**WHS Plan - Appendix 04: Emergency Response Plan'**

Cumberland West Mental Health Services Relocation – Early Works

**Date: February 2024**

# Document Details

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|---|---|
| **Title** | Emergency Response Plan (ERP) |
| **Client** | Health Infrastructure NSW |
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| **Principal Contractor** | Roberts Co |
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| **Principal Contractor ABN** | 61 620 108 483 |
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# Document Authorisation

| PROJECT MANAGER | SITE MANAGER | PROJECT HSE ADVISOR |
|---|---|---|
| 16.02.24 | 16.02.24 | 16.02.24 |
| **Date** | **Date** | **Date** |

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# 1 DOCUMENT CONTROL

All changes made to the Project Emergency Response Plan are recorded in the amendment table below. The version number and date of revision for the current document revision are shown in the page 01-footer of the document.

## 1.1 Revision History

| Revision | Date | Description of changes | Prepared by | Approved by |
|---|---|---|---|---|
| 1 | 13/08/2023 | Initial revision | | |
| 2 | 18/9/2023 | Updates to emergency responsibilities | | |
| 3 | 17/11/23 | Project personnel, Appendix 03 ERP Markup | | |
| 4 | 13/2/24 | Section 2.5 updated as per Systems Audit, Added MT to Section 5, Appendix 1 & 3 updated | | |

## 1.2 Management reviews

| Review date | Details | Reviewed by |
|---|---|---|
| 13/08/2023 | Initial revision | |
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## 1.3 Controlled copies

| Name | Position | Date | Revision |
|---|---|---|---|
| | Project Manager | 13/08/2023 | 01 |
| | Project Manager | 20/09/2023 | 02 |
| | | | |
| | | | |

# 2 INTRODUCTION

## 2.1 Scope

This Emergency Response Plan ("**ERP**") applies to all personnel on site, including Roberts Co employees, subcontractors and visitors, and will be communicated to these persons via relevant inductions and training sessions as applicable.

## 2.2 Objective

This ERP outlines the general procedures for initiating an emergency response that could occur as a result of project construction works and/or natural causes.

This ERP will also provide guidance on the subsequent management and communications in response to, potential and actual emergencies which may occur on or impact the IMHC Early Works Project.

For High-Risk Construction Activities HRCA's (refer to Project Risk Assessment for detailed description of activities, risks and controls); Contractors SWMS's will detail emergency response and rescue procedures for that activity.

## 2.3 Legal and Regulatory Requirements

| Regulatory Requirements | Scope | National | NSW | VIC |
|---|---|---|---|---|
| **WHS Regulations 2017** | Part 3 Division 4 | | X | |
| **NSW Environmental Planning and Assessment Regulation 2000** | Part 9 Fire safety and matters concerning the Building Code of Australia | | X | |
| **The Building Code of Australia (BCA)** | Matters Concerning the Building Code of Australia | | X | |
| **OHS Regulations 2017** | Part 5 Division 6 | | | X |
| **Building Regulations 2018** | Part 9 Fire Safety Requirements | | | X |
| **National Construction Code 2019 (NCC)** | Matters Concerning the National Construction Code 2019 | | | X |
| **AS/NZS 3745** | Planning for emergencies in facilities | X | | |
| **AS/NZS 1851.1** | Maintenance of fire protection equipment | X | | |
| **AS/NZS 2444** | Portable fire extinguishers and fire blankets | X | | |

## 2.4 Definitions

| TERM | DEFINITION |
|---|---|
| Emergency | Any unplanned and unwanted event generated internally or externally, which has caused or has potential to cause significant damage to personnel, the public, product, property, plant, equipment, the environment and / or the Business and requires an immediate response. |
| WH&S Plan | The Work, Health and Safety Plan for the project. |
| Emergency Response Plan (ERP) | Outlines the general procedures for initiating emergency response. |
| Emergency Control Organisation (ECO) | The Emergency Control Organisation facilitates the safe and orderly implementation of the emergency procedures in a building, including the evacuation of the occupants from the building when appropriate. The Emergency Control Organisation is a structured organisation of people employed within a building who take command on the declaration of an emergency, pending the arrival of the fire brigade or other emergency service. |
| Emergency Response Team (ERT) | A structured organisation of staff that organises, participates and supervises the response and safe movement of staff in an emergency. |
| Emergency Response Coordinator (ERC) / Chief Warden | The person in charge of evacuating a site and leading the Emergency Response Team (ERT). |
| Assistant Emergency Response Coordinator / Deputy Chief Warden | The alternate person in charge of evacuating a site and leading the Emergency Response Team (ERT). |
| Emergency Response Planning Committee (ERPC) | A committee made up of the ERT members who are responsible for the evaluation and review of the ERP and debriefing exercises. |
| Communications Officer | The person responsible for all external & internal communications. |
| Area / Floor Warden | The person/s responsible for enacting, monitoring and supervising emergency response action plans for a specific work area at the project / workplace |
| Roll Call Coordinator | The person responsible for collating the details of those on site. |
| Main Evacuation Point | A place of safety outside the building where persons evacuating the building or the part are expected to assemble under the building's Emergency Response Plan. This area is established to check that persons are accounted for, to brief persons evacuated on future action, and to prevent re-entry to the site. |
| Evacuation | Evacuation is the movement of people from immediate danger to safety in a quick and safe manner. |
| Evacuation Route/s | The designated route to the final place of safety. To be maintained clear at all times. |
| First-Response Evacuation Instructions | Instructions and training in the method of operation and use of manually operated evacuation alarms and firefighting equipment on the site. |

**Table 01** – List of definitions outlined in the legal and regulatory documents referenced and used in this plan.

## 2.5 Risk Assessment

After reviewing the project risk assessment and based on relevant experience and best professional judgement Roberts Co believes that the following types of hazards have the potential to eventuate at IMHC Early Works project / workplace.

The corresponding Response Process Flowcharts for each risk identified are outlined in Section 06 of this plan.

| Hazard | | Yes | No | Hazard | | Yes | No |
|---|---|---|---|---|---|---|---|
| 01 | Medical Emergency | ☒ | ☐ | 11 | Electrocution | ☒ | ☐ |
| 02 | Bomb Threat / Suspicious Package | ☒ | ☐ | 12 | Safety Harness Rescue | ☐ | ☐ |
| 03 | Plant Collision / Roll Over / Plant Mechanical Failure / Struck by Plant | ☒ | ☐ | 13 | Tower crane emergency rescue | ☐ | ☐ |
| 04 | Electrical Services / Damage | ☒ | ☐ | 14 | | | |
| 05 | Earthworks / Tunnel Collapse | ☒ | ☐ | 15 | Asbestos | ☒ | ☐ |
| 06 | Fumes / Vapor / Gas leak | ☐ | ☐ | 16 | Severe Weather / Cyclone | ☐ | ☐ |
| 07 | Biological / Chemical Spill, Release or Explosion | ☐ | ☐ | 17 | Inundated with Water (Flooding) | ☒ | ☐ |
| 08 | Building / Structure Collapse | ☒ | ☐ | 18 | Alcohol or Drug effected personnel | ☒ | ☐ |
| 09 | Fire | ☒ | ☐ | 19 | Earthquake | ☐ | ☐ |
| 10 | Confined Space Rescue | ☐ | ☐ | 20 | | ☐ | ☐ |

**Table 02** – Risk assessment table of potential hazards which may arise at the project / workplace.

The table below outlines the risk factors concerning the implementation of the ERP and fire safety.

| FACTORS | EFFECTS | CONTROL OPTIONS | RESPONSIBILITY |
|---|---|---|---|
| Unidentified Fire hazards. | Heightens the risk of fire and loss of property and life. | A program of Risk Auditing that identifies hazards and generates remedial action. | Project Manager, Site Manager, Project HSE Advisor / Manager |
| Inappropriate storage of waste material. | Heightens the risk of fire and loss of property and life. | Effective housekeeping practices ensuring rubbish is removed and material stored as required by procedures. Appropriate safety mechanisms are put into place. | Site Manager, Senior / Site Supervisor |
| Personnel not fully aware of fire issues, No smoking onsite. | Incorrect action in the event of an emergency and unidentified fire hazards become a practical threat. | Training for staff in fire safety awareness and practices. New personnel induction and orientation training. Using Roberts Co IMS for fire safety related information and guidelines, (i.e., hot works requirements, storage of hazardous substances, no smoking). | Site Manager, Project HSE Advisor / Manager |
| Lack of Area Wardens (ECO). | Lack of fire response in designated areas particularly in emergency situations. | Identification and training of ECO including Emergency Wardens for every area of the project. | Project Manager, Site Manager, Project HSE Advisor / Manager |
| Lack of safety and emergency procedures in high-risk areas such as jump form and chemical storages. | Inability to reduce the risk of fire hazards and respond to emergency situations. | Review policies and procedures for the work area under the guidance of ERT and Roberts Co site team. | Project Manager, Site Manager, Project HSE Advisor / Manager, Senior / Site Supervisor |
| Buildings and temporary works in poor condition and noncompliant with statutory fire requirements. | Increased risk of loss of life and property in the event of fire. Increased exposure to prosecution and litigation | Building design to BCA/NCC requirements; Annual fire safety inspections; Planned maintenance schedules; Rectification of identified fire hazards. | Project Manager, Site Manager, Project HSE Advisor / Manager, Services Manager / Engineer |
| In adequate or inappropriate fire protection measures in place such as alarms, fire hose reels, fire blankets, extinguishers, etc. | Inability or impaired ability to provide first response to a fire outbreak | Regular code reviews to ensure compliance; Risk assessment of building activities to ensure fire protection measures are adequate and in accordance with the BCA/NCC or relevant standards / codes; Annual fire safety inspections by specialist contractor. | Project Manager, Site Manager, Project HSE Advisor / Manager, Services Manager / Engineer |

# 3 EMERGENCY RESPONSE PLANNING

## 3.1 Emergency Response Team (ERT)

| ROLE / POSITION | PERSONNEL NAME | CONTACT DETAILS |
|---|---|---|
| **Emergency Response Coordinator / Chief Warden:** | | |
| **Assistant Emergency Response Coordinator / Deputy Chief Warden:** | | |
| **Project Manager / Communications Officer** | | |
| **Roll Call Coordinator:** | | |
| **First Aiders / Hoist Operators:** | | |

**Table 04** – Designated project team members with ERT responsibilities.

## 3.2 Roles and Responsibilities

### 3.2.1 Project Manager (or most senior project-based person)

- Act as the issuing authority for this ERP
- Ensure effective implementation of this Plan, including provision of adequate resources and training of key personnel is undertaken and maintained
- Ensure this Plan, as part of the WH&S Plan is reviewed at least every 3 months
- Maintain a working knowledge of the emergency management system, plan and processes
- Act as Assistant Emergency Response Coordinator and Communications Officer during emergencies
- Ensure all positions in the ERT are staffed and maintain a roster to provide coverage for absences and planned leave
- Initiate corrective actions and ensure effective implementation of actions as required
- Ensure SWMS's for HRCA's, include appropriate emergency response and rescue procedures for that activity

### 3.2.2 Site / Construction Manager

- Act as initial Emergency Response Controller during emergencies until relieved by authorised emergency services or control is handed over to another member of the Project Team
- Maintain a working knowledge of the emergency management system, plan and processes
- Maintain familiarity with this project ERP
- Participate in the scheduled review of the ERP
- Ensure that drills and exercises are conducted throughout the project to test the plan
- Ensure designated muster areas have not changed and can still accommodate an evacuation

### 3.2.3 Project / Site Engineer and Senior / Site Supervisor

- Act as initial Area Warden or Deputy Area Warden during emergencies until relieved by authorised emergency services or control is handed over to another member of the Project Team
- Maintain a working knowledge of the emergency management system, plan and processes
- Maintain familiarity with this project ERP
- Participate in the scheduled review of the ERP
- Participate in drills and exercises conducted throughout the project to test the plan

### 3.2.4 Project HSE Advisor / Manager

- Maintain the Project Emergency Response Plans and associated processes
- Ensure that adequate emergency response information and instructions are provided at inductions etc, and displayed on noticeboards
- Develop and maintain a schedule of emergency response drills and exercises based on the project risk profile (Schedule of emergency response exercises located in this ERP)
- Conduct planned inspections to ensure emergency response equipment and facilities are in good working order and are regularly reviewed/maintained
- Liaise with external consultants to ensure the emergency and rescue equipment is relevant for the situation, appropriately positioned and ensure personnel are adequately trained and competent to undertake drills and exercise outlined in this plan
- Duties of the emergency response team
- Where the site is operating in close proximity to another construction site, ensure that the ERP’s for both are distinctively different (i.e., evacuation siren and muster points)

### 3.2.5 Emergency Response Coordinator / Chief Warden

On becoming aware of an emergency, the emergency response coordinator shall take the following actions:

- Raise the alarm for an emergency response
- Contact / communicate with emergency services
- Coordinate emergency response and monitor the effectiveness
- Communicate with area / floor wardens and deputy floor wardens
- Coordinate the activities of all personnel in the emergency response team and make further directions as required by the situation
- Give the all-clear when authorised to do so by the emergency services, if appropriate
- Chair the operational debrief on completion of the emergency situation

- Assist with the completion of the incident reporting and notification, in accordance with the Roberts Co WHS Plan and legislative requirements
- Delegate responsibility to deputy when absent from shift
- Schedule emergency drills as per the frequency outline in this plan and conduct debriefing of the results
- Coordinate training requirements for the emergency response team and all other site personnel

**Note:** Where the emergency response coordinator / chief warden is unable to perform these tasks, a deputy chief warden is to carry out this function.

### 3.2.6 Assistant Emergency Response Coordinator / Deputy Chief Warden

The deputy emergency response coordinator shall assume the responsibilities normally carried out by the emergency response coordinator if the emergency response coordinator is unavailable and otherwise assist as required.

### 3.2.7 Area / Floor Warden / Deputy Area / Floor Warden

On becoming aware of an emergency, the area / floor warden shall take the following actions:

- Conduct a search sweep of the designated area, ensuring all persons have cleared the area
- Report to the emergency response coordinator that search sweep is complete and advise of any area or room unable to be searched, any persons unaccounted for
- After completion of the search sweep, assemble at the designated emergency assembly area
- Confirm that activities of the wardens are completed and report this to the emergency response coordinator
- Await roll call and / or further directions as given by the emergency response coordinator
- Assist the emergency response coordinator as requested and attend de-briefing of the ERT.

