EMERGENCY PLAN FOR:

GALVATECH

49 GOW ST, 1 WORDIE PLACE, 55 & 53 FAIRFORD RD PADSTOW NSW

SITE DG NOTIFICATION No. 35/036447

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TABLE OF CONTENTS

DISTRIBUTION LIST i

AMENDMENTS i

ABREVIATIONS & GLOSSARY OF TERMS ii

1.0 INTRODUCTION 1
1.1 Summary 1
1.2 Facility Description 1
1.3 Situations Covered 2

2.0 AIMS & OBJECTIVES 4
2.1 Aims 4
2.2 Objectives 4
2.3 Application 4

3.0 SITE HAZARDS 5
3.1 Overview 5
3.2 Material Related Hazards 5
3.3 Process Related Hazards 7
3.4 Site Design Features 8
3.4.1 On-site Liquid Containment 8
3.4.2 Dangerous Goods Storage Areas 8
3.4.3 Ignition Source Control 8
3.4.4 Fire Fighting Equipment 8

4.0 TYPES OF EMERGENCIES 9

5.0 INITIAL RESPONSE 10
5.1 Emergency Team 10
5.2 Internal Emergency Resources 10
5.3 Principles of Emergency Control and Response 11
5.4 Functions of Emergency Team 11
5.4.1 Damage Control 11
5.4.2 Rescue & First Aid 11
5.4.3 Communications 12
5.4.4 Evacuation 12
5.4.5 Traffic Control 12
5.4.6 Emergency Control Centre 12

6.0 ACTIVATION 13
6.1 Raising the Alarm 13
6.2 Notification of Authorities and Adjacent Facilities 13
6.3 Pollution Incidents 13

7.0 TERMINATING THE EMERGENCY 14

8.0 COMPATIBILITY WITH EMERGENCY SERVICES INCIDENT MANAGEMENT PLANS 15

9.0 ADMINISTRATION 16
9.1 Public Relations and Debriefing 16
9.2 Statutory Investigation 16
9.3 Written Report on the Emergency, and Review of the Plan Post Incident 16

TABLES

Table 3.1 DG Classes on Site 6
Table 3.2 DG Storage Locations 6
Table 3.3 DG Inventory 6
Table 3.4 Principal Potential Non DG Pollutants 7
Table 4.1 Types of Emergencies 9
Table 5.1 Emergency Team Constitution 10
Table 8.1 Responsible Emergency Services 15

APPENDICES

Appendix A Training and Evaluation
Appendix B Emergency Contact Details
Appendix C Location Map
Appendix D Site Layout Plans
Appendix E Dangerous Goods Manifest
Appendix F Material Safety Data Sheets
Appendix G Emergency Procedures

DISTRIBUTION LIST

Revision	Issued Date	Issued To	Issued By
2		Revesby Fire Station	
2		Riverwood Fire Station	
2		Switchboard	
2		File Copy	

AMENDMENTS

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1	23-08-2012	EPA Reqts	RHA		
2	30-04-2017	General Update	RHA		

ABBREVIATIONS & GLOSSARY OF TERMS

Air Pollution	The emission into the air of any air impurity including smoke, dust, fly ash, cinders, solid particles of any kind, gases, fumes, mists, odours and radioactive substances
BCA	Building Code of Australia
BLEVE	**Boiling Liquid Expanding Vapour Explosion** which is characteristic of the failure of a pressure vessel containing liquefied gas.
Emergency Assembly Area	This is a safe location to which all people are required to assemble in the case of an emergency.
Emergency Controller	Director of Emergency Operations or his Delegate
EP	Emergency Plan
EPA	NSW Environment Protection Authority (now part of the OEH)
ERU	Emergency Response Unit who are trained to undertake initial response activities.
ET	Emergency Team
HAZCHEM Code	An alpha-numeric code placed on hazardous chemical placards to indicate actions to be taken by emergency services to control an incident involving the chemical, prior to detailed technical information being available
Land Pollution	The placing in or on, or the introduction into or onto land of any matter, whether solid, liquid or gaseous, that results in or is likely to result in actual or potential harm to the health or safety of human beings, animals, or other terrestrial life orecosystems, or actual or potential loss or property damage that is not trivial.
Material Harm to the Environment	(a) Harm to the environment is material if: (i) It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or (ii) It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10000 and (b) Loss includes the reasonable and practicable measures to prevent, mitigate or make good harm to the environment.
MSDS	Material Safety Data Sheet. A sheet giving detailed information regarding the hazardous characteristics of a substance and procedures to be followed in the event of an emergency involving the particular substances
OEH	NSW Office of Environment & Heritage
PG	Packing Group used to rank the hazard associated with the transport and handling of a particular dangerous goods (except for Dangerous Goods Class 1, 2 and 7)

