



Emergency Response Plan (ERP)

Jobs Under \$350,000

Conforms to ISO 9001, 45001 & 14001

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DOCUMENT CONTROL

VERSION AND DATE	NATURE OF CHANGES	APPROVED BY
v1 7/6/2026	New ERP	Roman Purnell
v2 20/7/2026	Amended table of contents/page numbers	Roman Purnell

REVIEW OF THIS DOCUMENT

The next scheduled review and evaluation shall be at the date of the scheduled annual Management Review Meeting, subject to no material changes to legislation, Codes of Practice and Australian Standards in regard to, or relating to, emergency management. If, however, there is a material change before the next review, the Director shall ensure this ERP is revised, as appropriate, prior to the material change coming into effect, which may be prior to the scheduled review date. The Director shall also ensure that this document and its attachments undergo immediate revision whenever there is an incident to ensure the emergency processes and/or procedures in this document remain fit for purpose and any lessons learnt from the incident are considered and required changes made to this document.

The above review process aligns with the requirements outlined in the Building Fire Safety Regulations 2008 for reviewing a fire and evacuation plan:

1) The occupier of a building must carry out a review of the fire and evacuation plan for the building at intervals of not more than 1 year.

Maximum penalty—20 penalty units.

2) The occupier must:

a) keep a written record of the review; and

b) if the building is a high occupancy building—give a copy of the record to the fire safety adviser for the building within 1 month after the review.

Maximum penalty—20 penalty units.

This ERP document is valid for a period of one (1) year from the date of initial issue. At the end of the period of validity this document must undergo a full review and update prior to reissue, with the evaluation at the date of the scheduled annual Management Review Meeting.

Next review date: 6/6/27

Rules of Interpretation of this Emergency Response Plan

The following RULES OF INTERPRETATION APPLY to all integrated management system (IMS) documentation, including this ERP, unless the context requires otherwise:

- Headings are for convenience only and do not affect interpretation;
- The singular includes the plural and conversely;
- A gender includes male, female and non-binary;
- Where a word or phrase is defined, its other usual grammatical forms have a corresponding meaning;
- Where a word or phrase is defined, its “ordinary meaning” also applies consistent with the words, terms and principles used within the civil and building construction industry, and within the context of emergency management or emergency response.

The following definitions (verbal forms) also apply when interpreting all documentation within RNL CONSTRUCTIONS’s integrated management system (IMS):

- “shall” indicates a requirement;
- “should” indicates a recommendation;
- “may” indicates a permission;
- “can” indicates a possibility or a capability.

PURPOSE

This purpose of this Emergency Response Plan (ERP) is to provide a management plan and relevant procedures for potential and foreseeable emergencies, with basic directions for an appropriate emergency response until the arrival of the emergency services, including:

- response to an emergency;
- evacuation procedures;
- notifying emergency services at the earliest opportunity;
- medical treatment assistance;
- basic communication between the people authorised by RNL CONSTRUCTIONS to co-ordinate the emergency response and all persons at the workplace.
- testing of the emergency procedures including the frequency of testing; and
- Information, training, and instruction to relevant emergency personnel in relation to implementing the emergency procedures.

In addition, processes to ensure that employees and/or workers have the necessary training and equipment to manage an emergency.

It also defines the communication required between protocol between RNL CONSTRUCTIONS, and external parties for management of emergencies following incidents and/or accidents and/or severe weather.

PROJECT INFORMATION

Project Details

Company	RNL Constructions Pty Ltd
Project Name	All jobs under \$350,000 + gst
Project Address	
Project Duration	

Scope of Project Works

The nature of the works as defined in the Contract includes the following:

- Building
- Earthworks
- Road furniture Installation
- Drainage
- Landscaping
- Traffic and Pedestrian

KEY PROJECT CONTACTS

This is not the Emergency Contact List - Refer to Appendix A

Position	Name	Contact #
Director	Roman Purnell	0416 918 252
Project Manager	John Cook or Rob Kernaghan	0409 246 350 / 0427 183 525
Site Supervisor	John Cook or Rob Kernaghan	0409 246 350 / 0427 183 525
Chief Warden	Roman Purnell	0416 918 252
Deputy Warden	Rob Kernaghan	0427 183 525

The Supervisor is responsible for ensuring that the Emergency Contact List containing the contact details of the Wardens, Fire Fighters and First Aid Personnel, and Emergency Service Contacts, is kept up to date and A4 hard copies printed off and made available on the notice board in the office. This plan is also kept electronically on all RNL devices.

PREPERATION AND APPROVAL OF ERP

An Emergency Response Plan (ERP) shall be developed for each project site by the relevant Project Manager, Site Supervisor and Warden (using this template), in consultation and agreement with workers, or workers representative(s).

The development of this ERP shall take into consideration the **Project-specific Risk Assessment**, together with the requirements of relevant legislation i.e. relevant Federal and State government legislation, Codes of Practice and Australian Standards, as documented in the **Company Legislation Register**.

Persons Involved in Developing and Preparing the ERP	Date	Signature
Managing Director	21/7/25	RPurnell
General Manager	21/7/25	JRankin
Approval of this ERP Position: Managing Director	21/7/25	RPurnell
Re-draft to be "jobs under \$350,000+ General Manager	7/6/26	JRankin
Approval Director	8/6/26	RPurnell

COMMUNICATION AND COMPETENCY

Communication of Project-specific ERP at Project Induction

The Site Supervisor or Project Manager shall communicate the contents of this Project-specific ERP to all workers and sub-contractors during the **Project Induction**, prior to commencement of works.

For Head Office, the Managing Director shall communicate the contents of the Head Office ERP to all relevant staff during the **Project Induction**, prior to commencement of works.

Note: Head Office is considered a Project i.e. Head Office Project

For projects, the Site Supervisor shall ensure this ERP is validated during the Daily Pre-start to ensure it remains fit for purpose in terms of the scope of works and activities being performed

Specifically, a person conducting a business or undertaking (PCBU) must ensure that all employees are advised of the procedures to be followed in the event of an emergency within the facility. This should include:

- the procedure(s) to be followed in the event of an emergency incident;
- the means of escape from a building in the event of an emergency incident;
- the location and method of operating firefighting equipment, fire alarms or equipment warning of fire;
- the procedure for ensuring visitors exit in the event of an emergency incident;
- if any person is not present at the designated safe place, reporting the fact to the person in charge of the building at the time.
- the location and method of operating firefighting equipment, fire alarms or equipment warning of fire;

Training and Competency of Emergency Personnel

This is the **documented** process to ensure designated emergency personnel for the project have been inducted in the site-specific emergency plan/procedures and; have obtained any qualifications or formal training defined by the company to fulfil their role.

The Project Manager shall designate specific individual emergency personnel for the project which

shall be documented on the **Emergency Contacts List (Appendix 1)**.

The Project Manager shall ensure that the Relevant emergency personal on-site are trained and competent by obtaining relevant qualifications and/or formal training to competently perform/fulfil their role, as follows:

Emergency Personnel	Qualifications/Training
Chief Warden	• Accredited Chief Warden Training by an RTO • Fire extinguisher awareness training by an RTO • CPR and First Aid Training by RTO • Completion of annual CPR refresher by RTO • Familiarization in the Project Risk Assessment by the Project Manager • Training in this Emergency Response Plan by the Project Manager
Warden (Deputy Chief Warden)	• Accredited Chief Warden Training by an RTO • Fire extinguisher awareness training by an RTO • CPR and First Aid Training by RTO • Completion of annual CPR refresher by RTO • Fire extinguisher awareness training. • Familiarization in the Project Risk Assessment by the Project Manager • Training in this Emergency Response Plan by the Project Manager
First Aiders	• CPR and First Aid Training by RTO • Completion of annual CPR refresher by RTO • Fire extinguisher awareness training. • Trained in the content of the 'First Aid' section

	of the Project Risk Assessment. • Training in this Emergency Response Plan by the Project Manager
Fire Fighters	• Accredited Basic Fire Fighting Training by RTO (refresher every 2 years)
Working at Heights Rescue Personnel	• Working at Heights Rescue Training by RTO

ROLES AND RESPONSIBILITIES

Chief Warden

- Assist with the development, communication, monitoring, and review of this Emergency Response Plan.
- Ensure emergency drills are conducted at required intervals
- Ensure there is a delegated deputy to act as the appointed Chief Warden position in their absence.
- Assumes overall control of the emergency, irrespective of who else is present on site.
- Uses judgement to determine whether site evacuation is required, and which assembly area is utilised (where multiple).
- Alerts and coordinates the ECS, including assigning responsibilities (e.g., instructing wardens to areas they need to check during an evacuation, ensuring first aid officers have been assigned where needed etc).
- Alert and coordinate additional resources required for emergency response, including assigning responsibilities (e.g., Tower crane, crane crew, traffic control, stretcher bearers etc.).
- Main contact with emergency services (000):
- Ensure that they have been called,
- Ensure someone has been sent to the site entrance to meet escort them onto the site, and
- Brief them upon arrival on the emergency scenario at hand.
- Ensures that neighboring properties have been alerted, as required.
- Ensures that the appropriate site attendance records (i.e., Site Folder sign in book are taken to the Emergency Assembly Point and that everyone is accounted for or designates a person to do this.
- Other specific duties are noted in this Emergency Response Plan, depending upon the emergency scenario.
- Ensuring in ensuring the emergency response plan is reviewed at required intervals or amended where deficiencies are identified, where changes occur in RNL CONSTRUCTIONS Safety Management Plan or project works change such that the information contained in the plan is no longer accurate or valid.
- Ensure that individuals/groups attending on-site emergencies are escorted and briefed on site about the location and extent of the emergency and other related issues.
- Designate emergency equipment, personnel assembly areas, marshalling areas, briefing areas, evacuation assembly areas, etc for use in emergencies.

- Ensure the communication of emergency response procedures. Emergency equipment locations, and ECS to workers on site, including any changes during the project.
- Communicate the emergency and evacuation to Team Management (Project Manager, Director)
- Communicate the 'ALL CLEAR' to work groups and visitors when appropriate.

Warden (Deputy Warden)

- Assist with the development, communication, monitoring and review of RNL CONSTRUCTIONS' Emergency Response Plan.
- Be available to act as 'deputy' or 'backup' to the appointed Chief Warden in their absence.
- Follow instructions from the Chief Warden.
- If an evacuation is called:
 - Alert workers to evacuate.
 - 'Sweep' assigned areas checking that everyone has evacuated, if safe to do so. Ensure that you have communication (phone / radio) to communicate with the Chief Warden as needed.
- Respond to medical emergencies to provide first aid response, life support, management of casualty/s until the arrival of medical or other assistance.
- Respond to emergency injury incidents.
- Record First aid injury details. If someone is found who is unable to leave / move, or requires first aid assistance, contact the Chief Warden, and advise them immediately.
- If someone refuses to move, notify them of the emergency and the requirement to evacuate immediately. Repeat this twice. If they still refuse, leave them, and advise the Chief Warden of their refusal to evacuate.
- Communicate (phone / radio) with Chief Warden areas cleared.
- Upon arrival at the assembly area, report to the Chief Warden.
- Where instructed or required, ensure that individuals / groups / emergency responders attending on-site emergencies are escorted and briefed on site about the location and extent of emergency and other related issues.
- Other specific duties may be assigned depending upon the emergency scenario.

