APPENDIX E

EMERGENCY MANAGEMENT PLANS

Emergency Management Plan

REV	DATE	DETAILS
A	28 August 2024	Plan prepared by Rohrig
0	6 February 2025	Issue as appendix to CEMP
1	7 August 2025	Revision – amendment to document control pages
2	31 October 2025	Revision – review period – no adjustments made
3	27 January 2026	Revision – review period – no adjustments made
4	21 April 2026	Revision – review period – no adjustments made

	NAME	DATE	SIGNATURE
Prepared by:	Stuart Longman	28/08/2024	
Reviewed by:	Lousie MacDonald	30/08/2024	
Approved by:	Stuart Longman	06/02/2025	
Reviewed by:	Brad Blanshard	06/02/2025	

Reviewed by:	Brad Blanshard	06/05/2025	
Reviewed by:	Andries Van Der Walt	06/05/2025	
Reviewed by:	Jason Li	06/05/2025	J.L
Reviewed by:	Michael Wilson	06/05/2025	M.W
Reviewed by:	Ashley Holmes	06/05/2025	A.H
Reviewed by:	Joshua Gosling	06/05/2025	J.G
Reviewed by:	Asher Zines	06/05/2025	A.Z

Reviewed by:	Brad Blanshard	04/08/2025	
Reviewed by:	Andries Van Der Walt	04/08/2025	
Reviewed by:	Jason Li	04/08/2025	J.L
Reviewed by:	Michael Wilson	04/08/2025	M.W
Reviewed by:	Ashley Holmes	04/08/2025	A.H
Reviewed by:	Joshua Gosling	04/08/2025	J.G
Reviewed by:	Asher Zines	04/08/2025	A.Z
Reviewed by:	Michael Maguire	04/08/2025	M.M
Reviewed by:	Kian Hunter	04/08/2025	K.H
Reviewed by:	Luke Krawchuk	04/08/2025	L.W

Reviewed by:	Brad Blanshard	31/10/2025	Brad Blanshard
Reviewed by:	Andries Van Der Walt	31/10/2025	
Reviewed by:	Jason Li	31/10/2025	J.L
Reviewed by:	Michael Wilson	31/10/2025	M.W
Reviewed by:	Ashley Holmes	31/10/2025	A.H
Reviewed by:	Joshua Gosling	31/10/2025	J.G
Reviewed by:	Asher Zines	31/10/2025	A.Z
Reviewed by:	Michael Maguire	31/10/2025	M.M
Reviewed by:	Kian Hunter	31/10/2025	K.H
Reviewed by:	Luke Krawchuk	31/10/2025	L.W

Reviewed by:	Andries Van Der Walt	27/01/2026	
Reviewed by:	James Watson	27/01/2026	J.W
Reviewed by:	Jason Li	27/01/2026	J.L
Reviewed by:	Michael Wilson	27/01/2026	M.W
Reviewed by:	Ashley Holmes	27/01/2026	A.H
Reviewed by:	Joshua Gosling	27/01/2026	J.G
Reviewed by:	Asher Zines	27/01/2026	A.Z
Reviewed by:	Michael Maguire	27/01/2026	M.M
Reviewed by:	Luke Krawchuk	27/01/2026	L.W

Reviewed by:	Andries Van Der Walt	21/04/2026	
Reviewed by:	James Watson	21/04/2026	J.W
Reviewed by:	Jason Li	21/04/2026	J.L
Reviewed by:	Michael Wilson	21/04/2026	M.W
Reviewed by:	Ashley Holmes	21/04/2026	A.H
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Reviewed by:	Luke Krawchuk	21/04/2026	L.W



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1. Definitions

Term	Comment
Alarm	is a signal giving warning of danger.
Assembly Area	is a designated location used for the assembly of emergency-affected persons.
Biological hazard	includes infectious and cytotoxic waste
BOM	Bureau of Meteorology
Bushfire	is a fire involving grass, scrub or forest.
Cardiopulmonary resuscitation (CPR)	A resuscitation technique that combines expired air resuscitation with external cardiac compression
Casualty	is an injured person, a person killed or injured as the result of the incident or emergency
Compound	is an area bounded by natural ground contours or by a bund and intended to retain spillage or leakage.
Critical incident	is defined by the National Code of Practice for Construction (FWBC) as 'a traumatic event, or the threat of such, which causes extreme stress, fear or injury'.
Cyclone warning	is a message released by a tropical cyclone warning centre (TCWC) when the existence of a cyclone or a developing disturbance with potential to develop into a cyclone exists and is expected to cause at least gale force winds in coastal areas within 24 hours.
Director	The person ordinarily in day-to-day charge of the company.
Emergency	is an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. Any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community in general and requires immediate response by the occupants.
Emergency control organisation (ECO)	A structured organisation which will organise an appropriate response to emergency situations.
Emergency management	is a range of measures to manage risks to people, communities and the environment.
First aid	is immediate and temporary care given on site to the victims of an accident or sudden illness in order to avert complications, lessen suffering and sustain the person until competent services or a physician can be obtained.
Flammable liquid	is a liquid which is capable of being ignited and burning in air and which meets the criteria of the ADG Code.
Flood	is the overflowing by water of the normal confines of a stream or other body of water, or the accumulation of water by drainage over areas which are not normally submerged.
Hazardous chemical	is a chemical which: a) is listed on the National Occupational Health and Safety Commission's List of Designated Hazardous Chemicals (b) has been classified as a hazardous chemical by the manufacturer or importer in accordance with the National Occupational Health and Safety Commission's Approved Criteria for Classifying Hazardous Chemicals.
Hierarchy of Control	Control measures that should be used to reduce the risk of a workplace accident, including 'elimination', 'substitution', 'isolation', 'engineering control', 'administrative control', and, 'personal protective equipment'.
Ignition source	includes heat, sparks, flames, static electricity and friction.
Natural disaster	is any emergency defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: bushfires, cyclones, earthquakes, floods and storms including hail.
Paramedic	is an ambulance officer with advanced life support skills.
Personal protective equipment	is the equipment necessary to shield or isolate a person from the chemical, physical and thermal hazards that may be encountered at a dangerous goods incident.
Poison	is a substance that, when introduced in sufficient quantity into an animal organism by ingestion, inhalation or absorption, destroys or threatens to destroy life or injures health.
Risk assessment	is the process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined standards, target risk levels or other criteria.
Safety data sheet (SDS)	A document that describes the properties and uses of a chemical, that is, identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.

