



# EMERGENCY AND INCIDENT PREPAREDNESS & RESPONSE PLAN

**767-1 Lismore Flood Diversion Channel**

## **Site Address**

**Site address is as follows, consisting of part or all the following Lots:**

- **97 - 171 Caniaba St, South Lismore NSW 2480**
- **135 Three Chain Rd, South Lismore NSW 2480**
- **216 Casino St, South Lismore NSW 2480**

Developed By: Chris Faneco	Position: WHS Advisor
Signature: <i>C Faneco</i>	Date: 06/09/2019

Approved By: Michael Williams	Position: Project Manager
Signature: <i>M Williams</i>	Date: 06/09/2019

Amendments: Made site specific to reflect emergency risk and project location to the nearest medical center and hospital. For the purposes of this plan, medical services include:

- Lismore Base Hospital
- The Lismore Clinic Medical Centre



**IMS - EMERGENCY INCIDENT PREPAREDNESS  
& RESPONSE PLAN**

**EIP&R**

J767-1 Lismore Flood Diversion, South Lismore

SEE Civil Pty Ltd ABN - 88 115 963 427  
Level 1, 108 Siganto Drive, Helensvale QLD 4212 – Ph. 0266 712 300

**EMERGENCY NUMBERS**

**AMBULANCE 000**  
**FIRE 000**  
**POLICE 000**

**SEE CIVIL MANAGEMENT**

Head Office	Helensvale	0266 712 300
Department GM	Stuart Yaxley	0419 150 348
Site Supervisor	Scott Karabel	0418 468 530
WHS Advisor	Chris Faneco	0455 220 614
WHS Manager	Dean Ellis	0419 568 557
First Aid Officer	Scott Karabel	0418 468 530
HR Manager	Peta Newton	0266 712 300
Hospital	LISMORE BASE HOSPITAL	0266 240 200
Doctor	Lismore Clinic Medical Centre	0266 212 502

*Direct someone to wait at the entrance point to accompany the emergency services to the exact location of the emergency*

In the event of an emergency make a call and proceed as follows:

<b>Step 1</b>	Identify yourself & the Company
<b>Step 2</b>	Nature of the emergency (Medical, Fire etc.)
<b>Step 3</b>	<p><b>Directions to Site</b></p> <p><b>Emergency Services direction to site</b> <b>From Lismore Base Hospital - 60 Uralba St, Lismore NSW 2480</b></p> <ol style="list-style-type: none"> <li>Head west on Uralba St towards Hunter St</li> <li>Go through 3 roundabouts 1.0 km</li> <li>At the roundabout, take the 1st exit onto Dawson St/B62 - Go through 1 roundabout 700 m</li> <li>At the roundabout, take the 3rd exit onto Ballina Rd/Bruxner Hwy</li> <li>Go through 1 roundabout 1.1 km</li> <li>At the roundabout, take the 1st exit onto Bruxner Hwy/Union St 1.0 km</li> <li>At the roundabout, take the 3rd exit onto Three Chain Rd</li> </ol>
<b>Step 4</b>	Nature of injury, Type of fire etc.



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Do not attempt to move the injured person unless:

- ✓ The injured person is in further danger and it is safe to move that person
- ✓ The injured person is choking or breathing has ceased
- ✓ There is need to move the injured to an evacuation point

**REMAIN CALM, DO NOT PANIC & PROTECT YOURSELF FROM DANGER AT ALL TIMES**

### **SEVERE BLEEDING**

#### **Risk assessment and procedure**

1. Notify others on the site by **two way radio** to alert Supervisors.
2. Risk assess the situation to ensure it is safe to approach. If not secure area before approaching.
3. Determine the extent of injury and ensure emergency services and the first aider have been advised.
4. Wear gloves if available
5. Apply pressure directly over the wound with pad to stop the bleeding.
6. Secure the pad with bandages
7. Raise & support injured part of body, where possible
8. If bleeding continues apply 2<sup>nd</sup> pad & bandage over the 1<sup>st</sup>
9. If severe bleeding continues stay in touch with – **Ambulance - Phone - 000**
10. Follow **DRSABCD** for unconscious person
  - D** = Danger
  - R** = Response
  - S** = Send for help - **Phone – 000**      Service required – **Ambulance**
  - A** = Airways
  - B** = Breathing
  - C** = CPR
  - D** = Defibrillation
11. Stay with person & reassure
12. Treat person for shock