First Aiders

These signs indicate the location of first aid kits and eye wash stations. They feature a white symbol

and/or wording on a green background.



- Respond to medical emergencies to provide first aid response, life support, management of casualty/s until the arrival of medical or other assistance.
- Respond to emergency injury incidents.
- Record First aid injury details. If someone is found who is unable to leave / move, or requires first aid assistance, contact the Chief Warden, and advise them immediately.
- If someone refuses to move, notify them of the emergency and the requirement to evacuate immediately. Repeat this twice. If they still refuse, leave them, and advise the Chief Warden of their refusal to evacuate.
- Communicate (phone / radio) with Chief Warden areas cleared.
- Upon arrival at the assembly area, report to the Chief Warden.
- Maintain first aid equipment against contents lists

Project Manager and Site Supervisor(s)

- Ensuring that all emergency response infrastructure and equipment is fit for purpose and maintained within the appropriate timeframes.
- Ensure the emergency response infrastructure is implemented at the project develops.
- Ensure that all issues that have contributed, or may contribute, to an emergency are addressed effectively with ongoing controls implemented.
- Fulfilling requirements as per RNL CONSTRUCTIONS' emergency response procedures for specific work areas i.e., report any potential emergency to Chief Warden.

- Managing clear site access for workers, visitors, and emergency services.
- Maintaining site security to prevent inadvertent access by members of the public.
- Monitoring and maintaining the condition of boundary structures to ensure site security.

Workers and Sub-contractors

- Complying with the requirements of the Emergency Response Plan.
- Actively participating in all necessary emergency response training.
- Promptly reporting any incidents or 'near misses' that may contribute to an emergency, to a member of the RNL CONSTRUCTIONS' Site Management Team.
- Reporting to RNL CONSTRUCTIONS' Site Management Team any deterioration or damage to emergency response infrastructure or equipment that may impact on the effectiveness of the execution of the Emergency Response Plan.
- Not tamper with or remove emergency equipment during of site works.
- Signing into and out of the project using the Site Folder sign in device.

EMERGENCY CONTACTS LIST

The Project Manager in conjunction with chief warden shall establish an Emergency Contacts List (**Appendix A**)

The Emergency Contacts List (**Appendix A**) shall be displayed as an A4 print in the office and digitally on RNL devices.

PROJECT SITE EMERGENCY EVACUATION DIAGRAM

The Project Manager in conjunction with chief warden shall establish a site-specific Emergency Evacuation Diagram for projects over \$250,000 (**Appendix B**).

Emergency Evacuation Diagram (**Appendix B**) shall be displayed as an A3 print in the office and digitally on RNL devices.

The location of the Emergency Assembly Point (Muster point), firefighting equipment and first aid equipment shall be displayed on the Project / Site Emergency Evacuation Diagram.

EMERGENCY EQUIPMENT

The Project Manager shall ensure that a person who holds the following training/qualifications identifies the nature, type, size and quantities of relevant site emergency equipment and requirements based on the site-specific ERP scenarios and Project Risk Assessment against the requirements of AS3745 (Planning for Emergencies in Facilities):

Qualifications

- Manage and Monitor Workplace Emergencies, Procedures and Equipment, conducted by an RTO
- Respond to Workplace Emergencies, by an RTO
- Lead and Manage Emergencies, by an RTO
- Confine Workplace Emergencies, by an RTO
- Fire Fighting (1X1X1m3), by an RTO

Emergency equipment and information includes the following, as a minimum, being readily available or assessable:

- Emergency Response Plan (ERP) – An approved version of this document
- Evacuation Diagrams
- Site Emergency Assembly Points and Routes
- Emergency Contacts List
- Fire Extinguishers or blankets
- Emergency lighting
- Method and equipment for raising alarm
- Training and Emergency Response Exercises
- Equipment for retrieval from an arrested fall, rescue from confined spaces, LV rescue equipment (where applicable) (where applicable)
- Personal floatation devices (where applicable)
- Remote site emergency requirements based on location

Location of Emergency Equipment

Key fire emergency equipment is located as per Emergency Evacuation Diagram, and other emergency equipment as per the following locations:

Emergency Equipment	Location(s)
Gas operated horn (siren)	Site Office adjacent to First Aid Box
Warden hat (Red)	Site Office adjacent to First Aid Box
Company issued mobile phones for all Site Supervisors and Project Managers	On Persons
Adequate mobile coverage	Refer remote work
Emergency Contacts List	Site Office
Emergency Evacuation Diagrams	Site Office
First Aid equipment as assessed by a competent person (based on COP First Aid) – Refer to First Aid Kit Requirements Section of this ERP.	Site Office Site Supervisor Ute Project Manager Ute
Safety Data Sheets (SDS)	RNL Sharepoint
Eye wash bottle	Site Office
Fire Extinguisher	Head Office
Spill kit	Site Supervisors work vehicle

First Aid Equipment

Identification of Site First Aid Equipment and Requirements shall be undertaken by a Qualified person, and in accordance with the First Aid in the Workplace Code of Practice 2021 (complete a Risk Assessment) and associated Australian Standard AS/NZS 2675.

The Project Manager shall ensure that a person who holds the following training/qualifications identifies the nature, type, size and quantities of relevant site first aid equipment to ensure adequate and meet applicable legal requirements and to provide assurance as to the readiness of the site's emergency planning.

Training/qualifications and competency:

- HLTAID001: Provide CPR, conducted by an RTO
- HLTAID002: Provide Basic Emergency Life Support, conducted by an RTO
- HLTAID003: Provide First Aid, conducted by an RTO

The number, contents and requirements of First Aid Equipment and Requirements shall be determined based on the First Aid Risk Assessment, and the following matters (Section 42 of the WHS Regulation 2011) shall also be considered when completing the First Aid Risk Assessment including:

- the nature of the hazards at the workplace
- the nature of the work (scope) being carried out at the workplace
- the size, location and nature of the workplace
- the number and composition of the workers at the workplace
- Access and egress to site in emergency
- the response times for emergency services
- Stings, bites, etc (e.g. snakes)
- Risk of fire
- Nearest Hospital
- Nearest Fire & Rescue

High-risk construction workplaces shall have the following number of First Aid Officers:

- two for up to 25 workers
- three for 26 to 50 workers
- one additional for every additional 50 workers

Where employees don't have timely access to medical/ambulance services (e.g. in remote, isolated or mobile workplaces) then compliance means at least one first aid officer for every 10 employees.

Since this project will not exceed more than 25 people and the site is not remote, 2 qualified first aiders will be on site full time, to accommodate when one is absent.

Pulse Test and Tag or any other company/person certified/competent shall be engaged to inspect, test and maintain First Aid equipment on site according to the frequency in the Emergency Equipment Register.

Chubb Fire and Security or any other company certified shall be engaged to inspect, test and maintain Emergency Equipment requiring statutory inspections such as fire extinguishers and fire blankets.

The Project Manager shall ensure that all workers must be able to access an appropriate first aid kit.

Review of Site Emergency Equipment and Requirements

The Project Manager shall ensure that a person who holds the following training/qualifications identifies the nature, type, size and quantities of relevant site emergency equipment to ensure adequate and meet applicable legal requirements and to provide assurance as to the readiness of the site's emergency planning.

An organisation/person that holds the requisite qualifications and competency to inspect/audit site-

specific emergency equipment and requirements shall be engaged to verify that site emergency equipment and requirements comply with AS3745 (Planning for Emergencies in Facilities).

Chubb Fire and Security shall be engaged with a review completed using Chubb's "Emergency Planning Review QFORM073" based on AS3745 (Planning for Emergencies in Facilities). The Project Manager shall ensure that all recommendations for improvement are implemented.

The Project Manager shall ensure that the emergency equipment and requirements are on site as per the requirements of the site-specific ERP and located appropriately according to the requirements in the Site Emergency Response Diagrams.

All first aid and emergency equipment shall be documented in the site-specific ERP shall be registered in the sites Equipment Register.

Inspection, test and maintenance frequencies (and test dates) shall be documented for each item in the register.

Chubb Fire and Security or any other company certified shall be engaged to inspect, test and maintain Emergency Equipment requiring statutory inspections such as fire extinguishers and fire blankets.

The Equipment Registers shall be updated with the most recent inspection, test and maintenance date.

EMERGENCY PRACTICE DRILLS

This is the documented process to ensure emergency practice drills, are scheduled and carried out on site, are scenario based and test a variety of the identified potential emergency situations, are recorded and evaluated for effectiveness and incorporate a process for the identification and management of corrective actions.

Site emergency drills on sites over \$250,000 shall be conducted on site as soon as reasonably practicable within 2 weeks of project start, thereafter, shall be conducted at least once every 3 months through the course of the project as scheduled in the HSEQ Calendar.

Emergency drills shall be scenario based and test a variety of the identified potential project-specific emergency situations as documented in the site-specific ERP. Not all scenarios have to be practiced; however, more than just generic evacuation is required.

Site emergency drills shall be recorded as an Emergency Drill Record and evaluated against the specific criteria, as documented on the Emergency Drill Record for their effectiveness and suitability.

The Project Manager shall ensure issues identified while conducting emergency drills are recorded in the Improvement Register. The Project Manager shall ensure appropriate corrective and preventative actions are implemented as soon as reasonably practicable, followed by review of the relevant ERP for validity, suitability and adequacy.

Note:

Project Managers and Site Supervisors are reminded of their legal and moral obligations to allocate time for Wardens, Fire Fighters, First Aid Personnel and employees to participate in Emergency Practice Drills as per required frequency. This training enables you to fulfill, in part, your legal obligations under the Queensland Work Health and Safety Act, Work Health and Safety Regulations, and the Building Fire Safety Regulation (BFSR) 2008.

PREVENTION OF EMERGENCIES

Basic Prevention Measures

All staff members should be encouraged to observe and report any relevant information or concerns to the Chief Warden or the person in charge of their respective area, including:

- Accumulation of litter that may increase the fire hazard.
- Incorrect storage of flammable liquids;
- Incorrect storage of Dangerous Goods and/or Hazardous Materials;
- Furniture, decorations, equipment, or any items that may obstruct paths of travel or hinder access to emergency exits.
- Missing, defective or discharged fire extinguishers;
- Fire and smoke doors that are not kept closed (except during use) or self-closing mechanisms that are not functioning.
- These doors should automatically close and latch securely, without being propped open;
- Any obstructions in passageways;
- Storage of any objects in fire hose reel cupboards

All staff members should be encouraged to exercise utmost caution when using matches, electrical appliances, and any other potential sources of ignition. It is important to maintain neat and tidy immediate work area and surroundings to minimize fire hazards and promote a safe working environment.

Bushfires – Knowledge of the risk in your environment

Most Australians will face some level of bushfire risk each summer. You don't have to live in a rural area to be at risk of bushfire. Suburban businesses and properties can also be destroyed by bushfires.

Bushfires occur in many areas of Australia. This includes where urban areas meet the bush, in urban areas where buildings have grassland or bush around them and in rural and remote areas. Understanding the environment in which you live, and the associated risk level, is the first step in minimising your risk from a bushfire.

Take a look around your local area and to determine what the types of plants and foliage surround you. This will determine if you're likely to be affected by bushfire. The amount and type of vegetation around your area, along with local terrain including hills and valleys, may affect the intensity of a bushfire.