2. Introduction

The purpose of this Emergency Response Plan (ERP) is to provide details of how Rohrig will prepare for and respond to a disaster or emergency situations. This includes weather, geological, biological or human events that pose risks to life, property or the environment. Any records and documentation associated with this procedure must be maintained in accordance with legislative requirements and record keeping processes.

2.1 Review and Amendment

This Emergency Management Plan (EMP) is only valid on the last date of distribution; it currently resides locally with the author who should be contracted if you are in doubt of the authenticity or currency.

This EMP shall be reviewed:

- When there is a change in project scope that relates to or may change the:
  - Work health and safety risks.
  - Environmental risks.
  - Quality risks; and/or
  - Information security risks
  - of this project and the control measures in place to avoid or mitigate those risks; or
  - An incident or non-conformance takes place; or
- An improvement is identified through either on-site experience, audits or change in industry best practice; or
- There is a change to applicable legislation, standards, codes of practice or Rohrig procedures; or
- At scheduled intervals, depending on the phases and duration of the project, recommended monthly (to align with the project WHS Management Plan).

By signing the below, I agree to have the appropriate qualifications and experience to enact my responsibilities under this plan.

Initial Approval & Review				
EMP	**Name**	**Position**	**Signature**	**Date**
Created by:	Tim Gillespie	Senior Safety Consultant		
Approved by:	Dave Campbell	General Manager		
Project Manager	Brad Blanshard	[redacted]		
Site Manager	Andries van der Walt	[redacted]		
Fire Warden	Andries van der Walt	[redacted]		
First Aider	Andries van der Walt	[redacted]		

REGISTER OF AMENDMENTS			
NOTE: Upon review where there have been no amendments to the EMP, the table below shall be dated with the words 'no changes noted'. Consultation with all stakeholders shall be conducted if there are any amendments to the EMP. This shall be communicated via morning Pre-start or a Toolbox meeting			
Date	**Version No**	**Description of Amendments**	**Approved by**
28/08/2024	1	Initial Release	

3. Response Strategies

When a facility is impacted, or is about to be impacted, by a disaster or emergency this plan will be enacted at the direction of the Site Manager. Each disaster or emergency may have extenuating circumstances which require the application of an additional appreciation to provide a solution to new risk or circumstance.

Rohrig has adopted an 'all hazards approach' to the planning of response strategies to disasters or emergencies and subsequently there are generally three response strategies that can be implemented prior to or during a disaster or emergency.

The general response strategies, which can be implemented singularly or jointly, are:

- Evacuation of the facility;
- Lockdown of the facility;
- Temporary Closure of the Facility

It is also noted that disasters or emergencies may also be categorised as:

- 'rising tide' or 'slow burn' events which enables decision makers to act prior to the impact of the event; or
- sudden or spontaneous events for which there are no warnings or indications that allow pre-emptive actions, and the vent must be responded to during or post impact.

Disasters or emergencies may occur under such circumstances that the Fire Warden can make pre-emptive decisions to take action and best prepare staff or business for the event. This is the preferred scenario for Rohrig in that when a disaster or emergency is identified as having a potential impact on Rohrig the Fire Warden can begin preparations as early as practicable with a view to ensuring the safety of staff and other stakeholders.

4. Administration and Logistics

The Coordination Centre is to be located at the office where the Fire Warden and Response Team (RT) will operate if practicable, for this project it will be the site office. This facility has the requisite support for occupation, communications capability and other resources for the response structure.

Hard copies of this Emergency Management Plan should be stored in the site office, held by the Fire Warden and other staff who form part of the Response Team.

5. Command and Communications

The Fire Warden will form, and chair, the Response Team, also known as emergency control organisation (refer to OP09 Emergency Management Procedure). The FW is responsible for making decisions about the temporary closure and re-opening of the business.

When formed, the RT is to establish and maintain communications with any external stakeholders (such as business partners, shareholders, franchise owners, other locations) as practicable. In the absence of communications, the FW must operate independently until communications are able to be established.

The Response Team has been included within the Emergency Numbers section of this EMP.

Some offices or locations due to their size will not have the staff to fill the suggested positions and available staff will have to undertake multiple roles. A list of key contacts is included in this EMP. It lists the response entities and mechanisms to assist communications before, during or after an event. It also lists other agency and stakeholder contact points.

6. Evacuation Response

Priority	**Safety of staff, members of the community and/or site visitors.**
Reporting the emergency	Contact Emergency Services immediately on 000 Notify the Director
Evacuation	Signal Emergency Alert Signal This signal is given to make others in the immediate vicinity aware that an emergency is commencing. On hearing the signal workers should prepare to evacuate. Raise the alarm by shouting “Fire, Fire, Fire”, or “Emergency, Emergency, Emergency” or by, Sounding the alarm or air horn three times at 3 second intervals for 3 seconds (i.e.: three seconds on, three seconds off, three times.) Emergency Evacuation Alarm On hearing this alarm workers shall evacuate to the “site assembly point” Raise the alarm by shouting “Evacuate, Evacuate, evacuate” or by Sounding the alarm or air horn for a continuous 10 second blast three times. Medical Emergency Contact the site first aider via telephone. If this is not an available option get the attention of other workers by shouting “Emergency, Emergency, Emergency”.