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### **MEDICAL EMERGENCY**

#### **Risk assessment and procedure**

1. Notify others on the site by **two- way radio** to alert Supervisors.
2. Risk assess the situation to ensure it is safe to approach. If not secure area before approaching
3. Determine the extent of injury and call SEE First Aider
4. Control any bleeding & cover wounds
5. Follow **DRSABCD** for unconscious person
  - D** = Danger
  - R** = Response
  - S** = Send for help - **Phone – 000**      Service required – **Ambulance**
  - A** = Airways
  - B** = Breathing
  - C** = CPR
  - D** = Defibrillation
6. If person is conscious advise to sit or lie down
7. Loosen tight clothing
8. Stay with person & reassure until emergency services arrive

### **MOTOR VEHICLE ACCIDENTS**

#### **Risk assessment and procedure**

1. Notify others onsite by **two way radio**
2. Risk assess the accident for hazards prior to tending patients (i.e. power lines, fuel etc.)
3. If minor risk proceed with assistance.
4. If risk is high then secure area till services arrive.
5. Quickly assess if emergency services are required
  - Phone - 000**      Service required - **Fire Brigade**
6. If someone is hurt, render assistance
  - Phone - 000**      Service required – **Ambulance**
7. DO NOT attempt to move patients unless there is a threat of further danger (vehicle fire etc.)
8. If safe do so render assistance to injured patients
9. Attempt to keep the patient calm, reassuring assistance is on its way
10. On arrival of emergency services notify them of the number of injured patients and prominent dangers
11. Remain on the scene until released by the police

NOTE: Where the accident causes a fire or there is the risk of a fire starting, if you have the appropriate extinguisher available (i.e. in plant or vehicle) are competent to operate it and it is safe to do so, attempt to extinguish the fire to prevent further damage.



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### ***FIRE IN STORAGE CONTAINER OR SITE SHED Risk assessment and procedure***

1. Notify others on the site by **two way radio** to alert Supervisors.
2. Determine if persons are injured or at risk.
3. Ensure all persons are accounted for
4. Using your knowledge of stored contents and warning signage as displayed consider the risk of explosion or possible personal injury.
5. If risk is considered minor and the fire is small then use fire extinguisher to put out fire
6. If high risk exists immediately evacuate the area and contact emergency services:  
**Phone – 000** Service required - Fire Brigade  
If someone is hurt, render assistance,  
**Phone – 000** Service required – Ambulance
7. Evacuate area to emergency assembly area or to compound gate.
8. Fire Warden is to take a count of who is assembled, to know if everyone is accounted for.
9. Do not re-enter area until Fire Brigade has given approval to do so.

### ***FIRE IN PLANT Risk assessment and procedure***

1. Notify others on the site by **two way radio** to alert Supervisors.
2. Determine if persons are injured or at risk.
3. Ensure all persons are accounted for.
4. Assess the risk of explosion or the spread of the fire due to fuel and oil leakage.
5. If safe, have the operator park and shut down the plant in an area that will not endanger other personnel or equipment.
6. If risk is considered minor and the fire is small then use fire extinguisher to put out fire
7. If high risk exists immediately evacuate the area and contact emergency services:  
**Phone – 000** Service required - **Fire Brigade**  
If someone is hurt, render assistance,  
**Phone – 000** Service required – **Ambulance**
8. Evacuate area to emergency assembly area or compound gate.
9. Fire Warden is to take a count of who is assembled, to know if everyone is accounted for.
10. Do not re-enter area until Fire Warden has given approval to do so.
11. Monitor where oil, fuel and contaminated water is flowing to. Bund as required.