The type of vegetation around your facility will influence bushfire behaviour. A bushfire in a forest will be very hot yet may not move quickly, while a fire in grassland may be less intense but will burn very quickly. Bushfires in coastal scrub burn very hot yet do not move as fast as a grass fire.

While all these bushfires may burn differently, they all have the potential to claim lives and destroy property.

Weather conditions such as extreme heat, gusting winds and low rainfall dramatically increase the level of bushfire risk. Prolonged drought dries vegetation making it easier to burn. The combination of drought with hot, dry and windy day's means bushfires can quickly become uncontrollable, placing life at risk.

If your facility is in a suburb or town that is densely populated it may be more difficult to leave the area once alerted to a bushfire. Poor road access, such as narrow streets, may make it difficult for firefighting vehicles to manoeuvre through the streets. It may also make it difficult for people to leave an area safely once they know there is a bushfire in the area.

Many businesses on the outskirts of metropolitan and regional cities are surrounded by paddocks, grassland, bush or forest. In most instances, these fringe urban areas are a combination of urban and semi-rural or bushland environments. These areas can be heavily, moderately or sparsely vegetated with scrub, forest and grass, which create the risk of an extremely dangerous bushfire.

There is substantial risk of ember attack, which is burning bits of twigs, leaves and debris landing around buildings and starting fires. If buildings are close together there is the added potential for structure-to-structure fire spread. Buildings are at risk from ember attack even if a forest is several kilometers away.

Bushfire Knowledge Summary

Understand the environment in which your facility is located. If your facility is near bush, grassland or the coast it may be at risk from bushfire.

Remember your facility does not have to be in the bush to be at risk of bushfire. Suburban areas are at risk as well. Several factors influence the risk of bushfire in your area including vegetation, weather, population and vehicle access. The type of vegetation around you will affect your bushfire risk.

Bushfires in grass will burn and spread quickly, however will be less intense. Bushfires in a forest will burn slower than in grass however they will be more intense. The drier and taller the grass is the higher the bushfire risk. The denser the undergrowth in a forest and more difficult it is to see through the more intense a bushfire will be.

Consider the environment around your facility and the vegetation that surrounds it.

How Bushfires Spread

A bushfire spreads in three ways:

- Burning embers – when embers land on fine fuels they can start small fires. If left unchecked, these fires smoulder, grow and spread. Sometimes this creates many smaller fires ahead of the main fire.
- Radiant heat – sufficient radiant heat can heat fuels in front of the fire until they ignite and then continue to burn.
- Direct flame contact – flames move forward and continue to ignite dry fuels ahead of the fire.

Ember attack is one of the main ways buildings are set alight during bushfires. Ember attack occurs when small burning twigs and leaves carried by the wind land on a building. It can happen during all stages of a bushfire: before, during and after the fire front passes. Places where debris accumulates, such as in gutters, are a good indicator of where embers may land and start fires. If left unchecked, the fires can destroy buildings.

By managing the vegetation around your facility, you can create some space around the building/s that will reduce bushfire intensity. This is known as defensible space. Creating such a space limits the ability of a moving fire to spread directly to your facility through flame contact or radiant heat.

As a general rule you may need much more defensible space if there is dense forest all around

you. However, if you are surrounded by grass or manicured gardens you will need less.

Some government bodies give facility owners the right to:

- Remove, destroy or lop any vegetation within 10 metres of a building used for accommodation;
- Remove, destroy or lop any vegetation, except for trees (ie. ground fuel), within 30 metres of a building used for accommodation;
- Remove, destroy or lop any vegetation for a combined maximum width of four metres either side of boundary fences. You need to have prior written permission from the landowner.

During the bushfire season there is maintenance activities that will help keep you fire ready:

- Clean leaves out of gutters;
- Clear accumulated leaf litter and other fine fuels from around the building. On days of strong winds you will notice where leaf litter accumulates around the building/s. This is where embers will land during a bushfire;
- Remove flammable items from around the building/s, such as paper, boxes and crates ;
- LPG cylinders have a vent pipe that should be faced away from the building;
- Move woodpiles away from the building;
- Store fuel supplies and chemicals away from the building.

It must be recognised that in certain instances, some buildings, due to their construction methods, construction materials, the site they are located on or their proximity to high and unmanageable fuel loads, cannot for all practical purposes be defended against high intensity bushfires. In these circumstances, building owners or their facility managers should relocate early if the intensity of an approaching bushfire is likely to make conditions unsafe.

IF YOU ARE UNSURE CONSULT WITH YOUR LOCAL FIRE SERVICE AS PART OF YOUR PRE-PLANNING.

WEB SITES

Bureau of Meteorology www.bom.gov.au

Queensland QFE www.fire.qld.gov.au or www.ruralfire.qld.gov

Hot Work

A Hot Work permit system must be established to regulate activities such as cutting, welding, brazing, soldering, and similar works.

The person in charge of the workplace must ensure strict control and supervision over hot work activities that involve the isolation of an Essential Service. This is crucial to maintain safety and prevent potential hazards.

The following requirements are to be in place and followed when hot work is conducted on the premises:

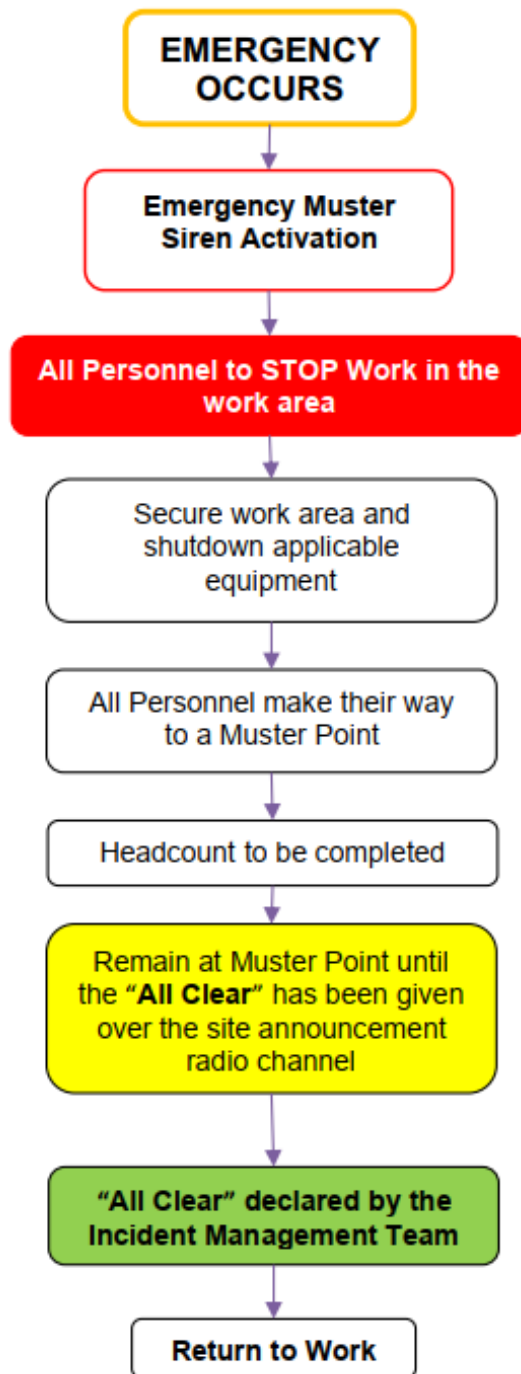
- The person and or company conducting the hot work must be a holder of a current Work Cover, Public Liability insurance and Professional Indemnity Insurance;
- The person and or company conducting the hot work must be suitably qualified to perform the hot work;
- The person and or company conducting the hot work must be made aware of precautions which must be observed as far as is practicable whenever an Essential Service is made inoperative;
- Fire extinguishers are to be located immediately adjacent to the hot work area within 10 metres.
- Installed building fire extinguishers are not to be relied upon;
- The immediate surrounds of the work area are to be cleared of combustible materials;
- The person and or company conducting the hot work must be made aware of facility Emergency Response Procedures; and
- The person and or company conducting the hot work must at all times comply with Workplace Rules and relevant legislation

PERSONS NOT INVOLVED WITH AN EMERGENCY

Personnel NOT involved in the emergency response shall take the following action upon hearing the emergency tone:

- Park up any mobile Plant in a safe area – making clear access / egress for emergency vehicles on any roadways;
- Cease all operational, mining, maintenance, drill & blast and construction activities
- Follow any instructions that are being relayed;
- Shall maintain radio silence (unless raising an additional emergency);
- When and as directed - proceed to the Emergency Muster Point and report to Supervisor for rollcall; and
- Continue to monitor the instructions and radio for further instruction

Persons NOT Involved in an Emergency or Incident



EMERGENCY PRODEDURES

RACE – Immediate Generic Emergency Response Procedure

While each emergency can differ, the RACE Procedure offers a set of immediate generic responses which are easily memorized and appropriate in most circumstances, as follows:

RESPONSE TO AN EMERGENCY

R REMOVE	If safe to do so, remove or rescue any persons in immediate danger.
A ALERT	Notify appropriate personnel or combating authority. This usually involves calling the Emergency Number and operating the nearest fire alarm.
C CONTAIN/ CONTROL	Close doors, and if safe to do so, deal with the threat.
E EVACUATE/ EXTINGUISH	Remove all other persons from danger. Evacuate to the Assembly Area and remain there until advised otherwise by the Chief Warden.

CALL ZERO ZERO ZERO (000)

	POLICE FIRE AMBULANCE	WHEN YOU DIAL Ask for the relevant service operator (Police, Fire, Ambulance) and pass on the following details. • The type of emergency • Street name & number and nearest cross street • Suburb • Street Directory reference (if known) • Any other information requested by the operator
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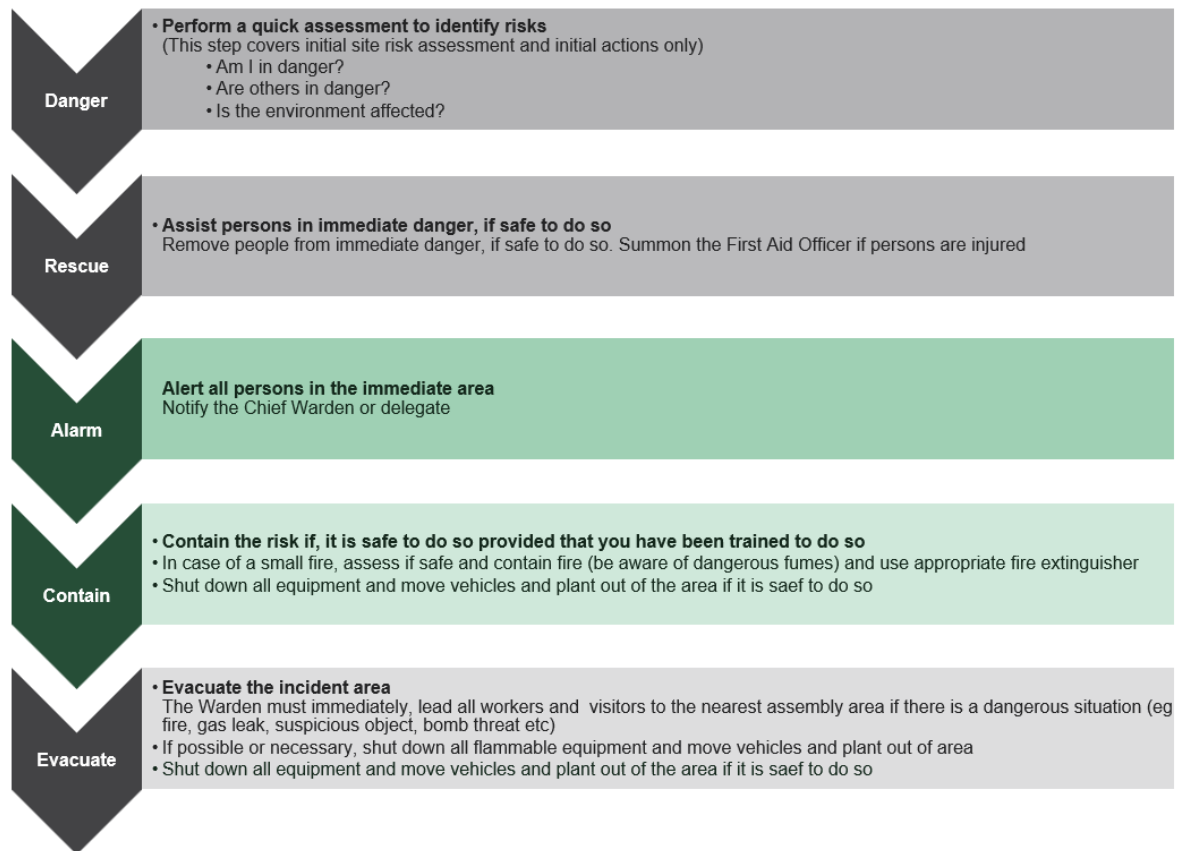
Basic Life Support (DRS ABCD)