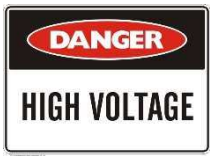
	Procedure Remain calm. Proceed to the Site Assembly Point Ensure persons in your immediate vicinity are aware they must evacuate to the Site Assembly Point Assist any persons having trouble with the evacuation (personnel in distress or with a disability) If the evacuation is in response to fire, and it is safe to do so, close doors and windows behind you as you leave the building. Remain at the designated Site Assembly Point and wait for instruction from the Fire Warden. Account for all site personnel by checking Evacuation Lists / Registers Report missing personnel to the Fire Warden. Remain at the designated Site Assembly Point area until instructed to return to work or move to another area. Do not put yourself or others at risk
	Assembly procedure Head count is conducted for all workers. Report all staff/persons unaccounted for to the Director (or delegate).
Evacuation clearance	No person is to return to any area of the workplace until advised by the Director. One blast on the alarm is the clearance signal.
General principles	Evacuation procedures will be displayed on Emergency Evacuation maps in all rooms. FIRST PRIORITY is to the safety of staff in the workplace. ALL staff and visitors are automatically involved. CONTRACTORS should sign the Visitors book at the site office. NO person should be placed in a position of risk. EVACUATION drill will be conducted at least annually at Rohrig offices and every 3 months on a Rohrig construction site. Annual revision of the use of Fire Extinguishers will be conducted. DIRECTOR OR DELEGATE is responsible for ensuring the electricity is turned off and that Emergency Services are contacted and given every assistance.
Communications	If the evacuation goes for an extended time, then Fire Warden to inform the workers and stakeholders via the established formats.
Pre-arrangements	Site Emergency Evacuation Maps must be clearly displayed at site office and or lunchrooms. Visitor sign-in registers maintained in the site office. Emergency number kept by exit door.

7. Temporary Closure Response

Priority	**Safety of staff, members of the community and/or site visitors.** **Staff must remain off-site until advised by the Fire Warden that the workplace is safe and available to be re-occupied and re-opened.**
Decision	The Director shall make the final decision.
Reporting the closure	Notify Stakeholders and other office locations. Notify the local Radio Station. Notify staff. Notify community – if required
Temporary Closure	**Prepare** Engage the site's Response Team. Prepare for Temporary Closure Plan with stakeholders Undertake required communications

	Respond Monitor the event and stay informed. Maintain communications with the Local Disaster Management Group LDMG Wait till safe to deploy to site for inspection. Inspect facilities/campus to identify damage. Report damage to Insurance Company. Assess staff status and support required. Engage Business Continuity Plan as required Undertake Suitability Assessment for decision to re-open or not.
	Recover Liaise with Insurance Company re repair schedule. Manage and support staff welfare issues. Monitor business continuity activities
Re-opening	*Notify other locations and stakeholders.* *Advise staff.*
General principles	'Safety before schedule' Normal routine should re-commence as soon as possible after the event and when safe to do so.
Communications	The Fire Warden informs stakeholders via the Communications Strategy using the established formats.

8. Site Signage

 ☐ Eye Wash Station ☐ Deluge Shower	 ☐ First Aid Kit	 ☐ Fire Extinguisher ☐ Fire Hose ☐ Fire blanket	 ☐ Spill Kit	 ☐ Buoyancy Vest
 ☐	 ☐	 ☐	 ☐	 ☐
 ☐	 ☐	 ☐	 ☒	

 ☐	 ☐	 ☐	 ☐

9. Emergency Numbers

Display a copy of this list in prominent positions at the site.

Group	Contact/details	Phone number
Police	Life-threatening or time critical emergency	000 – calling from land line
	Non-life-threatening incident	131 444
	Local Police Station - Castle Hill Police Station	
Ambulance		000
Emergency Situations	Dial 000 and ask to speak to the relevant authority	000
Queensland Fire and Emergency Services	https://www.qfes.qld.gov.au	13 QGOV (13 74 68)
Qld State Emergency Service (SES)	https://www.ses.qld.gov.au/Pages/default.aspx	132 500
Hospital	[Insert Here]	[Insert Here]
Client Representative	[Insert Here]	[Insert Here]
QLD WorkCover	https://www.worksafe.qld.gov.au/	1300 362 128
Electrical Safety Office	https://www.electricalsafety.qld.gov.au	1300 362 128
Gas:		1800 427 532
Telstra	https://www.telstra.com.au	13 22 03
Environmental Protection Agency	https://environment.des.qld.gov.au	1300 130 372
Dial Before You Dig:	https://www.byda.com.au	1100 (DBYD Help Desk)
Ergon Energy:	https://www.ergon.com.au	13 22 96
Chief Warden	Andries van der Walt	0437 017 720
Wardens	Jonathan Aston	0472 729 916
First Aider	Andries van der Walt	0437 017 720
Project WHS Advisor (if applicable)	Tim Gillespie	0448 865 798
Regional Council	Hills Council	+61 2 9843 0555
Local Hospital	Lakeview Private Hospital	+61 2 8624 5000
Local Medical Centre	Kellyville Village Medical Centre	+61 2 8814 1555

10. Types of Training

10.1 Apply First Aid

Provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance. In low-risk workplaces, first aiders are sufficiently trained if they can perform CPR and treat minor illnesses and injuries. A first aid certificate (within the last three years) and annual CPR refresher is required for first aid on-site.