### 3.2.8 Traffic Coordinator

On hearing an alarm or at the direction of the emergency response coordinator:

- Proceed to the site entry point
- Ensure that no vehicles enter or exit the premise and that emergency vehicles have clear access to site
- Manage the evacuation of truck drivers on site at the time of the emergency
- Control movement and/or placing of all vehicles
- Report to the emergency response coordinator that access points are clear and advise of any area which is deemed ‘out of bounds’
- Ensure clear access is maintained for emergency rescue / medical personnel crew and personnel
- On direction by the Emergency Response Coordinator, secure site access gates, if applicable
- Participate in emergency drills and attend debriefing
- Attend scheduled ERT meetings and training, as required

### 3.2.9 First aider(s)

- Apply and record first aid treatment, where required
- Report ALL incidents to RCo Site Management Team
- Coordinate the need to contact external emergency services with Emergency Response Coordinator (based on situation in accordance with plan)
- Maintain first aid kits and notify RCo management to arrange re-supply
- Clean and maintain first aid facilities, first aid room and related equipment

### 3.2.10 Hoist Operators (if applicable)

- Operate the hoist in the event of emergency to transport site personnel, emergency services, injured personnel to/from the incident location (only applicable if situation is clear of fire risk or other event that affects normal operation of hoist, i.e. electrical, plant failure)
- On direction by the Emergency Response Coordinator, secure hoist at nearest level or hoist base and isolate to prevent unauthorised personnel using hoist, if applicable

### 3.2.11 Emergency Response Planning Committee (ERPC)

- Developing and implementing an effective Emergency Response Plan (ERP) and rescue processes;
- The implementation of the project Emergency Response Plan and ensuring it is readily available to all appropriate persons
- Establishing an ‘Emergency Control Organisation (ECO)’ to operate in accordance with the ERP and ensuring members receive the necessary training for their roles
- Ensuring resources are provided to enable the development and implementation of the ERP e.g. time, finance, equipment, training, resources
- Reviewing and testing the emergency response procedures / process to make sure they remain viable and effective

## 3.3 Emergency Response Team – Management (ECO)

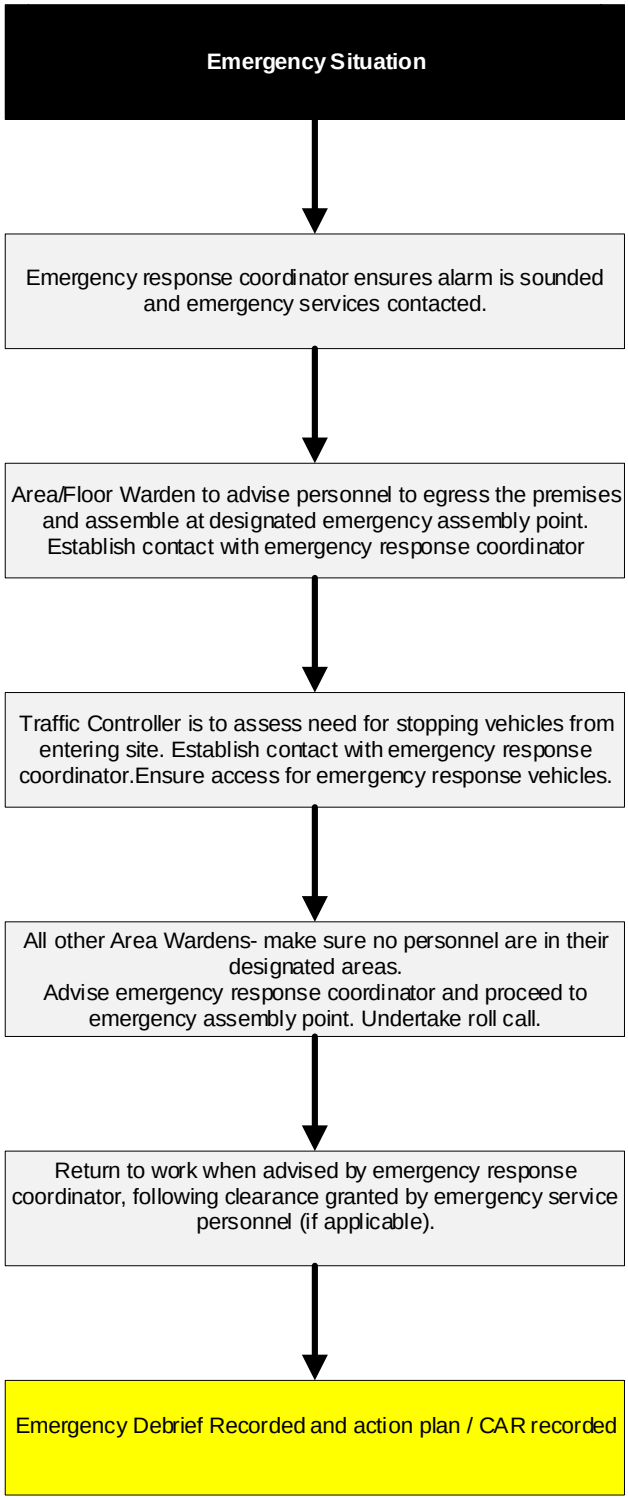
An Emergency Control Organisation (ECO) has been defined in the Project Emergency Response Plan to assist in managing the provision of ECO members in all areas of the project as required by AS3745 Planning for emergencies in facilities.

Authority is bestowed to the ECO to enlist the assistance of other people during an emergency response.

It is the responsibility of the Project Manager to appoint Area Warden/s for respective areas on the project, ensuring adequate coverage, and to report membership changes to the Project HSE Advisor / Manager.

In the event of an emergency event, where all identified Area Wardens are not in attendance, the senior management person in attendance will take the ECO role to ensure a safe and efficient evacuation.

# 4 EMERGENCY COORDINATION PROCEDURE



## 4.1 Media Communications and External Enquires

### 4.1.1 Project Manager

The Project Manager shall manage all media communications. No statements shall be made to the media without the approval of the RCo Legal Counsel, Construction Manager / Construction Director and the client.

### 4.1.2 Legal Privilege

Legal Privilege may be imposed by the Legal Counsel. The contact details of persons making enquiries regarding an emergency shall be noted and passed to the Project Manager.

## 4.2 Evacuation Routes and Signs

Evacuation routes will be developed for each area as the project progresses. All personnel are required to follow the safest route to the Main Evacuation point. Evacuation routes will be displayed at prominent locations around the worksite. Evacuation routes and exit signage will be inspected and maintained regularly.

All changes to evacuation routes are to be recorded on the site layout plan and communicated to the workforce via pre-start meetings / toolbox talks and / or other means deemed necessary by the RCo Site Management team.

## 4.3 First Aid and Emergency Equipment

The site must have readily available the correct equipment to effectively respond to emergency situations.

First Aid facilities shall be established on site to provide workers with access to immediate first aid treatment when required. ***RCo-FRM-HSE-127-First Aid Risk Assessment*** provides the means to identify and document project or workplace first aid requirements.

Portable trauma kits will be available for the treatment of workers who are unable to be moved to a first aid facility. A primary First aider shall be nominated for the project / workplace and shall be responsible for the management of the facility and back-up First Aiders shall be provided in the workplace. First Aid facilities and First Aiders shall be in accordance WHS requirements.

A competent person shall assess the suitability, location and accessibility of emergency equipment in accordance with the below:

| TYPE | COMPETENT PERSON | RECORD |
|---|---|---|
| First Aid Equipment and location of First Aid stations/ambulance bays | Project HSE Advisor / Manager in consultation with the Site Manager, First Aider | ***RCo-FRM-HSE-127-First Aid Risk Assessment*** |
| Emergency Access and Egress around site and Emergency Assembly Areas | Emergency Response Coordinator in consultation with site manager/ Project HSE Advisor / Manager. | Recorded on site diagram / register |
| Evacuation Equipment (including communications) | Emergency Response Coordinator in consultation with site manager/ Project HSE Advisor / Manager. | First aid and emergency equipment inventory and site plan |

| TYPE | COMPETENT PERSON | RECORD |
|---|---|---|
| Temporary Emergency Lighting | Licensed Electrician in consultation Project HSE Advisor / Manager and Site Manager | Emergency Lighting Layout |
| Specific Emergency Rescue and Height Safety Equipment | Person qualified to undertake the relevant works e.g., Confined Space, Work at Heights, | Safe Work Method Statement (SWMS) / Equipment registers |
| Alarm e.g. siren from Nurse Call Station | Emergency Response Coordinator in consultation with site manager / Project HSE Advisor / Manager. | Emergency Response Plan / Map / Notes |

**Table 05** – List of applicable emergency equipment and records.

The equipment used for raising the emergency warning alarm for IMHC Early Works nominated is in table 5 (which will be reviewed to be reviewed throughout the project lifecycle).

- Emergency equipment must be maintained through preventive maintenance procedures (inspection and testing) in accordance with the manufacturer's recommendation to ensure that equipment is in ready condition for use or at least every six (6) months (***Refer WHS Plan – Appendix 09 – Inspection and Test Plan***);
- Subcontractors providing their own requirement emergency equipment must maintain equivalent inventories and inspection protocols. These records are to be provided to Roberts Co;
- Safe work method statements shall identify emergency equipment required for that task;
- The inventory should be completed, and an inspection of emergency equipment shall be conducted on a monthly basis to ensure that equipment is available and functioning properly; and
- The type of emergency equipment available on site should be reviewed periodically and form part of the 3-monthly review to reflect changing site conditions.

## 4.4 Fire Prevention and Protection

Prior to the establishment of any site facilities on the project, the Project Manager or their nominated representative shall ensure that any necessary fuel reduction works are carried out to minimise the likelihood of fire. These fuel reduction measures shall be maintained for the duration of the project works.

Assessment of the location of firefighting equipment, including fire extinguishers and fire blankets, shall be undertaken by the Project HSE Advisor / Manager or Chief Warden as the competent person applying the requirements of AS2444 – Portable Fire extinguishers and fire blankets – Selection and location in combination with the requirements of Building Code of Australia clause E1.9 - Fire precautions during construction.

The following guidance to the specific requirements of AS2444, and the NCC Section E Part E clause E1.9, have been provided to prompt the assessment requirements for the selection, location and suitability of portable firefighting equipment during construction which will be used to assess the selection, suitability and location of firefighting equipment.

### 4.4.1 Fire Classification

The various types of fire classifications are as follows:

Class A – Fires involving carbonaceous solids

Class B – Fires involving flammable or combustible liquids

Class C – Fires involving flammable gas

Class D – Fires involving combustible metals

Class E – Fires involving energized electrical equipment

Class F – Fires involving cooking oil and fat

### 4.4.2 Travel distances between extinguishers, other than in buildings under construction

The travel distance from any point to the nearest extinguisher shall not exceed 15 meters and depending on the layout and positioning of features within the building, the maximum floor area covered may be affected.

### 4.4.3 Location of extinguishers in buildings under construction

The minimum requirement of the Building Code of Australia (BCA) clause E1.9 Fire precautions during construction shall be implemented across all projects being:

In a building under construction-

a. Not less than one fire extinguisher to suit Class A, B and C fires and electrical fires must be provided at all times on each storey adjacent to each required temporary exit stairway or exit; and
b. after the building has reached an effective height of 12m
    i. the required fire hydrants and fire hose reels must be operational in at least every storey that is covered by the roof or the floor structure above, except the 2 uppermost storeys; and
    ii. any required booster connections must be installed.

### 4.4.4 Identification of the requirements for portable fire extinguishers and blankets

The methods of determining the classification of and requirements for portable firefighting equipment based on the identified fire hazard are identified in AS2444 as detailed below:

– S4 Distribution of Portable Fire Extinguishers in Building,
– S5 Selection and Distribution of Portable Fire Extinguishers in vehicles and small craft, and
– S6 Selection and location of fire blankets

The selection of the correct type of firefighting equipment for a specific fire hazard is detailed in AS2444 – Appendix A – Factors affecting the selection of portable fire extinguishers and as detailed in Table 06 Portable Fire Extinguisher / Fire Blanket Selection Chart.

Based on the above requirements, the Table below, details the general requirements and considerations for the selection, location and suitability of portable firefighting equipment used during construction as assessed based on the class of fire hazard identified in accordance with s1.4.6 of AS2444 and until the permanent arrangements for the specific building are implemented in accordance with the BCA / NCC, Approvals and local Fire Authority requirements.

**Note**: Further assessment maybe required where application of the scenario below does not cater for the type of fire hazards and class of fire being assessed.

Minimum Requirements for Portable Firefighter Equipment without a fixed automatic fire suppression system.

| Item | Situation | Fire Hazard | Class of Fire | Max. Floor Area / volume | Minimum Requirement |
|---|---|---|---|---|---|
| 1 | Site Office, Lunchrooms and change rooms | Ordinary | A & E | <100m² | 1 x 9kg - 6A:E (AE) – Dry Chemical Extinguisher |
| | | Ordinary | A & E | >100m² | 1 additional 9kg - 6A:E (AE) – Dry Chemical Extinguisher for each additional 100 m² |
| 2 | Kitchen and Cooking Areas | Ordinary | A, E, F | Item | 1 x 4.5kg - 4A:E (AE) – Dry Chemical Extinguisher within 3 to 10m of the hazard, and<br>1 x Fire Blanket (F) adjacent to the hazard |
| 3 | Storage Containers | Ordinary | A, B & E | 36m² | 1 x 9kg 6A:80B:E (ABE) Dry Chemical Extinguisher per storage container located on the internal of the door which is opened |
| 4 | Flammable / combustible liquid stores | Ordinary | A, B & E | ≤ 250lts | 1 x 9kg 6A:80B:E (ABE) Dry Chemical Extinguisher<br>Within 3 to 10m of the hazard |
| 5 | Building under construction | Ordinary | A, B & E | NA | 1 x 9kg 6A:80B:E (ABE) Dry Chemical Extinguisher<br>At each exit point refer 4.8.3 and<br>With each temporary electric distribution board |
| 6 | Powered Mobile Plant | Ordinary | A, B & E | NA | 1 x 1kg 1A:10B:E (ABE) Dry Chemical Extinguisher located in the cabin of the plant |
| 7 | Hot work | Ordinary | A, B & E | NA | 1 x 2.3kg 1A:10B:E (ABE) Dry Chemical Extinguisher located with all Oxy/Act Kits,<br>1 x 9kg 6A:80B:E (ABE) Dry Chemical Extinguisher<br>Within 4 to 15m of any hot work activity |

**Note**: A high classification / rated extinguisher may be used for the classification of fire identified
**Table 06** – Portable Fire Extinguisher/Fire Blanket Selection Chart.