- D** Check for **DANGER**. Ensure the area is safe for yourself, others and the patient.
- R** Check for **RESPONSE** – ask name – squeeze shoulders.
- S** Send for **HELP**. Call ZERO ZERO ZERO (000) for an ambulance or ask another person to make the call.
- A** **AIRWAY**. Open mouth if foreign material present. Clear airway with fingers.
- B** Check for **BREATHING**. Not breathing – start CPR. Normal breathing - place in recovery position & monitor breathing.
- C** Start **CPR**. Give 30 chest compressions (almost 2 compressions / second) followed by 2 breaths.
- D** Attach Automated External **DEFIBRILLATOR (AED)** if available and follow its prompts.

Note: DO NOT stop CPR when applying pads. Continue Cardio Pulmonary Resuscitation (CPR) until qualified personnel arrive or signs of life return.

Note: Never leave patient alone. Do not move patient unless exposed to a life-threatening situation. Provide support and appropriate assistance until emergency help arrives.

An Alternative to RACE (Immediate Generic Emergency Response)



After Hours Emergencies

If any workers are working at the workplace outside ordinary work hours, it is their responsibility to notify the emergency services and evacuate the workplace in the event of an emergency.

Fire Emergency

These signs show the location of firefighting equipment and alarm. They contain a white symbol and/or wording on a red background.



In the event of fire or the presence of smoke, no matter how minor it appears the following procedure must be followed:

- Raise the alarm by shouting FIRE FIRE FIRE and give the LOCATION i.e. "FIRE IN THE SITE OFFICE!"
- Put the fire out if you are able to operate firefighting equipment, AND only if safe to do so
- Use fire extinguishers within the limitations of your know-how and training
- If confronted by heavy volumes of smoke, crawl to safety (the clear air is near the floor).
- Alert Site Management and dial 000

If you are unable to use fire fighting equipment OR if it is NOT safe:

- Warn or rescue anyone in immediate danger.
- Contact emergency services by calling 000 or 112 (mobile) - 24hour service.
- Contact the relevant person (supervisor, designated warden)
- Evacuate the workplace using the designated escape path (Emergency Evacuation Diagram)
- It is also important to remember to avoid panic and leave the workplace in an orderly manner.
- Once outside the premises assemble at the designated muster point/s and await further instruction

If your or another person's clothes catch fire you should (or get the person to):

- STOP where you are, do not run

- DROP to the floor
- ROLL to smother the flames

Once out of the premises, stay out until you are advised either by the relevant person or the emergency service personnel that it is safe to re-enter.

Follow the instructions of the relevant person or emergency service personnel.

Types of Fire Fighting Equipment

Use only the correct firefighting equipment, as shown in the table below:

	A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	Notes: *Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires involving combustible metal(s) use only special purpose extinguishers - please seek expert advice. Comments: (Refer Appendix A of AS 2444)
 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Carbon Dioxide (CO₂)						Generally not suitable for outdoor fires. Suitable only for small fires.
 Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
 Foam						Dangerous if used on energized electrical equipment.
 Wet Chemical						Dangerous if used on energized electrical equipment.
 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

Fire Extinguisher Operation



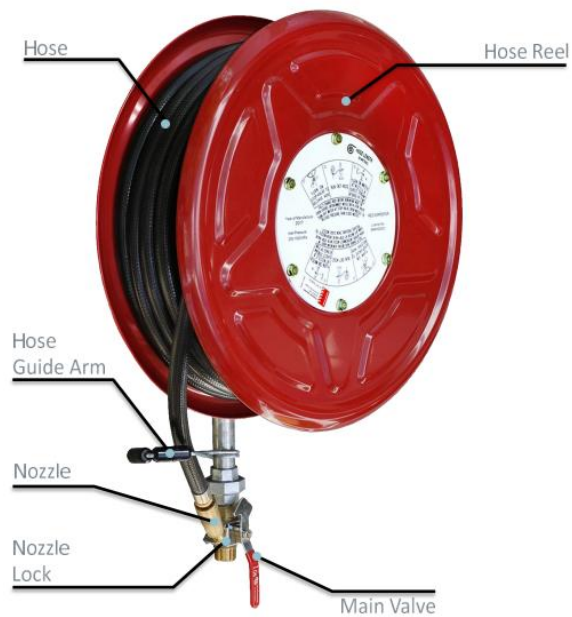
Ideally, only people who have been trained should use a fire extinguisher unless there is no

alternative.

When using a fire extinguisher, the following points should be remembered:

- Do not panic, keep calm, and think.
- Warn everyone in the area of impending danger.
- Stay between the doorway and the fire.
- Use the right type of extinguisher (refer to label on extinguisher).
- Have others back you up with other extinguishers.
- Be certain you know how to use the extinguisher (refer table below).
- If in doubt – read the instructions.
- Ensure that the relevant person is notified that the extinguisher has been used.

Fire Hose Reel Operation



Fire Blanket Use





Pull Tabs

Pull down on tabs to release blanket.



Cover Flame

Gently cover the vessel containing the fire completely with the blanket.



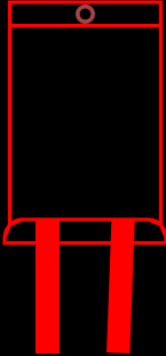
Turn Off

Turn off the source of heat.



Leave

Leave the fire blanket in place until cool.



Evacuation

The Chief Warden or Warden, shall determine the need for evacuation. When it is agreed that an evacuation is necessary, the Warden shall be responsible for activating the emergency alarm and

evacuating all personnel from the area of their responsibility to the designated assembly area.

Evacuation may be for any one of the following, but not be limited to:

- Fire
- Bomb Threat
- Chemical Spill
- Threat from others
- Medical Emergency

3 blasts of horn, or shouting EVACUATE-EVACUATE-EVACUATE, all personnel must make their way to the Evacuation Muster Area as quickly and safely as possible.

All workers are to cease carrying out their work and vacate the workplace immediately, following the process outlined in the emergency plan for that workplace.

Upon arrival at the assembly area the Warden will initiate a headcount and on completion, advise Project Manager or Site Supervisor.

All personnel must remain at the Evacuation Muster Area until such time as further direction has been received from Warden, the "All Clear".

The Chief Warden will control and coordinate the overall evacuation process implementing the following steps:



This sign indicates the location and direction of emergency exits or egress. They feature a white symbol and/or wording on a green background.

If there are any other persons present within the workplace who may not be familiar with evacuation procedures, workers are to assist these persons in evacuating.

In the event of a fire all persons should follow the Fire Emergency Procedure outlined in this section of the system.

Medical Emergency

These signs indicate the location of first aid kits and eye wash stations. They feature a white symbol and/or wording on a green background.



In the event of a medical emergency:

- Call 000 (Medical Emergency Ambulance)
- Provide the following information.
 - Nature of medical emergency.
 - Location of the emergency.
 - Your name and phone number from which you are calling.
- All other persons to a safe distance and prevent non-essential personnel from entering the area.
- Do not move victim unless absolutely necessary e.g. fire or crush injury
- Call the nominated first aid personnel trained in First Aid and CPR to provide the required assistance prior to the arrival of the professional medical help.
- Turn person onto side if airway obstructed
- Clear the airway as gently as possible with fingers
- Stop bleeding with firm pressure on the wounds
- Avoid contact with blood or other bodily fluids by wearing gloves
- In case of rendering assistance to personnel exposed to hazardous materials and or dangerous goods, wear the appropriate PPE and refer to the MSDS.
- If chemical in eyes, flush eyes continuously with water
- Apply basic first aid (DRSABCD).
- Warden to take control of the situation, ensuring all persons are safe.

Confrontation and / or Trespass

If you are confronted by a threatening person or a person trespass into the building you should follow the steps below:

- Remain calm.
- Call for assistance.
- Keep out of reach of the aggressor.
- Do not antagonize the aggressor.
- Observe the aggressors' behaviors and take notes of appearance.
- Report the incident to the relevant person.

Trespass Procedure

If a person is observed to be acting strangely or located in a part of the workplace restricted to authorised personal only, RNL CONSTRUCTIONS requires that the following procedure be followed:

- Obtain assistance from other workers or notify the relevant person of the situation.
- Never challenge someone if you are unsure or alone.
- In instances of trespass, if safe to do so, casually approach the person and ask if you can assist.
- If unsafe to approach the person, remove yourself from the situation.

Threat Procedures e.g. Bomb, Telephone

Bomb threats are usually a form of communication, written or verbal, delivered by electronic (email, Web Chat, SMS etc), oral (telephone, tape recording), or other medium (letter) which are frequently used to disrupt business or cause alarm.

These procedures are designed to help people respond to and deal with a threat in accordance with current directions provided by the Australian Federal Police and Australian Standard 3745-2010.

These procedures are designed to help you assess the level of the threat and, on the information available, decide on a course of action.

The following points provide an overview of the initial actions to take when a threat is received.

Telephone Threat Procedure

Any person receiving a telephone threat should observe the following:

- Keep calm.
- If possible, attract the attention of a fellow worker
- Keep the caller on the line as long as possible to gather information, do not hang up;
- Use the threat check list provided.
- The check list can be used as evidence against the perpetrator of the threat in any subsequent legal proceedings.
- Obtain as much detail as possible about the bomb and its location;
- Listen carefully for any background noises, speech mannerisms, accents or other details that might give a clue to the age, sex, identity and location of the caller;
- DO NOT discuss the call with other occupants in order to minimise distress; be discreet with the information and take direction from Chief Warden or a Manager;
- Immediately after the threat, contact your immediate supervisor, the Chief Warden and notify the Police;
- Complete the threat report form (reverse of check list) and hand it to the Chief Warden or, in their absence, the Police when they arrive.

Appendix A: Phone Bomb-Threat Checklist



AFP
AUSTRALIAN FEDERAL POLICE

PHONE BOMB-THREAT CHECKLIST

Remember to keep calm

Important questions to ask

Where did you put it?