10.2 Apply Advanced First Aid

Provides additional competencies required to apply advanced first aid procedures. This type of training is suitable for some high-risk workplaces.

10.3 Manage First Aid in the Workplace (Occupational First Aid)

Provides competencies required to apply advanced first aid procedures and to manage a first aid room.

10.4 Additional training for first aiders

First aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid. Refresher training in CPR should be undertaken annually and first aid qualifications should be renewed every three years. First aiders may also need to undertake additional first aid training to respond to specific situations at their workplace. For example, where workers have severe allergies, first aiders should be trained to respond to anaphylaxis if this topic has not been covered in previous first aid training.

10.5 First Aid & Site Emergency Equipment Assessment

The minimum training and competency requirements to complete the below First Aid Kit and Site Emergency Equipment Assessment are as follows:

- HLTAID001-3 CPR Apply First Aid; and
- 3+ year's experience in the construction industry; and
- Completion of OP07.3 Emergency Warden Training; or
- Completion of PUAWER005B Operate as part of an emergency control organisation.

Rohrig will ensure adequate first aid kits, additional modules, firefighting equipment, chemical spill kits and other emergency equipment is available. A Site First Aid Kit and Fire Extinguisher shall be located at the Site Supervisor's Office; personal first aid kits are within each Rohrig employee's vehicle.

10.5 ECO Training

Members of the ECO shall be trained in the emergency procedures and plans for the project. In addition, the minimum training requirements are mandatory:

- HLTAID001-3 CPR Apply First Aid; and
- 3+ year's experience in the construction industry; and
- Completion of OP07.3 Emergency Warden Training; or
- Completion of PUAWER005B Operate as part of an emergency control organisation.

11. Emergency Equipment

The site must have readily available the correct equipment to effectively respond to emergency situations. Emergency equipment must be maintained through preventive maintenance procedures (inspection and testing) in accordance with the manufacturer's recommendation to ensure that equipment is in ready condition for use. The inventory should be completed, and an inspection of emergency equipment shall be conducted on a three-monthly basis to ensure that equipment is available and functioning properly. The type of emergency equipment available on site should be reviewed periodically and form part of the 3 monthly review to reflect changing site conditions.

How to Visually Inspect Portable Fire Extinguishers - Ensure access to the extinguisher is not blocked and that the cabinet door, if applicable, opens easily. The cylinder pressure should be within the recommended level on extinguishers equipped with a gauge (as shown below). The needle should be in the green zone. It should be noted where an extinguisher needs replacing it is removed from service and stored in the site office until it is recharged.



Good



Needs replacing

Verify the locking pin is intact and the tamper seal is not broken and note any findings on the inspection report. Visually inspect the hose and nozzle to ensure they are in good condition and note any findings on the inspection report. Visually inspect the extinguisher for dents, leaks, rust, chemical deposits or other signs of abuse/wear and note any findings on the inspection report. If the extinguisher is damaged or needs recharging, note this on the action plan in the site inspection schedule. Portable fire extinguishers must be pressure tested (a process called hydrostatic testing) every six (6) years to ensure the cylinder is safe to use.

12. Emergency Response Requirements

The following checklist is to be completed to ensure that the provisions of First Aid facilities onsite are sufficient for the onsite activities. Location of the site and the location of supporting and available medical facilities are vital when determining first aid and emergency requirements. The following emergency response requirements have been assessed as applicable for this site:

Size & Location of Workplace		Number & Composition of Workers	
Number of floors:	4	**Number of workers:**	<150
Access between floors:	Stairs	**Number of other persons:**	Average - 3 visitors per day
Nearest Hospital:	3.6km	**Nearest Medical Centre**	700m
Maximum time to medical service:	10 minutes	**Remote or isolated workers:**	☒ No ☐ Yes

Required First Aid Equipment & Facilities	
Number of Trained First Aiders:	Minimum of one per shift. At full production we will have at least 6 first aid members on site.
Training & Competencies for First Aiders:	Minimum Applied First Aid: Able to recognise and respond to common life-threatening injuries or illnesses; competent in CPR and other first aid procedures.
Number and location of first aid kits **(The required kit must be identified by a competent person with First Aid Qualification)**	One major incident response kit within First Aid office; First Aid Kit Required ☐ Small First Aid Kit – Under 10 workers ☐ Medium First Aid Kit – 10 to 50 workers ☒ Large First Aid Kit – 50+ workers, Rohrig may likely issue two first aid kits if 50 and above workers.
First Aid Kit Contents & Modules:	☒ Standard Kit.
First Aid Kit Locations:	☒ First Aid Office
Kit Maintenance:	Tasked to Supervisor before Project commencement then every three months or following usage.
Additional emergency response equipment:	☒ Stretcher ☐ Working at Height Rescue ☐ Confined Space Retrieval ☐ Other: …… ☐ Alarm System ☒ Two-way Radio ☐ Satellite Phone ☒ Other: Personal Mobile Phone used
Facilities:	☒ Medical Room (100+ Workers) ☐ Ambulance ☐ Care Flight ☐ Deemed unnecessary
Fire Equipment types needed.	☒ Class A - Combustible materials ☒ Class B - Flammable Liquids ☒ Class C - Flammable Gases ☒ Class D – Flammable Metals ☒ Class E - Electrical

	☒ Fire Blanket 1 x 9kg ABE at Site Office 3 x 2kg Site Ute, Truck, Bobcat
Electrical	☐ LV Rescue Kit ☐ Electrical Subcontractor have Qualification in Low Voltage Rescue & Provide CPR (HLTAID001 Provide cardiopulmonary resuscitation & UETTDRRF06B Perform rescue from a live low voltage panel
Substance SDS and Risk Assessments have been completed and are in the register	☒ Yes ☐ No
Health Surveillance required?	Refer – to-Project Substance Register and Project Risk Register ☐ Yes ☒ No

13. Critical Incident Investigation

Refer to the Accident & Incident Investigation Procedure OP20.

