, Geoff Biscaya and Gopi Dhanekula | 0 | C.Kazzi |
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