Where a requirement for a fire extinguisher / blanket is identified, the location of the extinguisher / blanket shall be located as follows in accordance with s3.2 Extinguisher location and s6.3 Blanket location as stated in AS2444:

– in a conspicuous and readily accessible location,
– along normal paths of travel and near exits, and
– not presenting a hazard to potential users.

### 4.4.5 Fire Extinguisher mounting position

The mounting position of an extinguisher must not exceed a maximum of 1200mm to the top of the extinguisher or be less than 100mm of the surrounding floor level using the mounting bracket supplied by the manufacturer and / or be mounted in a purpose designed extinguisher cabinet with the front of the extinguisher facing outwards, refer Figure 3.1 Mounting heights for portable fire extinguishers and location signs and s3.6 - Cabinets and Enclosures in AS2444.

This position may be varied only if there is a possibility of dislodgement, and only if accessibility cannot be maintained.

### 4.4.6 Fire Blanket mounting position

The mounting position of a Fire Blanket shall be installed so that the loads imposed when removing the blanket from its container can be withstood.

The position must also allow sufficient room so that the blanket can be quickly removed from its container without impedance from nearby obstructions. Refer s6.5 Mounting Fire Blankets in AS2444.

### 4.4.7 Fire Extinguisher / Blanket Signage Requirements

Fire extinguisher / blanket location signs must, as a minimum, be in accordance with the requirements of AS2444, figure 3.1 Typical Extinguisher Location sign and figure 6.1 Typical Fire Blanket Location sign.

The following shall consider the following requirements of AS2444 s3.3 Extinguisher Location Signs and s6.4 Fire Blanket Location Signs.

– The size of the sign is determined by the location of the sign being legible and the distance at the which the sign is legible
– The sign meeting minimum design requirements as detail above
– The sign being positioned above or adjacent to the device which is clearly visible on approach
– The mounting height be not less than 2.0m above the floor level or at a height which makes it most apparent to a person of average height and visual acuity approaching the device.
– The visibility of the device or location sign is clearly visible from a distance up to 20m in all directions where the location of the devices is expected to be seen from.
– The location of the Suitable signage shall be provided at each extinguisher location in accordance with s6.4 Fire Blanket in consultation with a suitably qualified Fire Engineer for site amenities, offices and storage facilities including shipping containers.

### 4.4.8 Fire Extinguisher / Blanket Training

Selected Roberts Co employees shall be adequately trained in the use of the firefighting equipment and fire prevention techniques, refer section 4.6 of the plan for training requirements.

### 4.4.9 Fire Extinguisher / Blanket Inspection and Testing

Firefighting equipment must be tagged to be in compliance with AS 2444 and shall be inspected on a six-monthly basis by a person holding competency CPP20511 - Certificate II in Fire Protection Inspection and Testing or equivalent with a receipt / register of such inspection obtained for future reference.

### 4.4.10 Maintenance and Testing of Fire Safety Systems / Equipment

Maintenance of fire safety systems are carried out by the fire service contractor who is the contracted fire service provider on the project. The provisions of the contract are to ensure maintenance on fire systems and equipment is carried out in compliance with:

– NSW Environmental Planning and Assessment Regulation 2000 Part 9;
– Building Code of Australia (BCA) / National Construction Code (NCC); and;
– Appropriate Australian Standards, Codes of Practice / Compliance Codes and other associated legislation(s).

The subcontractor will ensure all fire maintenance personnel are fully inducted for safe work practices at the project and are fully qualified to carry out maintenance on fire safety systems and equipment.

The subcontractor will be responsible for installing, inspecting and maintaining all fire protection equipment as per the appropriate Australian Standards, Codes of Practice and other associated legislation, including the maintenance of fire equipment registers.

Prior to any testing, it is critical to communicate intentions to test the fire alarm or evacuations systems with all building and/or site occupants.

### 4.4.11 Fire Safety Inspections and Risk Assessment

Fire risk assessments (i.e., Project Risk Assessment, SWMS) and inspections undertaken by the project which are prepared by Roberts Co and the subcontractors are essential in identifying real and potential fire risks, hazards and mitigating controls.

To prevent fires, the hazards associated are to be controlled at a level that reduces the potential of those hazards or situations to cause fire. The next approach is to reduce the hazards that can increase the rate of spread of fire.

Annual Fire Safety Inspections or Audits will be carried out in accordance with the Roberts Co Integrated Management System. It will include assessment of the location of the project, the equipment within the structure, the storage of materials in relation to project related activities and general site establishment/layout.

Additionally, external parties, such as insurance companies may carry out risk assessment audits on the project.

Audit reports are to be reviewed by the Project Manager, Site Manager and Project HSE Advisor / Manager to determine required actions, where applicable. Records of Annual Fire Safety Inspections and / or Audits will be kept on the Roberts Co project database.

In order to control the risk of a fire, several measures must be taken. These include:

– The enforcement of hot works permits. No hot work is to take place outside of a controlled hot works zone without first seeking authorisation from the relevant Roberts Co Site Manager / Senior / Site Supervisor completing a hot work permit and following the correct procedure. A fire spotter must be present with suppression devices in the event of a fire breaking out.
– Scheduled electrical inspections of all machinery and wiring throughout the site. This is conducted by approved, authorised electricians with site experience.
– The provision of portable fire-fighting equipment in line with the Building Code of Australia / National Construction Code and the relevant state building code. All emergency equipment including portable fire extinguisher, hose reels, hydrants are maintained and inspected by a qualified contractor in accordance with the relevant legislation and Australian standards.
– Current evacuation signs and diagrams for the building or site that are compliant to relevant state legislation and appropriately located, in a conspicuous position, on each evacuation route.

### 4.4.12 Smoking in the workplace

Smoking is not permitted on site.

### 4.4.13 Storage and Handling of Flammable Liquids and Materials

All flammable materials need to be correctly labelled before being permitted onsite and stored in appropriate locations, approved containers and storage facilities. No hazardous materials will be permitted onsite without being accompanied by an SDS. Possible flammable materials that will be used on this project include, but not limited to the following, hydrocarbons (fuels and oils), epoxy and sealants, oxygen and acetylene gases. Storage shall be in accordance with relevant Acts and Australian Standards.

Appropriate fire-fighting equipment shall be located adjacent and accessible to any storage facility.

### 4.4.14 Fires and Total Fire Bans

The lighting of fires or smoking is not permitted on the site. Where Hot Works are required to be completed during total fire ban days, the project team are to consult with local government agency or local fire department prior to work activities and seek an exemption for hot works where applicable.

## 4.5 Emergency Response Teams Coordination Training

Emergency Response team members must receive specific training for the duties they are to undertake. Training for emergency response team personnel will include relevant topics related to their role including:

– Induction into this plan based on assigned roles (Section 07 - induction record);
– Apply First Aid and CPR for those identified as first aiders in this plan;
– Minimum 10 years construction experience and Chief Warden training for Emergency Coordinator.
– Training of the project ERT is to be carried in accordance with the table below, based on positions and roles determined by RCo Site Management Team.

The table below outlines the specific training requirements for roles outlined in this ERP:

| RCO POSITION | ERT ROLE | UNIT OF COMPETENCY |
|---|---|---|
| Project Manager, Site Manager, Project HSE Advisor / Manager | Emergency Response Coordinator / Chief Warden<br>Assistant Emergency Response Coordinator / Deputy Chief Warden<br>Communications Officer | PUAWER006B – Lead an emergency control organisation (ECO).<br>PUAWER008B – Confine Small Workplace Emergencies. |
| Project Coordinator, Senior / Site Supervisor | Area / Floor Warden, Deputy Area / Floor Warden | PUAWER005B – Operate as part of an emergency control organisation (ECO).<br>PUAWER008B – Confine Small Workplace Emergencies. |
| Project Coordinator, Senior / Site Supervisor<br>Project HSE Advisor / Manager, Workers | First Aider | Relevant Apply or Occupational First Aid Certification. |
| Site Manager, Project Coordinator, Senior / Site Supervisor Project HSE Advisor / Manager, Workers | Rescue Team Members (i.e., Tower crane and jumpform rescue) | PUASAR022A – Participate in a rescue operation. |

**Table 06** – Emergency response plan training requirements as defined by role.

**Note**: The units of competency list in the table above are based on the Australian Training Qualifications Framework (ATQF) and www.training.gov.au website.

Emergency Evacuation and Response exercises are to be held as training activities to a schedule prepared by the project HSE Advisor / Manager as outlined in section 4.6 of this plan.

## 4.6 Evacuation Practice and Drills

An initial evacuation drill will be undertaken within 3 months of taking possession of the site and at intervals not exceeding 12 monthly. All evacuations will be conducted by the Project Emergency Response Team. Post de-briefing sessions will accompany each evacuation drill. Areas that are assessed as high fire safety risk may be required to undertake additional fire evacuation drills.

All other scenario drills to be undertaken at 6 monthly intervals. These can be alternated with the evacuation drills. All projects must ensure that any drills to be undertaken are of possible scenarios that may occur on the project e.g., fire, evacuation, rescue from a tower crane or jump form or person struck by plant. The scheduled drills are identified in the table below:

| EMERGENCY SCENARIO | ERT MEMBERS REQUIRED | TIMING / FREQUENCY |
|---|---|---|
| Site evacuation | Refer to section 3.1 | November 2023 |
| | | |
| | | |
| | | |
| | | |

**Table 07** – Schedule of emergency response drills and practice exercises based on project / workplace scope.

A record of the drill is to be kept on **RCo-FRM-HSE-128-Emergency Response Drill Record** and reviewed for evaluation of the effectiveness. Revisions to this plan may be required following the review, whereby any changes are to be documented in Section 1.0 – Revision History of this plan.

Records of completed fire evacuation drills will be kept by the Project HSE Advisor / Manager or delegate.

## 4.7 Communications

Communications equipment should be installed and serviced only by qualified technical personnel. However, operators should perform regular maintenance as follows;

- Visually check of all connections, wires and antennas;
- Scheduled 'on air' testing; Keep batteries charged and remove dry cells batteries from equipment in storage;
- Keep the radio clean, dry, and dust free; and
- Check all accessories.

**Guiding Principles of Good Communication**

- Maintain radio silence during emergency situations and events
- Use plain language and common terminology - Do not use slang;
- Avoid use of technical jargon unless it is operationally necessary;
- Keep your radio transmissions short and simple. Remember that somebody on the other end may need to write down the essential elements; and,
- Speak clearly and slowly so you can be easily understood;
- When you have understood the message, acknowledge the receipt by confirming the order (will comply)

## 4.8 Incident Management and Reporting

The Project Manager must be informed of any incidents on site by the quickest possible means. Incident and Event Notifications, Reporting and Investigations shall be carried out in accordance with ***RCo-PROC-012-Incident Management and Reporting***.

The HSEQ Manager shall be notified by telephone as soon as practicable after incident.

Wardens and construction personnel can assist the management of fire safety by reporting any issues or problems that may arise. Generally, emergency preparedness related issues will be identified during routine inspections.

In the event of an actual fire or the identification of a fire safety risk, the issue will be fully investigated by one or more of the following:

– Project Site Management Team
– Relevant Fire and Rescue Service

| | |
|---|---|
| NSW | Fire and Rescue Service – Investigation Unit (serious fire)<br>Phone: 02 9742 7395 |
| VIC | Fire Rescue Victoria<br>Phone: 1300 367 617 |

– Other external assistance depending on the nature and extent of the problem, and
– Insurance agency if a claim is lodged

## 4.9 Recovery

It is the responsibility of the Project Manager on recommending the reactivation strategy for the site after an emergency. This will be done in consultation with the Emergency Response Team, CEO, Construction Manager / Construction Director, HSEQ Manager and client, where required.

In all cases when IMHC Early Works responds to an emergency, the recovery plan should include;

– Staff rehabilitation, rostering and welfare;
– Repair of damaged facilities / equipment /infrastructure;
– Project continuity;
– Environmental remediation in consultation with the relevant authority;
– Replenishment of emergency facilities, such as fire extinguishers, first aid and spill response kits and documentation;
– Debrief and continuous improvement.

Many emergency scenarios may affect the ability to maintain normal business operations and may require the development and activation of a specific business recovery plan so that essential functions can be restored as quickly as possible.

## 4.10 Monitoring and Review

The Project will undertake reviews of this plan to evaluate the effectiveness and identify relevant emergency scenarios associated with construction related activities on the project. This plan shall be modified to accommodate any new emergency situation which may arise from these reviews. Additional triggers for review of this emergency response plan may include, but not limited to the following;

– Actual emergency event occurred;
– Post emergency practice drills;
– Identification of a new emergency situation.

