



# Pollution Incident Response Management Plan

## ETS Rutherford

**REMONDIS Australia Pty Ltd**

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## 1.0 Scope

ETS Rutherford holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for the Scheduled Activities of container reconditioning, non-thermal treatment of hazardous and other waste and waste storage – hazardous, restricted solid, liquid, clinical and related waste and asbestos waste.

As per the *Protection of the Environment Operations Act 1997* (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates. If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in clause 98D of the Protection of the Environment Operations (General) Regulation 2009.

NOTE: This plan must be developed in accordance with the *Protection of the Environment Operations Act 1997* and the Protection of the Environment Operations (General) Regulation 2009.

This Pollution Incident Response Management Plan (PIRMP) covers the key actions to minimise the occurrence of a pollution incident and manage a pollution incident if one occurs (during and after a pollution incident).

This document has been prepared for managing the impact to human health (employees and nearby neighbours) and the environment (onsite and offsite).

ETS Rutherford is located at 26 Hinkler Avenue and 19 Farrier Place, Rutherford NSW in the strategically zoned industrial area of Rutherford NSW.

## 2.0 Definitions

<b>PIRMP</b>	Pollution Incident Response Management Plan
<b>PHU</b>	Public Health Unit
<b>EPA</b>	Environmental Protection Authority
<b>EPL</b>	Environmental Protection Licence
<b>POEO</b>	Protection of the Environment Operations
<b>SDS</b>	Safety Data Sheets
<b>RA</b>	Risk Assessment
<b>MRF</b>	Materials Recovery Facility

### 3.0 Environmental Protection Licence Details

Environmental Protection Licence details	
Name of Licensee	Environmental Treatment Solutions Pty Ltd
ABN	36 126 020 451
EPL Number	20065
Premise Name	Environmental Treatment Solutions Pty Ltd (Rutherford)
Premise Address	26 Hinkler Avenue, Rutherford NSW 2322
Company Contact Details	Name: Rachael Mulholland Position: Environment and Sustainability Advisor Business Hours Contact Number: +61 417 561 886 After Hours Contact Number: +61 417 561 886 E-mail: rachael.mulholland@remondis.com.au
Website address	<a href="http://www.envirotreat.com.au/licenses-policies">http://www.envirotreat.com.au/licenses-policies</a>
Scheduled activity / activities on EPL:	Container reconditioning, non-thermal treatment of hazardous and other waste and waste storage – hazardous, restricted solid, liquid, clinical and related waste and asbestos waste'

### 4.0 Pollution Incident – Responsible Person/s

The following contact details are 24 - hour contacts including alternative person should the primary contact be unavailable.

PIRMP Activation (Primary Contact)	
Name of Person Responsible	Joel Crawford
Position	Operations Manager
Business Hours Contact Number	0437 838 107
After Hours Contact Number	0437 838 107
Email	joel.crawford@envirotreat.com.au

PIRMP Activation (Secondary Contact)	
Name of Person Responsible	Danny Murphy
Position	Project Manager Development
Business Hours Contact Number	0408 702 686
After Hours Contact Number	0408 702 686

### PIRMP Activation (Secondary Contact)

Email [danny@envirotreat.com.au](mailto:danny@envirotreat.com.au)

### Managing Response to Pollution Incident

Name of Person Responsible Joel Crawford

Position Operations Manager

Business Hours Contact Number 0437 838 107

After Hours Contact Number 0437 838 107

Email [joel.crawford@envirotreat.com.au](mailto:joel.crawford@envirotreat.com.au)

## 5.0 Notification of Relevant Authorities

As part of Part 5.7A of the POEO Act, in case of a pollution incident that causes or threatens to cause material harm to the environment, the relevant authorities are to be contact and include:

### Notification of Relevant Authorities

1. Fire & Rescue NSW  
Emergency 000  
Fire & Rescue Pollution Notification Line – 1300 729 579  
Miranda Fire Station (02) 9531 1062

2. Environment Protection Authority  
13 15 55

3. SafeWork NSW  
13 10 50

4. NSW Police  
Emergency 000  
Nearest Police Station – (02) 9541 3899

5. NSW Health - Hospital  
Emergency 000  
Nearest Hospital: Maitland Hospital  
Phone: (02) 4939 2000 (24 Hours)

6. NSW Health - Ministry  
(02) 9391 9000

7. Local Authority  
Maitland City Council: (02) 4934 9700 (24 Hours)

8. Sydney Water  
1300 657 000 (24 Hours)

## 6.0 Notification of Neighbours & Local Community

### Notification of Neighbours and the Local Community

Notification of Neighbours and the Local Community The incident controller from emergency services (NSW Police Force or Fire & Rescue NSW) leads the local community notification.