When is the bomb going to explode?

What does it look like?

Exact wording of threat

Threat:

General questions to ask

How will the bomb explode?

or

How will the substance be released?

Did you put it there?

Why did you put it there?

Bomb threat questions

What type of bomb is it?

What is in the bomb?

What will make the bomb explode?

Chemical/biological threat questions

What kind of substance is in it?

How much of the substance is there?

How will the substance be released?

Is the substance a liquid, powder or gas?

For immediate or emergency advice please contact your local police service.

PHONE BOMB-THREAT CHECKLIST

Remember to keep calm

Other questions to ask

What is your name?

Where are you?

What is your address?

Notes for after the call

CALLER'S VOICE

Accent (specify):

Any impediment (specify):

Voice (loud, soft, etc):

Speech (fast, slow, etc):

Dictation (clear, muffled):

Manner (calm, emotional, etc):

Did you recognise the caller?

If so, who do you think it was?

Was the caller familiar with the area?

THREAT LANGUAGE

Well spoken:

Incoherent:

Irrational:

Taped:

Message read by caller:

Abusive:

Other:

BACKGROUND NOISES

Street noises:

House noises

Aircraft:

Voices:

Music:

Machinery:

Local call noise:

STD:

OTHER

Sex of the caller:

Estimated age:

CALL TAKEN

Duration of call:

Number called:

ACTION (Obtain details from supervisor)

Report call immediately to:

Phone number:

Who received the call

Name (print):

Telephone number:

Date call received:

Time received:

Signature:

Written Threat

Once it has been confirmed that a message is a bomb threat, the message and envelope or its container should be placed in a paper envelope or paper folder for further examination by Police/Forensics.

Do not photocopy the letter or note.

Threat Received by Email

It is possible that a threat may be received as an email. In this event evidence is still available within the software. To preserve the evidence:

Save an electronic copy of the email and any attachments; Print a hard copy of the email for referencing the details of the threat; Notify the Chief Warden and the Police.

Summary

If a bomb threat is received either in person or by phone or email, RNL CONSTRUCTIONS requires that the following procedure be followed:

- If a bomb threat is received by telephone, do not disconnect the call, but observe as many details and complete the information on the bomb threat report form as soon as possible.
- If a bomb threat is received in the mail, retain the correspondence including any envelopes or packaging, and do handle it excessively.
- If a bomb threat is received in person, follow the steps outlined above for confrontations and write down a description of the person as soon as possible.
- Notify the relevant person immediately of any bomb threat.
- Do not create panic by telling any other workers immediately.
- The relevant person will notify the Police (000). Follow their directions.
- If evacuation is required, follow the evacuation procedures however DO NOT take any personal items with you as these will need to be inspected as part of the search process.
- Searchers will check workplace systematically, so those who are familiar with the area may be asked for assistance in identifying whether items are out of place or unusual.

Suspicious Objects

If suspicious objects are found in the workplace, the business requires that the following procedure

be followed:

- Do not touch, tilt or tamper with the item and notify the relevant person. The relevant person will notify emergency services and evacuate the area if required.
- If the decision to evacuate is made, workers and visitors should not remove their personal belongings. This will facilitate the identification of suspect objects.

Severe Storm

A severe storm is a local event that encompasses destructive winds and/or heavy rain and hail and in some cases severe lightning. The effects of a severe storm are principally facility damage and the disruption of the primary facility services. However, there is also risk to an occupant's health and safety due to the physical effects of high wind, hail and lightning.

The Bureau of Meteorology defines these as those thunderstorms, which produce either/or:

- Hailstones with a diameter of 2 cm or more
- Wind gusts of 90kph or greater
- Flash-floods
- Tornadoes
- Any combination of the above

Most thunderstorms do not reach the level of intensity needed to produce these dangerous conditions but they all produce lightning which can cause death, injury or damage to infrastructure.

Severe thunderstorms have a lifetime of three hours or less and a diameter of as little as ten kilometers.

Lightning is the discharge produced when differences between ground and atmospheric electrical charge are large enough to overcome the insulating effect of the air. Land Gales are gale force winds 62kph or stronger over the land and usually affect a much wider area and last much longer than thunderstorms.

Main Threats

- Medical Emergency (inability to evacuate injured personnel).
- Injury to personnel by airborne debris.
- Loss of access to sites (flooded/impassable roads).
- Personnel struck by lightning.
- Lightning initiating a fire or explosion.
- Disruption to power supplies.
- Personal injury through use of telephones during electrical storms.

Warnings

There is technology to predict most extreme weather conditions. This means we can prepare for the majority for situations. Monitor Internet web sites such www.bom.gov.au, local radio channels FM / AM and local TV stations for weather forecasts and instructions e.g., Alert issued by the Bureau of Meteorology.

Warden, Project Manager or Site Supervisor notifies site of impending storm or Visual warning at site.

WEB SITES

Bureau of Meteorology	www.bom.gov.au
Queensland QFE	www.fire.qld.gov.au or www.ruralfire.qld.gov
SES	www.emergency.qld.gov.au/ses

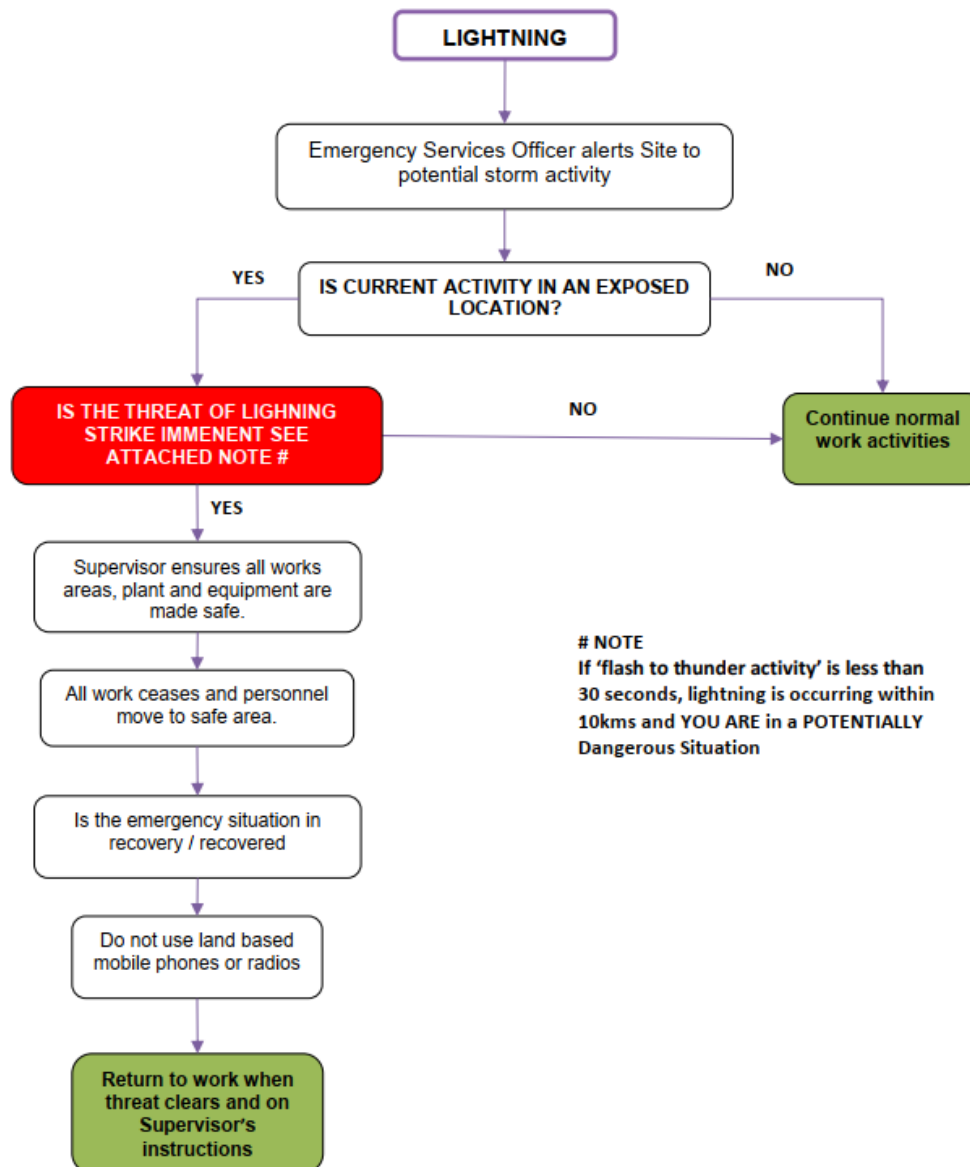
Response

This specific procedure is for situations where pre -warning has been received.

- Alert personnel, who may be affected.
- Ensure the site is clear of loose material that may become airborne during strong winds.
- Monitor traffic conditions, if visibility is poor, stop traffic movement.
- Ensure all personnel are in a safe location (hard top vehicle or building).
- Monitor site access roads.

- Prepare for possible failure of power supply.
- Seek indoor shelter.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- For Lightning, cease all activities being carried out in the open.

Lightning Procedure



Emergency Services Officer = Warden, Project Manager or Site Supervisor

Plant Rollover

In the event of a plant rollover:

- Call 000 (Medical Emergency Ambulance and Fire Rescue)
- Provide the following information.
 - Nature of the emergency.
 - Location of the emergency.
 - Your name and phone number from which you are calling.
- Call the following personnel trained in First Aid and CPR to provide the required assistance prior to the arrival of the professional medical and rescue services.
- Do not enter plant to assist unless it is safe to do so
- Do not move victim unless absolutely necessary e.g. fire, water engulfment
- If there is a fire or water engulfment and the operator is unable to evacuate the cabin, break the glass as safely as possible and remove the operator only if it is safe to do so and the plant is stable.

Crush or Amputation of Limb (including crush by vehicle or plant)

In the event of a crush or amputation:

- Call 000 (Medical Emergency Ambulance and Fire Rescue)
- Provide the following information.
 - Nature of the emergency.
 - Location of the emergency.
 - Your name and phone number from which you are calling.
- Call the following personnel trained in First Aid and CPR to provide the required assistance prior to the arrival of the professional medical and rescue services.
- Do not move victim unless absolutely necessary e.g. fire
- Call the following personnel trained in First Aid and CPR to provide the required assistance prior to the arrival of the professional medical help.
- Apply tourniquet 3cm above amputated point to stop blood loss
- Follow procedure for Medical Emergency

Traffic Accident

In the event of a traffic accident:

- Call 000 (Medical Emergency Ambulance and Fire Rescue)
- Provide the following information.
 - Nature of the emergency.
 - Location of the emergency.
 - Your name and phone number from which you are calling.
- Do not move injured persons unless they are in direct danger of further injury.
- If safe to do so, check for fuel leaks and isolate / contain the leak
- Follow Procedure as per Medical Emergency, if required
- Follow Procedure for Crush or Amputation of Limb, if required
- Traffic Controller to assist in removing any blockage on roads (Where possible and safe to do so).
This may involve a lateral shift around the traffic accident in the event of serious accident-causing vehicles to become unrideable
- Call Tow Truck Company for removal of vehicles
- Traffic Control to help manage traffic while vehicles are being recovered

Contact with Energized Powerlines (Above ground and Underground)

If unplanned contact with electric lines occurs, the following action is to be taken:

- Stay away. Do not try to break contact between the machinery and the power line because lines can be damaged.
- Stay in the cabin. Machinery operators must not leave their machinery until the power is switched off and the area declared safe by the Owner of the power lines.
- Call the Owner of the line immediately.
- Keep all persons at least 8m away.