PPE	Personal Protection Equipment
PA	Public Address System
Pollution Incident	An incident or set of circumstances during or as a consequence ofwhich there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on a premises, but it does not include an incident or set of circumstances involving only the emission of noise.
Site	1 Wordie Place, 49 Gow St & 55 Fairford Rd, Padstow
UN No	United Nations Hazardous Material Identification Number. A four-digit number used to identify a hazardous chemical.
Water Pollution	(a) The placing or introducing into or onto waters, of matter (solid, liquid, gaseous), litter, refuse, or debris in any way that changes the physical, chemical, or biological condition of the water, or makes the waters unclean, noxious, poisonous or impure and harmful to all types of life or ecosystems, or the health, welfare, safety or property of persons: or (b) The placing of such material in any drain, channel or gutter designed or used to receive or pass rainwater, floodwater or unpolluted water to a receptor to which it would cause pollution.

1.0 INTRODUCTION

1.1 Summary

This document describes the Emergency Plan (EP) for the operation of a hot dip galvanising facility by Galvatech Pty Ltd at 1 Wordie Place, Padstow.

All personnel, contractors and visitors to the Site must be aware of the general contents of this document and it's accompanying Emergency Procedures.

All those employees with responsibilities for emergency response activities, as outlined in this Plan, must be issued with a current copy of this EP and must receive an appropriate level of training necessary to enable them to effectively implement the emergency procedures detailed in it.

This EP is designed to cover all emergency situations which can be reasonably anticipated for the Site.

1.2 Facility Description

The site is located at 1 Wordie Place. It actually has three street frontages being accessible from Wordie Place, Gow St and Fairford Rd (see site location map in Appendix C). The site Dangerous Goods Notification Number is 35/033677.

This facility operates as a galvanizing plant providing a hot dip galvanizing service to the steel fabrication industry. The nature of the galvanizing process involves the use of chemicals, principally strong acids and alkalis which require special consideration with regard to workers' safety. The key processes involved in galvanising are:

- The dipping of steel components into chemical tanks heated to temperatures between ambient and 90°C using gas fired burners.
- The dipping of steel components into molten zinc heated to a temperature of 450°C by a gas fired furnace.

The site covers approximately 6350 sq m in total, over four lots with three different street frontages. These are described below and shown in the site layout plan in Appendix D.

a) No.1 Wordie Place:
   - 1960 sq m land area
   - 300 sq m two storey building comprising masonry office building and steel storage building behind.
   - An open sided roofed area covering a large part of the site and joining to the building on 49 Gow St..
   - At the eastern boundary there is open access to the main processing building on 49 Gow St.

b) 49 Gow St:
   - 2090 sq m land area
   - 1200 sq m processing building, steel portal frame, concrete panel walls, wooden purlins and PVC roof sheeting. Partially open to Wordie Place on the western side.
   - Open sided roofed areas covering the northern and southern yards with steel frames, wooden purlins and fibreglass roof sheets and wall skirts.
   - It houses the 10 main 45 kL process tanks, all bunded, and 6 of which contain Dangerous Goods (see Appendix E).

c) 55 Fairford Rd:
   - 1535 sq m land area
   - 1100 sq m steel frame and masonry building used for receiving and preparation of inwards goods. At its front it houses approx 100sq m of offices (single storey).
   - Rear opening to 49 Gow St

d) 53 Fairford Rd:
   - 1150 sq m land area
   - 850 sq m of various ad-hoc steel framed, masonry, and clad buildings interconnected for use as a steel fabrication workshop including approx 100sq m of offices (two storeys) at its front.
   - Accessible from 55 Fairford Rd.

To support these activities, the site hosts the following dangerous goods and potential pollutant storage facilities:

- 2 locations where minor quantities of forklift LPG fuel cylinders are held.
- On ground open top process tanks in concrete pit bunds (Class 8, 9, & potential pollutants)
- Storage shed (Class 8)

The site is protected by fire hydrants located at
- the Gow St entrance
- the intersection of the western boundary of 49 Gow St with the southern boundary of 1 Wordie Place,
- midway along the northern boundary of 1 Wordie Place.

A fire brigade booster connection is located at the Gow St entrance.

Various fire hose reels and extinguishers are located both inside and outside the buildings.