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### **HEAT STROKE**

#### ***Risk assessment and procedure***

1. Notify others onsite by **two way radio** to alert Supervisors
2. Assess the situation and determine the best method and area to treat the affected person.
3. Determine the extent of illness  
Service required – **Ambulance - Phone - 000**
4. Symptoms include
  - A core temperature above 40° C with no sweating
  - Hot, flushed & dry skin & strong rapid pulse
  - Confusion, delirium, staggering, collapse, coma
5. If person is conscious advise to lie down in a shaded area
6. Remove outer layers of clothing
7. Cool person with wet cloths and fan vigorously
8. Give small sips of water if conscious
9. If person is unconscious, check airway & breathing
10. Follow **DRSABCD** for unconscious person
  - D** = Danger
  - R** = Response
  - S** = Send for help - **Phone - 000**
  - A** = Airways
  - B** = Breathing
  - C** = CPR
  - D** = Defibrillation
11. Stay with person & reassure until emergency services arrive



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### **ENTRAPMENT - TRENCH OR EMBANKMENT COLLAPSE** **Risk assessment and procedure**

1. Notify others on the site by using **two way radio** to alert Supervisors.
2. Determine if persons are injured or at risk.
3. Ensure all persons are accounted for.
4. Assess the risk of further collapse before rendering assistance to trapped workers.
5. If there is high risk of further collapse then secure area before proceeding.
6. If person is buried, immediately uncover to enable air supply as first priority. Ensure rescuers are not at risk from further collapse.  
**Phone - 000** Service required – **Rescue**
7. If someone is trapped and able to breathe, render assistance immediately under Supervisor directions obtained from emergency authorities.  
**Phone - 000** Service required – **Ambulance**
8. Have others obtain required equipment promptly to enable a safe rescue.
9. Send a person to the site entry and other required locations to direct emergency services to the incident location.
10. Keep two way radios clear for emergency operations only.
11. Turn off all vibrating equipment that could cause further collapse.

### **ENTRAPMENT - PLANT ROLLOVER, OR COLLISION** **Risk assessment and procedure**

1. Advise Supervisor by two way radio and obtain help from others.
2. Determine if persons are injured or at risk.
3. Ensure all persons are accounted for.
4. Assess area is safe and if there is no further risk of plant or other equipment movement before entering the area to render assistance. Check for live powerlines.
5. If there is high risk of further plant or equipment movement then secure plant before rendering assistance.
6. Immediately advise Supervisor of any injuries.  
**Phone – 000** Service required – **Ambulance**
7. Where a person is pinned by the plant, the Senior First Aider will establish contact with medical professionals (via Mobile phone or UHF radio) for advice on whether to move the person or plant, prior to doing so.
8. The First Aider will administer care for the injured person as per medical emergency and severe bleeding procedures as required
9. Provide somebody to direct emergency services to the incident location.
10. Supervisor or Plant Manager to direct all plant recovery.
11. Control oil and fuel spills to prevent fire or contamination of waterways.
12. Stop operations and provide traffic control if required.



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### ***ELECTRICAL EMERGENCY***

#### ***Risk assessment and procedure***

An electrical emergency may involve contact with underground or overhead services

1. Notify others on the site by **two way radio** to alert Supervisors.
2. Determine if persons are injured or at risk.
3. Ensure all persons are accounted for.
4. Assess the risk of approaching the area. If area is electrified then do not approach unless power source can be turned off.
5. If plant has come into contact with electrical services (i.e. underground or overhead) **DO NOT** approach the plant. The plant and the ground could be electrified.
6. Call emergency electrical services (Local Provider) - you may also be required to call -  
**Phone - 000**      Service required - **Fire Brigade**  
Provide immediate medical assistance when safe to do so. Do not endanger others.,  
**Phone - 000**      Service required – **Ambulance**
7. If plant operator is still in machine, keep calm and ask them to remain in the cab unless there is a risk of further injury
8. The operator, if they must leave the machine, will need to jump at least 3 meters from the plant
9. Ensure no other persons enter the electrified area
10. Do not re-enter the area until emergency services have given approval to do so.