## Notification of Neighbours and the Local Community

Joel Crawford must consult with the incident controller on what community notification, if any, should be undertaken.

The information that must be provided includes:

- the time, date, nature, duration and location of the incident,
- the location of the place where pollution is occurring or is likely to occur,
- the nature, the estimated quantity or volume and the concentration of any pollutants involved, if known,
- the circumstances in which the incident occurred (including the cause of the incident, if known),
- the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution, if known,
- other information prescribed by the regulations

Joel Crawford has the overall responsibility for public communication during an incident.

## List of Neighbours

End Lease Plant Facility	8-20 Hinkler Ave Rutherford NSW	0428 430 104 or 0419 466 323
John Holland	21 Hinkler Ave Rutherford NSW	02 4937 7600
Vacant Block	27 Hinkler Ave Rutherford NSW	N/A
Just Like Fish Swim School	49 Shipley Dr Rutherford NSW	02 4915 7100
RJ Electrical	30 Hinkler Ave Rutherford NSW	02 4932 1277
Anambah Constructions	28 Hinkler Ave Rutherford NSW	02 4934 8910
Gravity X	18 Bradmill Ave Rutherford NSW	02 4932 9988
Maitland Indoor Sports	37 Hinkler Ave Rutherford NSW	02 4932 6799
Super Strike	57 Shipley Dr Rutherford NSW	02 4932 1696
K&C Harris	5 Farrier PI Rutherford NSW	02 4932 3144
Advantage Group	4 Hinkler Ave Rutherford NSW	1300 737 511
Certex Lifting	20 Farrier PI Rutherford NSW	02 9329979

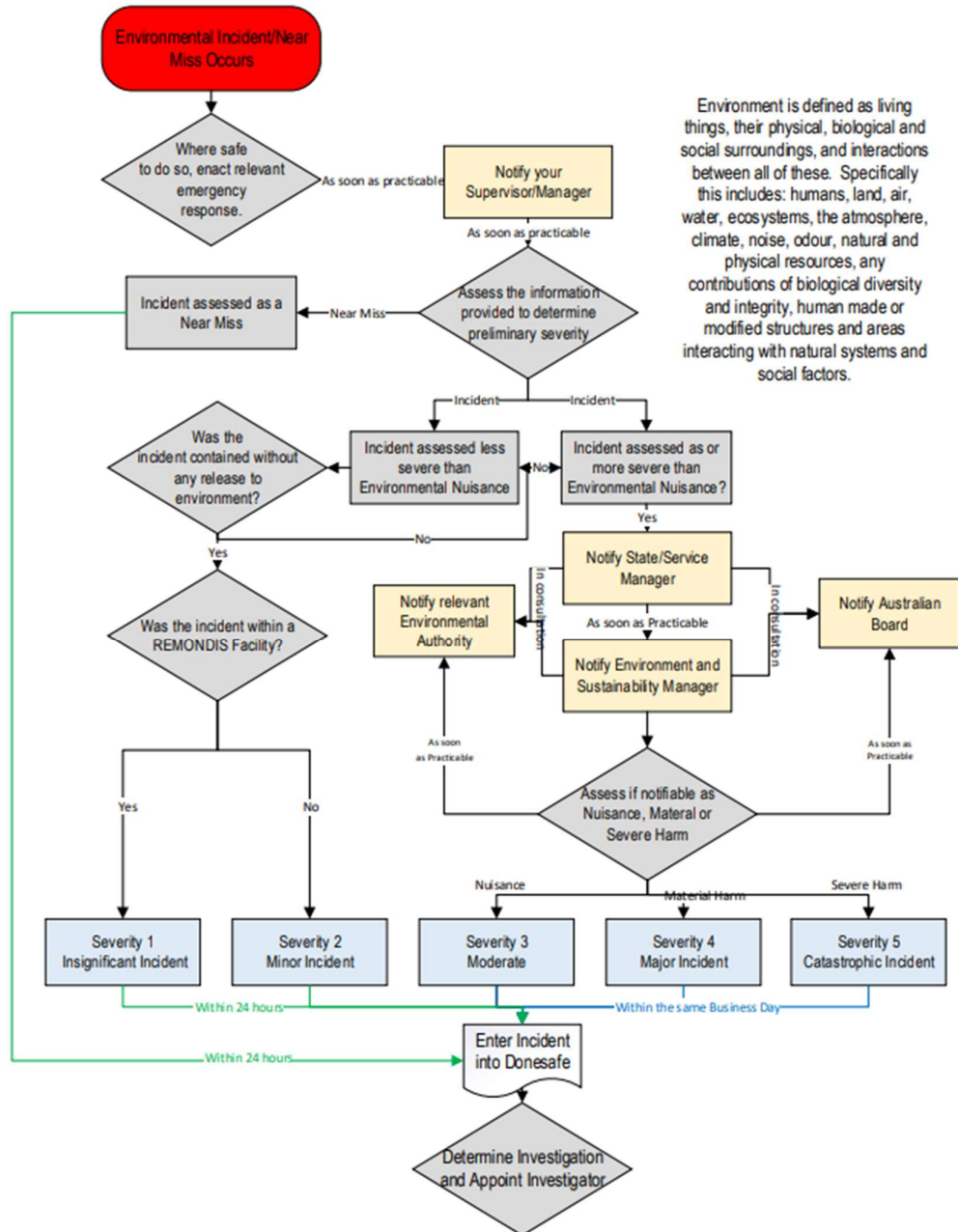
## 7.0 Description & Likelihood of Hazards