# 5 EMERGENCY CONTACTS

| POLICE | | | |
|---|---|---|---|
| Nearest Police station name | Wentworthville Police Station | | |
| Address | 81 Wentworth Ave, Wentworthville NSW 2145 | | |
| Phone | 9688 8499 | or | 000 |

| EMERGENCY CENTRE | | | |
|---|---|---|---|
| Nearest Hospital name | Westmead Hospital | | |
| Address | Cnr Hawkesbury Road and, Darcy Rd, Westmead NSW 2145 | | |
| Phone | 8890 5555 | or | 112 |

| MEDICAL CENTRE | |
|---|---|
| Nearest Medical Centre name | IMMEX – Parramatta |
| Address | 1/36-46 Cowper St, Parramatta NSW 2150 |
| Phone | (02) 8960 9133 |

| FIRE & RESCUE | | | |
|---|---|---|---|
| Nearest Fire station name | Wentworthville Fire Station | | |
| Address | Garfield St &, Pritchard St E, Wentworthville NSW 2145 | | |
| Phone | 9493 1057 | or | 000 |

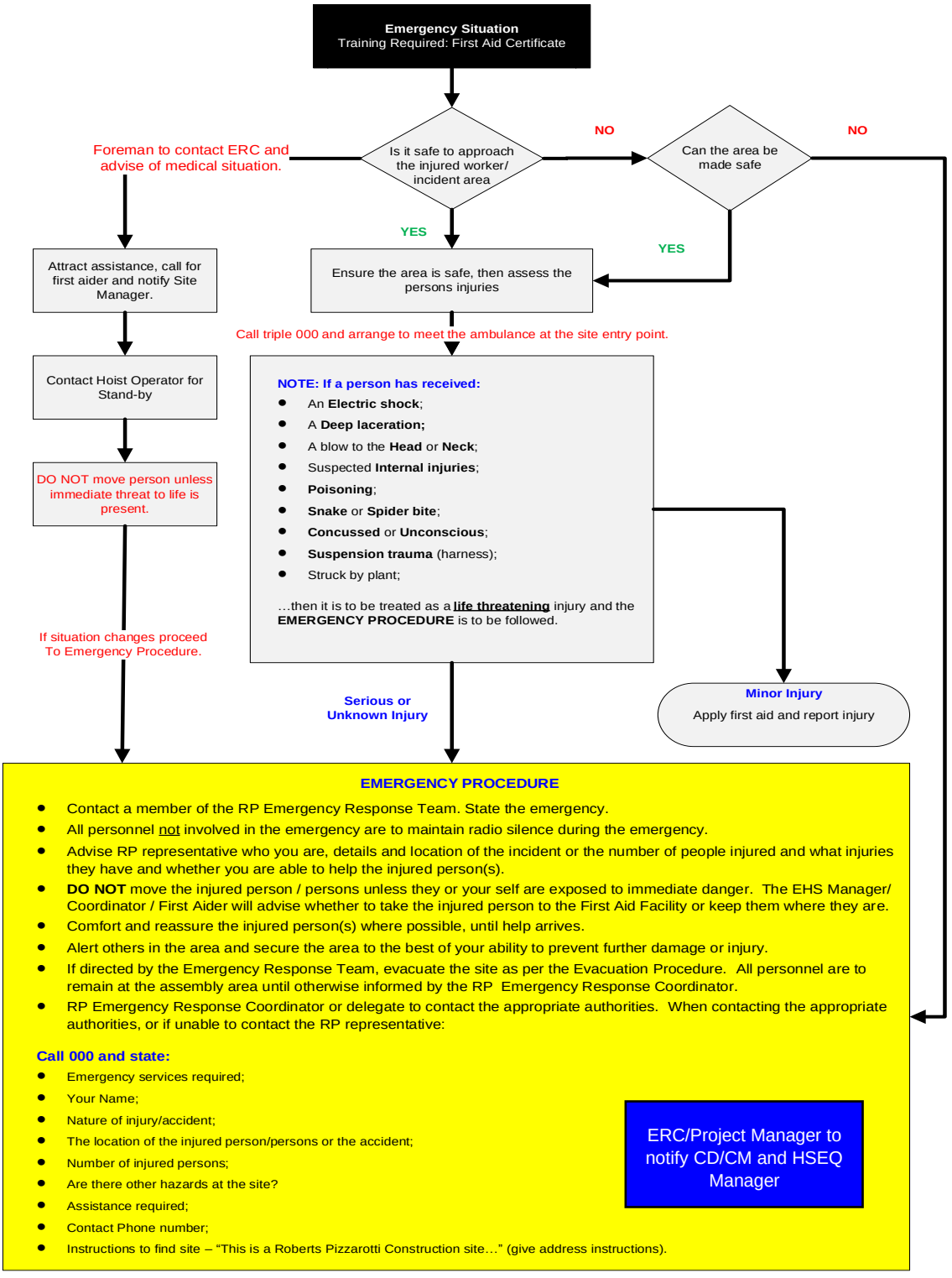
| HEALTH & SAFETY REGULATOR | |
|---|---|
| SAFEWORK NSW | Phone: 131 050 |

| LOCAL INFORMATION | |
|---|---|
| Poisons information centre | 13 11 26 |
| Electricity & gas | Ausgrid – 131 388 Jemena – 131 909 |
| Chemical Services (ChemWatch) | (03) 9573 3100 |
| Water | 13 20 90 (Sydney Water) |
| Sewer | 13 20 90 (Sydney Water) |
| Telstra | 13 22 00 |
| Local council | Cumberland Council - 8757 9000 |
| Property Manager | Western Sydney Local Health District (02) 9840 3000 |
| Radio emergency channel | Channel 2 |

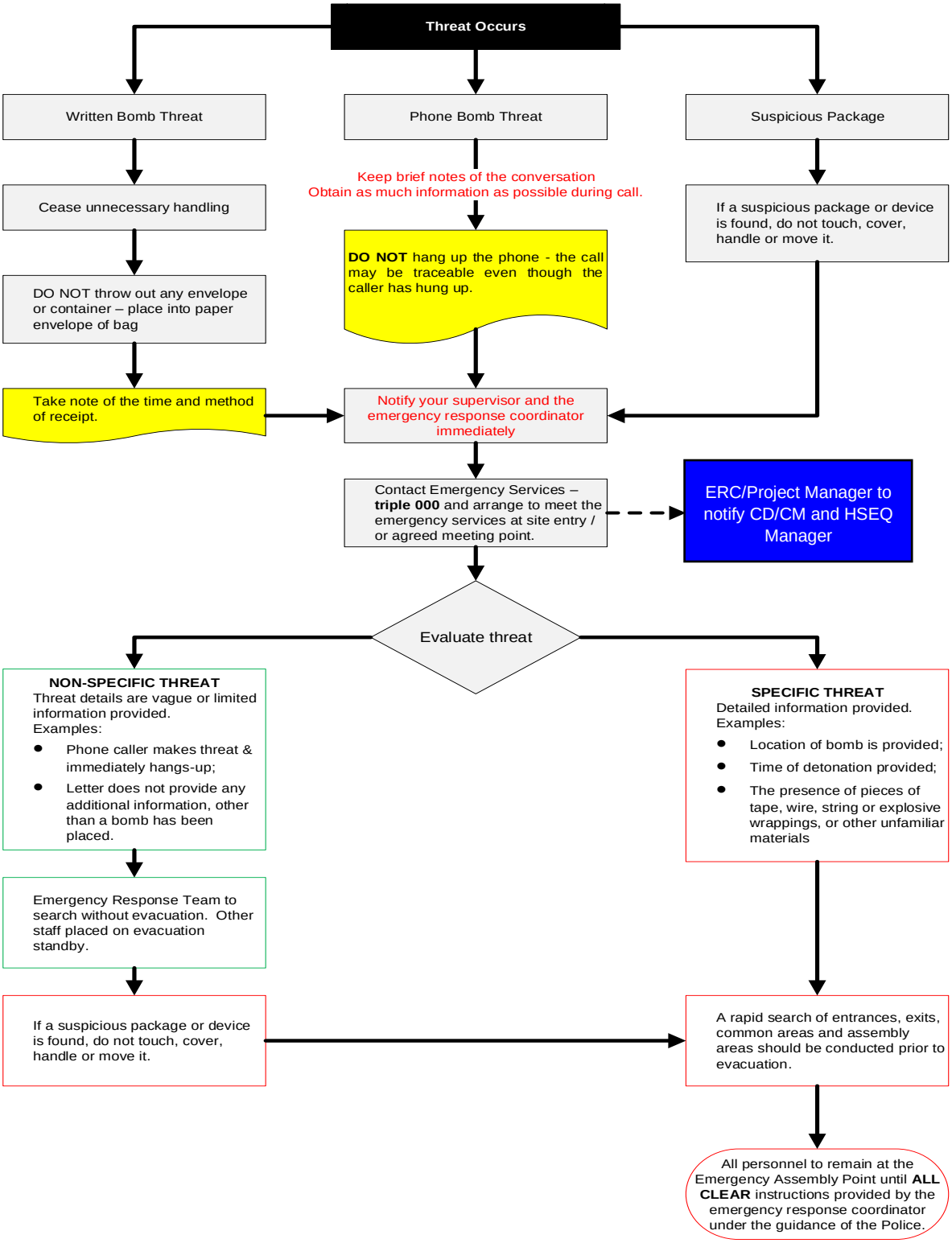
| SITE | | |
|---|---|---|
| 24-hour contact | | |
| Project Manager | | |
| Project HSE Advisor | | |
| NSW HSEQ Manager | | |
| Construction Director | | |
| Employee Assistance Program<br>(for both NSW & VIC) | **Foremind**<br>Email: support@foremind.com.au<br>Website: foremind.com.au | |

# 6 RESPONSE PROCESS FLOWCHARTS

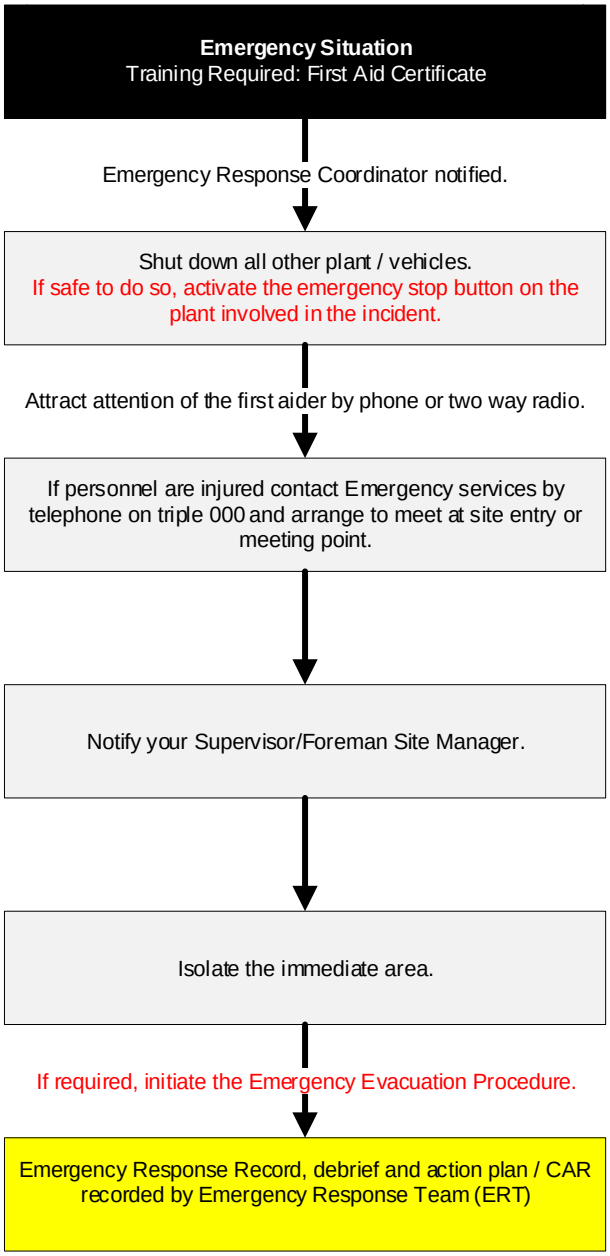
## 6.1 Medical Emergency



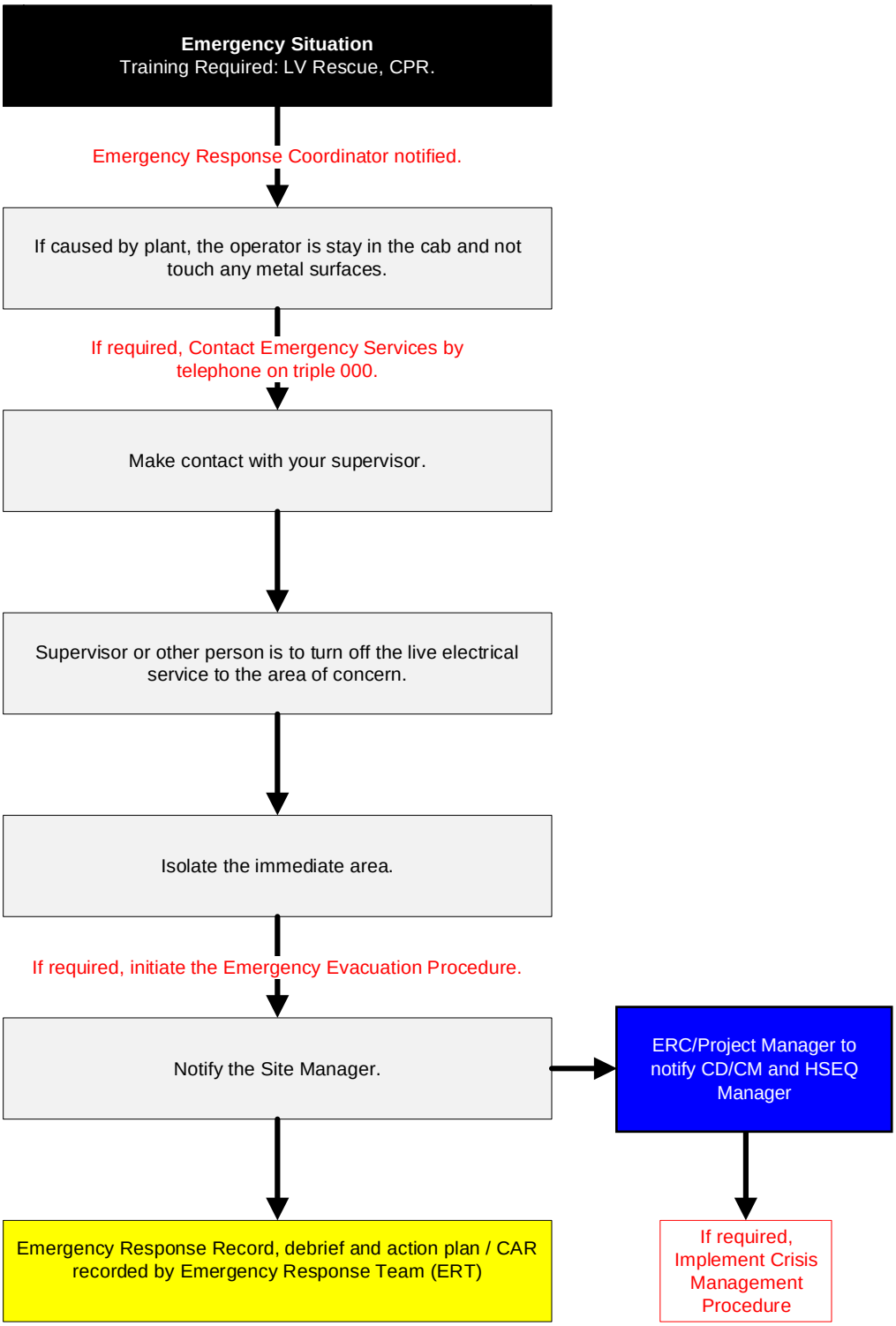
## 6.2 Bomb threat / suspicious package



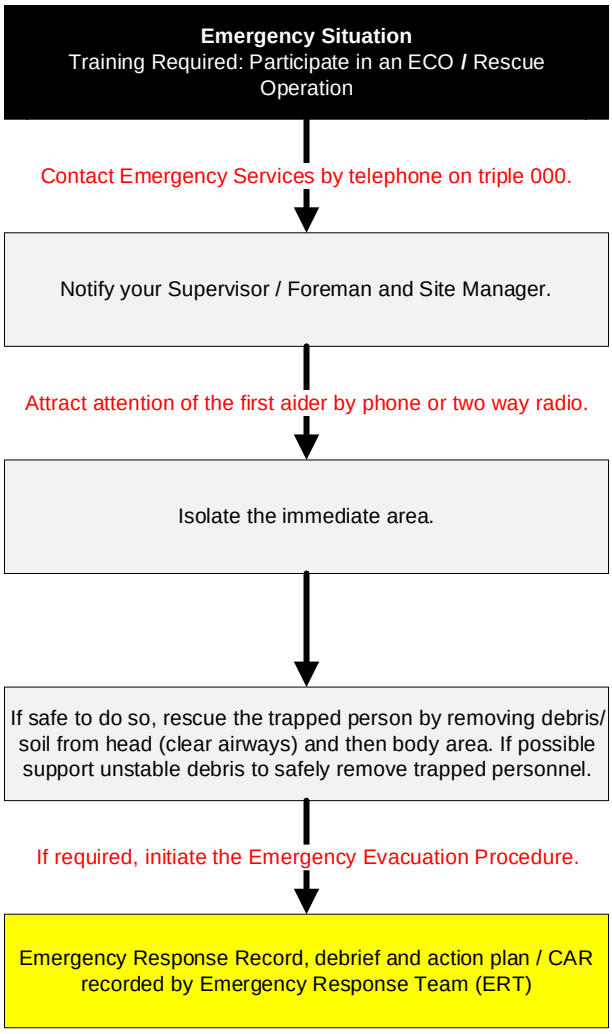
## 6.3 Plant Collision / Roll Over / Plant Mechanical Failure / Struck by Plant