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### **EXPLOSION ON SITE**

#### **Risk assessment and procedure**

1. Notify others on site by **two way radio** to alert Supervisors.
2. Determine if persons are injured or at risk. If persons are at risk evacuate them to a safe area. If injured follow Medical Emergency Procedures.
3. Ensure all persons are accounted for.
4. If fire starts then risk assess the situation, and if safe to do so use a fire extinguisher to put out fire. Check for live power lines and toxic chemicals.
5. If fire cannot be put out with fire extinguisher then call:  
**Phone – 000** Service required - **Fire Brigade**  
If someone is hurt, render assistance  
**Phone - 000** Service required – **Ambulance**
6. Evacuate site to emergency evacuation area:
7. Fire Warden is to take a count of who is assembled, to ensure all personnel are accounted for.  
Do not re-enter site until Fire Brigade has given approval to do so.

### **BOMB THREAT**

1. Notify others on the site **two way radio** to alert Supervisor.  
**Phone 000** Service required – **Police/Fire Brigade**
2. Evacuate site to emergency evacuation area:
3. Fire warden is to take a count of who is assembled, to know if site is empty
4. Do not re-enter site until emergency services have given approval to do so.



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### **ENVIRONMENTAL EMERGENCIES**

#### **EXTREME FUGITIVE DUST**

1. Ensure continued observation of weather conditions
2. Notify others onsite using a two-way radio or mobile phone should dust approach be seen
3. All site personnel must seek shelter in the lunch room or car
4. Where dust is causing breathing difficulties due to severity put on a dust mask
5. Stay in lunch shed or car until the dust storm is over
6. Do not go outside until the Supervisor has given permission to do so

#### **OIL OR CHEMICAL SPILL**

##### **Risk assessment and procedure**

1. Alert Supervisor on the site using **two way radio and assemble in emergency area as directed.**
2. Determine if persons are injured or at risk. If persons are at risk evacuate them to a safe area.  
If injured follow Medical Emergency Procedures.
3. Risk Assess the spill and determine what chemical/oil/fuel you are dealing with and if it is safe to work with – diesel is generally not flammable, petrol is.
4. If minor risk then proceed with cleanup under direction of Supervisor.
5. If major risk from poisoning or contamination then contact the appropriate authorities.
6. If spill is flammable contact – **Fire Brigade - Phone - 000**

##### **STAY AWAY FROM SPILL AREA**

7. If the spill is not flammable and is able to be contained on the site without spilling into waterways, rivers or storm-water, and there is no risk of contamination or poisoning then:
  - a. Clean up using spill kit
  - b. If spill cannot be contained on site phone EPA
8. Phone local authority that is being affected



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### **FLOOD OR LANDSLIDE**

1. Ensure continued observation of weather conditions
2. Notify others onsite using a two-way radio or mobile phone should inrush of water or mud be observed
3. Move to higher ground where possible
4. If person/s become caught in flood water render assistance where safe to do so – DO NOT ENTER flood waters  
**Phone - 000** Service required - **Fire Brigade**
5. If someone is hurt, render assistance where safe to do so  
**Phone - 000** Service required – **Ambulance**
6. If person/s become caught in mud render assistance where safe to do so – DO NOT ENTER mud
7. Call services as above
8. Do not leave the evacuation point until the Supervisor gives permission to do so

### **WEATHER EMERGENCIES**

1. Be alert for weather warnings
2. If time avails and it is safe to do so secure any loose items around the building and onsite
3. Once weather alert has been issued ensure all onsite personnel are inside a building
4. Ensure all onsite personnel are accounted for and present
5. Close windows and blinds and avoid external walls
6. Unplug all unnecessary equipment, appliances and sensitive electrical instruments.
7. Keep one computer plugged in to a power surge board to keep up to date with weather alerts
8. Locate and distribute emergency response items such as the first aid kit, mobile phones, flashlights etc.
9. Assist as needed and as directed by your Supervisor
10. Remain in safe areas until warning(s) expire or emergency personnel have issued “all clear” advisories
11. Should any injuries occur as a result of weather activities follow general first aid guidelines and contact relevant emergency services