It should be noted that while the facility appears to be located on four separate but interconnected lots, the Wordie Pl & Gow St lots have been consolidated onto one land title for planning purposes. Despite this, the street frontages and entrances have been maintained.

1.3 Situations Covered

An ***emergency situation*** is defined as any abnormal or dangerous ***event*** that may adversely affect the safety or well being of nearby persons, communities or the environment. Under these circumstances, the occupants of the premises are required to immediately respond to the emergency situation in an effort to control, correct and return the dangerous situation to a safe condition.

If there is any doubt as to the status of an ***event***, it should be treated as an ***emergency*** and the procedures detailed in this EP implemented. Note that **all** fires must be treated as emergencies.

Three levels of emergency are defined:

- **LOCAL ALERT:** Any emergency situation that threatens human lives, property or the environment at one location of the Site, but is not likely to spread to other areas of the Site or the property.

- **SITE ALERT:** Any emergency situation where its effects may spread to other areas on the Site; and

- **EXTERNAL ALERT:** Any emergency situation where its effects may spread and impact on people, property or the environment outside the Site's site boundaries.

Each of these three levels of emergency may be further classified as follows:

- **MINOR EMERGENCY:** An emergency situation that can be handled entirely by the Site's personnel without the assistance of the relevant public emergency services; and
- **MAJOR EMERGENCY:** An emergency situation that requires the assistance of public emergency services i.e. ambulance, NSW Fire & Rescue or police services.
- An **EXTERNAL ALERT** is automatically a **MAJOR EMERGENCY**, as action cannot be taken outside the site boundary independently of the public emergency services.

The following types of emergencies are covered by this EP.

- Fire
- Spills
- Pollution Incidents
- Explosion
- Gas leak
- Personal Injury
- Natural Events
- Other Events

2.0 AIMS & OBJECTIVES

2.1 Aims

The aims of this EP are as follows:

- To provide a clear understanding of how to handle and react to any emergency situation that may occur at the site by the provision of effective control structures, procedures and directions;
- To prevent or minimise the impact of an emergency on human life, the community and surrounding environment; and
- To facilitate return to *normal* or *safe* operations as soon as possible.

The procedures contained in this EP have been designed to achieve these aims by utilising the safety features, systems and equipment installed at the Site to protect people from fire and other emergencies.

2.2 Objectives

The objectives of this EP are as follows:

- To protect life and facilitate the rescue or evacuation of personnel affected by the emergency situation.
- To control or limit any effect that an emergency situation may have both on or off the Site.
- To facilitate emergency response and to provide such assistance as is appropriate to the situation.
- To ensure that all vital information is quickly and effectively communicated to relevant external agencies.
- To facilitate the organisation and recovery activities so that normal operations can be resumed as soon as possible.
- To provide relevant emergency response training so that a high level of preparedness can be continually maintained.
- To provide the structure under which Emergency Procedures are revised and updated.

2.3 Application

This EP is applicable to all facilities, processes, equipment, employees under the control or management of Galvatech on the site. It is also applicable to all contractors and visitors whilst attending the Site.

The EP contains information and instructions that provide a basis for handling a variety of emergency situations, such as a fire, explosion, medical emergency, spills, pollution incidents, gas-leaks and bomb threats. These instructions should not be regarded as rigid procedures to be followed without question, but rather as guidelines which provide the flexibility to handle unanticipated situations.

3.0 SITE HAZARDS

3.1 Overview

This facility stores and processes significant quantities of materials classified as dangerous goods. As part of risk analyses carried out to facilitate safe storage and handling of these materials, associated potential occupational and environmental hazards were identified. Safety features provided to control or minimise these hazards are described.

The hazards associated with the site can be sub-divided into two categories:

(i) **Material related hazards** associated with the storage and handling of quantities of substances that are classified as Dangerous Goods in accordance with the *Australian Dangerous Goods Code 7th Edition*, relevant Australian Standards and *Work Health and Safety Regulation 2011.* The chemical and physical properties of these materials require the implementation of specific storage, handling, and operating procedures to minimise the possibility of occurrence of a serious or dangerous incident.. This hazard category also covers those materials, which, although not classified as dangerous goods, have the potential to cause pollution if released into the environment.

(ii) **Process related hazards** that have the potential to cause injury to human life and adversely impact the surrounding environment if not controlled or managed in an appropriate and effective manner. These may result from abnormal process conditions such as high temperatures or the presence of excessive moisture. Such conditions have the potential for initiating boil overs or spills of molten zinc.