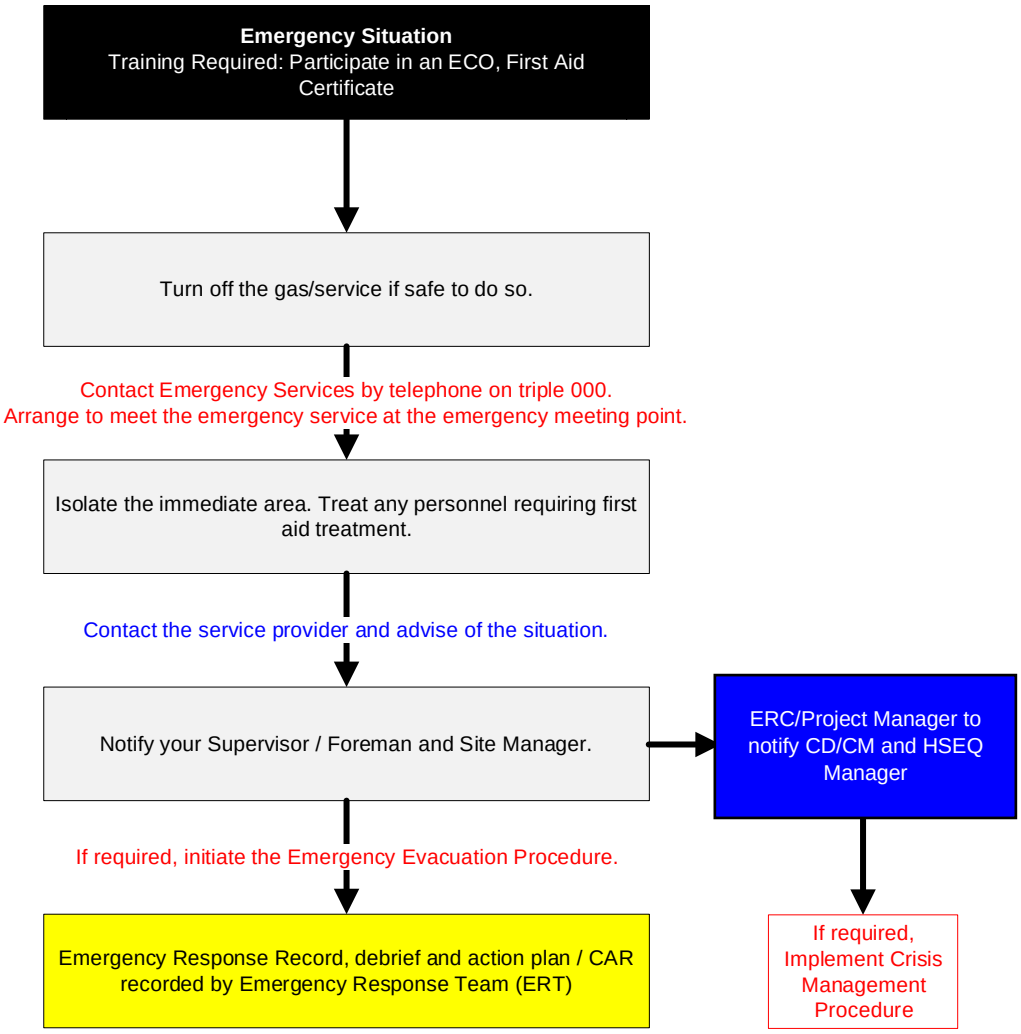
## 6.4 Electrical Services / Damage



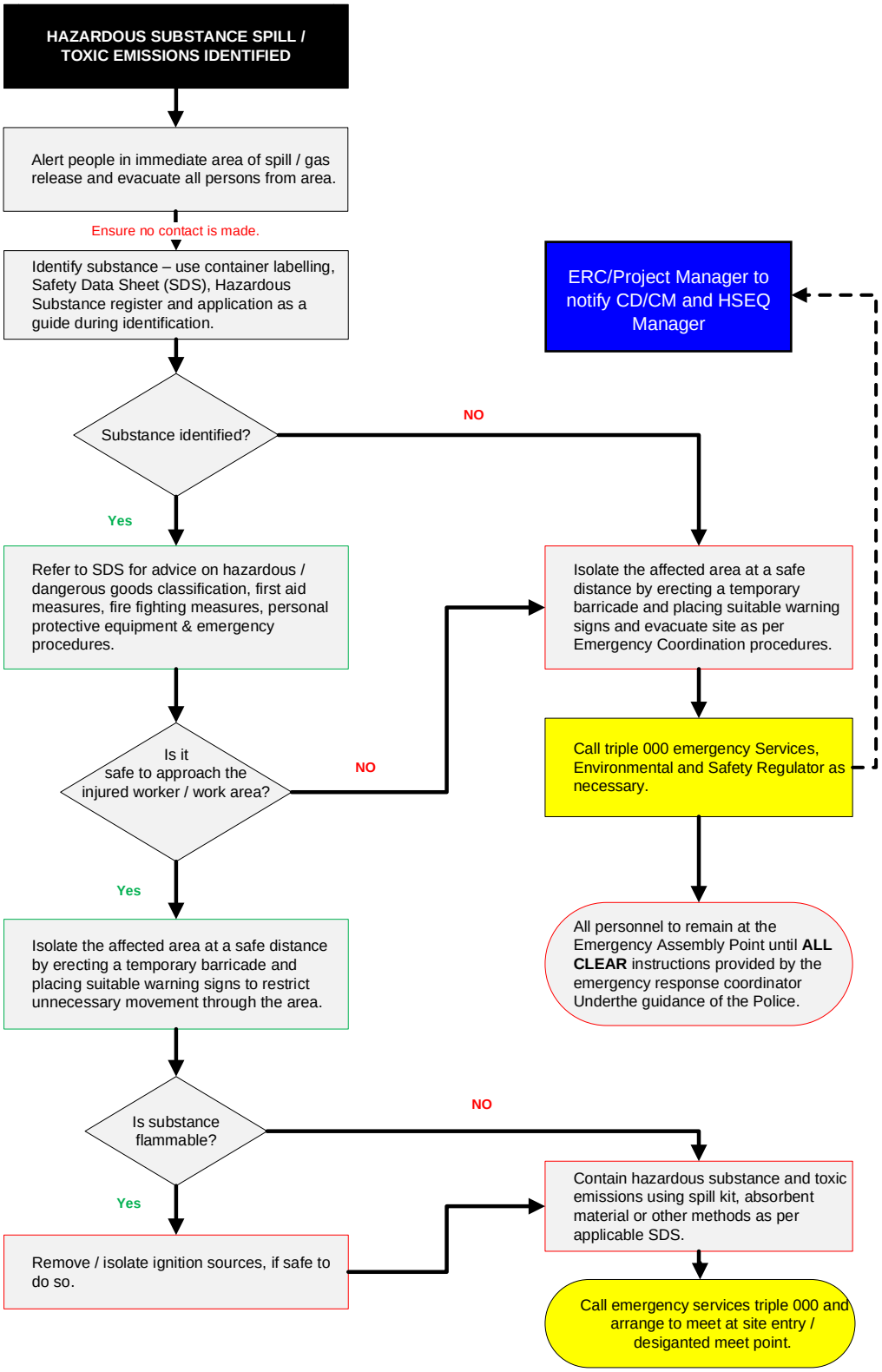
## 6.5 Earthworks / Tunnel Collapse



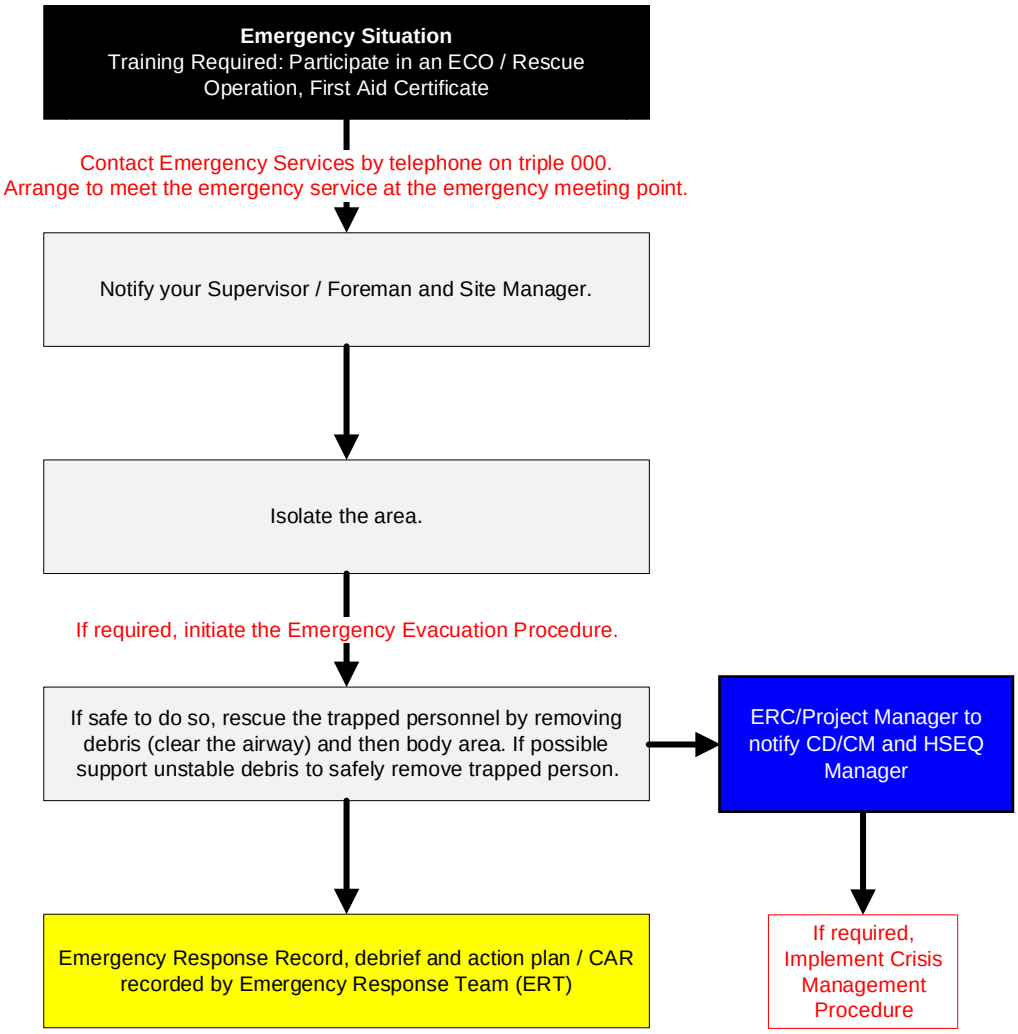
## 6.6 Fumes / Vapor / Gas Leak



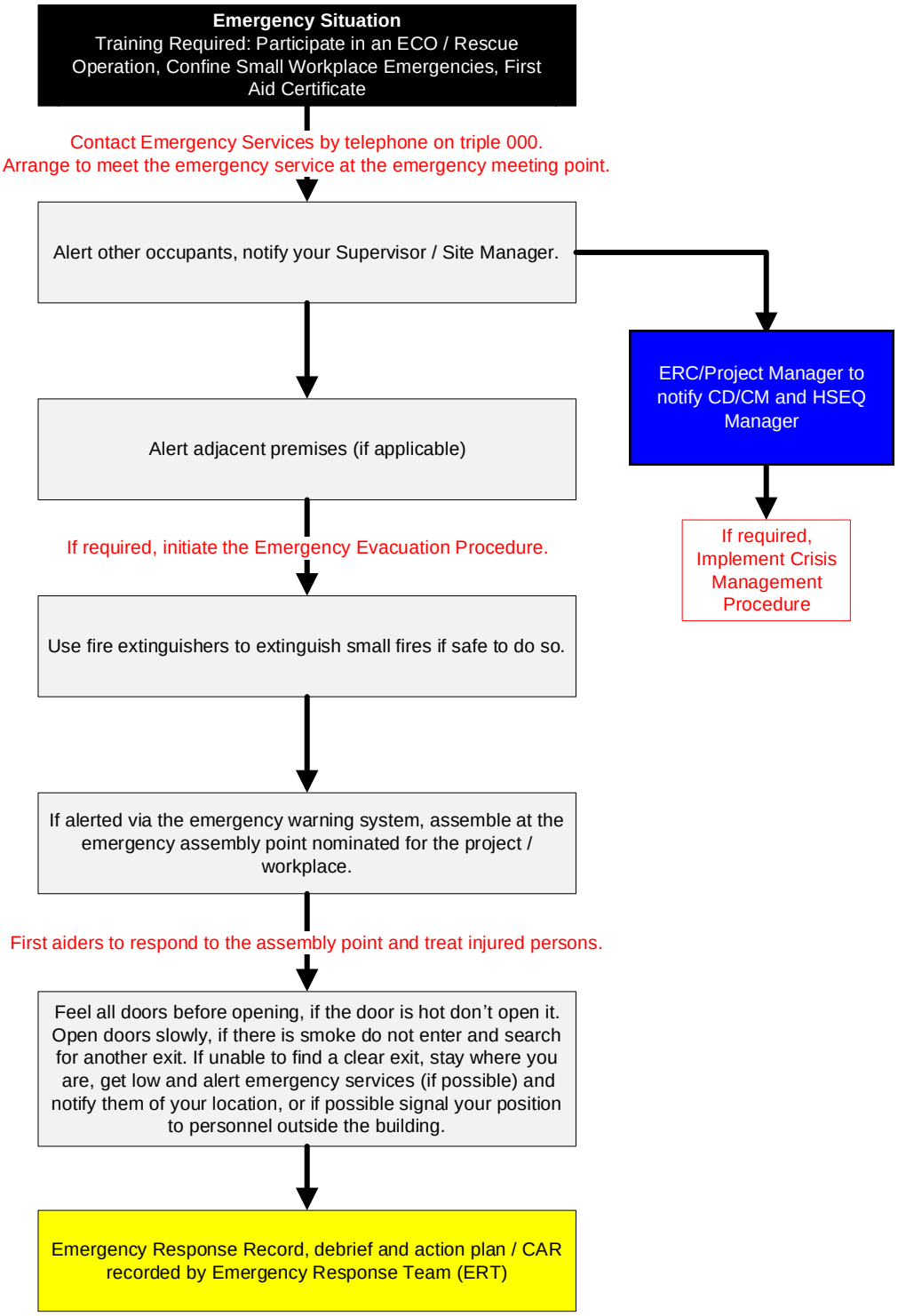
## 6.7 Biological / Chemical Spill, Release or Explosion