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<b>Client:</b>	Lismore City Council      1300 87 83 87		
<b>Principal Contractor:</b>	SEE Civil Pty Ltd		
<b>Site Address:</b>	135 Three Chain Road, South Lismore NSW 2480		
<b>Safety Advisor Name:</b>	Chris Faneco	<b>Safety Advisor Phone:</b>	0455 220 614
<b>Start Date:</b>	02/09/2019	<b>Completion Date:</b>	31/08/2020
<b>Type of Work to be carried out:</b>	Site establishment	Existing service location	
	Bulk earthworks	Traffic Management	
	Geo-technical testing and site surveying	Demolition works	
	Erosion and sediment control	Site de-mobilisation	
	Stormwater drainage works		

## CRITICAL RISKS

This Plan has been prepared for the site specific potential critical risk emergencies as listed below;

1. Medical emergency – struck by moving plant, injuries from power tools, falls, heat stroke or other health conditions
2. Fire- in storage container or plant
3. Entrapment- trench or embankment collapse – plant rollover
4. Electrocution – live power lines
5. Explosion – plant refueling
6. Bomb Threats
7. Hazardous chemical spills – fuel and oil
8. Weather emergencies, fugitive dusts and flood or landslide

This EIP&R Plan includes details and provision for the following;

- Emergency roles and responsibilities
- Emergency response equipment
- Emergency warning and reporting
- Cleanup
- Emergency Contacts



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## Assessment of Emergency Equipment Required at This Site

### CRITICAL INCIDENT RESPONSE ASSESSMENT

*Also refer to above procedures*

Name of Competent Person performing assessment;	List relevant safety training competencies held;	Nearest Emergency Medical Facility is;	
Chris Faneco	Advanced Diploma WHS Emergency and Disaster Management Provide First Aid and CPR	185 Molesworth St, Lismore NSW 2480 Hours: Open 9:00am - Closes 5:30PM Phone: (02) 6621 2502	
Position Held;	Max. number of workers expected per day	KMS Site to Facility	Travel time
WHS Advisor	5-20	3.2 km	6 minutes by vehicle
IDENTIFIED CRITICAL RISKS FOR THIS SITE	WHERE IT OCCURS	EQUIPMENT REQUIRED	
<b>Fire – in storage container</b>	Incorrect storage of fuel and chemicals	Eg. Emergency phone number, Mobile phone, UHF radio, portable fire extinguisher, spill kit or containment for liquids.	
	Fuel leak from small plant stored in container	UHF Radio, Fire extinguisher in Plant.	
<b>Fire – in plant</b>	Fuel leaks		
	Electrical		
<b>Fire – grass and bush</b>	Near hot works	Fire Extinguisher 4.5kg, first Aid kits	
<b>Entrapment – Plant rollover</b>	Unsuitable plant for operation	Rescue equipment, Emergency services and first aid	
	Unstable operating platform		
	Sloping site – stockpile		
	Work near trenches		
	Exceed SWL		
	Dump truck operations		
<b>Entrapment – Trench or Embankment collapse</b>	Trench collapse	Rescue equipment, Emergency Services First Aid	
	Embankment collapse - stockpile		
	Plant working too close to edge of trench		
	Unsuitable trench shoring		
<b>Electrocution</b>	Contact with underground services		
	Using power tools - formworkers	Fire Extinguisher 4.5kg, first Aid kits	
	Small plant (portable generators)		
	Welding	Fire extinguishers (ABE) 9kg	
	Office & amenities equipment		
<b>Medical Emergency</b>	Struck by plant/vehicle	UHF Radios, Rescue Equipment, Emergency Services and First aid	
	Burns – storage & work areas		
	Explosion – storage area	UHF Radios, Evacuation Plans, Emergency Services	
	Falling from height/into trench	Rescue Equipment	
	Existing Personal medical conditions		
	Heat stroke – all of site	UHF Radios, First Aid, Emergency Services	
<b>Hazardous chemical spills</b>	Storage container in compound	Spill kits situated outside of compound	
	Refueling plant		
	Insecure transport		