3.2 Material Related Hazards

The Site stores and handles significant quantities of dangerous goods as part of its day-to-day operations. The classes of dangerous goods stored and handled on the Site are listed in Table 3.1. A list of the dangerous goods storage locations is provided in Table 3.2. An inventory of the major chemicals held in each of these locations is provided in Table 3.3. In Table 3.4 the principal potential pollutants which are not dangerous goods are listed.

Material Safety Data Sheets (MSDS) for dangerous goods and hazardous substances are kept at locations that are accessible from locations where chemicals are stored or used. A full set of MSDS for dangerous goods, hazardous substances and potential pollutants used on site together with a copy of this Emergency Plan is kept in the OHS Managers office located at the front of the 55 Fairford Rd factory building. A full set of MSDS's is also kept near the attendance clock in the Wordie Place administration building.

A Site Plan showing all locations where dangerous goods are stored or processed on the Site is provided in Appendix D.

Class	Description	Major Hazards
2.1	Flammable Gas	Jet fire, unconfined vapour cloud explosion, BLEVE, toxicity (under extreme concentrations)
8	Corrosive substance	Destroy living tissues, corrode metal and other materials, may ignite flammable/combustibles substances, and react dangerously with other corrosive or incompatible substances.
9	Miscellaneous Elevated Temperature Liquid N.O.S. (Molten Zinc)	Severe if not fatal burns, toxicity (under extreme concentrations).

Table 3.1 DG Classes on Site

Storage Location	Class	Store Type	Maximum Quantity
A	2.1	Cylinder Store	360 L
B	2.1	Cylinder Store	360 L
2	8	Process Tank	45,000 L
3	8	Process Tank	45,000 L
4	8	Process Tank	45,000 L
5	8	Process Tank	45,000 L
6	8	Process Tank	45,000 L
7	9	Process Tank	45,000 L
8	8	Roofed Store	5,000 kg
9	8	Above Ground Tank	50,000 L

Table 3.2 DG Storage Locations

Location	UN No	Proper Shipping Name	Class	PG	HazChem	Typical Quantity
A	1075	Petroleum Gases, Liquefied	2.1	-	2WE	180 L
B	1075	Petroleum Gases, Liquified	2.1	-	2WE	180 L
2	1824	Sodium Hydroxide Solution 10%	8	II	2R	45,000 L
3	1824	Sodium Hydroxide Solution 10%	8	II	2R	45,000 L
4	1789	Hydrochloric acid 5-16%	8	II	2R	45,000 L
5	1789	Hydrochloric acid 5-16%	8	II	2R	45,000 L
6	1789	Hydrochloric acid 5-16%	8	II	2R	45,000 L
7	3257	Elevated Temperature Liquid N.O.S.	9	III	2W	45,000 L
8	1823	Sodium Hydroxide Solid	8	II	2X	1000 kg
	2331	Zinc Chloride, Anhydrous	8	III	2X	1000 kg
9	1760	Corrosive Liquid NOS	8	II	2R	30000 L

Table 3.3 DG Inventory

Location	Material	Typical Quantity	
P1	Alkaline Rinse Water	45,000	L
P2	Acidic Rinse Water	45000	L
P3	Zinc Ammonium Chloride Solution	45,000	L
P4	Sodium Dichromate Solution	45,000	L
P5	Contaminated Ground Water	7,000	L

Table 3.4 Principal Potential Non-DG Pollutants

3.3 Process Related Hazards

The operations carried out on the Site include:

- The unloading and storage of packaged goods, bulk liquids, and LP Gas cylinders.
- Refuelling of Forklift trucks using exchange cylinders
- The loading of bulk waste tankers with corrosive liquids.
- Preparation of steel components (sorting and hanging components on jigs).
- Transport of jigs loaded with assorted steel components to process area.
- Processing of loaded jigs through various chemicals including caustic soda, hydrochloric acid, molten zinc and sodium dichromate using overhead cranes.
- Post treatment (metal grinding and strapping of galvanised steel components).
- Transport of assorted steel components around the site using forklifts, trucks and overhead cranes.
- Blending/Mixing of solid corrosive raw materials with water to produce required concentrations of corrosive solutions for process tanks (carried out in the process tanks themselves).
- Transfer of corrosive solutions between various process tanks.
- Addition of solid zinc ingots to (molten) zinc kettle.
- Weekly maintenance (drossing) of zinc kettle.

Risk assessments have identified the following major potential hazards associated with process operations on the Site.