The site environmental risk register documents all environmental hazards associated with the ETS Rutherford Facility.

## 8.0 Pre Emptive-Actions to be Taken

The site environmental risk register documents all environmental controls associated with the ETS Rutherford Facility.

## 9.0 Escalation Flow Chart



## 10.0 Inventory of Pollutants

An inventory of pollutants is maintained with the ChemAlert online application for this site.

## 11.0 Communicating with Neighbours & the Local Community

### Communicating with Neighbours and the Local Community

Communicating with Neighbours and the Local Community

In the event of a pollution incident, REMONDIS will immediately contact the list tabled in section 6.

The following notification methods will include but not limited to: -

- Face to face contact
- Telephone to advise community stakeholders of the incident with recommended actions to prevent or minimise harm such as close doors and windows, evacuate buildings or premises, not to drink or swim in water courses
- Potentially affected community members will be determined based on the nature / scale of the pollution incident and the current weather conditions
- Follow up communications with the community stakeholders will be carried out by the REMONDIS General Manager.

Further undertakings include but are not limited to the following: -

- Face to face contact
- Telephone calls
- Letterbox drops
- Publication of updates on the REMONDIS Website
- Emailing of updates
- Door-knocking

## 12.0 Minimising Harm to Persons on the Premises

### Minimising Harm to Persons on the Premises

Minimising Harm to Persons on the Premises

All staff and contractors are required to complete an induction program prior to commencing any work.

The induction program includes environmental aspects such as emergency response and the controls in place to minimise the chance of a pollution incident occurring, how to manage a pollution incident and actions following a pollution incident.

Minimising the impact to persons at REMONDIS during a pollution incident is the highest priority

Controls for minimising harm to persons on the premises include:

- Risk Assessments
- SDS Documentation
- Work Procedures/ Instructions
- Incident and Hazard Management

### Minimising Harm to Persons on the Premises

- Workplace Inspections
- Workplace audits
- Emergency Management Plan
- Integrated Management Plan
- Preventative Maintenance
- Correct storage and waste management; and
- Training & Awareness

In the event that a pollution incident requires the evacuation of the site, actions will be completed in accordance with the site evacuation procedure. All staff are informed on the location of Emergency Assembly Points through the site inductions, signage and training. As part of the preparations for the PIRMP, the key aspects of the plan will be provided to staff and contractors.