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<b>Explosion</b>	Refuelling – plant	Isolation, Fire Extinguishers, rescue Equipment, Emergency Services, UHF Radios
	Incorrect storage and handling	

### Assessment of Emergency Equipment Required at This Site cont'd

<i>Indicate by ✓ possible first aid requirements for the site considering the time required for travel to the nearest emergency medical facility and ambulance response times to site.</i>	<b>POSSIBLE FIRST AID REQUIREMENTS</b>														
	Heat stroke / Sunburn	Snake, spider or other bites	Eye Injury	Bleeding	Sprains & strains	Bone fractures / dislocations	Electrocution	Shock	Unexplained Unconsciousness	Fire & Chemical Burns	Confined Space Rescue	Asphyxiation	Medical Emergency	Poisoning	Drowning
<b>EQUIPMENT REQUIRED</b>															
<b>FIRST AID REQUIREMENTS</b>	<b>Delete ✓ not required</b>														
FA Kits as per SMP to meet 08-C1-02 & as indicated ➡	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Office – large size – required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Supervisor Vehicles – small size - required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
First Aid Room – large size + other identified requirements															
Fitters truck – large size + major trauma kit															
Subcontractor on site vehicles – FA kit by subby	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
First Aid Officer – Provide Senior First Aid & CPR	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
St John's First Aid Kit Manual	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

<b>FIRE EQUIPMENT</b>	
Evacuation Plan	<i>Not required</i>
Water truck fitted with fire hose with nozzle	<i>Yes</i>
FE 4.5kg Dry Powder – Site Office	<i>Yes</i>
FE 4.5kg Dry Powder – oil store	<i>Yes</i>
FE 2.1 kg Dry Powder	<i>Available in the Supervisors vehicle</i>
FE 9kg Dry Powder	<i>Available in each excavator (check contract may require FE in all plant)</i>
FE 4.5/9kg Dry Powder – in fitters' vehicle	<i>Yes</i>
FE In each item of contractor plant	<i>As Required</i>
FE 9kg Dry Powder – with any hot work permit	<i>Yes</i>
FE 4.5kg Dry Powder Crushing & screening plant engine	<i>Not applicable</i>

<b>EMERGENCY EQUIPMENT</b>	
Trained person holding CSE	<i>Not applicable</i>
Confined space breathing apparatus	<i>Not applicable</i>
Air monitoring equipment	<i>Not applicable</i>
Rescue tripod & winch system	<i>Not applicable</i>
Rescue harness with accessories	<i>Not applicable</i>
Water rescue equipment (tow line, float etc.)	<i>Not applicable</i>
Emergency Stretcher	<i>Not applicable</i>
Fire Blanket	<i>Available in the First Aid Kit</i>
Rescue from height equipment	<i>Not applicable</i>



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Stretcher	<i>Not applicable</i>
Snake bite kit	<i>Available onsite</i>
Rescue Vehicle	<i>Not applicable</i>
Defibrillator	

## **Assessment of Emergency Equipment Required at This Site cont'd**

SPILLS	
Spill kit on fuel truck	<i>Yes on fuel truck</i>
Spill kit with bulk oil and fuel storage	<i>Not applicable</i>
Current SDS available	<i>Yes, available from site office</i>

CONTACT	
UHF radios onsite	<i>Yes</i>
Emergency contacts list displayed	<i>Yes</i>

The purpose of this EIP&R Plan is to inform personnel onsite of all identified potential emergency situations that may occur and to ensure procedures and equipment is available should an emergency occur.

This includes ensuring investigation, reporting, documenting and review is carried out as per WHS legislation, client and SEE Civil Pty Ltd IMS requirements.