- If immediate evacuation of the machine is necessary, JUMP WELL CLEAR, WITH FEET TOGETHER, AND HOP AWAY. Do not touch the ground and the machinery at the same time.
- Be aware that contact with live high voltage may cause vehicle tyres to explode, not necessarily immediately.
- If power lines are brought down, do not go near them, keep well clear.
- If an unauthorised machine or person enters the Exclusion Zone, immediately withdraw from the Zone if possible and report to the supervisor on site. If it is not possible to withdraw from the Exclusion Zone, shut down the machine in a safe manner and contact the supervisor on site.

Embankment Slip without involving Person(s)

- Evacuate area as quickly and safely as possible
- If injuries have occurred, follow Medical Emergency Procedure or Crush Emergency Procedure
- Contact Site Management and alert them of slip
- Where safe move plant and equipment away from edge of embankment
- Site Management to perform High Potential Incident Report and notify client as soon as practical

Embankment and/or Trench Collapse

The purpose of this procedure is to provide guidelines and information to effectively control risks associated with embankment slip and/or trench collapse (trench work).

- Call 000 (Medical Emergency Ambulance & Rescue)
 - Provide the following information.
 - Nature of emergency.
 - Location of the emergency.
 - Your name and phone number from which you are calling.
- Call the following personnel trained in First Aid and CPR to provide the required assistance prior to the arrival of the professional medical help.
- If on surface, do not attempt to move victim unless absolutely necessary e.g. fire

- If an emergency situation arises, your personal safety is the highest priority, followed by the person(s) in the trench collapse or confined space.
- Where it is safe to do so, and only if you have relevant training to safely access person together with appropriate equipment, provide assistance to the person in the trench collapse or confined space.
- If engulfed, try and locate the victim looking for signs such as tools or a shovel.
- Clear all unwanted workers away from the area.
- Remove the collapsed soil with shovels or, if it is a very deep trench, with a machine. If a machine is used, take extreme care to avoid further injury to the victim.
- If possible, batter the sides of the trench in the collapsed area or insert shoring where possible to protect the victim and rescuers.
- Allow no one on top of the collapsed soil as this will increase pressure on the victim.
- If the trench is over 1.5m deep, rescuers are to wear safety harnesses and lines which extend to the surface.
- When rescuers are near the victim, hands should be used to remove the soil if possible. If shovels have to be used, these are to be used with caution.
- When the victim is located, clear soil from head and chest, and check for breathing and a pulse.
- If breathing has stopped, start Expired Air Resuscitation (EAR). Where breathing has stopped and pulse is absent, start Cardio-Pulmonary Resuscitation (CPR).
- Check for injuries and apply first aid where necessary.
- Do not remove the victim unless there is a danger from flooding or dangerous gases are present or there is an imminent danger of further collapse.
- Do not remove the victim by tying a rope around him/her and pulling on the rope.
- Where possible, leave the victim in the trench until the ambulance or a qualified medical person arrives.

Confined Space Emergency

Workers are to EXIT the confined space immediately, if any of the following situations occur:

- An alarm is indicated by the gas detector.
- You experience any of the following symptoms, headache; nausea; burning sensation in the eyes or throat; dizziness or any other symptoms which could indicate the presence of hazardous gases or chemicals in the confined space.

- The water level inside the confined space rises rapidly, e.g. pipe/valve failure;
- The observer must leave their position, e.g. toilet break.

In the event of a person collapsing or suffering an injury inside the confined space, the emergency procedure is as follows:

- Follow Confined Space Rescue training (emergency personnel)
- **NO TRAINED RESCUE PERSONELL SHALL ENTER A CONFINED SPACE TO ATTEMPT A RESCUE, WHERE THERE IS ANY RISK OF ADVERSE ATMOSPHERIC CONDITIONS.**
- Call 000 (Medical Emergency Ambulance & Rescue)
 - Provide the following information.
 - Nature of medical emergency.
 - Location of the emergency.
 - Your name and phone number from which you are calling.
- Call the following personnel trained in First Aid and CPR to provide the required assistance prior to the arrival of the professional medical help.
- Do not attempt to move victim unless absolutely necessary e.g. fire
- If an emergency situation arises, the safety of yourself is the highest priority, followed by the person(s) in the trench collapse or confined space. Where it is safe to do so, and only if you have relevant training together with appropriate equipment, provide assistance to the person in the trench collapse or confined space.
- If the gas detector alarms or there is any risk of adverse atmospheric contaminants, all other workers in the confined space must immediately return to the surface to avoid multiple casualties.
- The observer alerts other on-site employees at the site of the accident.
- The observer winches the collapsed worker (still attached to the winch. Note: All workers within the confined space shall remain attached to the winch at all times) to the surface using the winch.
- Note: Care should be taken not to unnecessarily injure the collapsed worker during ascent by using excessive force.
- When the collapsed worker reaches the surface, they are pulled away from the opening, by firmly holding their safety harness, before releasing them from the winch cable.
- The collapsed worker is then placed in a safe area clear of the confined space opening.
- The condition of the collapsed or injured worker is assessed and, if necessary, resuscitation and/or first aid are administered.

Note: If an unconscious employee regains consciousness, they should be seen by a medical doctor immediately.

Rescue with Rescuer Entering Confined Space

Examples of this situation include:

- Worker unconscious.
- Worker caught on obstacle when being winched to safety.

CAUTION: If an alarm is indicated do not enter the confined space.

- The rescuer may enter the confined space and release the injured person from the obstacle or attach the winch cable to the person. The rescuer will then assist the observer to winch the injured person to the surface.
- When the injured worker reaches the surface, they are pulled away from the opening, by firmly holding their safety harness, before releasing them from the winch cable.
- The injured worker is then placed in a safe area clear of the confined space opening.
- The condition of the collapsed or injured worker is assessed and if necessary, resuscitation and or first aid are administered.
- As soon as the severity of the problem has been assessed, if necessary, an ambulance should be summoned.
- Note: If an unconscious employee regains consciousness, they should be seen by a medical doctor immediately.

Chemical Contact / Exposure

Chemical Agents

Chemical agents may be a solid, liquid or gas and in some cases the agent may be odourless, colourless and tasteless. Chemical agents may be inhaled, ingested or absorbed through the skin and can have immediate or delayed effect.

A chemical agent can be disseminated by a spraying device, leaking package or a container either bursting or exploding. A chemical agent may cause incapacitation, serious injury or death.

Chemical Contact Procedure

- Follow the relevant SDS in terms of instructions relating to contact and/or exposure.
- For personal exposure and/or ingestion and/or inhalation, follow directions as per SDS and contact poisons hotline on 13 11 26 if required.
- Seek medical assistance, if required.
- Inform your Supervisor.
- If you find a person unconscious due to chemical contact and/or exposure, call 000 (Medical Emergency)

IN CASE OF POISONING
CALL POISONS INFORMATION CENTRE
131 126

Biological Contact Procedure

Differences between a Chemical and a Biological Agent

Chemical incidents are characterised by the rapid onset of medical symptoms (minutes to hours) and easily observed signatures (coloured residue, dead foliage, pungent odour, dead insects, fish, and animals).

Biological incidents are characterised by the onset of symptoms in hours to days. Typically, there will be no characteristic signatures because biological agents are usually odourless and colourless. Because of the delayed onset of symptoms in a biological incident, the area affected may be greater due to the movement of infected individuals.

Biological agents are typically non-volatile and are imperceptible to the naked eye. Biological agents will usually be imbedded in a delivery medium such as a powder or liquid. They can be disseminated by a dispersion device such as an aerosol sprayer. Biological agents are normally ingested or inhaled and while they are not absorbed through the skin these agents can penetrate through an open wound.

Biological Contact Procedure

Self-protection is important if exposure to a biological agent is suspected.

The following should apply:

- Cover your hands but do not put your hands near your mouth;
- Hold your breath until you are able to move away;
- Preferable stay in your office along with your colleagues who were present at the time the suspect exposure occurred;
- Seal the room so that others are prevented from entering;
- Ideally, move to a second secure area where you are safe from further exposure to the material and at which you are less likely to contaminate persons who have not been exposed.
- If indoors isolate the area and move those who have not been exposed outdoors and up-wind of the point of release;
- Prevent others from entering the area;
- Call ZERO ZERO ZERO (000) and advise the emergency services of the suspected biological incident including the description of the potential contaminant and the package/device. The action taken to isolate the area and visible signs of distress.
- Follow the instructions of the attending emergency services.
- After getting clear of the incident area, consider removing your outer garments if you think there may have been airborne
- Unlike chemical agents where symptoms are quickly apparent, it is unlikely that any person will know of their exposure to a biological agent because there is a greater lead time before the symptoms are apparent.

Chemical Spill

RNL Constructions does not routinely use or store significant quantities of hazardous chemicals on its worksites. The most likely chemical spill encountered during operations would involve small quantities of water-based paints, sealants, cleaning products, fuels or lubricants brought onto site by subcontractors or suppliers.

In the event of a chemical spill, work shall cease immediately in the affected area and the source of the spill shall be isolated where it is safe to do so. Personnel shall prevent the spill from spreading, particularly into stormwater drains, waterways, soil or environmentally sensitive areas. Appropriate spill containment materials shall be used to contain and absorb the substance.

Where painting works are being undertaken, the painting contractor is responsible for maintaining a suitable spill kit and responding to any spills associated with their activities.

All spills shall be reported to the Site Supervisor or Project Manager as soon as practicable. The Supervisor shall assess the extent of the spill, coordinate clean-up activities and determine whether any external notifications are required. Contaminated absorbent materials, soil or waste generated from the clean-up process shall be disposed of in accordance with environmental and waste management requirements.

Where a spill cannot be safely controlled using available resources, or there is a risk to people, property or the environment, the area shall be isolated and emergency services contacted if required. An incident report shall be completed and corrective actions implemented to prevent recurrence.

Prickly Heat

Prickly heat results in an itchy painful rash:

- Keep the rash cool and dry.
- Seek medical assistance.
- Inform your Supervisor.
- Ensure the person stops hot work until the rash has settled down.

Fainting, Cramps, Exhaustion

- Lay the person in the shade.

- Provide cool water.
- Fan the person manually to cool the core body temperature.
- Seek medical assistance.
- Inform your Supervisor.
- If unconscious call 000 (Medical Emergency)

Heat Stroke

With untreated heat stroke, there is risk of fatality.

Immediately start first aid by removing clothing, wetting the skin, and manually fanning the person to increase evaporation.

- Seek medical assistance if unconscious call 000 (Medical Emergency)
- Inform your Supervisor.

Hitting an underground service (Electrical)

- Work to stop immediately.
- Warn all other trades etc. to keep at least 10m away.
- Immediately notify the client and the Foreman and the Project Manager/Engineer.
- Operator to stay in the cabin. Machinery operators must not leave their machinery until the power is switched off and the area declared safe.
- If immediate evacuation of the machine is necessary, JUMP WELL CLEAR, WITH FEET TOGETHER, AND HOP AWAY. Do not touch the ground and the machinery at the same time.
- Be aware that contact with live high voltage may cause vehicle tyres to explode, not necessarily immediately.
- Facilitate first aid treatment and seek medical aid as required without placing yourself in danger.
- Where required call for emergency assistance on 000 at the earliest opportunity and advise of the situation.