## 13.0 Maps

### 13.1 Location Map of ETS Rutherford 26 Hinkler Ave and 19 Farrier place Rutherford NSW 2320



### 13.2 Site map ETS Rutherford 26 Hinkler Ave and 19 Farrier place Rutherford NSW 2320



### 14.0 Actions to be Taken During & Immediately after a Pollution Incident

#### Actions to be taken during or immediately after a pollution Incident

Actions to be Taken  
 During or Immediately  
 after a Pollution Incident

All potential pollution scenarios and their expected response have been considered with the corresponding plan set out in Section 19

### 15.0 Coordinating with Persons

#### Coordinating with Persons

Coordinating with  
 Persons

Licenses must notify all of the appropriate Regulatory Authorities/Neighbouring Facilities and potentially affected persons about the incident as set out in Section 5 and 6. The persons nominated in Section 4 are responsible for making contact with the identified affected parties.

## 16.0 Staff Training

### Staff Training

Staff Training

Nominated Staff will be trained in on site Emergency Management including Fire Fighting, Evacuation Procedures, First Aid and enactment of the PIRMP.

All operators will be provided Spill Management Training incorporating the use of on site and truck spill kits.

All operators will be aware of and understand the requirements of this document (PIRMP)

Training Records

Records of employees being trained in the execution of the plan are retained in the site training matrix, training records folder, as well as personnel files.

## 17.0 Testing & Updating of the PIRMP

### Testing & Updating of the PIRMP

Testing & Updating of the PIRMP

It is a legal requirement to test the plan every 12 months and within 1 month of any pollution incident.

The testing of the PIRMP is to be carried out in such a manner as to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner.

Testing will involve undertaking desktop simulations of incidents and if necessary, completing exercises or drills. Testing will cover all the components of the PIRMP, including the effectiveness of the training.

Internal auditing will also be undertaken by verifying data contained in it is accurate and competencies required by personnel are current

Audit records are maintained on the BMS.

In the light of that incident, whether the information included in the plan is accurate and up to date, and the plan is still capable of being implemented in a workable and effective manner.

PIRMP Testing will be reported in Donesafe.

Once the testing is completed, it is imperative that the PIRMP is reviewed and changes completed.

Test Record

See Table 17.1

Availability of Plan

PIRMP folder located in the Office

### 17.1 Details of PIRMP Tests/Incident Response completed

Date Tested	Test By	Details of Test/Incident	Findings of Test/Incident	Next Scheduled Testing Date (Within 12 Months)
2018-03-08	Dustin Aravena Jason Edwards Nick Lilley Danny Murphy Dougal Cleland	Unknown due to change of ownership	Unknown due to change of ownership	2019-03-08
2020-04-27	Danny Murphy Dustin Aravena Nick Lilley	Tanker Failure/ Spill	Drain hose can be equipped with shut off valve as a secondary containment	2021-04-27
2020-12-20	Joel Crawford	Forklift knocked over 205L drum	Ensure site chemist consulted	2021-12-20
2021-11-19	Joel Crawford	Hazardous chemical drum fire in shed	N/A	2022-5-31
2022-08-09	Joel Crawford Dustin Aravena	Fire in Shed 2	N/A	2023-08-09
2023-07-03	Danny Murphy Joel Crawford Dustin Aravena	Spill of Acid when truck unloading when on site at ETS Rutherford	Couldn't hear alarm Training to be completed with staff on how to shut off stormwater valve Move drain cover	2024-06-28
2024-04-29	Danny Murphy Joel Crawford	Hose Burst resulting in a spill on site	Clear communication with drivers on what to do in an emergency Update floor maps Need new warden 2 way communication needed for site	2025-04-29
2025-02-19	Joel Crawford	Incompatible Chemical Reaction	N/A	2026-02-19
2025-02-25	Joel Crawford	Battery in drum of aerosols in incoming vehicle started fire	Communicate with Staff closest muster point	2027-02-25

## 18.0 References

- ETS Rutherford Environmental Risk Register (*068-HSEQ-RG-001*)
- Emergency Evacuation Rehearsal Form (*RE-HSEQ-FO-019*)
- Hazard, Near Miss and Incident Reporting Procedure (*RE-HSEQ-PR-045*)
- Protection of the Environment Operations Act 1997
- Protection of the Environment Operations (General) Regulation 2009.
- Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2012
- Environment Protection Licence (EPL) 20610
- EPA's Guideline: Preparation of Pollution Incident Response Management Plan

## 19.0 Response Plans

### 19.1 Fire Emergency

#### EMERGENCY RESPONSE PROGRAM #01

#### FIRE EMERGENCY

The following information will help you evacuation workers and visitors in the event of a fire.



