EMERGENCY PLANNING AND RESPONSE

PURPOSE AND SCOPE

This System Requirement outlines the process and requirements for emergency planning, preparedness and response. It applies to health, safety and environmental emergency situations for all of Laing O'Rourke's operations.

Emergency planning and response is critical to maintaining the health, safety and wellbeing of our people. It builds on our proven assurance framework and keeps the safety and wellbeing of our people, supply chain partners and all stakeholders front and centre of our actions.

1.0 EMERGENCY PLANNING

Each project or workplace must develop controls for managing emergencies, including a site-specific Emergency Response Plan and Evacuation Plan for potential health, safety and environmental emergencies. The plan must include fire safety procedures. Refer to Emergency Response Plan Template.

Each project must identify potential events and emergencies that may cause significant health, safety and environmental harm. The potential events and emergencies must be reviewed against the business and project's risk assessment (including environmental aspects and impacts). Measures to prepare and respond to identified potential events and emergencies must be documented in the site's Construction Health and Safety Plan and Environmental Management Plan.

Projects and site facilities may choose to combine health, safety and environmental emergency planning processes.

The plans to address emergency planning must identify and assess the potential types of emergencies including, but not limited to, those involving the following:

- Weather events, flooding and cyclone preparedness
- Damage to environmental temporary works such as sediment basins and erosion and sediment controls
- Collapse of excavations
- Work at heights rescue
- Involving precast and tilt-up concrete
- Involving demolition
- Confined spaces rescue
- Failure of temporary works
- Asbestos and other hazardous materials
- Statutory requirements for environmental pollution incidents and emergency response
- Tunnels
- The use of explosives
- Contaminated atmospheres
- Structural vibration damage
- Destruction of Aboriginal heritage or European heritage items
- Any other emergencies as identified within the Project Risk Assessment.
- Damage or injury to protected flora and fauna
- Spills or uncontrolled release of hazardous chemicals, fuels and refrigerants
- Electrical rescue
- Pressurised gas
- Traffic and mobile plant
- Artificial extremes in temperature
- Diving and construction work over or near water

The plans must also address the following:

- Actions, processes, resources and materials required to prepare for emergency situations
- Actions and response measures to be taken in an emergency
- Identification of competent persons on site to undertake actions and response measures
- How the alarm will be raised to all affected personnel on-site
- Personnel responsibilities
- Emergency equipment and resources required to fulfil the Emergency Response Plan
- Emergency services and out-of-hours contact details
- An illustrated site plan showing the location of any major hazards such as dangerous goods storage, emergency assembly points and location of emergency equipment.

The assessment of the information contained within Emergency Response Plans and associated documentation, including the allocation of equipment and resources to prepare for health, safety and environmental emergencies, will be made by suitably experienced, competent and qualified personnel as outlined and determined by the project Emergency Response Plan.

This can include Health and Safety Professionals, construction experienced senior first aiders, fire wardens, construction managers, project leaders, environmental personnel and other personnel with demonstrated experience in emergency planning. The Project Leader will designate roles and responsibilities for emergency planning and response considering the person's experience and ability to undertake their designated role. The person designated as Emergency Response Coordinator will hold overall responsibility for the planning and response to emergencies on-site.

As a minimum level of training, all wardens and those with allocated responsibilities must be inducted into the Emergency Response Plan and evacuation procedures. It is also recommended that emergency services personnel are invited to site for familiarity of the project, access arrangements and to review suitability of emergency equipment.

The information required for emergency response and emergency evacuation must be communicated to all personnel as part of the site induction. The site plan and evacuation procedure must be displayed in a prominent accessible location. The Emergency Response Plan must be reviewed at regular intervals and updated where changes are identified.

2.0 CYCLONE PREPAREDNESS

Where a project or workplace is vulnerable to cyclone events, the **Cyclone Preparedness and Response Plan Template** is to be used in conjunction with or form part of the approved Emergency Response Plan. This plan may have to integrate with an existing process if personnel are working and accommodated within premises under the control of a third party or client (where deemed by contract); however, the checklists associated with the Cyclone Preparedness and Response Plan are to be completed and complied with in full.

3.0 FIRE PRECAUTIONS DURING CONSTRUCTION

In a building under construction:

- No 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 exit or temporary stairway or exit
- After the building has reached an effective height of 12m:
  - 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 two uppermost storeys
  - Any required booster connections must be installed.

4.0 EMERGENCY RESPONSE

Where an event escalates to an emergency situation the Emergency Response Plan will be implemented as soon as possible. All reasonable steps should be taken to contain further danger to personnel, the public, property and the environment (i.e. contingency measures outlined in site's Emergency Response Plan).

Where safe to do so, spill kits, additional containment measures, plant and equipment are to be used to support the mitigation of emergency situations. This may also include deploying additional resources as necessary to contain water pollution, contamination, spills or air pollution.

For environmental emergency situations where there is actual or potential environmental harm, notification must occur to the State regulator in accordance with the procedures in the site-specific Environmental Management Plan.

5.0 MONITORING AND REVIEW

The emergency response process is to be periodically tested (emergency drill) at intervals not exceeding six months, where practical and reviewed and revised as necessary. This is particularly important after events or emergency situations. This includes environmental and safety emergencies. The test may be subject to client approval prior to organising or conducting the drill.

The drill will be recorded by the coordinator and signed by the relevant health and safety personnel, environmental personnel and Project Leader/Workshop Manager on an **Emergency Response Drill Record**.

Review of the currency and suitability of emergency response equipment is to be undertaken by the designated personnel (i.e. fire wardens at regular intervals and results provided to the Emergency Response Coordinator). The information may be recorded on **Management Site Safety and Environment Inspection**. All records for emergency planning and response and site fire safety matters are to be kept.

The inspection, test and maintenance requirements for emergency response and first aid equipment are to be identified via the completion of a **Project First Aid and Emergency Response Risk Assessment Form**, scheduled, tracked and completed by project utilising a tracking register.

6.0 REGULATIONS, CODES AND STANDARDS

- Australian-based regulatory information relating to emergency planning and response can be accessed via Environment Essentials (Enviro and Safety Law) subscription
- National Construction Code Online (NCC Australia)
- AS 3745 Planning for Emergencies in Facilities.

7.0 ADDITIONAL INFORMATION

For additional information about emergency planning and response, see the following:

- HSE Information Sheet – Lone and Remote Working.

8.0 PLANS, FORMS AND TEMPLATES

For relevant plans, forms and templates see the Laing O'Rourke HSEMS at www.lorhsems.com.