- Notify the relevant power authority.

Hitting an Underground Service (Gas)

- Work to stop immediately.
- Immediately notify the client and the Foreman and the Project Manager/Engineer.
- Operator to shut down the plant or equipment UNLESS this process provides an ignition source for any escaping gas.
- Warn all other trades etc. to keep away and maintain an exclusion zone due to the risk of explosion or fire.
- Do not attempt to use any instrument which may provide an ignition source near the gas escape. This includes mobile phones, two-way radios etc.
- Do not attempt to approach or re-enter plant until the relevant authorities have determined the site is safe.
- Facilitate first aid treatment and seek medical advice as required.
- Where required call for emergency assistance on 000 at the earliest opportunity and advise of the situation.
- Notify the relevant gas distribution authority.
- In all of the above instances, the Project Engineer shall notify the client and an Investigation Report shall be raised.

Fall from Heights

The purpose of this procedure is to provide guidelines and information to effectively control risks associated with falls from heights:

- Call 000 (Medical Emergency Ambulance & Rescue)
 - Provide the following information.
 - Nature of medical emergency.
 - Location of the emergency.
 - Your name and phone number from which you are calling.
- Stop Work, ensure immediate danger risks have been mitigated before attending to worker

- Call the following personnel trained in First Aid and CPR to provide the required assistance prior to the arrival of the professional medical help.
- Do not attempt to move victim unless absolutely necessary e.g. fire
- If the person cannot be safely accessed e.g. fallen into a trench or pit, then attempt to install safe access route, or wait until rescue team arrives (000).
- If an emergency situation arises, your personal safety is the highest priority, followed by the person(s) who has fallen. Where it is safe to do so, and only if you have relevant training together with appropriate equipment, provide assistance to the person in the trench collapse or confined space.

Relevant training includes:

- Working at Heights Rescue

Arrested Falls

Within the construction industry, 47% of all workplace accidents involved a fall from a height.

Falls from a height is the main cause of fatal accidents and serious injuries in the workplace.

Rescuing an employee that has fallen must begin as quickly as possible to avoid suspension trauma. Alternately, the onset of suspension trauma can be slowed if the employee can stand in suspension relief straps or a loop on the end of a rope.

Follow the appropriate rescue procedures to safely and efficiently rescue the distressed employee. In a fall arrest situation, rescuers must be reassuring to the fallen employee.

If an employee falls and is suspended by their fall arrest harness, initiate the emergency rescue plan by following the steps listed below:

- The Site Supervisor (or Project Manager as backup) takes charge of the overall situation.
- CALL 000 and call for additional help from employees trained in rescue procedures if required.
- The Site Supervisor (or Project Manager as backup) to determine the safest type of rescue given existing conditions so the rescue team can initiate a rescue as quickly as possible.
- The person designated to be in charge of the rescue alerts other employees that an emergency exists and that all work in the area should stop.

- All employees in the vicinity of the incident must stop working immediately.
- Attempt to communicate with the fallen employee to determine their condition and whether they can self-rescue or participate in an assisted rescue.
- Ask all non-rescue-related people to leave the area.
- Record the time (best estimate) when the employees fell and when they were rescued. The difference is the length of time the employee was suspended
- Monitor the employee's condition constantly. The signs and symptoms of orthostatic intolerance that can start to be seen in 2/3 minutes include:
 - Faintness
 - Nausea
 - Breathlessness
 - Dizziness
 - Sweating
 - Paleness
 - Hot flushes
 - Skin tone may appear grey
 - Loss of vision
- Convey information back to 000 if rescuers have not arrived.
- The employee in charge of the rescue quickly evaluates the situation to identify any further hazards resulting from the accident.
- Identify a safe landing area on a work platform, ground, or floor level.
- Identify any hazards in or near the landing area that must be dealt with.
- If additional safety procedures are required to deal with new hazards, list them below in the appropriate spot.
- If necessary, ensure an employee is designated to meet emergency response personnel (fire, ambulance etc.) and bring them quickly and safely to the work site.

Refer to the applicable type of rescue listed below and follow the most appropriate procedure for implementing the rescue, given the specific situation.

Self-Rescue

If the employee has selected the proper fall arrest equipment, installed it correctly, is using it properly, and has not been injured, they should, in most cases, be able to self-rescue as follows:

- Make verbal contact with the fallen employee to help them stay calm, establish whether they are injured, and guide them during self-rescue.
- Employee climbs back up to the work platform from which they fell. (This would typically involve a fall of 0.60 m. to 0.9 m).
- The rescue team assists the employee back onto the work platform.
- Employee returns to ground or floor level. The rescue team stays with the employee in case they are unstable.
- Have the employee checked by a qualified first aider and provide first aid if required.
- Collect all of the fall arrest equipment used by the employee and tag the equipment as DO NOT USE. Document all of the items used, the employee's name, the date and time of the fall, and the job performed when the fall occurred.
- Give the fall arrest equipment and documentation to the employee's Site Supervisor or Project Manager to have inspected for defects and damage.

Assisted Self Rescue

If self-rescue is impossible, an assisted self-rescue will be performed using a mechanical assist winching system. The following procedures are to be used during this type of rescue:

- Make verbal contact with the employee to help them stay calm and determine whether they are injured.
- Maintain verbal contact during the rescue.
- While rescue preparations are being made, do the following:
- If the employee's harness has suspension relief straps and is okay, tell the employee to insert their feet in the straps to relieve the pressure exerted by the harness straps on their legs.
- If the employee's harness is not equipped with suspension relief straps, lower a rope with a loop at the end for the employee to use as a relief strap.
- Encourage employees to keep moving their legs while their feet are in the suspension strap or rope loop.

The following rescue procedures are only to be used when rescue services cannot attend within a

short amount of time considering possible injuries sustained. An example would be a remote work site, the worker is unresponsive and emergency services cannot attend within a short timeframe.

Where the worker is injured and requires immediate medical attention, proceed with the following rescue procedures only if certified rescue equipment is available and rescue personnel have received rescue training.

- Attach the certified winching equipment to a securely installed and certified anchoring point or tripod.
- When attempting a rescue, it is essential that the anchor should be positioned in a way that makes the equipment easier to operate safely.
- The anchor point should be arranged in a way that means it does not come into contact with an edge, where possible. If this is not possible, then the equipment should be protected from the edge to reduce the likelihood of damage occurring.
- Lower the winch line to the employee.
- Have the employee grab the hook on the end of the line and securely attach it to the proper D-ring on their harness. (If necessary, provide verbal directions to assist the employee.)
- A member of the rescue team must verify that there is a positive/secure connection between the hook and the D-ring.
- The rescue team must raise or lower the fallen employee to the nearest safe work platform, floor, or ground level.
- Maintaining a steady and controlled rate of movement during the raising or lowering part of a rescue plan is essential.
- Have the employee checked by a qualified first aider and provide first aid if required.
- Collect all of the employee's fall arrest equipment and tag it as DO NOT USE. Document the items used, the employee's name, the date and time of the fall, and the job performed when the fall occurred.
- Give the fall arrest equipment and documentation to the employee's Site Supervisor or to have inspected for defects or damage.

Fully Assisted Rescue

These procedures must be followed if the employee is injured and cannot attach themselves to the rescue system.

- Make verbal contact with the employee to help them stay calm and determine whether they are injured.
- Maintain verbal contact during the rescue.
- Attach the certified winching equipment to a securely installed and certified anchoring point or tripod.
- Rig separate lines for rescuers to use while carrying out the rescue.
- If possible, use a rescue remote connection pole to attach the winching cable or rope to the employee's harness D ring.
- If the remote connection pole cannot be used, lower a rescue team member to the suspended employee to attach the winch line to the D ring in the employee's harness.
- Raise or lower the employee to the nearest safe work platform or lower the employee to the ground or floor. (NOTE: Unless there is a hazard that prevents the rescue team from doing so, any employee that is injured or has been suspended in their harness for an unsafe period should be lowered to the floor or ground so that first aid and medical attention can be accessed as quickly as possible.)
- Provide first aid and required medical attention. (Ensure that the possibility of suspension trauma is addressed.)
- Collect all of the employee's fall arrest equipment and tag it as DO NOT USE. Document the items used, the employee's name, the date and time of the fall, and the job performed when the fall occurred.
- Give the fall arrest equipment and documentation to the employee's supervisor or manager to have inspected for defects or damage.

Ladder Rescue

If a ladder can be safely set up and the suspended person can be safely reached by a rescuer on the ladder, follow the procedures listed below:

- Set up the ladder so that a rescuer can reach the suspended employee on the ladder.
- Rig separate lifelines for the rescuer on the ladder.
- If the employee that has fallen is unconscious or, due to injuries, is unable to help during the rescue and a second rescuer is required, consideration should be given to using an alternative rescue procedure.
- Securely attach a separate lowering/winch line to the employee.

- Rescuers on the ground, or the closest safe surface, should raise the employee just enough to allow their lanyard to be disconnected and lower the employee to the ground or floor using the lowering line.
- Once the fallen employee has been lowered to a safe surface, provide first aid and determine if medical attention is required to deal with possible suspension trauma.
- A retrieval or rescue can experience complications if there are any obstructions, edges or other hazards involved. This is because they can increase friction, increase the risk of the anchor line being cut or worn, or could interfere with the rescue equipment.

Major Security Event (including Terrorist act)

The following guideline should be considered in the event that the risk environment changes to indicate a terrorist attack is likely.

- Workers are to isolate themselves from potential civil action.
- Contact QPS on 000
- Attempt to identify persons involved and wait for QPS assistance.

Earthquake

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep way from overhead fixtures, windows, filing cabinets and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the competent person or Works Supervisor.

Floods

Floods or flash-floods can occur without warning but we have technology to predict most weather conditions. This means we can prepare for the majority for situations. This specific procedure is for situations where pre-warning has been received.

Bureau of Meteorology Queensland Services

- www.bom.gov.au
- Warnings:QLD Tropical Cyclone Warnings1300 659 212
- QLD Land Weather and Flood Warnings1300 659 219
- QLD Coastal Marine Warnings1300 360 427

Location of Project

Properties at risk from flood inundation are those that are located within or adjacent to flood plains or those that may have a vulnerability to barriers preventing water flow, diverting water flow or blocking water flow. Floods can also occur as a result of changes to the natural landscape or failure of storm water drainage systems to cope with a sudden or prolonged downpour.

A one-hundred-year flood is a flood event that has a 1% probability of occurring in any given year. The 100-year flood is also referred to as the 1% flood, since its annual exceedance probability is 1%. For river systems, the 100-year flood is generally expressed as a flowrate.

Properties located in flood prone areas should have pre-planned and constructed physical measures to minimise the flood effects. In the long term they must engage a hydrologist to develop a flood plan for their building.

- Be ready to evacuate as directed by the Works Supervisor.
- Follow the recommended primary or secondary evacuation route.
- Avoid walking or driving through flood water.
- Climb to high ground and stay there until water level recedes.

General Environmental Emergency

An environmental emergency is a significant event which threatens the environment including: fire, explosion, spills, gas leaks, and natural disasters, chemical, biological and radiological emergencies.