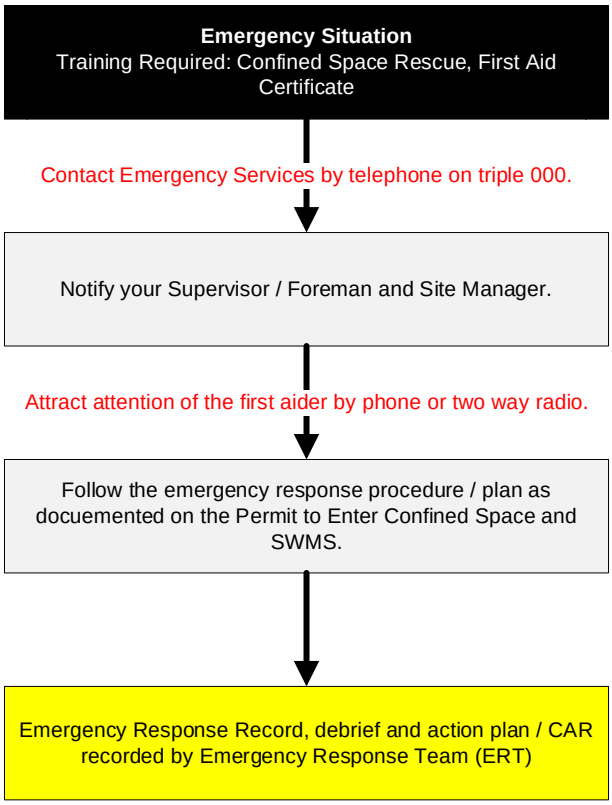
## 6.8 Building / Structure Collapse



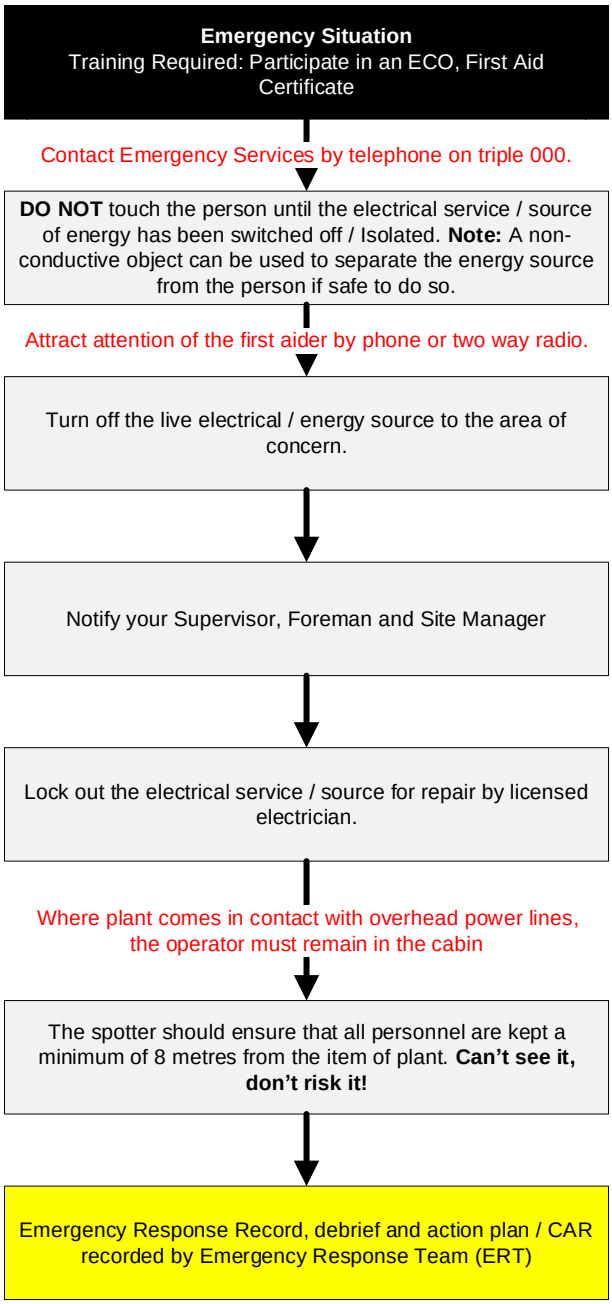
## 6.9 Fire



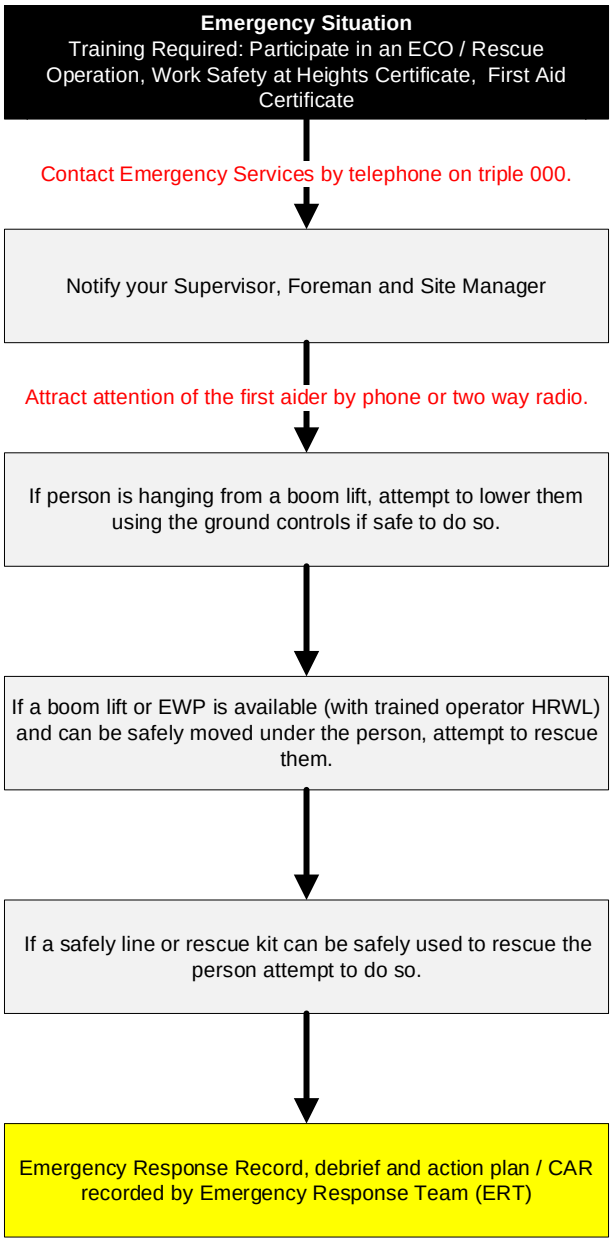
## 6.10 Confined Space Rescue



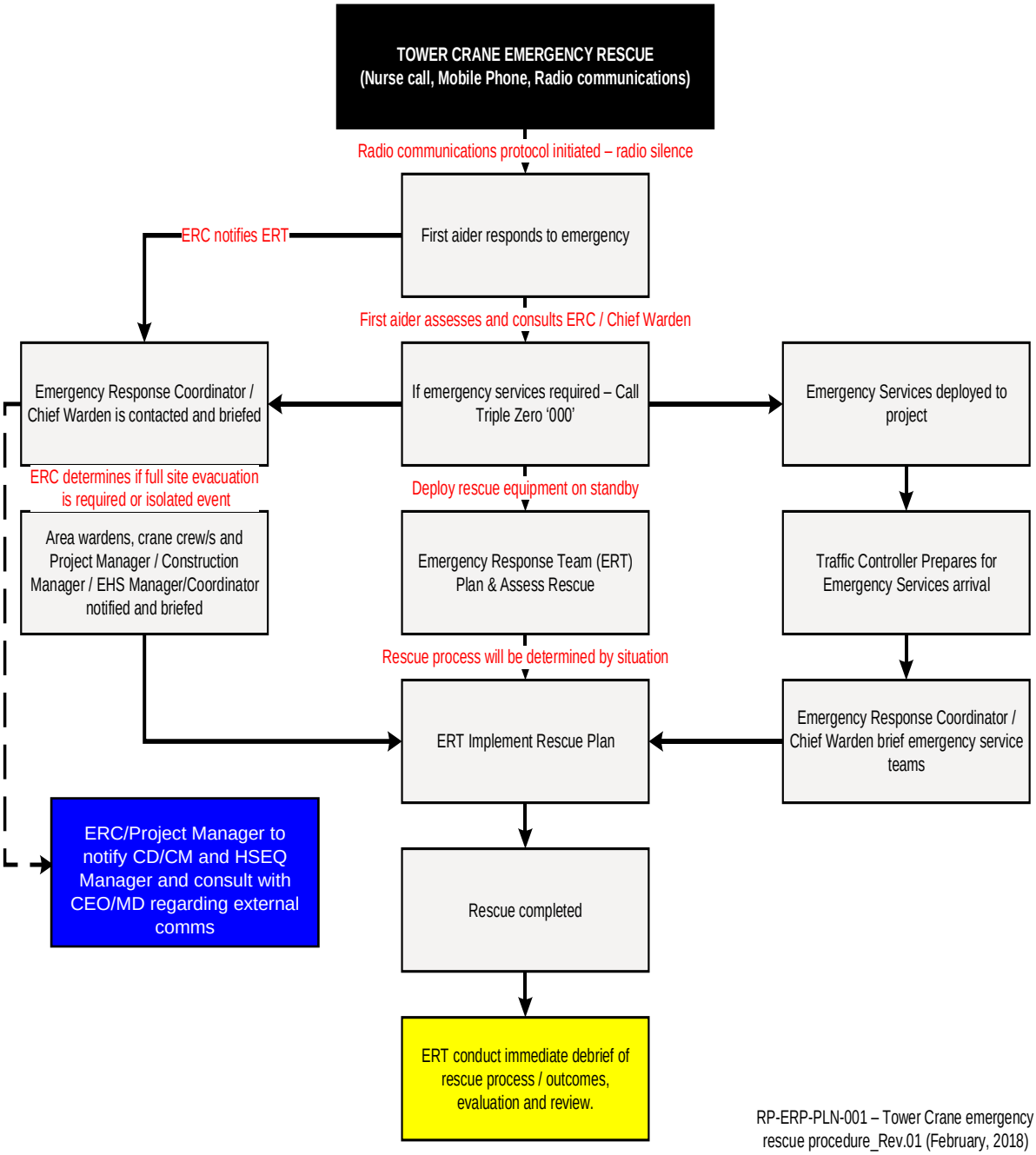
## 6.11 Electrocution



## 6.12 Safety Harness Rescue

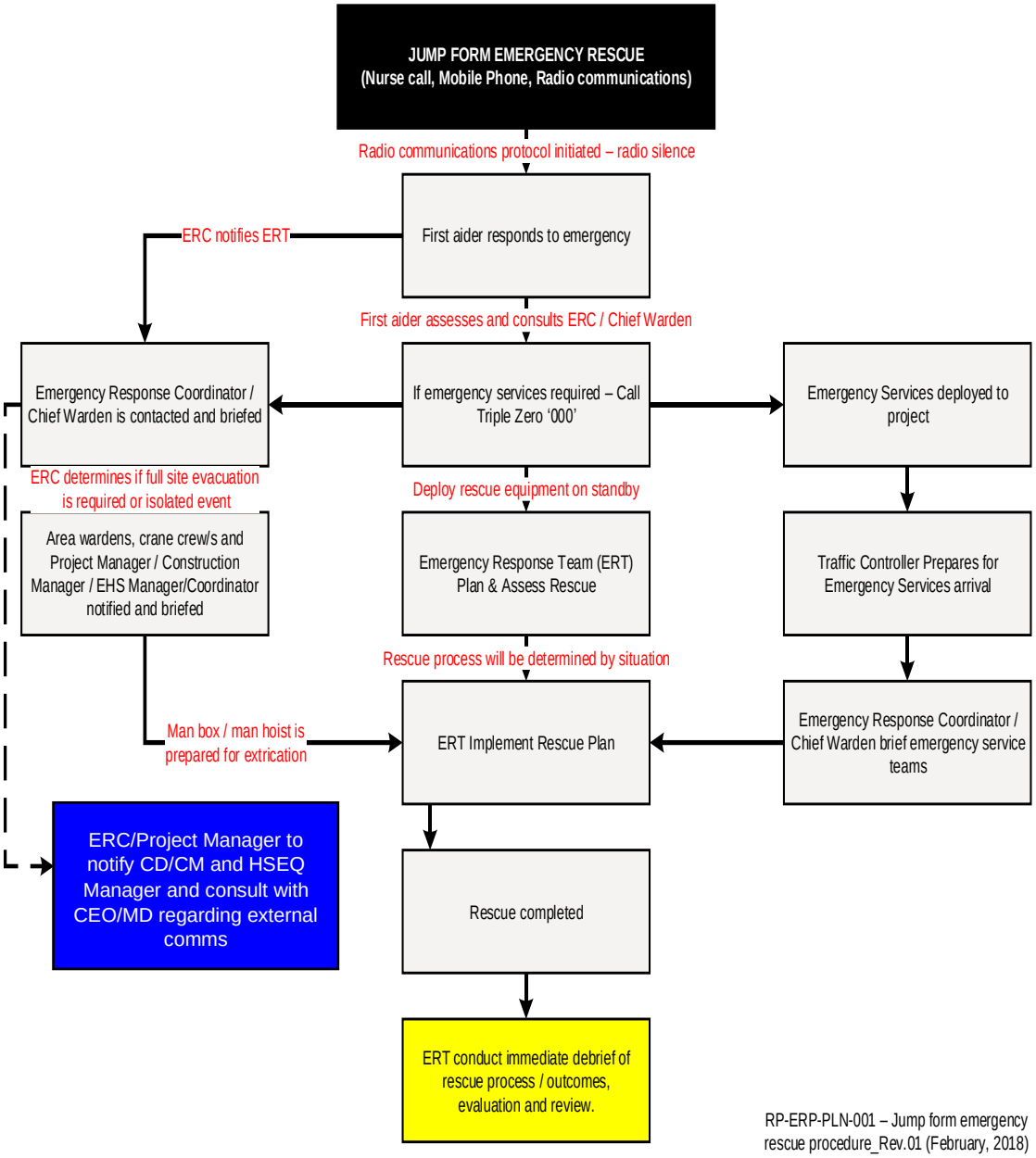


## 6.13 Tower crane emergency rescue



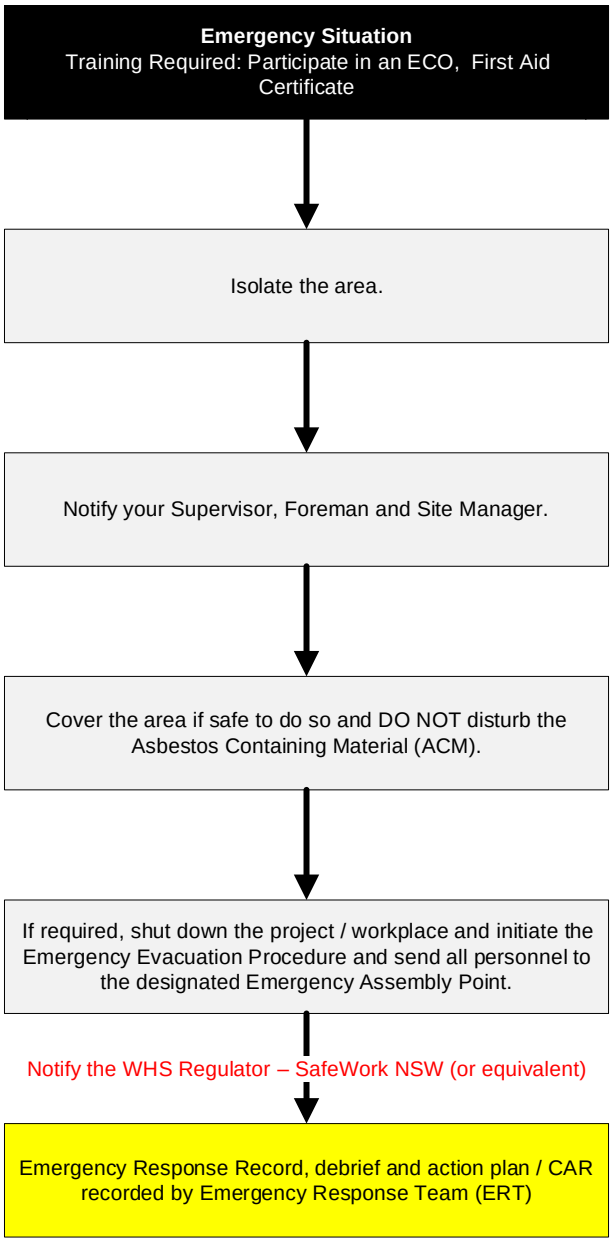