Notifiable Incidents	Report to:	Timeframe
Serious incidents involving a death (fatality) or a serious injury or illness	OFSC – FSC Online, Qld Workcover - 1300 362 128, Client, Scheme Agent/Insurer	**As doon as practicably possible**
Other incidents involving an injury or illness where workers compensation is payable	Scheme Agent/Insurer	**As doon as practicably possible** **Within 48 hrs.**

14. Specific Emergency Response Requirements and Scenarios

Relevant to Project	Type	Emergency Response Procedure
☐	**Smoke, Fire or Explosion**	Remain calm, clear and rational Approach situation with caution (and specifically look for evidence of spilt or leaking fuel, gas cylinders or other fuel sources or chemicals which could worsen the situation) If minor in nature (small smouldering object, minor fire, similar), you are trained to use an extinguisher, and a suitable extinguisher is available – extinguish the fire Where safe to do so, rescue persons from the immediate danger within the vicinity of the fire If not minor, or the fire is unsafe to extinguish, call 000 (or 112 from mobiles) – Ask for Fire / Emergency Services and notify Supervisor Evacuate all personnel well clear of the fire / explosion site and do not attempt to remove plant or other equipment Once Fire Services specialists have arrived and taken over, await further direction from emergency services workers Preserve and secure area for investigation, where necessary. Tip: If you are trapped in a fire, you may have to move through smoke. Smoke is a significant risk to health and life. If you can, place a wet cloth in front of your mouth and nose. If you feel you

		are becoming overwhelmed by smoke or fumes, get down on your hands and knees and keep your mouth low and approximately 5cm from the floor/ground.
☐	**Injury or Illness**	Remain calm, clear and rational Approach and assess patient/s If patient/s is/are in immediate danger and it is safe to do so, move them to a safer location (otherwise, do not move them) For minor injuries/illnesses, notify First Aider For serious injuries/illnesses, notify First Aider and call 000 (or 112 from mobiles) – Ask for Ambulance Send someone to wait for the ambulance, if able First Aider to obtain first aid kit First Aider to render first aid assistance and apply DRSABCD action plan where required (per diagram over page and training) Stay with the injured/ill person unless there is an immediate threat of danger Isolate the area from non-essential project personnel and members of the public Once Ambulance Paramedics have arrived and taken over, await further direction from emergency services workers and Supervisor Preserve and secure area for investigation, where necessary Obtain any witness/bystander contact details.
☐	**Fatality**	Remain calm, clear and rational Approach situation with caution Call 000 (or 112 from mobiles) – Ask for Ambulance Notify Supervisor Isolate the area from non-essential project personnel and members of the public Lock down the site to restrict access from any person other than Emergency Services Personnel and authorised Rohrig / Client representatives Avoid contact with blood and other bodily fluids by wearing protective gloves If practicable, cover the body and make sure that it cannot be disturbed Preserve and secure area for investigation; do not interfere with any evidence Comfort any witnesses, bystanders or colleagues of the fatally injured worker/s Once Emergency Services Personnel have arrived and taken over, await further direction Obtain/collect factual information about the incident, if able. Note: Police will inform the fatally injured worker/s Next of Kin of the fatality. Post Incident Trauma Counselling will be offered to witnesses, bystanders, project personnel and the workers' colleagues
☐	**Vehicle/Plant Breakdown, Crash or Rollover**	Remain clear, calm and rational Approach situation with caution (and specifically look for evidence of spilt or leaking fuel which could create a fire or explosion) Ensure that no open flame / ignition source is taken into the incident area. Notify Supervisor If any person is in immediate danger and it is safe to do so, rescue them and move them to a safer location (otherwise, do not move them) If any person is injured, initiate the 'injury, illness, fatality' emergency response procedure and comfort the person/s until help arrives If an injured person is pinned or crushed, take advice from a paramedic / medical specialist (as part of the initial request for emergency services) about how to release / remove the load and reassure them Once Emergency Services Personnel have arrived and taken over, await further direction Preserve and secure area for investigation, where necessary
☐	**Adverse Weather, Including Floods**	Remain calm, clear and rational