This *Site Specific Emergency and Incident Preparedness and Response Plan* is required to be displayed at the site, presented to all inductees at site inductions and / or toolbox meetings and signed off by inductees when they have understood the requirements. It should also be noted that personnel visiting the site, including the Clients site workers will be inducted into the content and location of the EIP&R Plan.

This project site has been risk assessed and this plan prepared in order to provide site personnel with the appropriate required actions in the event of emergency situations.

The Supervisor responsible for coordinating the emergency drill will ensure records of outcomes are maintained using *08-B1-03 Investigation of Workplace Incident Form* which will be forwarded to the WHS Manager for action as though it was an actual incident being investigated. The drill will also be noted by the Supervisor in the [12-B1-07 Daily Site Report](#).

### **1. NOTIFIABLE INCIDENTS AND INJURIES**



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Incidents are treated in the same manner as emergencies, although they may not require the assistance of emergency services. Site Management will ensure *08-A1-02 Incident Reporting Flowchart* is displayed onsite in site offices and amenities buildings.

All injuries and incidents on site must be reported by workers to the Site Supervisor... Incidents and injuries will be recorded on 08-B1-02 Incident Notification Form and entered on P drive project folders.

Site Management following an incident involving the following;

**Fatality or Serious Injuries-** will notify Police and Ambulance by the quickest means available. Then notify SEE Civil Head Office Chief Operating Officer or GM Civil & WHS Manager.

SEE Civil WHS Manager will promptly advise the relevant Authorities and the Client.

**Critical Emergency-** will notify the required emergency services by the quickest means available. Then notify SEE Civil Head Office Chief Operating Officer or GM Civil & WHS Manager.

SEE Civil management will promptly advise the relevant Authorities and the Client.

**Other Incidents-** will notify the WHS Manager or Safety Advisor as soon as possible but within 1 hour. The WHS Manager will notify relevant authorities and SEE Civil Department Managers.

The site of the incident must not be disturbed (unless safety-related action is necessary) until a health & safety inspector becomes involved or an approval is given by the WHS Manager. A full report will be completed by the WHS Manager and forwarded to all relevant personnel including State and National Authorities.

## **2. INCIDENT REPORTING PROCEDURES**

Report an incident immediately to your Supervisor or site management by UHF radio. Supervisor or site management will report incidents (including equipment damage or failure), refer to *08-A1-02 Incident Flowchart* which will be displayed onsite as advised during the induction process. Further accident and emergency procedures are included in *08-A1-01 Emergency Incident Preparedness and Response*.

## **3. CRITICAL RESPONSE & TRAUMA COUNSELLING**

The Site Supervisor following a critical incident will monitor by observation all personnel involved, if out of character behaviour is observed the Supervisor or site management will immediately advise the Return to Work Coordinator,

Peta Newton 0266 712 300 to provide relevant professional assistance. Also refer to 08-A1-01 sect 3.3.3

## **4. ACCIDENT AND INCIDENT INVESTIGATION PROCEDURES**





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After stopping work and securing the area, initiate the recording of the incident and ensure the following:

- Commencement of the investigation is to begin promptly, this must be carried out by a suitably competent person who has experience & knowledge required to assess the situation; keeping it objective, factual and free from any attempt to assign blame, use *08-B1-03 Investigation of Workplace Incident Form*. Consult with WHS Manager.
- Observe, take photographs and sketches of the accident scene
- Take statements from witnesses, other members of the injured persons' work team and people involved in the accident; if seriously injured or hospitalised, use discretion
- Determine all factors which may have contributed to the accident
- Recommend appropriate preventative & control measures as per *08-B1-03 Investigation of Workplace Incident Form* indicates
- Submit report to the WHS Manager who will review Company processes, procedures, work instructions and / or SWMS to ensure preventative and control measures are adequate to ensure the health and safety of all persons onsite
- The WHS Manager will prepare a detailed report for Management & relevant Authorities

### **5. FIRST AID REQUIREMENTS**

First aid is a control measure to deal with injury or illness that has already occurred.