- Damage to dangerous goods packages during loading and unloading of transport vehicles or during transport to and from storage or processing locations, causing a spill of dangerous goods product;
- Spillage of corrosive liquid during transfer from tankers to process tanks.
- Spillage of waste liquids during transfer from tanks to tankers.
- Release of odorised liquefied gases during the fitting of exchange cylinders to forklift trucks.
- Spill of dangerous goods and other chemicals during blending/mixing as a result of leaking equipment or mishandling of containers.
- Release of vapours (corrosive) during blending/mixing or as a result of a spill.
- Injury to employees as a result of direct contact with a substance classified as hazardous or as dangerous goods, or exposure to vapours originating from these products.
- A spill of dangerous goods or other chemical enters a stormwater drain with the potential to cause significant environmental harm, and,
- Severe, if not fatal, burns resulting from contact with molten zinc through splashing or a surge over the edge of the molten zinc tank.

3.4 Site Design Features

A number of safety features have been incorporated into the design and operation of the Site to minimize the risk of occurrence of the hazardous events outlined above and to minimise the impacts they may have on human life and the surrounding environment.

3.4.1 On-site Liquid Containment

The following liquid spill control measures are provided.

- Provision of spill kits for first response action in the event of a spill.
- Individual process tank areas are bunded as required by Australian Standards and identified in risk assessments. These bunded areas have no connections to stormwater.
- Tankers are unloaded within a designated area which drains back to the process tank bunds, thus minimising the risk of spills entering the stormwater system.
- Major parts of the site are roofed.
- Open yard area of the 49 Gow St site drains to a first flush pit.

3.4.2 Dangerous Goods Storage Areas

- All dangerous good storage locations have been designed in accordance with the relevant Australian/New Zealand Standards to provide segregation of different classes of dangerous goods, minimum separation distances to on-site facilities and ignition sources, bunding and crest locus limits.
- Personal Protection Equipment (PPE) is provided in accordance with the relevant Australian Dangerous Goods Standards and as specified for individual substances in their MSDS.

3.4.3 Ignition Source Control

LP Gas cylinder storage areas are provided in well ventilated locations adequately separated from ignition sources.

3.4.4 Fire Fighting Equipment

Fire hydrants, hose reels and portable fire extinguishers have been provided for fighting purposes in accordance with the requirements of the Building Code of Australia (BCA) and relevant Australian Standards. The location of fire hydrants and hose reels are shown on the site plan in Appendix D.

Emergencies can be quickly notified via the following communication methods:

- Internal telephone system (incorporates diversion to mobile telephones); and
- Mobile telephones direct

4.0 TYPES OF EMERGENCIES

The following types of emergencies listed in Table 4.1 are covered by this ERP

Emergency Event	Locations where Emergency may occur
Fire	Class 2.1 Cylinder Stores – Locations A, B, Natural gas (town gas), Processing Area – Location 7(Hydraulic Oil)
Explosion	Class 2.1 Cylinder Stores – Locations A, B, Natural gas (town gas) Processing Area – Location 7 (Water on Molten Metal)
Gas Leaks	Class 2.1 Cylinder Stores – Locations A, B, Natural gas (town gas)
Spills	Processing Area – Locations 2-7, 9, P1-P5
Personal Injury	Work accident, eg chemical and thermal burns, serious fall, severe injury, heart attack
Natural Events	Earthquake Wind and Electrical Storms Localised Flooding
Miscellaneous	Bomb Threat Vandalism and Civil Disturbance Site Evacuation

Note: Location numbers refer to those used on the Site Layout Plan in Appendix D

Table 4.1 Types of Emergencies

Emergency procedures are provided in Appendix G.

5.0 INITIALRESPONSE

5.1 Emergency Team

The Emergency Team (ET) is made up of selected Site personnel who have responsibility for providing first response action to an emergency. They achieve this by organising the necessary resources and communications, to implement those corrective actions necessary to terminate the emergency situation. This may involve evacuation of personnel as well as requesting the assistance of external emergency service agencies.

All personnel who are members of the ET shall be trained in accordance with the procedures contained in this ERP and Australian Standard AS 3745-2010 *Emergency control organisation and procedures for buildings, structures and workplaces.* The identity and role of all ET members shall be made known to all other personnel on the Site.

Due to the geographical layout of the site and the natural chains of command operating there, the position of Emergency Controller is occupied jointly by multiple nominated personel, any of whom can fulfill the role if advised of an emergency. In the event of an emergency, the nominated person first contacted will be responsible for overseeing and controlling all emergency response actions associated with that emergency.

The ET is made up of the following members.