		If time permits and safe to do so, secure external / loose items and materials to prevent them becoming airborne Close all doors and windows on windward side of buildings Open accessible windows on sheltered side (leeward) of buildings Move any people in the building to the sheltered side of buildings Do not use landline telephone during thunderstorms Listen to radio for storm updates Turn off and unplug all non-essential electrical equipment Leave when weather calms and it is safe to do so When leaving, beware of fallen power lines and trees, damaged buildings and flooded watercourses If in need of rescuing, notify Supervisor and call 000 (or 112 from mobiles) – Ask for Fire / Emergency Services or 13 25 00 for SES.
☐	**Personal Threat (e.g. Assault)**	Remain calm, clear and rational Alert Supervisor or someone nearby to raise the alarm Be firm but polite with the assailant/s and let them know that their behaviour is not acceptable; do not however provoke the assailant/s or aggravate the situation Try to keep an exit at your back so that you can remove yourself from the situation If the behaviour of the person is such that outside intervention is required, call 000 (or 112 from mobiles) – Ask for Police If the victim/s is/are injured, initiate the 'injury, illness, fatality' emergency response procedure and comfort the person/s until help arrives Where able and it is safe to do so, isolate the victim/s from the assailant/s Isolate the area from non-essential project personnel and members of the public Where able, obtain and note details concerning the incident, including: Full name of victim/s Circumstances surrounding the assault Witness names and contact details Description/details of assailant/s Once Emergency Services Personnel have arrived and taken over, await further direction. Notes: Do not feel obliged to rectify/handle the situation on your own – ask for help where able. Assault, especially sexual assault is a very personal and traumatic crime for the victim, both physically and psychologically. It must be handled with the sensitivity and wellbeing of the victim foremost.
☐	**Written Bomb Threat or Substance Threat**	Remain calm and quiet (to avoid any unnecessary angst) Put envelope/container down in a safe location; do not throw away any aspect of the envelope/package Avoid any further unnecessary handling Steps 2 and 3 are important so as to retain evidence, such as fingerprints, handwriting/type, paper and postmarks Notify Supervisor and call 000 (or 112 from mobiles) – Ask for Police Do not initiate an emergency evacuation unless instructed to by the Supervisor or Police.
☐	**Suspicious Package**	Remain calm and quiet (to avoid any unnecessary angst) Apply HOT principle. An item is considered suspicious if it is HOT. ○ **Hidden**: An unattended item that is intentionally hidden ○ **Obviously Suspicious**: An item with the characteristics of a bomb or hazardous material, e.g. suspicious labelling; leakage of fuel oil; unusual smells, bulges or protruding wires; power source; LED lights; pieces of metal or glass (shrapnel) ○ **Not Typical**: An item that would not typically be discarded or forgotten If it is HOT, treat the package as a possible threat Secure the area

		Move away a safe distance Notify Supervisor and call 000 (or 112 from mobiles) – Ask for Police Once Emergency Services Personnel have arrived and taken over, await further direction.
☐	**Phone Bomb Threat**	Remain calm, clear and rational (and try to not create any unnecessary angst) Do not hang up the phone Alert Supervisor or someone nearby to raise the alarm Write down details of the phone call on the Bomb Threat Checklist, (refer following page) Do not initiate an emergency evacuation unless instructed to by the Supervisor or Police.
☐	**Internal emission or spill**	Call 000 for emergency services and seek and follow advice. Report the emergency immediately to the Fire Warden. Move staff away from the spill to a safe area and isolate the affected area. Seek advice in regard to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure. Contact stakeholders as required.
☐	**Earthquake**	Call 000 for emergency services and seek and follow advice. Evacuate to assembly area/s. Check that all staff, visitors, and contractors are accounted for. Await 'all clear' advice from emergency services or further advice before resuming normal workplace activities. Contact stakeholders as required.
☐	**Work at Height / Fall Arrest Rescue**	Implement activity specific rescue / retrieval plan where one has been prepared for the task. Remain calm, clear and rational Communicate with fallen person (if possible) to gauge severity of the incident and injuries If safe to do so, encourage the fallen person to self-rescue / climb to safety / equivalent If a fallen person is unconscious or suspended at heights, immediate action must be taken to reach the person in a safe manner and remove pressure of the harness system (via competent operation of EWP, telehandler, loader or crane with workbox, for example) Notify Supervisor and call 000 (or 112 from mobiles) – Ask for Ambulance / Specialist Height Rescue Team Where safe to do so, initiate work at height retrieval / rescue via trained height rescue personnel on site (rescuers must remain attached and not place themselves at risk of a fall) Take weight out of the harness as soon as practicable and per Paramedic / Height Rescue Specialist advice Once retrieval / rescue has been performed, follow 'injury, illness, fatality' emergency response procedure
☐	**Gas or Chemical**	Gas and Chemical hazards can occur either within Rohrig's premises or on-site workplaces, or from adjoining properties depending on the severity and wind direction. Given the small quantities of chemicals used by Rohrig (mainly confined to adhesives, solvents, paint, cement, cold mix asphalt and flammable fuels) it is highly unlikely that an emergency will occur that impacts on employees or subcontractors other than the person using the chemical. Where gas emissions are evident or suspected, electrical equipment is not to be switched on or turned-off, as the switching may spark and become a source of ignition. The person encountering the hazard shall do the following: Call 000 for emergency services and seek and follow advice. Evacuate to assembly area/s. Check that all staff, visitors, and contractors are accounted for. Await 'all clear' advice from emergency services or further advice before resuming normal workplace activities. Contact stakeholders as required.