This site has fully stocked dust-proof First Aid Kits that are kept in the Site Office, foreman's vehicle and certain items of plant. These locations will be nominated during site inductions.

The Safety Advisor or other nominated person will ensure that an adequate number of First Aid Kits are provided and that they are checked regularly and kept fully stocked.

In the case of minor injury, the First Aider will apply treatment as necessary and record details of the injury and treatment rendered on *08-B1-01 First Aid Record Form*. These forms will be filed onsite.

In the case of a major injury that requires treatment by a doctor or hospitalisation the First Aider will:

- Ensure emergency services are immediately informed
- Ensure site management are informed
- Take charge of the situation until emergency services arrive
- Administer first aid as appropriate
- Keep reassuring the patient
- Not move the injured patient unnecessarily unless he/she is in imminent danger



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### **6. REVIEW OF INCIDENTS / ACCIDENTS / INVESTIGATIONS**

Site Management will ensure all relevant documentation including 08-B1-02 Incident Notification Form, 08-B1-03 Incident Investigation Report, photos, witness statements, medical certificates and other relevant documents is forwarded to the WHS Manager for review.

Refer to 08-A1-01 sect. 3.4 for review procedures.

The WHS Manager will forward the review to site management and corporate management to be actioned as determined by the report.

Site management will also promptly review on site procedures, SWMS etc. following an incident and consult with workers.

### **7. MAINTENANCE OF EMERGENCY EQUIPMENT & PERSONNEL SAFETY**

The Project Manager will nominate the Supervisor and / or Safety Advisor to ensure the following items are addressed concerning emergency equipment & personnel safety using *06-B1-01 Safety & Environmental Checklist*:

- ❖ Emergency preparedness plans are developed and displayed in Site Offices & lunchrooms
- ❖ Emergency exits must be kept clear of obstructions, with all signs inspected and maintained regularly
- ❖ Emergency equipment is inspected and maintained as per specifications
- ❖ Fire extinguishers are inspected and certified each 6 months
- ❖ A designated assembly point will be determined, there may be a number of these assembly points depending on the project site conditions
- ❖ Designated travel paths to assembly points are kept clear of obstacles
- ❖ Ensure two-way radios and mobile phones are maintained for emergency contact

### **8. EMERGENCY PREPAREDNESS TRAINING**

Employees that act as emergency personnel (i.e. fire wardens) will be trained as per procedures outlined in *09-A1-01 Competence, Awareness & Training*. They will receive regular practice in emergency procedures appropriate to their emergency response responsibilities.

### **9. ACCOUNTING FOR PERSONNEL DURING INCIDENTS**

In the event of an incident such as a site evacuation, all personnel are to move to the nominated site evacuation point. The site evacuation point will be detailed on the site's notice board and communicated to all personnel during the site-specific induction process.

Once at the site evacuation point, all personnel must remain there and await further direction from the Site Supervisor unless it is not safe to do so.



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The Site Supervisor will confirm the attendance of all personnel against the daily pre-start sign on and visitor register logs. Should any personnel not be accounted for, the following steps should be followed:

1. Attempt to contact the personnel either directly, through their employer or through their nominated emergency contact (all details are available on the site induction record); or
2. Attempt to locate the personnel on site, if safe to do so; or
3. Notify emergency services.

### **10. IMPLEMENTATION OF EIP&R PLAN**

Site management will ensure once completed this Plan is implemented onsite, this will be achieved by printing and displaying a copy, inducting all personnel into this plan and ensuring the plan is reviewed as required.



## IMS - EMERGENCY INCIDENT PREPAREDNESS & RESPONSE PLAN

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# EIP&R

**THE FOLLOWING PERSONS HAVE BEEN INDUCTED INTO THIS EIP&R PLAN AND BY SIGNING BELOW SHOW  
THEIR UNDERSTANDING**

<i>NAME</i>	<i>SIGNATURE</i>	<i>NAME</i>	<i>SIGNATURE</i>