Emergency Team Constitution	No of Positions
Emergency Controllers (joint)	3
First Aid Team Leader	1
First Aiders	3
Emergency Wardens	3
Media Liaison Officer	1

Table 5.1: Emergency Team Constitution

The names of current members together with their contact details are provided in Appendix B.

The functions of the Emergency Team are discussed later in this section.

5.2 Internal Emergency Resources

The following internal emergency resources are available on site:

- Fire Hydrants
- Fire Hose Reels (Water only)
- Fire extinguishers
- Spill Control Kits
- PPE

5.3 Principles of Emergency Control and Response

The principles of emergency response used on the site are based on Prevention, Containment, Rescue and First Aid. These are summarised below:

Prevention:

- Inspection of all site, dangerous goods and pollutant storage facilities.
- Regular emergency response drills to ensure site readiness.

Containment:

- Strict compliance with the Emergency Controller's instructions.
- Immediate isolation of fuel sources to the affected area
- Immediate isolation of all electrical power to the affected area.
- Minimise any secondary damage.
- Only trained emergency personnel are to use emergency equipment where an emergency situation requires particular precautions (i.e., Spill Kits, Fire Fighting Equipment) or the use of specialised Personal Protection Equipment (PPE).
- Approved safety clothing to be worn. All emergency equipment shall be located to be readily accessible for areas considered to be most at risk.
- Emergency equipment operations must never endanger the safety of personnel.

Rescue:

- All people on site (including visitors and contractors) must be accounted for.
- If someone cannot be accounted for after an exhaustive check, a rescue search must be commenced immediately.
- The rescue team must have adequate personal protection to carry out the search safely
- Rescue operations must never endanger the safety of the rescuers.

First Aid:

- Aim to do the greatest good for the greatest number of people
- Any injured personnel who can be moved safely must be taken to a safe treatment area.
- Personnel who are trapped or unable to be moved must be given first aid on the spot.
- Safe treatment areas must have adequate vehicle access.

5.4 Functions of Emergency Team

5.4.1 Damage Control

The Emergency Controllers shall co-ordinate selected staff who have been trained in the use of elementary fire-fighting techniques and the fire fighting equipment available on the site, including the use of fire hose reels and fire extinguishers, with the aim of being able to adequately handle most, if not all, Local and Site Alerts involving fires without the need for assistance from the local NSW Fire & Rescue Service. These selected staff shall also be trained in techniques of spill containment and the use of spill control equipment. The Emergency Controllers and Emergency Wardens shall be trained in the isolation of fuel sources on site including town gas.

5.4.2 Rescue & First Aid

The Emergency Team contains members nominated as First Aid Officers who are holders of First Aid qualifications. Their prime duties are to render assistance in removing any injured personnel from the emergency area and to provide effective management of injuries until the State Ambulance Service arrives on-site.

5.4.3 Communications

The Emergency Controller will co-ordiinate communications. It will be his/her task to monitor communication and facilitate the effective exchange of information between the Site and the relevant State Emergency Services. If not using a mobile phone, he may co-opt the services of a switchboard operator.

The Media Liaison Officer will be responsible for relaying information to the media and other public bodies. All staff will be instructed to **not** discuss such issues with any external bodies, as this is the role of the Media Liaison Officer in consultation with the Emergency Controller.

5.4.4 Evacuation

The Emergency Controller will determine and control the evacuation of the Site. The Emergency Controller will direct staff to evacuate the Site should an emergency grow beyond manageable proportions. To aid in the evacuation, an employee checklist will be used by the Emergency Controller or Emergency Wardens to mark names and ensure all personnel in the affected area have been safely evacuated. Site staff shall account for any visitors or contractors on site and under their control.

The evacuation of persons from neighbouring properties is the responsibility of the NSW Police Service, however, depending on the severity and type of incident, other emergency service organisations may initiate the evacuation of adjoining sites.

At his discretion, the Emergency Controller may decide that neighbouring properties should be advised of the emergency so that they can make the decision to implement their own responses to the situation.

5.4.5 Traffic Control

As access to the site from Wordie Place and Fairford Rd may be congested from time to time, prior to the arrival of Emergency Services, the Emergency Controller may restrict vehicular access to the site or direct that vehicles be moved. To assist him in enforcing traffic control measures, the Emergency Controller may co-opt other personel to direct traffic entering or leaving the site.

No vehicles shall be removed from any car park area during an emergency requiring evacuation of the premises, unless authorised by the State Emergency Services Commander or in his absence, the Emergency Controller. This is to avoid a local traffic jam, and to protect employees in vehicles against possible injury.