**Remove** people from danger  
Alert workers and make sure they are aware of the evacuation assembly area.  
Check the evacuation route is clear of fire, smoke and other obstacles.



**Alert** all workers and raise the **Alarm**  
If you see smoke, don't panic, remain calm.  
Call 000 and ask for fire brigade.  
Notify the Chief Warden / Other Area Wardens.



**Contain** the smoke and fire.  
Close all the doors as you go (check the room to make sure all persons are out)  
Attempt to extinguish the fire (only if you are trained to do so and you have a clear evacuation path)



**Evacuate** the building to a safe area.  
Exit via the safest exit route.  
Go straight to the evacuation assembly area (walk, do not run)  
Report any missing persons.



**Assist any disabled persons.**  
If they cannot self-evacuate relocate them to a safe place.



**Evacuation Procedure**  
Leave immediately by the nearest exit.  
Proceed in an orderly manner to the assembly area.  
Remain at the assembly area until all clear is given.

#### Important Notes

- Be aware that some worker will ignore the alarms and/or refuse to evacuate unless they see signs of danger – request the worker to leave a minimum of 3 times, if they still refuse to leave, evacuate and make note of the refusal to the emergency services / chief warden.
- Ensure all persons are accounted for at the assembly area.
- Persons should not re-enter the building / area until all clear has been given.
- The Workplace Manager must ensure that the incident causing the emergency is reported and investigated according to the Hazard, Near Miss & Incident Reporting Procedure (*RE-HSEQ-PR-045*).

### Emergency Services 000

Under no circumstances should you put your life in danger in attempting to deal with an emergency.

## 19.2 Fire in a Waste Vehicle (Hot Load)

### EMERGENCY RESPONSE PROGRAM #02

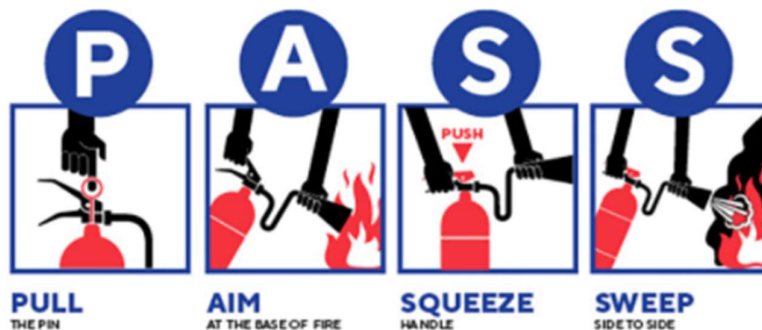
### FIRE IN A WASTE VEHICLE (HOT LOAD)

1. Compact the load.
2. IMMEDIATELY notify your supervisor/manager
3. Where it is safe to reach a REMONDIS site, the Supervisor/Manager is to contact the Chief Fire Warden / Manager of that site to seek their agreement that the hot load can be driven there.
4. If there is no nearby designated hot load area, seek a safe location to pull off the main roads (carpark, vacant block, emergency stopping bays, etc).
5. Where possible, try to avoid any areas adjacent to waterways and/or drains.
6. Once at a safe location, commence ejecting the load. The truck should be driven away from the load, providing it is safe to do so.
7. Notify emergency services with the exact location.
8. If safe to do so, standing upwind, use the fire extinguishers or a hose (if available) to try to extinguish the fire, commencing with the truck, then the load.
9. Using the provided emergency triangles, establish an exclusion zone around the area and do not allow public to access.
10. Arrange for the transport of the fire debris, clean up the area.
11. The Workplace Manager must ensure that the incident causing the emergency is reported and investigated according to the Hazard, Near Miss & Incident Reporting Standard (*RE-HSEQ-ST-015*).

#### Important Notes

- Only attempt to fight a fire if you are trained to do so.
- If hot load is on a RE site, all drainage from the area must be retained on site until assessed for disposal by the workplace manager.
- If it becomes obvious that there are risks associated with attempting to control the fire, evacuate the area immediately.