All environmental emergencies are to be reported to the Project Manager or Site Supervisor.

Oil Spills

If a spill occurs on site, workers are to clean up spills IMMEDIATELY using the following procedure:

Oil Spills on Water

- Spill kits are to be present wherever oil and chemicals are being used at site.
- At least one person who has completed spill kit training to be present in close proximity to works.
- If spill occurs on or near a water course, deploy the waterway boom to prevent spread (located with spill kit).
- Notify Site Supervisor and Project Manager as soon as practicably possible, who will report it to the relevant authorities (where required).
- Continue to contain the spill with booms and collect it from the water surface using skimmer equipment located in the spill kit. Spilt oil floats on water and initially forms a slick that is a few millimeters thick.
- All personnel not directly involved with the spill are to be removed from the leak or spill area.
- The person is to refer to the relevant SDS and follow instructions relating to the leaks or spills.
- First Aid is to be administered if substance has injured or made ill any personnel.
- The appropriate PPE is to be used when cleaning up the spilt substance/s.
- The contaminated material including skimmers and absorbent material should be disposed of according to the instructions given in the SDS (also classified as hazardous waste disposal, disposal records from approved landfill to be obtained).
- Project Manager or Site Supervisor to report the Incident to the client and the Superintendent Representative and HSEQ Manager.
- Use absorbent materials stored on site to clean-up spill.
- Contain spill material within a bunded area – use sand socks, together with absorbent material from

spill kit. Plastic lining to be applied when leakage is observed together with a second layer of sand socks and/or absorbent material.

- Spill pad to be available (with retrieval line).
- Dispose of contaminated fuel/absorbent material waste and contaminated soil to an approved disposal container/facility.

Notes:

- No two oil spills are the same because of the variation in oil types, locations, and weather conditions involved. However, broadly speaking, there are four main methods of response.
- There are various types of booms that can be used either to surround and isolate a slick, or to block the passage of a slick to vulnerable areas such as fauna and flora.

Oil Spills on Land

- Same as for On Water, however exclusion of booms and skimming equipment.
- Dispose of any contaminated soil according to the instructions given in the SDS (also classified as hazardous waste disposal).
- Other Chemical Spills
- Follow procedure for Oil Spills, On Land or on water depending whether the chemical is miscible with water or not i.e. floats or not.
- Follow the relevant SDS in terms of instructions relating to the leaks or spills.
- For personal exposure and/or ingestion and/or inhalation, follow directions as per SDS and contact poisons hotline on 13 11 26 if required.

Discovery of Cultural Heritage Items

- Cease work in the vicinity of potential discovery.
- Protect works as necessary (e.g. erecting flagging or bunting to prevent further disturbance).
- Immediately notify Department of Environment and Heritage Protection (DEHP) and Superintendent.

- Further disturbance or continuation of works shall not continue until instructed to do so by the Superintendent.

Discovery of Red Imported Fire Ants

- Mark location of ants and protect from further disturbance by erection of flagging, etc.
- Stop work in immediate area and do not allow further spoil to be removed from site.
- Notify immediately the Superintendent Representative, Project Manager and Site Supervisor.
- Project Manager and/or Site Supervisor to notify Biosecurity Queensland Fire Ant Management (13 25 23).
- Highly Erodible and Dispersive Soils
- Cease excavation of erodible material.
- If rain is imminent, cover excavated materials with plastic sheeting.
- Erect silt fencing around material.

Infectious Diseases and COVID

Infectious agents can be spread in a variety of ways, including:

- breathing in airborne germs – coughs or sneezes release airborne pathogens, which are then inhaled by others; Touching contaminated objects or eating contaminated food – the pathogens in a person's
- feces may be spread to food or other objects, if their hands are dirty ;
- skin-to-skin contact – the transfer of some pathogens can occur through touch, or by sharing personal items, clothing or objects;
- contact with body fluids – pathogens in saliva, urine, feces or blood can be passed to
- another person's body via cuts or abrasions, or through the mucus membranes of the mouth and eyes.

Workplace Infection Control – Personal Hygiene Practices

Infection control procedures relating to good personal hygiene include:

- Hand washing – the spread of many pathogens can be prevented with regular hand washing.
- Thoroughly wash your hands with water and soap for at least 15 seconds after visiting the toilet, before preparing food, and after touching clients or equipment. Dry your hands with disposable paper towels
- Unbroken skin – intact and healthy skin is a major barrier to pathogens. Cover any cuts or abrasions with a waterproof dressing
- Gloves – wear gloves if you are handling body fluids or equipment containing body fluids, if you are touching someone else's broken skin or mucus membrane, or performing any other invasive procedure. Wash your hands between each client and use fresh gloves for each person where necessary
- Personal items – don't share towels, clothing, razors, toothbrushes, shavers or other personal items.

Infection Control and Workplace Cleanliness

Infection control procedures relating to cleanliness in the workplace include:

- Regularly washing the floors, bathrooms and surfaces (such as tables and bench tops) with hot water and detergent;
- Periodically washing the walls and ceilings;
- Thoroughly washing and drying mops, brushes and cloths after every use – drying mops and cloths is particularly important, since many pathogens rely on moisture to thrive.

Infection Control – Occupational Exposure to Body Fluids

If you come in contact with blood or body fluids:

- Flush the area with running water;
- Wash the area with plenty of warm water and soap;
- Report the incident to the appropriate staff member;
- Record the incident via the Disease/Injury/Near Miss/Accident (DINMA) reporting procedure;

- Seek medical advice;
- Employers and occupational health and safety representatives should investigate all incidents involving contact with blood or body fluids, and take action to prevent a similar incident from happening again;
- Using disinfectants to clean up blood and other spills of bodily fluids;
- When using disinfectants – always wearing gloves, cleaning the surfaces before using the disinfectant, and always following the manufacturer's instructions exactly;
- Spot cleaning when necessary.

Dealing With Spills of Body Fluids

Examples of body fluids include blood, saliva, urine and feces. When dealing with spills of body fluids, infection control procedures need to be followed carefully.

Always:

- Isolate the area;
- Wear gloves, a plastic apron and eye protection, such as goggles;
- Soak up the fluid with disposable paper towels, or cover the spill with a granular chlorine - releasing agent for a minimum of 10 minutes. Scoop up granules and waste using a piece of cardboard (or similar), place in a plastic bag and dispose of appropriately;
- Mix one part bleach to 10 parts water and apply to the area for 10 minutes;
- Wash the area with hot water and detergent;
- Dry the area;
- Dispose of paper towelling and gloves appropriately;
- Wash your hands;
- Rinse any contaminated clothing in cold running water, soak in bleach solution for half an hour, then wash separately from other clothing or linen with hot water and detergent.

Pandemic COVID-19

- A Pandemic declared by the World Health Organisation (WHO). RNL CONSTRUCTIONS shall monitor information provided by Workplace Health & Safety Queensland (WHSQ) for updates and instructions on the Pandemic COVID-19.
- RNL CONSTRUCTIONS shall immediately communicate a Safety Alert
- ALL persons on site shall follow procedures as set out in the below Safety Alerts.
- It is a requirement that ALL persons on site maintain a social distancing of 1.5m at a minimum. For office areas, each person requires at least 4m square area.

Post Emergency

Initial After Incident Actions:

All personnel are individually responsible for ensuring that upon the event of an incident, that information is passed onto their Supervisor or Manager as soon as practicable.

The initial action to be taken after an incident post enacting relevant emergency procedure(s) is to:

- Ensure that there is no continued threat to persons, property or equipment;
- Evacuate the incident scene if required;
- Any unsafe conditions are remedied or sealed off;
- The scene is preserved (DO NOT TAMPER WITH THE SCENE);
- Potential witnesses are identified and information obtained from each person;
- Relevant evidence is preserved including but not limited to:
 - Photographs
 - Work control documents (protocols, risk assessments, training records etc)
 - Tools
 - Equipment
 - Preliminary witness statements

Incident Notification

Incidents must be reported to your Site Supervisor or Project Manager by employees immediately after an occurrence.

The Project Manager shall immediately as reasonably practicable update the Improvement Register, with incident details (as required by columns in Register):

- Date, time and location of the incident;
- Initial description of the event (only known facts);
- Initial assessment of the actual and potential severity of the event; and

- Immediate actions being taken.

If an incident report is required, the Project Manager are to ensure that the Incident Report is completed no later than by one day from the incident (within 24Hours)

Emergency Debrief and Review

Following any Emergency or exercise, the Warden shall initiate a post Emergency debrief and review. Such review shall include but not be limited to:

- Investigation of incident including actual/potential consequence and root cause.
- Debrief of all personnel involved.
- Review of opportunities for improvement arising from Emergency event analysis and investigation.
- Review of procedures and training relevant to the Emergency.
- Ensure records of Emergency actions and result are kept.
- Review effectiveness of communication process.
- Manage media considerations (by Managing Director only).

Critical Incident Response Counselling

A critical incident is a traumatic event that causes people to experience strong emotional reactions.

Examples of critical incidents are:

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

In circumstances such as a major emergency where the services of counsellors are required the Managing Director will contact the EAP provider to arrange transport to site for the provision of counselling services

APPENDIX A – EMERGENCY CONTACTS LIST

Emergency Contacts List 000 OR 112 (Mobile)	
Both numbers are accessible whilst mobile keypads are locked.	
Project Name: Jobs under \$350,000 + GST Site Supervisor: Roman Purnell	
Fire	000
Police	000
Ambulance	000
Police Station	131 444
Poisons Information Centre	131 126
EPA Pollution Hotline	1300 130 372
Telstra – Report Damages	132 200
Dial Before You Dig	1100
Electrical Emergency (SEQ)	131 253
Water Emergency	132 364
Gas Emergency	000
QLD WHS Regulator	1300 362 128
Biosecurity Queensland	13 25 23
RSPCA Animal Hospital	Ambulance (1300 852 188)
Energex 24 Hour Contact	13 62 62
Origin Gas	1800 808 526
Site Supervisor (s)	John Cook 0409 246 350 or Rob Kernaghan 0427 183 525
Workplace Health & Safety Officer (Offsite)	Roman Purnell 0416 918 252
Chief Warden	Roman Purnell 0416 918 252
Deputy Warden (s)	John Cook 0409 246 350
First Aid Officer (s)	John Cook 0409 246 350 or Rob Kernaghan 0427 183 525
Managing Director	Roman Purnell 0416 918 252
Project Manager	John Cook 0409 246 350 or Rob Kernaghan 0427 183 525
Administration assistance	Jess Rankin 0455 667 697

APPENDIX B - Evacuation Diagram

**EACH SITE WILL VARY.
PLEASE REVIEW SITE BEFORE COMMENCING WORK
TO LOCATE YOUR NEAREST EXITS OUT TO THE FOOTPATH**

IN CASE OF FIRE

R **EMOVE PEOPLE**
from immediate

A **LERT THE FIRE**
Break manual call point / Call 000

C **ONFINE FIRE & SMOKE**
Close doors and windows
(If safe to do so)

E **VACUATE**
to the ASSEMBLY

Mobility impaired persons should evacuate immediately on hearing the fire alarm assisted by a nominated person.





EXIT	
ASSEMBLY AREA	
PATH OF EXIT	
ALTERNATE PATH	
FIRST AID	
EXTINGUISHER	
SPILL RESPONSE KIT	
SITE AREA	
SITE OFFICE	