☐	**Chemical Spill or Waterway Contamination**	Remain calm, clear and rational If safe and easy to do so, isolate / shut off valves that could restrict any further spillage If a minor spill, and the chemical / agent is known – access and follow SDS instructions for spill clean-up If a major spill and/or personnel are feeling ill / suffering from the chemical or related fume / vapour / gas – if safe to do so, take immediate action to remove personnel from the area and evacuate others in close proximity Notify Supervisor and call 000 (or 112 from mobiles) – Ask for Chemical Response Unit / Ambulance as necessary Do not attempt to wash / clean / clear the chemical without consulting the SDS and Chemical Response Unit specialists If the spill involves contaminated water or similar and if safe to do so, attempt to sand-bag / redirect / buffer the water from drains, waterways or sensitive locations.
☐	**Confined Space**	Implement activity specific rescue / retrieval plan where one has been prepared for the task. Remain calm, clear and rational Communicate with injured person (if possible) to gauge severity of the incident and injuries If safe to do so, encourage the injured person to self-rescue / exit the space / equivalent If an injured person is unconscious or seriously injured in the space immediate planning by a competent confined space person must be undertaken prior to entering the space (inclusive of checks to verify safe air quality, and to continuously verify safe air quality once the entry commences) Notify Supervisor and call 000 (or 112 from mobiles) – Ask for Ambulance / Specialist Height / Confined Space Rescue Team Where safe to do so, initiate confined space rescue via trained confined space entry personnel on site (rescuers must confirm ongoing air quality at all times and not place themselves at risk of an unsafe atmosphere or engulfment) A rescue involving a compromised air quality location must only be attempted by fully trained confined space rescue personnel who have the adequate self-contained breathing apparatus to ensure their own personal safety Once rescue has been performed, follow 'injury, illness, fatality' emergency response procedure.
☐	**Medical Emergency Procedure**	Raise the alarm. Do not move the individual unless it is essential to protect life. Call for Fire Warden / First Aid Officer Assist First Aid Officer with immediate treatment. Control any heavy bleeding using direct pressure on the wound, If necessary, to prevent shock, keep the individual warm and elevate lower extremities if possible. Limit incident attendance to essential personnel
☐	**Specific First Aid Procedures: Snake Bite, Electric Shock, Eye Injury**	If you are unlucky enough to be bitten, here is what you should and should not do. Assume ALL snakes are venomous, and take the following action: • Do not panic. Try to remain calm, lie down and immobilise the bitten area. It is unlikely that the bite will be life-threatening. • Apply a bandage but do not block circulation. Take a broad bandage and bind along the limb starting at the bite area, at the same pressure as for a sprain. Then bandage down the limb and continue back up the entire limb over and above the bite area. This will help prevent the spread of the venom through the body. Do not remove the bandage. It is often easier to go over the top of clothing such as jeans rather than remove clothing. In an emergency, strips of clothing or pantyhose can be used instead of a bandage. • Immobilise the limb with a splint. Lie down and keep the limb completely still until help arrives. Do not elevate the limb or attempt to walk or run. Movement will encourage the spread of the venom through the body. Do not attempt to catch the snake. All too often, the snake will bite again if an attempt is made to catch it. Identification of the snake species can be obtained through samples of the patient's

		blood or urine, and from venom around the bite area. If the species of snake still remains uncertain, a poly-antivenin may be used, which is suitable for treatment of all venomous snake bites. Do not wash the wound. Venom left on the skin will help doctors identify the snake and administer the appropriate antivenin. Do not cut the wound. This will spread the venom into the bloodstream and can cause more serious injuries than the snake bite itself. Seek medical help. An antivenin may be required.
☐	**Client Requirements and Neighbour Emergencies**	The Client and any neighbouring businesses must be consulted to ensure adequate interface with their emergency evacuation plans and requirements. Emergencies experienced by neighbouring business have the potential to impact upon site emergency management measures. Examples where interface with neighbouring business and properties is critical include: • chemicals used in production processes. • high volumes of public use such as shopping centres or cinemas • hospitals and schools • properties containing asbestos. Neighbouring properties including private residences should be advised in advance of emergency drills or training exercises scheduled to be conducted. Conversely, neighbouring businesses should advise the project of any drills and exercises that they will be conducting so that the project can interface and respond appropriately.
☐	**Structural Collapse (Formwork / Scaffold)**	Remain calm, clear and rational Stop all works surrounding the area or above the area and evacuate all workers and/or building occupants aside from those involved in the response If a person is injured / trapped - communicate with the injured person (if possible) to gauge severity of the incident and injuries If safe to do so, encourage the injured person to self-rescue / exit the location in a slow manner Do not enter area or move plant into an at risk / compromised location where this could cause further structural collapse or a fall from height Notify Supervisor and call 000 (or 112 from mobiles) – Ask for Fire / Emergency Services / Specialist Height Rescue Team Follow external services direction and do not re-enter the site until specialist engineering advice and controls have been implemented.
☐	**Excavation / Trench Collapse**	Remain calm, clear and rational Direct powered mobile plant / vehicles in the vicinity to stop work Communicate with trapped person (if possible) to gauge severity of the incident and injuries If safe to do so, encourage the trapped person to self-rescue / dig to safety and immediately assist them to do so via hand digging / careful use of hand tools only If a trapped person is unconscious or fully buried immediate action must be taken to reach the person in a safe manner and remove soil and pressure (via hand digging and careful use of hand tools only Notify Supervisor and call 000 (or 112 from mobiles) – Ask for Ambulance Plant / equipment must not be used / placed in a position that could add pressure to the trapped person or cause additional trench collapse Personnel attempting to dig out trapped person must not put themselves at risk of being trapped in the trench themselves Where a person has been pinned or crushed, take advice from a paramedic / medical specialist (as part of the initial request for emergency services) about how to release / remove the load Once retrieval has been performed, follow 'injury, illness, fatality' emergency response procedure.
☐	**Electrical Shock / Arc Incident**	Remain calm, clear and rational Do not contact an injured or shocked person (as you too could receive an electric shock)