RP-ERP-PLN-001 – Tower Crane emergency rescue procedure_Rev.01 (February, 2018)

## 6.14 Jump form emergency rescue

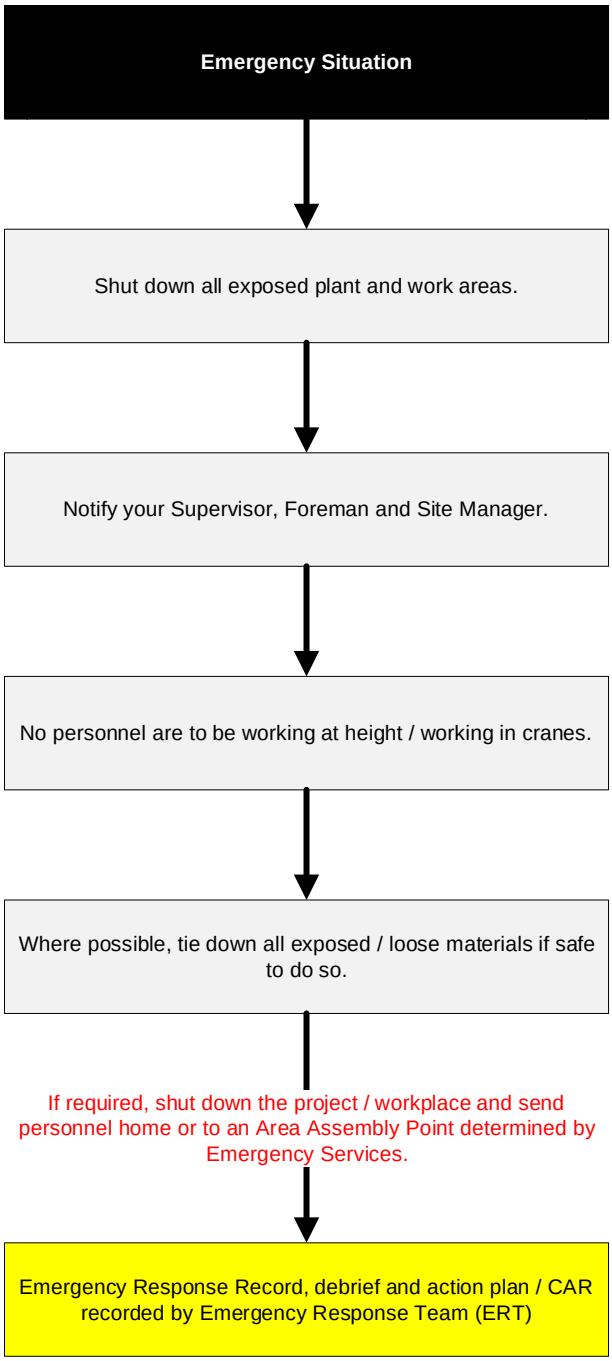



RP-ERP-PLN-001 – Jump form emergency rescue procedure_Rev.01 (February, 2018)

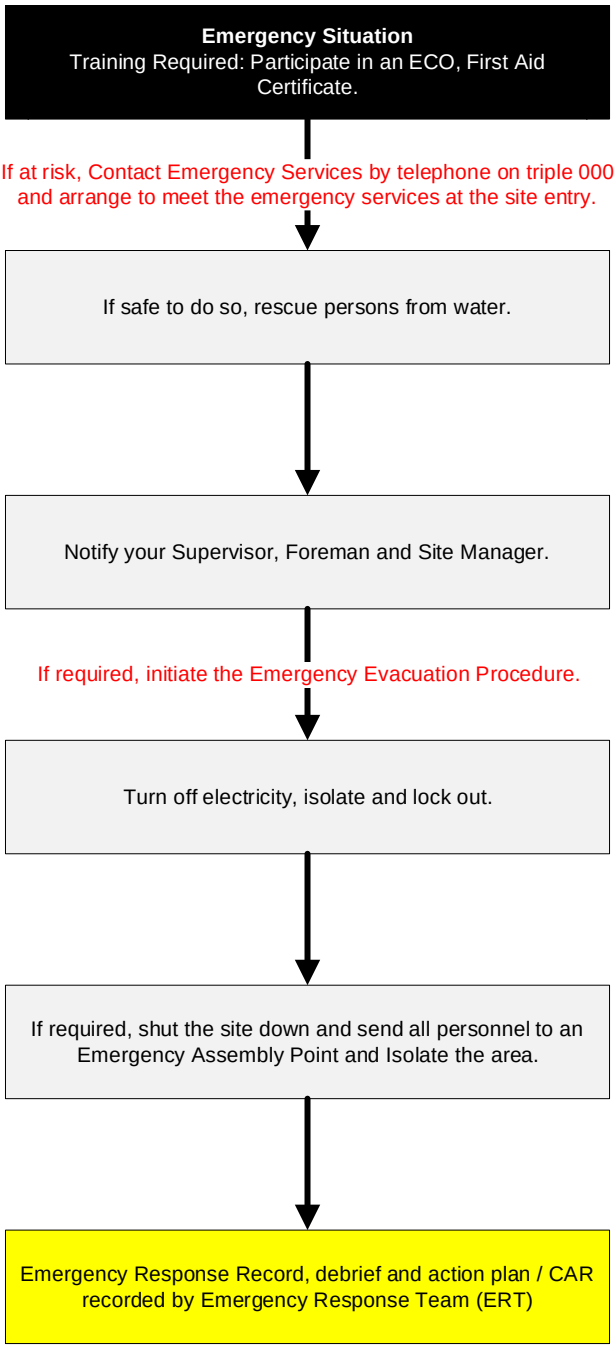
## 6.15 Asbestos



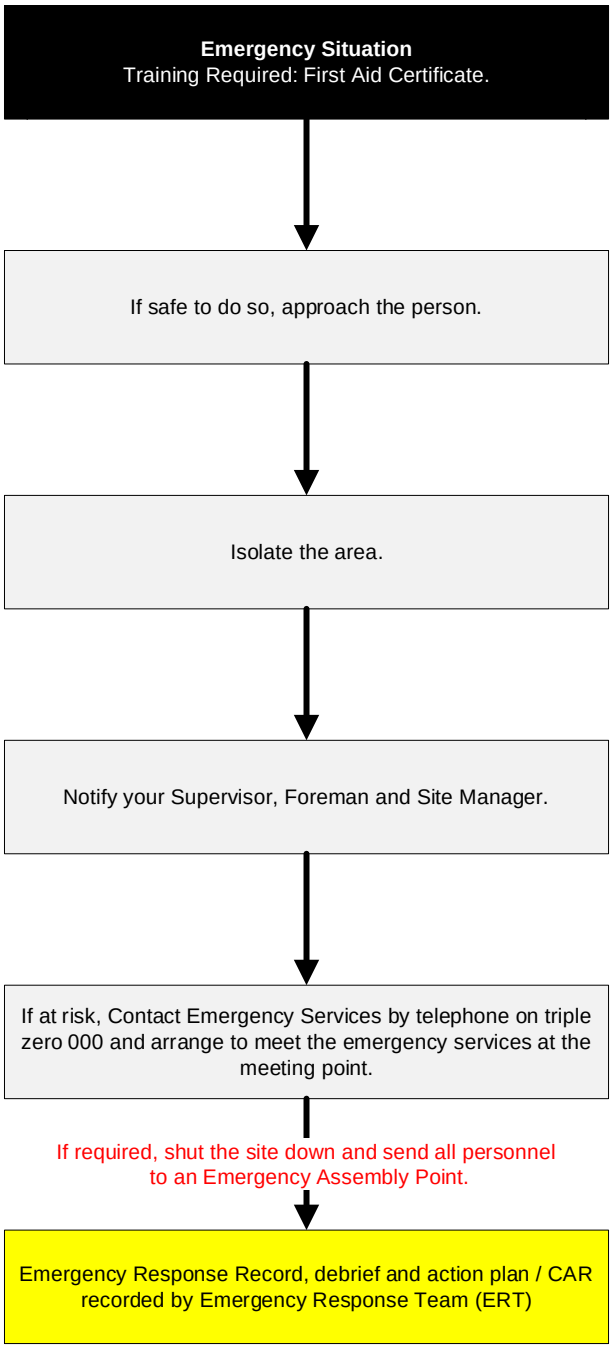
## 6.16 Severe Weather / Cyclone



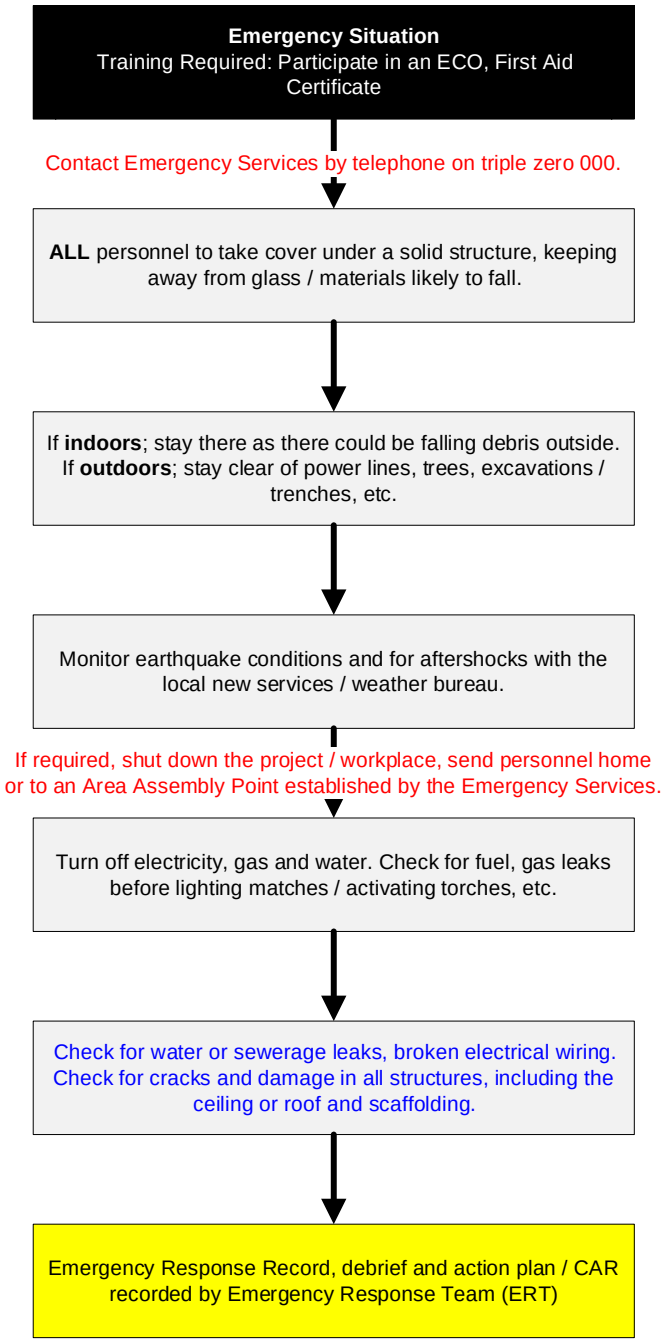
## 6.17 Inundated with Water (Flooding)