5.4.6 Emergency Control Centre

In the event of an emergency, the Emergency Controller will co-ordinate the emergency response activities from a safe location which he will choose to suit the circumstances of the particular emergency.

6.0 ACTIVATION

6.1 Raising the Alarm

The principal method of detecting an emergency on site is by the vigilance of the staff at the facility. As part of their day to day activities they are positioned to notice abnormal occurrences which have the potential to develop into full emergencies, and are in a position to initiate first response action to prevent such development. Staff who notice such abnormal occurrences must raise the alarm as detailed in Work Instruction EWI-01.

Additional automated systems are in place on the site to raise the alarm in cases where the incident has gone unnoticed. These systems include:

- Furnace burner 'flame out' alarms connected 'back to base' with contract security company. This alarm will prompt a phone call from security contractor to Galvatech after hours contact staff.

6.2 Notification of Authorities and Adjacent Facilities

In the event that it is determined that an incident constitutes a Major Emergency, the assistance of the public Emergency Services are to be requested by contacting the 000 emergency telephone number. To ensure that the relevant emergency service is contacted the following information must be given at the initial contact.

- Location of the site
- The type of emergency (fire, explosion, spill, armed hold up, medical emergency etc)
- Any casualties or injuries
- What assistance is required
- Any hazards that may be encountered
- Name and telephone number of the contact person, usually the Emergency Controller.

Work Instruction EWI-01 shall be followed.

Once assistance of Emergency Services has been requested, if the incident is classified as an External Alert, measures should be taken to advise neighbouring sites of the event. Depending on the circumstances surrounding the particular incident, this should be done by such means (telephone, runner or alternatives) so that the main channels of communication between the site and Emergency Services remain open. This is detailed in Work Instruction EWI-01.

6.3 Pollution Incidents

In the event of a pollution incident, once the Emergency Controller becomes aware of it, he must immediately, ie promptly and without delay, notify the following authorities.

- Environment Protection Authority
- Ministry of Health
- WorkCover NSW
- Bankstown City Council
- Fire and Rescue NSW (if not already alerted by a 000 telephone call)

Contact details for these authorities are provided in Appendix B

7.0 TERMINATING THE EMERGENCY

Once the Emergency Services have declared their role complete, they will hand control of the site back to the Emergency Controller. He will be briefed by the Officer in Charge as to any ongoing risk reduction measures to be implemented after their departure, and any other actions which should be taken. The Emergency Controller is responsible for the implementation of these measures and actions.

In conjunction with the Emergency Team, the Emergency Controller will implement appropriate clean-up or completion action in accordance with the Work Instruction relevant to that emergency. Particular emphasis must be placed on the control of any contamination, (spilt chemicals, fire fighting water etc) which has the potential to migrate off site and result in a Pollution Incident. In these cases, Work Instruction EWI-3 Site Spill Control shall be implemented as a priority.

Where the emergency has involved a Pollution Incident, the Emergency Controller shall verify that the appropriate authorities have been notified (see Section 6.3) and that any follow up information required by any authority has been provided to them. The Emergency Controller shall be responsible for convening site management to initiate appropriate reorganisation and reconstruction activities so that normal operations can be resumed.

8.0 COMPATIBILITY WITH EMERGENCY SERVICES INCIDENT MANAGEMENT PLANS

In requesting the assistance of an external Emergency Service Agency, the request should be directed in the first instance to the agency listed in Table 8.1. In some instances it may be necessary that the incident be directed to more than one agency, in particular if personal injury is involved.

Emergency Event	Responsible Emergency Service Agency
Fire	NSW Fire & Rescue
Explosion	NSW Fire & Rescue
Gas Leaks	NSW Fire & Rescue
Spills	NSW Fire & Rescue
Personal Injury	NSW Ambulance Service
Natural Events	State Emergency Service
Bomb Threat Vandalism, Civil Disturbance Site Evacuation	NSW Police

Table 8.1 Responsible Emergency Services

When the first units of the agency arrive at the site, the Emergency Controller shall advise the Officer in Charge as to the nature and extent of the emergency. The Officer in Charge will then make any decision as to the involvement of other agencies in accordance with the relevant Incident Management Plan.

9.0 ADMINISTRATION

9.1 Public Relations and Debriefing

It is important that communications to the news media during an emergency are well planned, recognising that the media can be very helpful during an emergency.

Proper drafting of news releases is essential. News releases may only be issued by the Media Relations Officer following clearance by other senior management.