		If safe to do so – isolate the electrical energy source that is powering the equipment / injured person If known low voltage and competent to do so – initiate a live low voltage rescue of the person via live low voltage rescue kit or equivalent equipment If high voltage or situation is unsafe – seek licensed electrical worker assistance as soon as possible Notify Supervisor and call 000 (or 112 from mobiles) – Ask for Ambulance Follow 'injury, illness, fatality' emergency response procedure Ensure any person who received an electrical shock attends specialist medical attention so that safe heart function can be monitored and confirmed.
☐	**Contact with Live Overhead or Underground Services**	Remain calm, clear and rational Stop all work activities within the immediate area Notify Supervisor Where safe to do so, make immediate area safe Where requested to do so by Supervisor, initiate emergency evacuation (e.g. sound air horn, communicate the situation via UHF radio) If live electricity has been contacted by an item of powered mobile plant, advise operator to remain inside the cabin If safe to so do so, powered mobile plant operator is to operate the plant to remove contacting part from the service, and move the plant well clear of the service Isolate the area from non-essential project personnel and members of the public and ensure no ignition sources are created if a gas service has been compromised Supervisor to coordinate an isolation of the service (e.g. electrical, water, gas, similar) via competent on-site personnel if safe to do so Supervisor to coordinate an isolation of the services via the external Asset Owner If worker is injured, initiate the 'injury, illness, fatality' emergency response procedure and comfort the worker until help arrives Notify Asset Owner if damage to overhead or underground services has occurred.
☐	**Asbestos / Contaminated Release**	Remain calm, clear and rational Stop all work activities within the immediate area Notify Supervisor Isolate the area from non-essential project personnel and members of the public Supervisor to seek Rohrig WHS input and external occupational hygienist input to organise necessary sampling / monitoring; factual communication with involved parties; advise on external WHS Regulator notification requirements; and containment and clean-up requirements.
☐	**Evacuation, Lock Down or Lock Out**	Remain calm, clear and rational (and align with an client / school specific requirements) Follow / consider 'bomb / personal threat or suspicious package' emergency procedure, if relevant Where requested to do so by Supervisor, initiate emergency evacuation (e.g. sound air horn, communicate the situation via UHF radio, use loud speaker, or initiate evacuation tone) Communicate clearly and calmly As relevant to the situation – provide direction as to what is required and provide short clear commands: Evacuation requirements Stay in place / lock down requirements Exclusion / lock out requirements Provide support to personnel who require assistance Ensure personnel are as comfortable as practicable at the location they are in Communicate regular clear updates to personnel until the emergency situation is confirmed as being over / resolved.

15. Emergency Plan Checklist

Emergency Plan Checklist	YES	NO
Responsibilities • Has someone with appropriate skills been made responsible for specific actions in an emergency, for example managing an evacuation, calling emergency services, exclusion zones, excluding non-essential personnel from the emergency area? • Is someone responsible for making sure all workers and others in the workplace, for example contractors, customers and visitors are accounted for in an evacuation? • Is someone responsible for managing access to the site and reps from the media? • Do workers working alone know what to do in an emergency? • Are specific procedures in place for critical functions, for example power shut-downs?		
Emergency contact details • Are emergency contact details relevant to the types of possible emergencies, for example fire brigade, police and poison information centre? • Are the emergency contact details displayed at the workplace in an easily accessible location? • Are contact details updated regularly?		
Evacuations • Have all emergencies requiring an evacuation at the workplace been identified? • Has an evacuation procedure been prepared? • Does the EMP: o address all types of situations and hazards which may arise at the workplace o cover everyone who may be present at the workplace o allow for quick and safe evacuation when needed, particularly formwork and prop areas o -allow for crane operator rescue o clearly identify escape routes to safe assembly areas o include a process for accounting for persons • Is the evacuation procedure clearly and prominently displayed at the workplace including access to multiple levels? • Is there a mechanism, for example an alarm siren for alerting staff of an emergency? o If yes, is it regularly tested to ensure its effectiveness? • Is there a documented site plan that illustrates the location of first aid and fire protection equipment, emergency exits and assembly points? o If yes, is it posted in key locations throughout the workplace? • Are all exits, corridors and aisles readily accessible and kept clear of obstructions? • Does the workplace have illuminated exit signs where required?		
Fire protection equipment ▪ Has a fire risk assessment been conducted? • Does the workplace have appropriate fire protection equipment? • Is it suitable for the types of risks at the workplace, for example foam or dry powder type extinguishers for fires that involve flammable liquids? • Is it properly maintained and regularly checked and tested by the local fire authority or fire equipment supplier? • Is the area where the equipment is stored kept clear of obstructions? • Are adequate numbers of workers trained to use fire extinguishers? • Do they know what type of extinguisher to use for different types of fires?		
Extreme weather conditions • If there is a risk of extreme or dangerous weather conditions, for example bushfire, floods or storms, will the control measures be effective in these conditions? • Do procedures accommodate declarations of extreme weather warnings? Examples of extreme weather warnings may include warnings such as cyclone warnings.		
Chemical safety • Are current safety data sheets available for all hazardous chemicals on site? • Are all hazardous chemicals labelled and stored in a safe manner? • Is appropriate equipment available to initially respond to a chemical incident, for example • absorbent material to contain a liquid spill?		
First aid • Has a first aid risk assessment been conducted? • Does the workplace have trained first aiders and suitable first aid facilities? • Are workers aware of where first aid facilities are kept and who first aiders are?		
Neighbouring businesses • Have neighbouring businesses been considered if an emergency occurs?		

• How would they be advised of an emergency situation arises (if applicable)? • Should they be consulted about the preparation and coordination of emergency plans? • Have the risks from neighbouring businesses been considered • Have onsite and off-site vehicle accidents been considered?		
Post incident follow-up • Are there procedures in place to notify the relevant regulator about a notifiable incident • where necessary? • Are there procedures in place to ensure the cause of the emergency is determined and action is taken to prevent a similar incident occurring again? • Are there procedures in place to ensure the welfare of workers after an emergency or an incident, for example medical treatment or trauma counselling?		
Monitoring and Review • Are practice drills scheduled to assess the effectiveness of the EMP? • Are drills scheduled to meet varying conditions i.e. early works, structural, finishing works? • Is someone responsible for documenting and retaining the results of emergency plan • practice runs? • Is a process in place for monitoring and reviewing the EMP and informing workers of any revisions?		