#### EXTINGUISH FIRE - only when safe to do so



### Emergency Services 000

Under no circumstances should you put your life in danger in attempting to deal with an emergency.

### 19.3 Toxic or Hazardous Materials

#### EMERGENCY RESPONSE PROGRAM #03

#### TOXIC OR HAZARDOUS MATERIALS

If in the event of normal operations, suspicious materials are uncovered, the following should be implemented:

1. Cease work and evacuate work area IMMEDIATELY
2. Notify Chief Fire Warden or Manager
3. When applicable, notify relevant Authorities, emergency services or client
4. Isolate and barricade area as determined for the suspected material.
5. NO PERSON is to enter the barricaded area without wearing appropriate PPE and the express permission of the Manager
6. Monitoring and sampling of material is to be carried out by a suitably qualified persons to determine suitable clean up methods
7. Advise visitors and public to clear the area.
8. Once the area has been deemed clear operations can re-commence.
9. The Workplace Manager must ensure that the incident causing the emergency is reported and investigated according to the Hazard, Near Miss & Incident Reporting Procedure (*RE-HSEQ-PR-045*).

**EMERGENCY  
ASSEMBLY  
AREA**

#### Evacuation Procedure

If directed, leave immediately by the nearest exit.  
Proceed in an orderly manner to the assembly area.  
Remain at the assembly area until all clear is given.

#### Emergency Services 000

Under no circumstances should you put your life in danger in attempting to deal with an emergency.

## 19.4 Spills (oils, chemicals, fuels, etc)

### EMERGENCY RESPONSE PROGRAM #04

### SPILLS (oils, chemicals, fuels, etc)

**Description:** A spill has the potential to cause harm to people, property and the environment.

In the event of a spill:

1. Notify Chief Warden or Workplace Manager and/or your Manager/Supervisor;
  - a. Where the spill is of a hazardous chemical, call the appropriate emergency services immediately and follow all directions given.
2. Isolate the area to prevent persons entering the area:
  - a. Assist affected persons, cooperate with the orderly evacuation to the assembly point;
3. Review the measures to prevent the spread of a spill and/or to clean the spill in relation to the chemical released.
  - a. If unsure or unknown, consult the relevant SDS, Section 6 includes accidental release measures and Section 8 the exposure Controls/Personal Protection Measures. Ensure all referenced controls, including PPE are available prior to proceeding.
4. IF SAFE TO DO SO, and from an upwind direction:
  - a. Restrict the spread of the spill (i.e. switch off the tap, stand container up, dam spill);
  - b. Contain the spill, prevent it from entering any waterways, drains, or environmental sensitive areas, using the supplied spill kit.
  - c. Clean up of the spill. For spills of significant volumes, a vacuum tanker may be required.
5. If spill spreads or area becomes effected by fumes/mists – leave area immediately;
6. DO NOT re-enter effected area/building, until advised by the emergency services of Workplace Co-ordinator that it is safe to do so;
7. Advise visitors and public to clear the area to assembly point.
8. Notify the Environmental Team as the spill may be required to be reported to the regulator.

Whether it is a minor or major spill, the Workplace Manager must ensure that the incident causing the emergency is reported and investigated according to the Hazard, Near Miss & Incident Reporting Procedure (*RE-HSEQ-PR-045*).

**EMERGENCY  
ASSEMBLY  
AREA**

#### Evacuation Procedure

If directed, leave immediately by the nearest exit.  
Proceed in an orderly manner to the assembly area.  
Remain at the assembly area until all clear is given.

### Emergency Services 000

Under no circumstances should you put your life in danger in attempting to deal with an emergency.

## 19.5 Severe Storm (lightning & thunder, high winds, hail)

### EMERGENCY RESPONSE PROGRAM #05

### SEVERE STORM (lightning & thunder, high winds, hail)

**Description:** The Australian definition of a "severe thunderstorm" is one which produces any of: **Large hail - 2 cm diameter or greater. Damaging wind - 90 km/h or greater, Tornadoes. Heavy Rainfall conducive to flash flooding.**

In the event of a Severe Storm follow the actions as set out below:

1. Move workers indoors. If outdoors, workers must take extra precaution to avoid hazards such as flooded roads, downed electrical power lines, utility poles and trees.
2. Chief Warden to advise all workers via two-way radio and provide actions to take.
3. Avoid driving during severe storms wherever possible.
  - a. If driving is unavoidable, slow down or park away from trees, power lines or other objects that may be fallen due to storm damage.
4. Close all windows, curtains, blinds and external doors.
5. Remain inside a building during the storm, keeping away from exposed windows.
  - a. If shelter is not available:
    - i. Make yourself a small target. Crouch or squat with your feet together. Preferably try to find a hollow to crouch in.
    - ii. Keep your hands off the ground
    - iii. Spread groups of workers out (do not contact each other)
    - iv. Remove any metal objects from your body.
    - v. Do not lie down. (The more in contact with the ground, the more lightning will be attracted to you)
    - vi. If your hair stands on end or you hear buzzing on nearby rocks, fences, etc move immediately.
    - vii. Stay away from high and low points (hilltops and ridges or gullies, creeks) rock overhangs or shallow caves.
    - viii. Keep out of and away from bodies of water.
    - ix. Never shelter under trees.
6. Move computers and valuables away from windows or items that may fall.
7. Turn off electrical appliances and unplug them from wall sockets where possible.
8. Be aware that lightning strikes may cause power failure which will affect services such as lighting, lifts, heating or air conditioning, ventilation and building fire systems.
9. In the event of damage to the building, seek shelter under tables or desks and away from items such as machinery and other objects that may fall or slide. In multi-story buildings, the central core is usually the safest place to seek refuge.
10. Refrain from using the telephone during thunderstorms.
11. Chief Warden to announce when the storm has passed and the plan for the remainder of the day.

#### First aid for lightning victims

Apply immediate CPR to victims until emergency services arrive. You will not receive a shock from the victim. Immediate assistance is vital.

**EMERGENCY  
ASSEMBLY  
AREA**

#### Evacuation Procedure

If directed, leave immediately by the nearest exit.  
Proceed in an orderly manner to the assembly area.  
Remain at the assembly area until all clear is given.

**Emergency Services 000**

**Under no circumstances should you put your life in danger in attempting to deal with an emergency.**

## 19.6 Damage to Utility Services

### EMERGENCY RESPONSE PROGRAM #06

### DAMAGE TO UTILITY SERVICES

**Description:** Any damage to a utility service i.e. Gas, water, electricity, telecommunications, etc

1. Should electricity, gas, water or telecommunications services be pulled down or damaged, the following is to be carried out:
  - a. STOP work IMMEDIATELY.
  - b. Advise the chief warden or workplace manager
  - c. Assess the situation – make decision on action (evacuate or not)
  - d. Raise alarm – (if evacuation is required)
2. Should an item of plant or vehicle come into contact with overhead power lines, the following should be observed:
  - a. Contact the electrical supply authority immediately to isolate the electricity to the power line.
  - b. The operator should remain in place until the electricity has been isolated and the all clear is given by the electrical authority.
  - c. If it is essential for the operator/driver to leave the cabin because of other danger (i.e. fire) then they should jump clear of the equipment.
  - d. Do not touch the equipment and the ground at the same time.
  - e. The operator should hop or shuffle away from the equipment with both feet together until at least 8 metres from the nearest part of the plant.
  - f. Do not run or walk from the equipment as voltage gradients passing through the ground may cause electricity to pass through the body.
  - g. Warn all other persons in the area and try to keep them at least 8 metres from the plant.
  - h. Unauthorised equipment or persons should not attempt to rescue a person receiving an electric shock.
3. If it is SAFE TO DO SO:
  - a. Inspect work area.
  - b. Isolate service if appropriate.
  - c. Notify Emergency Services and utility service provider
  - d. Isolate immediate area and barricade if possible.
  - e. Advise visitors and public to clear the area.

The Workplace Manager must ensure that the incident causing the emergency is reported and investigated according to the Hazard, Near Miss & Incident Reporting Procedure (*RE-HSEQ-PR-045*).



**EMERGENCY  
ASSEMBLY  
AREA**

#### Evacuation Procedure

If directed, leave immediately by the nearest exit.  
Proceed in an orderly manner to the assembly area.  
Remain at the assembly area until all clear is given.

**Emergency Services 000**

**Under no circumstances should you put your life in danger in attempting to deal with an emergency.**