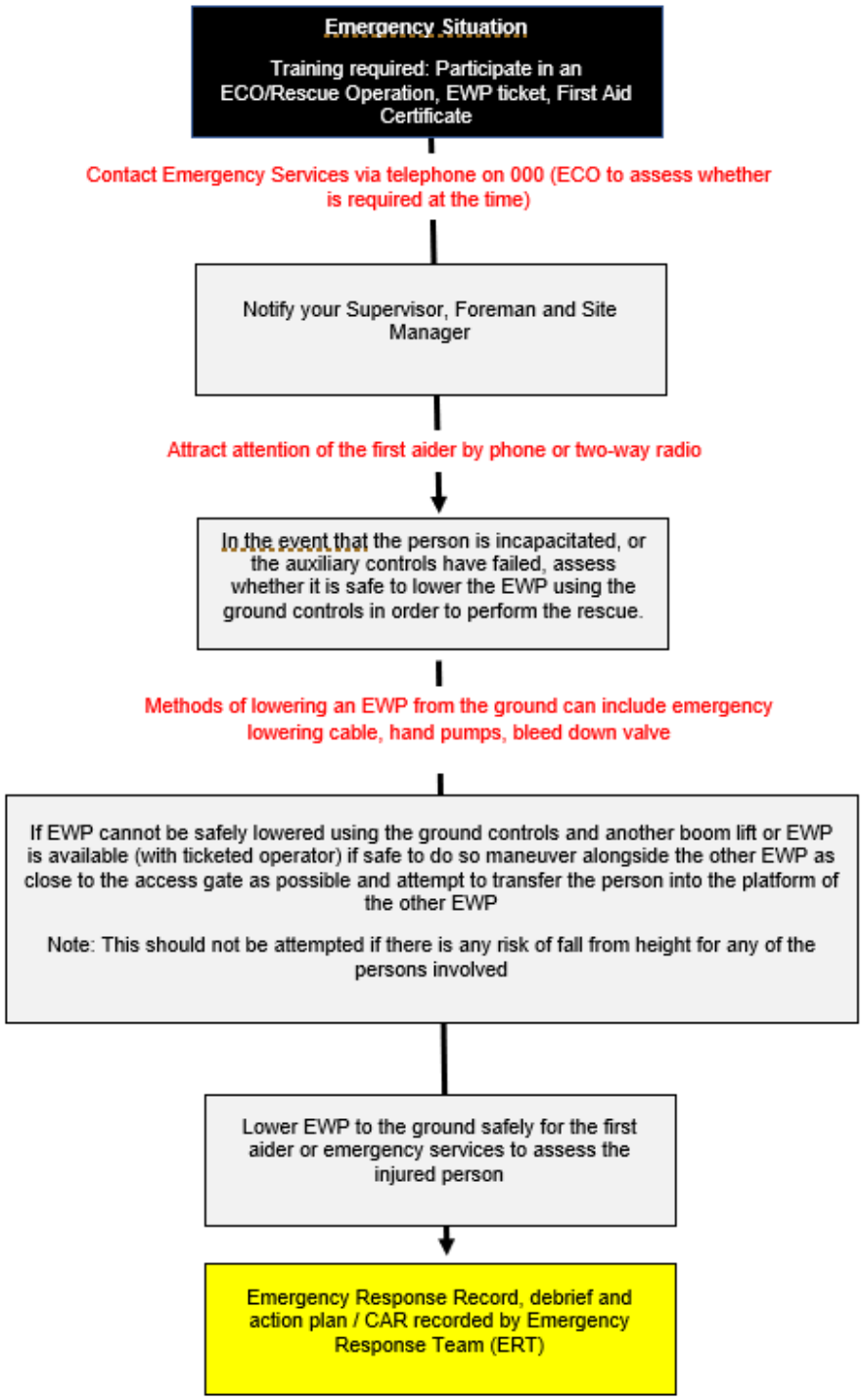
## 6.18 Alcohol / Drug Effected Personnel



## 6.19 Earthquake



## 6.20 EWP Rescue




- Always refer to the manufacturer's instructions for the emergency lowering procedure on the machine you are using.
- Machines are not the same and will differ in the type and complexity of emergency lowering system fitted.

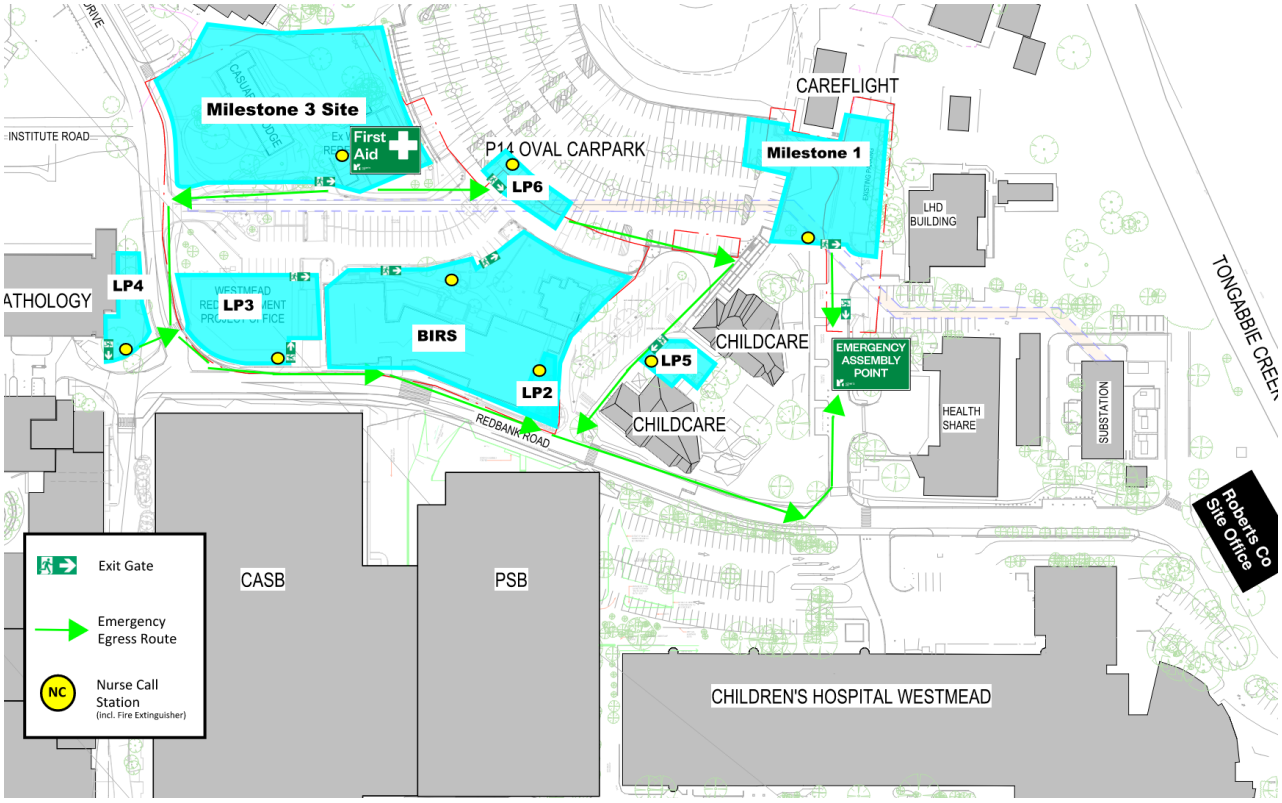
# 7 INDUCTION RECORD

This register provides a record that those with direct responsibilities within this plan understand their designated roles and accountabilities in the implementation of this plan.

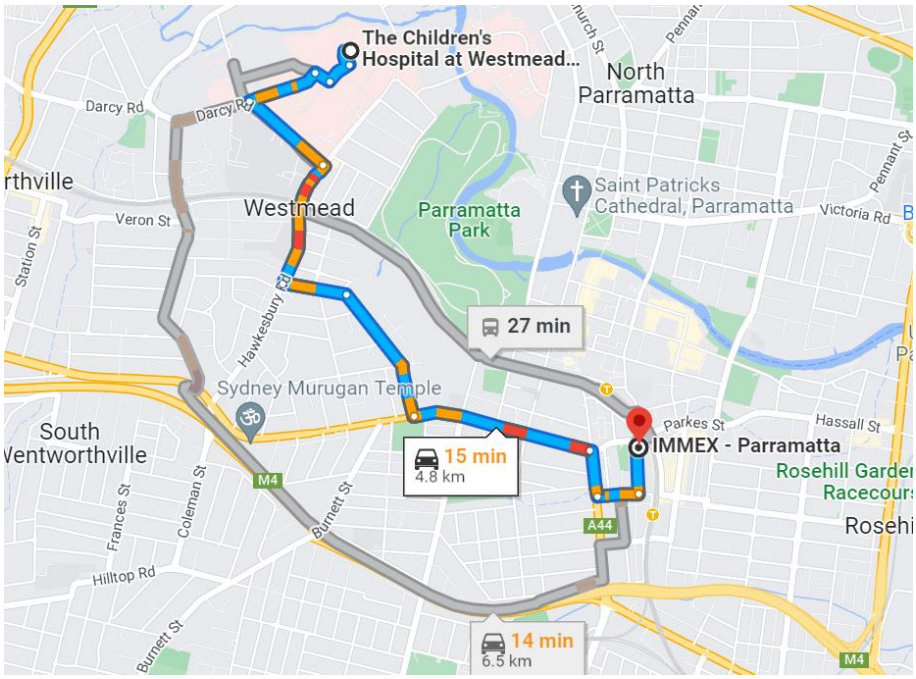
| Name | Position | Role | Signature | Date |
|---|---|---|---|---|
| | Project Manager | Communications Officer | | 16/2/24 |
| | Site Manager | Emergency Response Coordinator / Chief Warden | | 16/2/24 |
| | Cadet Engineer | Roll Call Coordinator/ Fire Warden | | 16/2/24 |
| | Project Engineer | Roll Call Coordinator | | 16/2/24 |
| | First Aider | Occupational First Aider/Fire Warden | | 16/2/24 |
| | HSEQ Advisor | First Aider/Fire Warden | | 16/2/24 |
| | Senior Site Supervisor/Forman | Assistant Emergency Response Coordinator / Fire Warden | | 16/2/24 |
| | Project Engineer | Assistant Roll Call Coordinator | | 16/2/24 |
| | Contract Administrator | | | 16/2/24 |
| | Senior Services Manager | | | 16/2/24 |
| | Site Supervisor/Forman | First Aider/Fire Warden | | 16/2/24 |
| | Site Supervisor | | | 4/3/24 |

# APPENDICES

## Appendix 01 – Emergency Assembly Point/s



# Appendix 02 – Medical Centre Map




Nearest medical centre:

IMMEX 02 8960 9133

**Address:** 36-46 Cowper Street, Parramatta NSW 2150

**Hours:** Monday-Friday 8.00am to 5.00pm

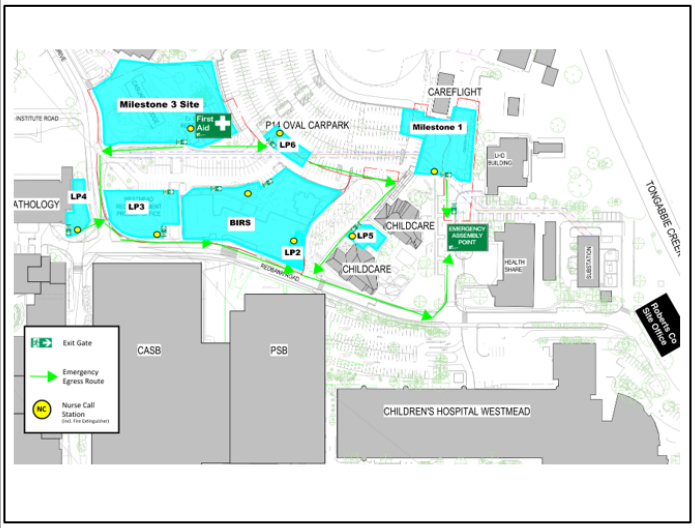
**Transport:** 9 - 15 minutes by car

# Appendix 03 – Emergency Response Plan, Access and Egress Routes, Fire Protection and Medical Equipment Locations

**Cumberland West Mental Health Services Relocation – Early Works –** 218 Redbank Rd, Westmead NSW 2145



In the event of emergency, it may be necessary to perform an emergency evacuation. You will be alerted by an evacuation siren, and/or advised by Roberts Co personnel.
Immediately evacuate site in a safe and orderly manner and proceed to the evacuation assembly point.
Follow any directions/instructions as issued by emergency response team members at all times.
Please report all incidents regardless of perceived severity.
If you require first aid treatment, please contact one of the nominated first aid officers.




| Name / Position | Picture | Designation (roles and areas of responsibility) | Contact No. |
|---|---|---|---|
| | | | |

**General Site Information**

| | |
|---|---|
| **Closest Hospital**<br>Westmead Hospital Emergency<br>Corner of Hawkesbury Road and Darcy Rd, Westmead NSW 2145 | **Nominated Medical Clinic**<br>IMMEX Paramatta 1/36-46 Cowper St, Parramatta NSW 2150 |
| **Site Office**<br>Corner Redbank Road and Labrinth Way | **Project Site**<br>218 Redbank Rd, Westmead NSW 2145 |
| **Emergency Assembly Point**<br>In front of Health Share Building – adjacent to Redbank Rd | **First Aid Room**<br>Shed adjacent to WPRO Building |