In providing a Company spokesperson for radio & television, it is recognised that they may require training to adequately discharge this function so as not to destroy public confidence and exacerbate the emergency. Contingency plans should be put in place to engage professional assistance at the earliest possible stage of an emergency.

Any media release should include:

- The cause of the emergency
- Action taken
- Effectiveness of corrective action
- Expected time when emergency will be terminated
- Co-operation needed from the media.

A press release should only state facts.

9.2 Statutory Investigation

Government authorities such as the Coroner, Police Service, EPA, WorkCover Authority, Environment Protection Authority or other statutory authorities may request a formal investigation or Coronial Inquiry to be carried out on certain types of emergencies, particularly in the case of fatalities. Full co-operation should be given to such request.

During emergency operations the Emergency Controller should attempt to ensure that the area is only disturbed as much as is necessary to control the incident, until investigations are completed. Actions taken during the emergency and any noteworthy features of the incident should be advised to the investigator. There must be no interference with the scene of the accident or evidence contained therein which may be used in the inquiry.

9.3 Written Report on the Emergency, and Review of the Plan Post Incident

After any emergency, the Manager Director in conjunction with the Emergency Controller shall prepare a detailed incident report within 28 days of the incident occurring outlining the following information:

- Reason and cause of incident;
- Review of the emergency response performance;
- Recommendations on preventative strategies or additional safety systems that may be considered essential to avoid a recurrence of the incident, and
- Recommendations on methods or ways to improve the emergency response performance so that any future incidents can be dealt with in a more effective manner.

The Incident Reporting Procedure EWI-12 and relevant documentation to be submitted in conjunction with the report are included in Appendix G.

This EP should be reviewed:

- Following any emergency or training exercise that exposes shortcomings;
- Following any significant changes to the layout or operations on site; or
- Once per year.

Whenever the Plan is amended, the changes shall be marked by margin bars on the relevant pages. The revision number, date and details shall be recorded in the Amendment Register on Page 1, and the revision and date shall be recorded on the footer of each page.

New copies of the plan shall be issued to each copy holder (including external organisations) whenever the plan is revised.

Appendix A
Training and Evaluation

A-0 TRAINING AND EVALUATION

An overview of the training requirements for personnel is discussed in the following sections.

A-1 General Personnel and Contractors

All personnel working at the Site shall be trained in the basic emergency response procedures as part of the Safety Induction Training Programme, which **all** personnel must attend at the commencement of their employment at the Site and at 2 yearly intervals thereafter. Any contractors who work at the Site will attend a similar Safety Induction Training Programme. Competency will be recorded following the completion of the training programme to ensure that the employee or contractor has acquired a minimum level of knowledge.

A-2 Emergency Team Personnel

All ET personnel shall be trained in the use of elementary fire-fighting techniques and the fire fighting equipment available on the site, including the use of fire hose reels and fire extinguishers, with the aim of being able to adequately handle most, if not all, Local and Site Alerts involving fires without the need for assistance from the local NSW Fire & Rescue Service. They shall also be trained in techniques of spill containment and the use of spill control equipment. Members of the ERU shall be trained in the isolation of fuel sources on site including town gas. Further training involving the correct emergency procedures to be used when dealing with emergency incidents that include major quantities of dangerous goods, such as those found in the Site, would also be included as part of the intensive training program that is designed to ensure that the ET is ready for any emergency at the Site.

Personnel designated as First-Aid Officers shall be trained to the standard required in the *Work Health and Safety Regulation 2011*. Retraining shall be conducted at the intervals recommended by the relevant authority.

A-3 Evacuation Exercises

It is essential that all personnel on site are familiar with the Evacuation Plan. A site evacuation exercise involving all personnel on site shall be undertaken at least once every 12 months. Each evacuation exercise shall be attended by observers with check lists based on that provided in AS3745. Each evacuation exercise shall be prefixed by an announcement that indicates it is an evacuation exercise only.

Immediately after an exercise, wardens and other key participants shall attend a debriefing session conducted by the Emergency Controller. Observers check lists should provide the basis for discussion.

A-4 Testing of Pollution Incident Response

At least annually and additionally within 1 month of any pollution incident the Emergency Controller involved in the incident shall ensure that the provisions for response to a Pollution Incident are tested. This should be by means of either a practical exercise/drill or a desktop simulation. This Emergency Plan shall be amended to rectify any deficiencies identified in this test. Any deficiencies that relate to adequacy of preparedness or training shall be rectified by appropriate means.

The Emergency Controller shall maintain a register of each test and the staff members involved in it.